Continuing Education McGill University Calendar 2010-2011

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McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements and revising or cancelling particular courses or programs without prior notification.

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Editor

Lai Yard Lee **Enrolment Services**

Translation Véronic Morin

Cover Design Public Affairs, Graphic Design



Dean's Message

"Enriching. Stimulating. Career-advancing." That's how students and alumni describe their experience at McGill's Centre for Continuing Education (CCE), and staff members tell us how motivated and motivating our students are. Read their testimonials in this year's Calendar, which features a fresh look, a simplified structure, and new sections to help you quickly find the information you need.

These improvements are just a small part of the exciting changes taking place at CCE. As part of my mandate as Dean, we have articulated our vision for the next three to four years in our Strategic Directions document, and there are many recent and

forthcoming highlights.

For example, we have launched a number of new programs, including the Intensive English and Intensive French language programs and Business Analysis. As well, we are adding 60 new courses and have updated several *Career and Management Studies* programs to reflect business developments and learners' changing needs.

To better assist students, we have expanded our Client Services' hours, and we will be simplifying our registration process. To accommodate new educational and wireless technologies, we are continuing to upgrade our classrooms, and we are also working to roll out more distance-learning options to expand our geographical reach.

We have initiated a number of projects to foster stronger connections between CCE and other McGill communities, including the upcoming Personal and Cultural Enrichment (PACE) series. Under the title "Writing Minds", our first set of stimulating public lectures places the spotlight on McGill authors.

In 2010–2011, we will unveil our new visual identity, and we will continue to research our community and its needs, which will feed directly into our ongoing programming initiatives.

Whether you want to embark on a new career, upgrade your language skills, study in retirement, or pursue other personal and professional goals, I am sure you will find what you need at CCE. Join us on a very enriching path – the CCE path – to lifelong learning.

Judithe Pother

Dr. Judith Potter Dean of Continuing Education, McGill University

June 2010

Why Study at McGill CCE?

Do you want to change careers or upgrade your professional skills? Would you like to learn a new language? Are you searching for personal growth?

McGill University's Centre for Continuing Education (CCE) is a multidisciplinary academic unit devoted to excellence in teaching and learning. CCE provides a wide variety of stimulating opportunities for adult learners from diverse backgrounds. Whether you seek a career-advancing McGill certificate or diploma, want to open doors with new language skills, or desire personal growth or professional development opportunities, CCE is the place to achieve your goals.

Career and Professional Advancement

For individuals who seek superior performance in their careers through a university certificate or diploma, CCE offers innovative programs taught by leading business practitioners dedicated to passing on their expertise and hardwon experience through case studies, real-life projects and the best practices of their industries and professions.

Business people looking for job-enhancing opportunities will also find at CCE lectures, seminars, and workshops tailored to the changing marketplace in areas such as business analysis, intellectual property, project management, and public speaking, all led by highly qualified working professionals.

At CCE, educators eager to study in new disciplines or to reinforce existing skills can do so through numerous offerings. Education programs allow teachers to gain competence in areas like counselling, family life, special needs, and aboriginal language and culture. There is also a diploma program for certified teachers.

Language Learning, Translation and Personal Growth

CCE offers a multitude of French, English, and Spanish language programs and courses, ranging from part-time, multi-week classes to intensive full-time sessions. Individuals with advanced second-language abilities and those working as translators can bolster their careers by attaining a CCE certificate or diploma in translation.

Planning to retire? The McGill Institute for Learning in Retirement (MILR) provides a multitude of stimulating activities in a stress-free environment. Volunteer moderators lead small groups that study fascinating topics in areas such as arts, science, business, history, and travel. Additional MILR opportunities include access to McGill libraries, weekly lectures and fun social outings. At MILR, there are no prerequisites other than a willingness to participate.

A Dynamic and Learner-centred Community

As a learner at CCE, you will benefit from participating in a community of highly motivated individuals readily sharing their time, knowledge and insights, and you will also enjoy access to excellent CCE client services and to various McGill libraries, labs and facilities. As a member of the McGill Association for Continuing Education Students (MACES), you can take part in social gatherings, use numerous MACES resources, and more.

Centrally located on McGill's downtown campus, CCE offers a rich multicultural and cosmopolitan learning environment that is easily accessible by car, bus, metro and bicycle. We invite you to visit our website, contact us by email, or drop by for a visit. Please join us for a rewarding journey on the path of lifelong learning.



Welcome

Web	www.mcgill.ca/conted
By mail	688 Sherbrooke Street West, Montreal, QC, H3A 3R1, Canada
By telephone	514-398-6200
By fax	514-398-4448
By email	info.conted@mcgill.ca
In person	688 Sherbrooke Street West (corner of University Street), 11th floor

Academic Areas Contact Information

Career and Management Studies

Telephone: 514-398-1030 Fax: 514-398-3108 Email: cms.conted@mcgill.ca Website: www.mcgill.ca/conted/acad/cms

English and French Language Programs

Telephone: 514-398-1212 Fax: 514-398-1769 Email: language.conted@mcgill.ca Website: www.mcgill.ca/conted/acad/eflp

General Studies

Telephone: 514-398-5454 Fax: 514-398-5224 Email: gs.conted@mcgill.ca Website: www.mcgill.ca/conted/acad/ generalstudies

Translation Studies

Telephone: 514-398-1484 Fax: 514-398-1769 Email: translation.conted@mcgill.ca Website: www.mcgill.ca/conted/acad/ translation

McGill Institute for Learning

in Retirement (MILR) Telephone: 514-398-8234 Fax: 514-398-2757 Email: milr.conted@mcgill.ca Website: www.mcgill.ca/conted/milr

Office of Professional Development/Continuing Education Faculty of Education

Telephone: 514-398-7042 Fax: 514-398-4679 Website: www.mcgill.ca/conted/acad/ education

OFFICE HOURS

Academic Areas: Regular hours

Monday to Friday, 09:00 - 17:00

Exceptions

On the following dates, offices will be open Monday to Thursday, 09:00 - 18:00, and Friday, 09:00 - 17:00:

August 23 to September 21, 2010

December 15 to December 21, 2010

January 3 to January 25, 2011

NOTE: For the most up-to-date business hours, kindly consult www.mcgill.ca/conted

Client Services: Regular hours

Monday to Thursday, 09:00 - 18:15 Friday, 09:00 - 17:00

It is the responsibility of each student to read, understand, and abide by the regulations and procedures printed in this booklet.

Note: Throughout the text, "you" refers to students newly admitted, readmitted or returning to McGill.

For all other dates relating to the academic year, consult www.mcgill.ca/importantdates. Some professional development activities do not meet the criteria for student services. Students will not receive a McGill ID card and therefore cannot avail themselves of these services.

Key Dates, 2010 - 2011

These dates are a general guideline. See www.mcgill.ca/importantdates for a complete list. Check *Class Schedule* at www.mcgill.ca/students/courses/calendars for the precise dates of your course.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline.	June 1, 2010	October 1, 2010
Registration using Minerva for returning Continuing Education - Faculty of Education students.	April 7, 2010	April 7, 2010
Registration using Minerva for courses and programs for returning program students.	June 15, 2010	October 14, 2010
Registration using Minerva for returning Continuing Education Special students and newly-admitted students for courses and programs.	June 22, 2010	October 21, 2010
Deadline for students to register for courses without a late registration fee.	September 1, 2010	January 4, 2011
Late registration period with late registration fee (\$25 for Continuing Education).	September 2 - 14, 2010	January 5 - 18, 2011
Course Change (drop/add) deadline	September 14, 2010	January 18, 2011
Deadline to web withdraw (grade of 'W') with fee refund from Continuing Education credit courses (less \$20).	September 21, 2010	January 25, 2011
Deadline to withdraw from courses (grade of 'W') or University withdrawal (grade 'W') from Fall 2010 term (with no refund).	October 19, 2010	February 15, 2011
Last day for students to request fee exemp- tions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Centre for Continuing Education. Documents received after this date will be updated for the following term only.	December 1, 2010	April 1, 2011

LECTURES	Fall Term	Winter Term	
Lectures begin in all credit courses and non- credit language courses.	September 1, 2010	January 4, 2011	
Lectures begin in Special Intensive English and Special Intensive French.	September 13, 2010	January 17, 2011	
Lectures begin in non-credit General Studies courses.	September 15, 2010	January 10, 2011	
Last day of lectures for courses.	December 3, 2010	April 8, 2011	
Online course evaluation period: Evaluations available for completion on Mercury through Minerva.	November 15 - December 5, 2010	March 21 - April 10, 2011	
IMPORTANT NOTE: The normal Friday schedule of course activities is cancelled for December 3, 2010. In its place, all			

IMPORTANT NOTE: The normal Friday schedule of course activities is cancelled for December 3, 2010. In its place, all lectures, labs, conferences and other course-related activities that are normally held on Monday will be held on Friday, December 3, 2010. This change in schedule is to make up for activities that were cancelled on Monday, October 11, 2010 due to Thanksgiving Day.

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6 - 21, 2010	April 11 - 28, 2011
Application deadline for deferred examinations	January 15, 2011	May 15, 2011

STATUTORY HOLIDAYS	
Victoria Day	May 24, 2010
La Fête Nationale du Québec	June 24, 2010
Canada Day	July 1, 2010
Labor Day	September 6, 2010
Thanksgiving	October 11, 2010
Christmas and New Year	December 23 - 31, 2010
Study Break	February 20 - 26, 2011
Easter	April 22 and April 25, 2011

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2010-2011 Campus Map

Career and Management Studies - Undergraduate

Invest in Your Future at CMS

In a world of rapid change, innovation and globalization, *Career* and Management Studies (CMS) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Health Care, Human Resources, Management, Marketing, Public Relations, and Information Technology. CMS offers innovative programs and courses that focus on real-life issues, applications and skills. Whether you take just one course or complete a certificate, studies at CMS will enrich you both personally and professionally.



"I chose McGill CCE because of its reputation for excellence in education. Since I was working fulltime, CCE was my best option. Over a three-year period, I completed certificates in Accounting,

Management, and Risk Management. During that time, I also learned a lot from my peers, who, like me, are working professionals. As well, I found that the classroom settings were excellent and stimulated learning. The three programs I completed fulfilled the entry requirements for the Certified Public Accountant (CPA) program. The CPA designation has really propelled my career forward.

During my time at CCE, one employee really stood out. He was there to help with various challenges like registration, course selection, and copies of transcripts. I really felt I had a friend at CCE who was genuinely interested in my success.

The environment created by CCE is conducive to serious learning for professionals. Overall, my CCE experience was great."

Michael Di Fruscia, Alumnus, Career and Management Studies

1 Career and Management Studies (Undergraduate Certificate Programs, Part-Time B.Com.)

1.1 Location

Career and Management Studies Undergraduate Certificate Programs, Part-time B.Com. Telephone: 514-398-1030 Fax: 514-398-3108 Website: www.mcgill.ca/conted/acad/cms Email: info.conted@mcgill.ca

1.2 Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)

Director

Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia) Program Manager

Mary Rubiano

Graduate Program Advisor

Adelina Lameiras; B.Com.(McG.) Undergraduate Program Advisor TBA

Coordinator, Accounting, Finance and Taxation

Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.) Coordinator, Information Technology

TBA

Coordinator, Human Resources Management and Leadership

Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), A.P.R., F.C.P.R.S.

Coordinator, Public Relations

1.3 Why Study Career and Management Studies (CMS) at CCE?

Whether you want to acquire new job-related skills, boost your credentials with a career-advancing certificate or diploma, or even begin down a brand new career path, CMS is the right place to do it. We have highly qualified instructors, innovative courses and programs, and the reallife professional focus that can expand your current skill set or get you to the next stage in your career.

At CMS, you will study with business leaders and experts at the top of their professions. They bring real-world experience, pertinent case studies, the latest technologies and industry best practices to our interactive and collaborative learning environments. Our stimulating, committed instructors and motivated students will help accelerate your own learning and make a real difference in your career.

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Most classes are offered one evening a week (Monday to Thursday).

1.4 Professional Development and Job Opportunities

CMS programs can enhance your career and provide opportunities for numerous occupations such as:

- Accounting, tax and financial planners
- · Brand and product marketing experts
- Business entrepreneurs
- Customer service and help desk representatives
- Health care and social services managers
- Human resources managers
- Investment and treasury analysts
- IT business and support analysts
- Logistics and supply-chain managers
- Marketing and sales professionals
- Money-market and merger and acquisition analysts
- Physical distribution specialists and online retailers
- Public relations professionals
- QA analysts and test engineers
- Retirement and estate planners
- Risk managers
- Software engineers and developers
- Systems, database and network administrators
- · Web masters, designers and developers

1.5 Certificate Programs

Undergraduate programs, university degree not required:

"Certificate in Accounting (30 credits)", section 1.6.1 "Certificate in Entrepreneurship (30 credits)", section 1.6.2

- "Certificate in Finance (30 credits)", section 1.6.3 "Certificate in Health and Social Services Management (30 credits)", section 1.6.4
- "Certificate in Human Resources Management (30 credits)", section 1.6.5
- "Certificate in Management (30 credits)", section 1.6.6
- "Certificate in Marketing (30 credits)", section 1.6.7
- "Certificate in Public Relations (30 credits)", section 1.6.8
- "Certificate in Risk Management (30 credits)", section 1.6.9
- "Certificate in Software Development (30 credits)", section 1.6.10
- "Certificate in Supply Chain Management and Logistics (30 credits)", section 1.6.11
- "Certificate in Systems Analysis and Design (30 credits)", section 1.6.12
- "Certificate in Aboriginal Social Work Practice (30 credits)", section 1.7.1
- "Certificate in Northern Social Work Practice (30 credits)", section 1.7.2

1.6 McGill Certificates

Certificate in Accounting (30 credits) 1.6.1

To provide the academic training necessary for performing the accounting function. The Certificate in Accounting, in conjunction with the Certificate in Management, fulfils most of the educational requirements of the Ordre des comptables généraux licenciés du Québec (CGA) and the Ordre des comptables en management accrédités du Québec (CMA) and with the appropriate options prepares students to write the professional accreditation examinations of the particular Ordres. A detailed list of the specific certificate courses which satisfy the requirements of the particular Ordre can be obtained from Career and Management Studies

Note: Prerequisite courses are not included in the total credit requirement for the program.

Prerequisite:

Introduction to Financial Accounting MGCR 211 (3) (or the Exemption by Examination Test)

Required courses: (21 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	in	Dringinlag of Auditing

ACCT 475 (3) Principles of Auditing Complementary courses: (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CGA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required: contact the CGA office).

- ACCT 354 **Financial Statement Analysis** (3)
- ACCT 455 Development of Accounting Thought (3)
- ACCT 476 Internal Auditing* (3)
- ACCT 477 (3) External Auditing*
- **ACCT 486** (3) **Business Taxation 2**
- INSY 332 Accounting Information Systems (3) Only one of these courses may be taken for credit in the

Certificate program.

CMA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required: contact the CMA office).

- ACCT 354 (3) **Financial Statement Analysis**
- ACCT 455 (3) Development of Accounting Thought
- Advanced Management Accounting **ACCT 463** (3)
- **ACCT 476** (3)Internal Auditing
- **INSY 332** Accounting Information Systems (3)

Other Complementary options:

Independent Studies in Management **BUSA 400** (3) (3) U.S. Taxation CCTX 540

CGA Contact Information

CGA Exams and Exemptions Telephone: 514-861-1823 ext. 220 Email: examens@cga-quebec.org Website: www.cga-quebec.org

General Information and Course Equivalencies Telephone: 514-861-1823 ext. 246 Email: formation@cga-quebec.org Website: www.cga-quebec.org Toll-Free Number: 1-800-463-0163 Fax: 514-861-7661

CMA Contact Information

Ms. Karine Blais Telephone: 514-849-1155 ext. 227 Email: k.blais@cma-quebec.org Website: www.cma-quebec.org

1.6.2 Certificate in Entrepreneurship (30 credits)

To provide an understanding of what is required to launch and maintain a sustainable venture. Participants will develop the tools needed to produce a business plan, communicate with financial advisors, interpret financial statements, prepare a marketing and sales structure and present a product or service to potential investors. Some courses in the program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CMSC 101	(3)	College Algebra and Functions
		(or the Exemption by Examination test)
CCOM 205	(3)	Communication in Management 1
	. ,	(or the Exemption by Examination test)
Required co	ours	es: (27 credits)
BUSA 464	(3)	Management of Small Enterprises
CACC 520	(3)	Accounting for Management
CENT 300	(3)	Fundamentals of Entrepreneurship
CENT 305	(3)	Product Validation and Sales
CENT 434	(3)	Entrepreneurship Issues Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 293	(3)	Managerial Economics
MGCR 352	(3)	Marketing Management 1
MGCR 382	(3)	International Business
Compleme	ntary	course: (3 credits)
BUSA 364	(3)	Business Law 1
CPRL 223	(3)	Basics of Public Relations
MGCR 331	(3)	Information Systems
MGPO 450	(3)	Ethics in Management
MRKT 355	(3)	Services Marketing

MRKT 452 (3) Consumer Behaviour

1.6.3 Certificate in Finance (30 credits)

To provide students with a solid knowledge base in finance and prepare them for a variety of careers in finance. Courses will emphasize practical applications of financial concepts in preparation for a wide range of entry level jobs in finance. Classic and modern concepts are presented and analyzed in the context of contemporary events, taking into consideration the latest developments in financial markets and institutions. Students choose one specialization from the seven streams offered. Streams are designed to give students the option to learn about traditional finance areas, such as corporate finance and mutual funds, specialized areas, such as insurance, risk management, personal finance or treasury finance; and newly emerging fields such as sustainable investments and sustainable financial management. Depending on the stream chosen, graduates may embark on careers such as financial advisors, personal banking officers, insurance agents, budget assistants, claim adjustors, lending officers, and many others.

Required courses: (15 credits)

(

CEC2 532	(3)	Business	Economics

CFIN 300	(3)	Fundamentals of Financial Markets and
		Institutions
CMSC 221	(3)	Applied Quantitative Methods

01000 221	(0)	Applied Quantitative methods
MGCR 211	(3)	Introduction to Financial Accounting

- MGCR 341 (3) Finance 1

Complementary courses:				
(15 credits fr	om c	one of the following streams)		
Corporate F				
ACCT 354	(3)	Financial Statement Analysis		
CFIN 310		Short-Term Financial Management		
CFIN 401		Sustainable Finance and the Firm		
CFIN 402		Business Valuation and Project Finance		
CFIN 403		Mergers and Acquisitions		
		tfolio Management and Mutual Funds Finance		
Stream	, 1 01			
CFIN 305	(3)	Investor Behaviour		
CFIN 410	(3)			
CFIN 420		Mutual Funds		
FINE 448		Financial Derivatives		
FINE 451	(3)			
Personal Fir				
CFIN 200		Retirement Planning		
CFIN 350	(3)			
CFIN 400		Real Estate Finance		
CFIN 410	(3)	5		
CFIN 420	(3)	Mutual Funds		
Risk and Ca	pital			
CFIN 421	(3)	Asset Liability Management		
CPDV 400	(3)			
CPDV 402	(3)	Risks and Capital for Banks 2		
FINE 448	(3)	Financial Derivatives		
FINE 451	(3)	Fixed Income Analysis		
Short-Term	Risk	Management Stream		
ACCT 354	(3)	Financial Statement Analysis		
CFIN 310	(3)	Short-Term Financial Management		
CFIN 421	(3)	Asset Liability Management		
FINE 448	(3)	Financial Derivatives		
FINE 451	(3)	Fixed Income Analysis		
Sustainable	• •			
ACCT 354	(3)	Financial Statement Analysis		
CFIN 350	(3)			
CFIN 401	(3)			
CFIN 402	(3)	Business Valuation and Project Finance		
CFIN 410	(3)	Investment and Portfolio Management		
		sk Management Stream		
CPDV 301	(3)			
CPDV 302		Risk Control		
CPDV 302	(3)			
CPDV 303 CPDV 305	(3)	General Insurance 1		
CPDV 305	(3)	General Insurance 2		

CPDV 306 (3) General Insurance 2

1.6.4 Certificate in Health and Social Services Management (30 credits)

The Certificate is designed to provide an integrated base of management knowledge for those who have an interest in the organization, functioning and management of departments in hospitals (general, for long-term care, etc.), reception centers for the youth and elderly, local community centers and other health and social service establishments. It will focus on the development of skills in the day to day management of the provision of services in terms of both efficiency and human criteria.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite: CCOM 205

1 205	(3)	Communication in Management 1 (or the
		Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for Management
	(2)	Contal Comiton Culatorea

- CHLC 351 (3) Social Service Systems
- CHLC 401 (3) Evaluation of Health and Social Services
- CHLC 500 (3) Health Care Systems
- CHLC 552 (3) Legal Aspects: Health and Social Services
- INDR 294 (3) Introduction to Labour-Management Relations
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 331 (3) Information Systems
- ORGB 423 (3) Human Resources Management

Complementary course: (3 credits)

- CORG 450 (3) Workplace Health and Safety
- INSY 332 (3) Accounting Information Systems
- ORGB 420 (3) Managing Organizational Teams

1.6.5 Certificate in Human Resources Management (30 credits)

The Certificate program provides an introduction to the disciplines and basic practices of human resources management (HRM). In addition, the Certificate program presents an overview of the HRM functions and some of the current and future issues in organizational effectiveness, staffing, total compensations training and development, employee and labour relations, workplace health and safety, and professional practice in HRM.

Required co	ourse	es: (18 credits)
CGMG 282		Introduction to Business
MGCR 222		Introduction to Organizational Behaviour
ORGB 423	(3)	Human Resources Management
ORGB 424	(3)	Employment
ORGB 426		
ORGB 525	(3)	Compensation Management
Complemer	ntary	courses: (12 credits)
Employee R	elatio	ons
EDPC 501	(3)	Helping Relationships
INDR 294	(3)	
INDR 494	(3)	
INDR 496		Collective Bargaining
ORGB 380		Cross Cultural Management
ORGB 420	(3)	
Training and		
EDPC 501	(3)	
EDPC 504	(3)	
MGCR 331	(3)	
ORGB 380	(3)	
ORGB 420	(3)	
ORGB 421	(3)	Managing Organizational Change
Organizatior		•
CORG 450	(3)	
MGCR 423	(3)	
MGPO 450	(3)	
ORGB 380	(3)	•
ORGB 420	(3)	
ORGB 421	(3)	Managing Organizational Change
The compler	nenta	ary courses may be chosen from one area or from

The complementary courses may be chosen from one area or from among all 3 areas.

1.6.6 Certificate in Management (30 credits)

The Certificate prepares students for positions in general management and sets the stage for further management education. It presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this Certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CMSC 101	(3)	College Algebra and Functions	
		(or the Exemption by Examination Test)	
CCOM 205	(3)	Communication in Management 1	
		(or the Exemption by Examination Test)	
Required courses: (18 credits)			
MGCR 211	(3)	Introduction to Financial Accounting	
MGCR 222	(3)	Introduction to Organizational Behaviour	
MCCD 272	isi	Introductory Management Statistics	

- MGCR 273 (3) Introductory Management Statistics
- MGCR 293 (3) Managerial Economics
- MGCR 341 (3) Finance 1
- MGCR 352 (3) Marketing Management 1

Complementary courses: (12 credits) 3 or 6 credits from the following:				
BUSA 464		Management of Small Enterprises		
MGCR 423	(3)	Organizational Policy		
6 or 9 credits	from	the following:		
ACCT 361		Intermediate Management Accounting 1		
BUSA 364	(3)	Business Law 1		
BUSA 368	(3)	Business Law 2		
CGMG 282	(3)	Introduction to Business		
ECON 295	(3)	Macroeconomic Policy		
FINE 342	(3)	Finance 2*		
or FINE 343	(3)	Managerial Finance*		
FINE 443	(3)	Applied Corporate Finance		
MGCR 331	(3)	Information Systems		
MGCR 360	(3)	Social Context of Business		
MGCR 382	(3)	International Business		
MGCR 472	(3)	Operations Management		
MGPO 450	(3)	Ethics in Management		
MGSC 272	(3)	Advanced Business Statistics		
MGSC 373	(3)	Operations Research 1		
ORGB 420	(3)	Managing Organizational Teams		
ORGB 423	(3)	Human Resources Management		
* Only one of	thaa	a course movie token for credit in the		

* Only one of these courses may be taken for credit in the Certificate program.

CGA Requirement

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the *Ordre des CGA du Québec* office for details (see "Professional Associations", section 11.9).

BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 342	(3)	Finance 2
FINE 343	(3)	Managerial Finance
MGCR 211	(3)	Introduction to Financial Accounting
MCGR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 423	(3)	Organizational Policy

CMA Requirement

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the *Ordre des Comptables en Management Accrédités du Québec* for details (see "Professional Associations", section 11.9).

ACCT 361	(3)	Intermediate Management Accounting 1
BUSA 364	(3)	Business Law 1
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGSC 272	(3)	Advanced Business Statistics
MGSC 373	(3)	Operations Research 1

Canadian Institute of Management

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details (see "Professional Associations", section 11.9).

BUSA 364 (3)	Business Law 1
CCOM 205 (3)	Communication in Management 1
CGMG 282 (3	Introduction to Business
FINE 343 (3	Managerial Finance
MGCR 222 (3)	Introduction to Organizational Behaviour
MGCR 352 (3	Marketing Management 1

MGCR 423 (3) Organizational Policy MGCR 472 (3) Operations Management

1.6.7 Certificate in Marketing (30 credits)

To introduce students to theories and concepts of marketing, and to provide an opportunity to apply these in practical situations. It is intended that the student who completes the program will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

CMSC 101	(3)	College Algebra and Functions	
		(or the Exemption by Examination Test)	

Required courses: (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting	
MGCR 273	(3)	Introductory Management Statistics	
MGCR 352	(3)	Marketing Management 1	
MRKT 354	(3)	Marketing Management 2	
MRKT 451	(3)	Marketing Research	
MRKT 452	(3)	Consumer Behaviour	
MRKT 357*	(3)	Marketing Planning 1	
* Must be taken as the final source in the Cartificate			

* Must be taken as the final course in the Certificate

Complementary courses: (9 credits)			
BUSA 46	64 (3)	Management of Small Enterprises	
MRKT 3	55 (3)	Services Marketing	
MRKT 4	34 (3)	Topics in Marketing	
MRKT 4	53 (3)	Advertising Management	
MRKT 4	55 (3)	Sales Management	
MRKT 4	56 (3)	Business to Business Marketing	
MRKT 4	83 (3)	International Marketing Management	
MGCR 3	82 (3)	International Business	

1.6.8 Certificate in Public Relations (30 credits)

The Certificate in Public Relations is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student-oriented. The program is professionally based because its content is kept up to date with best practices in industry, and is frequently augmented by ongoing research in communications studies. Students have opportunities to work directly with industry on real and evolving public relations cases. Content follows the guidelines of the Canadian Public Relations Society and the *Société des relationnistes du Québec* (SRQ). Representatives of these and other professional associations participate on the Program Committee.

Required courses: (24 credits)

CCOM 207	(3)	Communication in Public Relations	
CPRL 223	(3)	Basics of Public Relations	
CPRL 224	(3)	Applied Public Relations Methods	
CPRL 225	(3)	Media Relations	
CPRL 226	(3)	Corporate Communications	
CPRL 227	(3)	Internal Communication	
CPRL 321	(3)	Public Relations Issues Management	
CPRL 322	(3)	Cases in Public Relations	
Complementary courses: (6 credits)			
CPRL 220	(3)	Fundamentals of Fund-Raising	
CPRL 228	(3)	Event Management	
CPRL 320	(3)	Public Relations Research	
MGCR 222	(3)	Introduction to Organizational Behaviour	
MGCR 352	(3)	Marketing Management 1	

1.6.9 Certificate in Risk Management (30 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

This program will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management. The key areas addressed are: business organization, statistics, economics, law, risk management and insurance. The completion of this program satisfies most of the educational requirements of the Institute of Risk Management for the RIMS Fellow designation.

Required cou	rses: (21	credits)
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Business Law 1 BUSA 364 (3) CCOM 205 Communication in Management 1 (3) **Business Economics** CEC2 532 (3) CPDV 301 (3)**Risk Management CPDV 302** (3) **Risk Control CPDV 303** (3) **Risk Financing** MGCR 211 (3) Introduction to Financial Accounting courses: (9 credits) Complementary ACCT 385 (3) Principles of Taxation **BUSA 368** (3) Business Law 2 **CPDV 305** General Insurance 1 (3) **CPDV 306** (3)**General Insurance 2 MGCR 273** Introductory Management Statistics (3) MGCR 331 Information Systems (3)

1.6.10 Certificate in Software Development (30 credits)

The Certificate in Software Development provides a solid foundation in software application development. It stresses applied computer knowledge in fundamentals of computer programming, networking, and internet technologies. Completing the program enables a pursuit of careers such as software development and maintenance specialist, network administrator, internet and web specialists in a variety of organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

CMSC 101	(3)	College Algebra and Functions	
		(or the Exemption by Examination Test)	

Required courses: (24 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures & Algorithms
CCCS 321	(3)	Operating Systems Administrat

- CCCS 321 (3) Operating Systems Administration
- CCCS 330 (3) Database Systems & Internet Applications
- CCCS 431 (3) Networking Fundamentals MGCR 331 (3) Information Systems

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- **Complementary courses:** (6 credits) CCCS 320 (3) User Interface Design
- CCCS 320 (3) User Interface Design CCCS 325 (3) Mobile Application Development
- CCCS 425 (3) Web Services
- CMIS 422 (3) Information System Security
- CMIS 431 (3) Systems Implementation
- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 450 (3) Information Systems Project Management

1.6.11 Certificate in Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them towards a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them towards a CITT designation provided that CITT's other requirements are satisfied.

Required Courses: (30 credits)

CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 430	(3)	Fundamentals of Integrated Business Systems
Production	and	Inventory Control
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
Logistics		
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics

CTPT 410 (3) International Trade and Logistics

Note: Students wishing to complete the requirements for the CITT must complete additional courses. Details are available from *Career and Management Studies* or the CITT office at info@citt.ca.

1.6.12 Certificate in Systems Analysis and Design (30 credits)

The Certificate in Systems Analysis and Design provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems. Emphasis is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite	:	
CMSC 101	(3)	College Algebra and Functions
		(or the Exemption by Examination Test)
Required C	ours	es: (24 credits)
CCCS 300	(3)	Programming Techniques 1
CMIS 431	(3)	Systems Implementation
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modelling
INSY 432	(3)	Information Technology in Business
INSY 437	(3)	Managing Data and Database
INSY 450	(3)	Information Systems Project Management
MGCR 331	(3)	Information Systems
	(-)	
	• •	Courses: (6 credits)
	• •	
Complemen	ntary	Courses: (6 credits)
Complement CCCS 301	ntary (3)	Courses: (6 credits) Programming Techniques 2 Web Development
Complement CCCS 301 CCCS 310	ntary (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development
Complement CCCS 301 CCCS 310 CCCS 315	ntary (3) (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development Data Structures and Algorithms
Complement CCCS 301 CCCS 310 CCCS 315 CCCS 320	(3) (3) (3) (3) (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development Data Structures and Algorithms User Interface Design
Complemen CCCS 301 CCCS 310 CCCS 315 CCCS 320 CCCS 321	(3) (3) (3) (3) (3) (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development Data Structures and Algorithms User Interface Design Operating Systems Administration
Complement CCCS 301 CCCS 310 CCCS 315 CCCS 320 CCCS 321 CCCS 325	(3) (3) (3) (3) (3) (3) (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development Data Structures and Algorithms User Interface Design Operating Systems Administration Mobile Application Development
Complement CCCS 301 CCCS 310 CCCS 315 CCCS 320 CCCS 321 CCCS 325 CCCS 425	(3) (3) (3) (3) (3) (3) (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development Data Structures and Algorithms User Interface Design Operating Systems Administration Mobile Application Development Web Services
Complement CCCS 301 CCCS 310 CCCS 315 CCCS 320 CCCS 321 CCCS 325 CCCS 425 CCCS 431	(3) (3) (3) (3) (3) (3) (3) (3) (3) (3)	Courses: (6 credits) Programming Techniques 2 Web Development Data Structures and Algorithms User Interface Design Operating Systems Administration Mobile Application Development Web Services Networking Fundamentals

1.7 Restricted Programs

1.7.1 Certificate in Aboriginal Social Work Practice (30 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

The Certificate Program in Aboriginal Social Work Practice aims to prepare Aboriginals for social work practice in their own communities by providing professional training in assessment and counselling skills for a range of social problems such as addictions, family violence, child abuse and mental and physical health. Courses are planned to reflect the socio-cultural characteristics of Aboriginal society as well as the specific social service needs of their communities.

Required courses: (21 credits)

SWRK 240	(3)	Introduction to Social Work
SWRK 255	(3)	Introduction to Practicum
SWRK 341	(3)	Introduction: Practice with Families
SWRK 355	(3)	Field Practice 1
SWRK 357	(3)	Legal Problems of the Poor
SWRK 374	(3)	Community Development/Social Action
SWRK 438	(3)	Drug Addiction and Society
Complementary courses: (9 credits)		

ANTH 306	(3)	Native Peoples' History in Canada
SWRK 354	(3)	Social Work in the Health Field
SWRK 434	(3)	Practice with Involuntary Clients
SWRK 459	(3)	Adult / Children Sexual Relations
SWRK 465	(3)	School Social Services
SWRK 497	(3)	Clinical Practice Seminar 1
One of the c	compl	ementary courses may be replaced by:
EDEC 204	(3)	Communication in Social Work

1.7.1.1 Admission Requirements

In addition to the requirements found in section 1.12.1 "Admission Requirements", applicants must provide two (2) letters of recommendation from their aboriginal community.

1.7.2 Certificate in Northern Social Work Practice (30 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

This 10-course (30-credit) Certificate program offered by the Centre for Continuing Education on behalf of the School of Social Work is available only in the North and is for Inuit community workers employed by Nouveau Québec. The purpose of the program is to prepare Inuit community workers for social work practice within their communities. The courses reflect the sociocultural characteristics of northern society as well as the social service needs of Inuit communities. Particular attention is directed to the complex role of the social worker in various relationships to the community.

Courses will reflect the following themes: identification and analysis of social problems; welfare policy and legislation methods of social work practice with individuals, groups, and organizations and the process of community organizing.

All the courses are taught in the North by the staff of the School of Social Work.

Required courses: (21 credits)

SWRK 240	(3)	Introduction to Social Work
SWRK 255	(3)	Introduction to Practicum
SWRK 341	(3)	Introduction: Practice with Families
SWRK 351	(3)	Children's Needs and Social Services
SWRK 354	(3)	Social Work in the Health Field
SWRK 355	(3)	Field Practice 1
SWRK 473	(3)	Individuals and Families in Crisis
Complemen	ntary	courses: (9 credits)
EDPI 211	(3)	Social and Emotional Development
SWRK 374	(3)	Community Development / Social Action
SWRK 377	(3)	Women's Issues in Practice
SWRK 485	(3)	Tutorial: Social Work Practice

Optional course:

EDEE 249	(3)	Inuktitut Orthography and Grammar
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1.8 Bachelor of Commerce for Part-Time Students

1.8.1 Admission Requirements

The Bachelor of Commerce (B.Com.) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring and Summer.

The B.Com. program accepts students with a wide variety of academic backgrounds. Admission is competitive with an aboveaverage academic standing expected; decisions are based on the whole academic record. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the B.Com. program.

Applications for admission as well as information on admission requirements and deadlines can be obtained personally from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 1Y1; telephone: 514-398-7878 or from the website www.mcgill.ca/prospective.

Students in the following two categories ("CEGEP Diploma (DCS) Applicants", section 1.8.2 and "Transfer Applicants", section 1.8.3) apply through Enrolment Services using the online application found at www.mcgill.ca/prospective.

1.8.2 CEGEP Diploma (DCS) Applicants

CEGEP Diploma (DCS) Applicants must have completed, within the past five years, Calculus 1, Calculus 2 and Linear Algebra (Mathematics - OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R".

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the Centre by applicants who have not taken mathematics at college but otherwise meet the admissions requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter.

The courses will not be credited toward the minimum credit requirement. Students accepted to the program on the basis of CEGEP will take a minimum of 90 credits.

1.8.3 Transfer Applicants

Transfer Applicants (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2 and Linear Algebra at CEGEP with a competitive "COTE R", or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204) with a minimum of B+ in each course, may be completed at the Centre by applicants who have not taken mathematics at college but otherwise meet the admissions requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter. These courses will not normally be credited toward the minimum credit requirement.

University courses completed will be considered for transfer credit on an individual basis.

The minimum number of credits required to complete the degree will depend on the student's pre-university education.

Note: While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program, a total of at least 60 credits must be completed at McGill University to fulfil University residency requirements.

Applicants in the following two categories ("Mature Applicants", section 1.8.4 and "Inter-faculty Transfers", section 1.8.5) apply directly to the Faculty using the online application form found on Minerva at www.mcgill.ca/minerva.

1.8.4 Mature Applicants

Canadian citizens and permanent residents who lack the academic background normally required for admission may apply directly to the Desautels Faculty of Management for entrance as Mature students if the following conditions are met:

- they are at least 21, unless otherwise specified, by September 1 (for admission to the Fall semester) or January 1 (for admission to the Winter semester);
- they do not have college or university-level studies, completed within the five-year period prior to the application, which would constitute a basis for admission; and
- 3) they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at ronald.critchley@mcgill.ca for further information.

All applicants must have completed the following two courses, CMSC 203 "Survey of Basic Mathematics 1" and CMSC 204 "Survey of Basic Mathematics 2", within five years of the date of admission with a minimum average of B+. (CEGEP Mathematics - OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) with a competitive "COTE R", or university equivalents with a minimum B+ average, are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must do a minimum of six management courses (18 credits) with an average of B+.

The following courses are suggested:

- ECON 295 Macroeconomic Policy
- MGCR 211 Introduction to Financial Accounting
- MGCR 222 Introduction to Organizational Behaviour
- MGCR 271 Statistics 1 or
- MGCR 273 Introductory Management Statistics and
- MGCR 293 Managerial Economics
- MGCR 331 Information Systems
- MGCR 341 Finance 1
- MGCR 352 Marketing Management 1
- MGCR 382 International Business
- MGCR 472 Operations Management

Should a student take more management courses at CCE than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above prerequisites and on the overall average. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

1.8.5 Inter-faculty Transfers

Inter-faculty Transfers: McGill students applying to transfer to the B.Com. program must have completed Calculus 1, Calculus 2 and Linear Algebra prior to application. A minimum 3.30 CGPA is required on the math and overall (all courses taken at McGill) averages for consideration. Further information may be found at: www.mcgill.ca/desautels/bcom/prospective_students/transfers. The online application can be found on Minerva at www.mcgill.ca/ minerva. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

1.8.6 Regulations and Advising

Information concerning the Faculty regulations and procedures may be obtained from the Desautels Faculty of Management section of the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study.

All students will be advised and have their programs approved by the Desautels Faculty of Management. The courses will only be part of a degree program if you have been officially accepted. Correspondence and enquiries should be addressed to: Student Affairs Office, B.Com. Program, Desautels Faculty of Management, Samuel Bronfman Building, 1001 Sherbrooke Street West, Montreal, Quebec, H3A 1G5; telephone: 514-398-4068.

All students accepted into the B.Com. for part-time studies should contact a student adviser, either Ron Critchley (email: ronald.critchley@mcgill.ca) or Helen Van Eyk (email: helen.vaneyk@mcgill.ca), in the Desautels Faculty of Management before registering with the Centre for Continuing Education.

1.9 Bachelor of Commerce Part-Time Program Credit Structure

The Bachelor of Commerce (B.Com.) degree program is a 90- or 120-credit program that may be pursued on a part-time evening basis, or full-time day basis.

The availability of program choices is limited in the part-time program. Consult the Desautels Faculty of Management section of the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

General Management Program (Concentrations)

2 Concentrations	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

1 Concentration & 1 Minor (18 credits)	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Electives	21	21
Total	90	120

1 Concentration & 1 Minor (24 credits)	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

Second Concentration

Students who chose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)

Accounting

Entrepeneurship

Information Systems

Marketing

Organizational Behaviour

Concentrations in Finance, International Business, Labour-Management Relations, Operations Management, and Strategic Management are also available with some daytime studies required.

Major Programs

Majors in Management	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

Majors (Part-Time Program)

Accounting

Information Systems

Marketing

Majors in Economics, Finance, Labour-Management Relations, Mathematics (Major Concentration), Psychology, and Statistics (Major Concentration) are also available. Significant daytime studies are required. Please refer to the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study for additional information with regard to these majors.

1.9.1 Core Program

Core Courses - 36 credits required by all B.Com. students, with a minimum grade of C in each course.

ECON 295 MGCR 211 MGCR 222 MGCR 273 MGCR 293 MGCR 331 MGCR 341 MGCR 352 MGCR 360	 (3) 	Macroeconomic Policy Introduction to Financial Accounting Introduction to Organizational Behaviour Introductory Management Statistics Managerial Economics Information Systems Finance 1 Marketing Management 1 Social Context of Business
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Note: MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.

1.10 Concentrations

1.10.1 Accounting Concentration (15 credits)

Mentors: Professors R. Cecere, L. Goldsman

This concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting but do not intend to become professional accountants or accounting specialists. It is primarily oriented toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

The Accounting Concentration complements or forms part of the B.Com., General Management Program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

Required courses: (6 credits)

ACCT 351 (3) Intermediate Financial Accounting 1 ACCT 361 (3) Intermediate Management Accounting 1

Complementary courses: (9 credits)

ACCT 352 ACCT 354 ACCT 362 ACCT 362 ACCT 385 ACCT 434 ACCT 452 ACCT 453 ACCT 454	 (3) 	Intermediate Financial Accounting 2 Financial Statement Analysis Intermediate Management Accounting 2 Principles of Taxation Topics in Accounting Financial Reporting Valuation Advanced Financial Accounting Financial Reporting
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ACCT 463	(3)	Advanced Management Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2

1.10.2 Entrepreneurship Concentration (15 credits)

Mentors: Professors A. Burlton, G. Vit

This Concentration is concerned with the genesis and development of entrepreneurial activities. It deals with the integration of marketing, finance, organization and policy in the development and expansion of business enterprise. Included are the evaluation of new business ventures, the role of acquisitions, and the strategic issues and operating problems at various stages of a firm's existence from its beginnings to maturity.

Complementary Courses: (15 credits)

At least 6 cre	dits	from the following:
BUSA 462	(3)	Management of New Enterprises
BUSA 464	(3)	Management of Small Enterprises
BUSA 465	(3)	Technological Entrepreneurship
Remaining c	redite	s to be selected from:
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 385	(3)	Principles of Taxation
BUSA 364	(3)	Business Law 1
FINE 442	(3)	Capital Markets and Institutions
INSY 332	(3)	Accounting Information Systems
INSY 432	(3)	Information Technology in Business
INSY 454	(3)	Technological Foundation for E-Commerce
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 450	(3)	Ethics in Management
MGPO 460	(3)	Managing Innovation
MRKT 438	(3)	Brand Management
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management
MRKT 483	(3)	International Marketing Management
ORGB 380	(3)	Cross Cultural Management

Or a 400-level course approved by the mentor.

1.10.3 Information Systems Concentration (15 credits)

The 15-credit Information System (IS) Concentration is flexible and represents an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to transform and improve all functions of organizations in every economic sector. The IS Concentration emphasizes the importance of the interrelationships across technology, management and strategy. The objective is to prepare students to be effective planners, users and managers of IT in the digital economy. It provides students with assets that award them a unique competitive advantage.

Students with an IS Concentration are well positioned to participate in IT-driven changes that continue to affect knowledge work, business processes, organizational design, and the operation of markets and industries. IT offers fascinating – often high-paying – jobs and a wide variety of career paths. Former graduates have secured jobs in consulting, IT management, business analysis, etc, in various industries, e.g., banking, healthcare, finance, education, government, etc.

Required course: (3 credits)			
INSY 333	(3)	Systems Analysis and Modelling	
Complementary courses: (12 credits)			
INSY 331	(3)	Managing Information Technology	
INSY 332	(3)	Accounting Information Systems	
INSY 339	(3)	IT Consulting	
INSY 341	(3)	Developing Business Applications	
INSY 430	(3)	IT in Financial Markets	
INSY 431	(3)	System Design and Implementation	
INSY 432	(3)	Information Technology in Business	
INSY 434	(3)	Advanced Topics	
INSY 437	(3)	Managing Data & Databases	
INSY 440	(3)	Information Technology Challenges in	
		Electronic Business	
INSY 444	(3)	Managing Knowledge with Information	
		Technology	
INSY 450	(3)	Information Systems Project Management	
INSY 454	(3)	Technological Foundation for E-Commerce	

1.10.4 Marketing Concentration (15 credits)

Mentors: Professors M.S. Jo, A. Mukherjee

This Concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the field of product management, advertising, sales management, marketing management, pricing, marketing research, distribution and retailing. The marketing concentration provides a balance between courses focusing on fundamental, theoretical and "need to know" material, and courses with a strong practical and applied orientation.

Required courses: (12 credits)

Pequired course: (3 credits)

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MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research (to be taken in U2)
MRKT 452	(3)	Consumer Behaviour
Complemen	tary	course: (3 credits)
MRKT 351	(3)	Marketing in Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 434	(3)	Topics in Marketing
MRKT 438	(3)	Brand Management
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
MRKT 557	(3)	Marketing Productivity

1.10.5 Organizational Behaviour Concentration (15 credits)

Mentor: Professor A. Jaeger

The Concentration in Organizational Behaviour provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and prepare themselves for graduate study in the behavioural sciences or for careers in general management or human resource management.

Complementary courses: (15 credits)

Five of:		
ORGB 321	(3)	Leadership
ORGB 325	(3)	Negotiations and Conflict Resolutions
ORGB 380	(3)	Cross Cultural Management
ORGB 409	(3)	Organizational Research Methods
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 429*	(6)	Organizational Behaviour for Course
		Counsellors
ORGB 434	(3)	Advanced Topics in Organizational Behaviour
ORGB 435	(3)	Women as Global Leaders and Managers

ORGB 525 (3) Compensation Management

* If the course ORGB 429 is taken, only three credits will count toward the Concentration in Organizational Behaviour. The remaining three credits will be counted as free electives. Students who are able to take courses during the day should consult the Desautels Faculty of Management section of the *Programs, Courses and University Regulations* publication at www.mcgill.ca/ study for further possibilities with the concentrations listed above.

1.11 Majors

Major programs are available in Accounting, Information Systems and Marketing in the Part-time Program.

Because of the heavier demands of Major programs, students desiring to pursue a program of this type are advised to declare their intention at the beginning of the program. Only satisfactory grades (C or better) may count toward the Majors requirements.

1.11.1 Major in Accounting (30 credits)

Mentors: Professors R. Cecere, L. Goldsman

This Major is designed to provide students with a background in financial reporting, performance measurement, assurance engagements and other related Accounting concepts.

Required courses: (18 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 455	(3)	Development of Accounting Thought
Compleme	ntary	courses: (12 credits)
ACCT 354	(3)	Financial Statement Analysis
ACCT 356	(3)	International Accounting
ACCT 434	(3)	Topics in Accounting
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Advanced Management Accounting
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

1.11.2 Major in Information Systems (30 credits)

Information Technology is fundamental to corporate strategy, organization structure, building and maintaining relationships with customers and suppliers, as well as developing and offering products and services.

This 30-credit major prepares students for the multitude of IT related career opportunities available in industry. It employs a blend of theoretical concepts, hands-on tools, and actual case studies to train students to identify business problems and opportunities, analyze business processes, and develop and implement information systems to support them. The IS major covers a variety of topics, including strategic planning and investment in information systems, understanding the opportunities and challenges of web-based businesses, and managing resistance of IT-initiated changes in organizations.

Required courses: (21 credits) INSY 331 (3) Managing Info

VSY 331	(3)	Managing	Information	Technology
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- INSY 333 (3) Systems Analysis and Modelling
- INSY 341 (3) Developing Business Applications
- INSY 431 (3) System Design and Implementation
- INSY 432 (3) Information Technology in Business
- INSY 437 (3) Managing Data and Databases
- INSY 450 (3) Information Systems Project Management

Complementary courses: (9 credits)

INSY 332	(3)	Accounting Information Systems
INSY 342	(3)	Advanced Application Development
INSY 434	(3)	Advanced Topics
INSY 438	(3)	Interface Design and Prototyping
INSY 440	(3)	Information Technology Challenges in
	. ,	Electronic Business
INSY 444	(3)	Managing Knowledge with Information
	. ,	Technology
INSY 454	(3)	Technological Foundation for E-Commerce
BUSA 499*	(3)	Case Analysis and Presentation

* Students wishing to take BUSA 499 as a complementary course must seek prior approval from the adviser.

1.11.3 Major in Marketing (30 credits)

Mentors: Professors M.S. Jo, A. Mukherjee

The 30-credit Marketing Major is designed to provide students with a strong background in marketing in order to prepare them for the wide variety of marketing careers available. The major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management and business-to-business marketing.

In addition to the 15 required credits, students must select an additional 15 credits from the list of complementary courses.

Required courses: (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(́3)́	Advertising Management
Compleme	ntary	courses: (15 credits)
BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing in Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management

- MRKT 557 (3) Marketing Productivity

B.Com. elective courses - for completion of minimum credit requirement.

Any courses listed but not used to fulfil the Concentration or Major requirements may be used as electives, as well as those listed below:

ACCT 356	(3)	International Accounting
BUSA 368	(3)	Business Law 2
BUSA 400	(3)	Independent Studies in Management
CCOM 205	(3)	Communication in Management 1
CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
CHLC 500	(3)	Health Care Systems
CHLC 522	(3)	Health and Social Services Management
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
EDPC 501	(3)	Helping Relationships
FINE 343	(3)	Managerial Finance
FINE 441	(3)	Investments and Portfolio Management
HSEL 308	(3)	Issues in Women's Health
HSEL 309	(3)	Women's Reproductive Health
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
INSY 533	(3)	Information Systems Auditing and Security
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
RELG 254	(3)	Introduction to Sikhism

Language courses: A maximum of 6 credits may be taken. For a listing of the courses, please see section 10 "Course Information, Regulations and Descriptions"

1.12 Admission Regulations for Certificate Programs

1.12.1 Admission Requirements

To be admitted to a certificate program:

- 1) Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (D.E.C.) or equivalent); ٥r
- 2) Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 who do not have a CEGEP 3) diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by Career and Management Studies. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

1.12.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill 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. Below you will find information on when proof of proficiency is required.

If you answer "yes" to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate -Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of 'C' or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of 'B' or better?

If you answered "no" to all of the above, but answer "yes" to any of the following questions, you will be asked to provide supporting documentation to this effect and may still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to *Career and Management Studies* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1) TOEFL (Test of English as a Foreign Language): minimum acceptable scores are

iBT	PBT	CBT	
(internet-based test)	(paper-based test)	(computer-based test)*	
90 overall (a minimum individ- ual component score of 21 in each of the four components, i.e., reading, writing, listening and speak- ing)	577	233	
* The CBT is no longer being offered. CBT results will be accepted as long as considered valid by ETS.			
N.B. an institutional version of the TOEFL is not acceptable.			

- IELTS (International English Language Testing System): a band score of 6.5 or better.
- MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
- 4) APIEL (Advanced Placement International English Language): a minimum score of 4.
- 5) McGill CCE TELP (McGill CCE Test of English Language Proficiency): a Category A result.
- McGill Certificate of Proficiency in English or McGill Certificate of Proficiency - English for Professional Communication: Certificate of Proficiency awarded.
- 7) University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of "B" (Good) or higher.
- 8) University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of "C" (Pass) or higher.
- 9) Edexcel London Test of English Level 4 with an overall grade of at least "Merit Pass".
- 10) Edexcel London Test of English Level 5 with an overall grade of at least "Pass".

NOTE: Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Student Affairs Office (Admissions) of the Centre for Continuing Education, 688 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill

1.12.3 Admission Procedures

University is 0935-00.

See section 11 "Application Procedures" for more information.

1.12.4 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (*English and French Language Programs*) and to one or more of the Certificates or Diplomas offered by *Career and Management Studies*. Students applying to their programs of choice through the IELPS, will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at: www.mcgill.ca/conted/langprg/ielps.

1.12.5 Independent Studies

For information see "Special Student Status", section 11.8.

1.12.6 Exemption By Examination

In general, Certificates offered by *Career and Management Studies* are comprised of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) to the program or one or more of the prerequisite courses that are not part of the program to which they have applied may take an Exemption by Examination test.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s). Instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results.

Students may obtain an application form from the Student Affairs Office or may download one from the following website: www.mcgill.ca/conted/studentres/forms. An applicant may submit an Exemption by Examination application form to the Student Affairs Office by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form.

For further details on the Exemption by Examination test, students should contact *Career and Management Studies*. Exemption by Examination tests will be held on the following dates:

Wednesday	August 4, 2010
Thursday	August 5, 2010
Wednesday	November 24, 2010
Thursday	November 25, 2010
Wednesday	March 30, 2011
Thursday	March 31, 2011

Note: The Centre reserves the right to reschedule test dates and to revise the application fee without prior notice.

1.12.7 Academic Regulations

1.12.7.1 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-1030 to schedule an appointment during regular business hours. Please note this service is by appointment only.

1.12.7.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

A maximum of three unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in *Career* and *Management Studies*.

In order to be eligible for graduation, students must complete all program requirements with a Cumulative Grade Point Average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, he/she may be asked to withdraw.

1.12.7.3 Advanced Standing

Advanced standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another university. Students should note that courses taken more than five years ago will not be recognized for advanced standing.

Students wishing to apply for advanced standing must complete an Advanced Standing Form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless accompanied by all required documentation.

Note: The evaluation process takes at least 6 weeks to complete.

1.12.7.4 Advanced Standing and Residency Requirement

A) Students transferring to McGill:

Advanced standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

- B) Students transferring within McGill:
 - Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
 - 2) Students who withdraw from a degree or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five (5) courses provided they were completed within the last five years. They must complete a minimum of 5 courses (15 credits) in the certificate program at the Centre after admission to that program.
 - 3) Students who have completed a diploma or certificate program may apply for admission to a second certificate program and be given advanced standing (if applicable) up to a maximum of 9 credits (3 courses) provided the courses were completed within the last five years.

Students wishing to transfer from a diploma program to a certificate program will receive advanced standing only for those courses in which they obtained the minimum passing grade required in the diploma program.

- C) Students taking two programs concurrently:
 - 1) Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of 3 courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Management Studies*. Courses cannot be counted more than twice.
 - 2) Students may be concurrently registered in a certificate and degree program. Courses taken at the Centre and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted by the Centre toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five (5) courses. Courses cannot be counted more than twice.
- D) Students admitted to degree or diploma programs after completing a certificate program:

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted advanced standing at the discretion of the Associate Dean of the Faculty in which the degree or diploma is offered.

E) Special students:

Special students may apply for admission to a certificate program provided they have not completed more than 12 credits (4 courses) at the Centre for Continuing Education toward the certificate requirements. A minimum of 15 credits (5 courses) must be completed at the Centre after admission to that program.

1.12.7.5 Corequisite

This refers to academic course requirements that may be completed before or concurrently.

1.12.7.6 Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

1.12.7.7 Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
- If a student has accumulated four failures, he/she will be asked to withdraw.

Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program.

1.12.7.8 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the *Career* and Management Studies' staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives and instructors. Please call

Career and Management Studies at 514-398-1030 for further information.

1.12.7.9 Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work.

The prerequisite course(s) or conditions are specified in the course description, see section 10 "Course Information, Regulations and Descriptions". Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must enquire at the Centre.

1.12.7.10 Independent Studies (Special Student Status)

For more information, see also "Special Student Status", section 11.8.

A student who does not wish to be admitted to a program may register as a "Special Student" in individual courses on a selected basis provided they have the necessary prerequisites and meet the admission criteria.

A Special student takes regular credit courses but is not recognized as working toward a certificate. The number of courses a Special student may take may be limited. The Centre for Continuing Education is under no obligation to recognize credits earned by Special students toward the completion of a certificate program. Students must apply to a program before completing four (4) courses.

Academic Standing Requirements for Special Students

Special students, although not formally registered in a program, are expected to demonstrate seriousness of academic purpose. Special students must complete all courses, including corequisite and prerequisite courses, with a grade of "C" or better. A maximum of three grades below "C" in any course offered through Career and Management Studies is permitted on the record. In this context, grades below "C" include the grade of D (a conditional, non-conditional pass), F (a failure) and J (unexcused Absence/failed). Special students are permitted to repeat the same course only once. Special students who accumulate more than three grades below "C" in Career and Management Studies and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in Career and Management Studies. Please note that even if a grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts towards the total number of unsatisfactory grades.

1.12.7.11 Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted advanced standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to re-apply and meet any new program requirements.

1.12.7.12 Transfer of Program

For more information, see section 11.5 "Program Transfers".

1.13 Language Requirements for Professions

For more information, see section 12.8 "Language Requirements for Professions".

1.14 Course Descriptions - Undergraduate Programs

For a listing of the courses, please see section 10 "Course Information, Regulations and Descriptions".

Career and Management Studies - Graduate

Give Your Career the Edge at CMS

In a world of rapid change, innovation and globalization, graduatelevel studies at *Career and Management Studies* (CMS) will boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Health Care, Human Resources, Internet Business, International Business, Management, Marketing, Public Relations, Taxation, and Finance. CMS offers innovative programs featuring multiple learning methods that focus on real-life issues, applications and skills – while leading to valuable and career-enhancing graduate certificates and diplomas. To give yourself an edge at work and in the marketplace, invest in your future at CMS.



"As the founder of Mamma.com, the first major Canadian dot-com success, and former owner of vibe.to, a community portal for Toronto teenagers, I have substantial experience and connections in the

field of Internet marketing, which I leverage for the CMS courses I teach – Web Analytics for Internet Business, and Internet Business Analysis and Design.

For example, in one of my classes, students worked on an actual case study of a multi-million dollar business going online. I brought in the investors, executives and managers to speak to my students, and we followed up with a field trip to the company.

I am excited to be at CMS, where we are engaged in an important transfer of knowledge from one generation to the next. I truly believe higher education is a critical nesting ground for the great ideas of tomorrow, which need to be encouraged and developed.

By teaching at McGill, I can help students with their careers – both inside and outside the classroom. This experience is one of the highlights in the current chapter of my life. Thanks CCE."

Herman Tumurcuoglu, Course Lecturer, Career and Management Studies

2 Career and Management Studies (Graduate Programs, Diplomas and Graduate Certificates)

2.1 Location

Career and Management Studies Graduate Programs, Diplomas and Graduate Certificates Telephone: 514-398-1030 Fax: 514-398-3108 Website: www.mcgill.ca/conted/acad/cms Email: info.conted@mcgill.ca

2.2 Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)

Director

Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia) Program Manager

Mary Rubiano

Graduate Program Adviser

Adelina Lameiras; B.Com.(McG.) Undergraduate Program Adviser TBA

Coordinator, Accounting, Finance and Taxation

Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.) Coordinator, Information Technology

TBA

Coordinator, Human Resources Management and Leadership

Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), A.P.R., F.C.P.R.S.

Coordinator, Public Relations

2.3 Why Study Career and Management Studies (CMS) at CCE?

Whether you want to acquire new job-related skills, boost your credentials with a career-advancing certificate or diploma, or even begin down a brand new career path, CMS is the right place to do it. We have highly qualified instructors, innovative courses and programs, and the real-life professional focus that can expand your current skill set or get you to the next stage in your career.

At CMS, you will study with business leaders and experts at the top of their professions. They bring real-world experience, pertinent case studies, the latest technologies and industry best practices to our interactive and collaborative learning environments. Our stimulating, committed instructors and motivated students will help accelerate your own learning and make a real difference in your career.

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Most classes are offered one evening a week (Monday to Thursday).

2.4 Professional Development and Job Opportunities

CMS programs can enhance your career and provide opportunities for numerous occupations such as:

- Accounting, tax and financial planners
- Brand and product marketing experts
- Business entrepreneurs
- Customer service and help desk representatives
- Health care and social services managers
- Human resources managers
- Investment and treasury analysts
- IT business and support analysts
- Logistics and supply-chain managers
- Marketing and sales professionals
- Money-market and merger and acquisition analysts
- · Physical distribution specialists and online retailers
- Public relations professionals
- QA analysts and test engineers
- Retirement and estate planners
- Risk managers
- Software engineers and developers
- · Systems, database and network administrators
- Web masters, designers and developers

2.5 Graduate Programs

Diploma and Graduate Certificate Programs

(University Degree Required)

"Diploma in Accounting (30 credits)", section 2.5.2 "Diploma in E-Business (30 credits)", section 2.5.3 "Diploma in Finance (30 credits)", section 2.5.4

- "Diploma in Human Resources Management (30 credits)", section 2.5.5
- "Diploma in Internet Business Technology (30 credits)", section 2.5.6
- "Diploma in Management General (30 credits)", section 2.5.8
- "Diploma in Public Relations Management (30 credits)", section 2.5.9
- "Diploma in Supply Chain and Operations Management (30 credits)", section 2.5.10
- "Graduate Diploma in Taxation (30 credits)", section 2.5.24

"Diploma in Management (30 credits)", section 2.5.7 Offered in eleven concentrations:

Onered in eleven concentrations.
Diploma in Management: "ENTREPRENEURSHIP
CONCENTRATION"
Diploma in Management: "HEALTH CARE
CONCENTRATION"
Diploma in Management: "HUMAN RESOURCES
CONCENTRATION"
Diploma in Management: "INTERNATIONAL BUSINESS
CONCENTRATION"
Diploma in Management: "INTERNET BUSINESS
CONCENTRATION"
Diploma in Management: "LEADERSHIP
CONCENTRATION"
Diploma in Management: "MARKETING
CONCENTRATION"
Diploma in Management: "OPERATIONS MANAGEMENT
CONCENTRATION"
Diploma in Management: "PUBLIC RELATIONS
CONCENTRATION"
Diploma in Management: "TAXATION CONCENTRATION"
Diploma in Management: "TREASURY – FINANCE
CONCENTRATION"

"Graduate Certificates", section 2.5.11

- "Graduate Certificate in Accounting Practice (15 credits)", section 2.5.12
- "Graduate Certificate in Entrepreneurship (15 credits)", section 2.5.13
- "Graduate Certificate in Health Care Management (15 credits)", section 2.5.14
- "Graduate Certificate in Human Resources Management (15 credits)", section 2.5.15
- "Graduate Certificate in International Business (15 credits)", section 2.5.16
- "Graduate Certificate in Internet Business (15 credits)", section 2.5.17
- "Graduate Certificate in Leadership (15 credits)", section 2.5.18
- "Graduate Certificate in Marketing (15 credits)", section 2.5.19
- "Graduate Certificate in Operations Management (15 credits)", section 2.5.20
- "Graduate Certificate in Public Relations Management (15 credits)", section 2.5.21
- "Graduate Certificate in Taxation (15 credits)", section 2.5.22
- "Graduate Certificate in Treasury Finance (15 credits)",

section 2.5.23

2.5.1 Admission Requirements – Diploma Programs

To be admitted to a 30-credit Diploma Program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see section 2.6.2 "Proof of Proficiency in English"). Some programs have additional requirements that are noted within the description of the specific program. Applicants who have studied outside Canada are advised to request an evaluation of their degree called an "Evaluation comparative des études effectuées hors du Québec", from Quebec's Ministère de l'Immigration et de Communautés culturelles. Further details can be found on the web at www.immigration-quebec.gouv.qc.ca/en/ education/comparative-evaluation/index.html, or by calling

514-864-9191. This equivalency evaluation may be required along with an official transcript when applying for admission. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilitzed by McGill University. Therefore any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see section 2.10 "Career and Management Studies Programs with Minimum CGPA Requirement" for further details on

applying to a program with a CGPA below the indicated required minimum.

2.5.1.1 Admission Procedures

Please see section 2.6.1 "Admission Procedures for all Programs".

2.5.2 Diploma in Accounting (30 credits)

This is a 30-credit program which consists of 2 corequisite courses, 6 required courses and 4 complementary courses. The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the CA, CGA and CMA professions as well as for positions as an accountant in industry.

Note: There are 2 external courses that are prerequisites for courses in the program that must either be completed prior to commencing the program or taken concurrently with the corequisite courses. Students who wish to apply for Advanced Standing for the prerequisite or corequisite courses to the program must complete an Advanced Standing Form at the time of admission or they may take an Exemption by Examination Test.

Note: Prerequisite and corequisite courses are not included in the total credit requirement for the program.

Prerequisites:

- MGCR 211 (3) Introduction to Financial Accounting (or the Exemption by Examination Test)
- and **MGCR 331** Information Systems (or the Exemption by Examination Test) **Corequisites:**
- CEC2 532 (3) Business Economics (or the Exemption by Examination Test) CMS2 521 (3) Applied Management Statistics (or the Exemption by Examination Test)

Required courses: (18 credits)

CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCTX 511	(3)	Taxation 1
CFIN 512	(3)	Corporate Finance

Complementary courses: (12 credits)

The 4 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CA Stream

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CA stream (other courses may be required; contact the CA Program).

CCAU 511	(3)	Auditing I
CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2

CCMA 522	(3)	Managerial Accounting 2
JOINA JZZ	(\mathbf{J})	Managenal Accounting 2

CCTX 532 (3) Taxation 2

CGA Stream

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required; contact the CGA office).

CCAU 511	(3)	Auditing I
COALLEDO	(2)	Extornal Audi

- CCAU 520 External Auditing* (3)
- CCAU 525 **Operational Auditing*** (3)
- Accounting Theory and Practice CCFC 514 (3) Managerial Accounting 2
- CCMA 522 (3)
- CCTX 532 Taxation 2 (3)

CFIN 522 Applied Topics: Corporate Finance (3)

Accounting Information Support Systems CMIS 520 (3)

* Only one of these courses can be taken for credit toward the Diploma in Accounting.

CMA Stream

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required; contact the CMA office).

Complementary courses: (12 credits)

CCAU 511	(3)	Auditing I
CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 520	(3)	Accounting Information Support Systems
Other Complementary courses:		
CCFC 516	(3)	Forensic Accounting

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCFC 590	(3)	Topics in Accounting and Auditing
O O T (- 1)	()	

CCTX 540 (3) U.S. Taxation

CA Contact Information

Patricia Strutz Graduate Diploma in Public Accountancy Program (CA Program) Desautels Faculty of Management: 1001 Sherbrooke St. W., Room 302 Montreal, QC H3A 1G5 Telephone: 514-398-4648 Email: patricia.strutz@mcgill.ca Website: www.mcgill.ca/ca

CGA Contact Information

CGA Exams and Exemptions Telephone: 514-861-1823 ext. 220 Email: examens@cga-quebec.org Website: www.cga-quebec.org or General Information and Course Equivalencies Telephone: 514-861-1823 ext. 246 Email: formation@cga-quebec.org Website: www.cga-quebec.org Toll-Free Number: 1-800-463-0163 Fax: 514-861-7661

CMA Contact Information

Ms. Karine Blais Telephone: 514-849-1155 ext. 227 Email: k.blais@cma-quebec.org Website: www.cma-quebec.org

2.5.2.1 Admission Requirements – Diploma in Accounting

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have a Bachelor's degree in any discipline with a minimum CGPA of 2.8 out of 4.0 or 3.0 out of 4.0 in the last two years of full-time academic studies.

2.5.3 Diploma in E-Business (30 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

To provide the necessary knowledge and insight required to design, implement, and run an electronic business, on its own or integrated with a more conventional business. Students completing this diploma will have a well-rounded and complete understanding of electronic commerce, making them a valuable asset to any organization.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CMIS 541	(3)	Information Systems for Managers (or the
		Exemption by Examination Test)
CMR2 542	(3)	Marketing Principles and Applications (or the
		Exemption by Examination Test)

Required courses: (21 credits)

- CMIS 542 (3) Electronic Marketplaces
- CMIS 543 (3) E-Business Analysis and Design
- CMIS 544 (3) Internet Business and Social Technologies
- CMIS 560 (3) E-Business Seminar and Project
- CMR2 548 (3) Processes of Marketing Research
- CMR2 550 (3) E-Business Marketing Strategies

Complementary courses: (9 credits)

- CACC 540 (3) E-Business Security
- CCLW 540 (3) E-Business Law
- CMIS 535 (3) Topics in E-Business
- CMIS 546 (3) E-Business Operations

Or any other 500- or 600-level course offered and approved by *Career and Management Studies*.

2.5.3.1 Admission Requirements – Diploma in E-Business

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

2.5.4 Diploma in Finance (30 credits)

To provide students with the necessary tools to embark on careers in finance. Students choose one specialization from the five streams offered that will provide them with advanced knowledge of finance, with emphasis on practical applications of financial concepts. The streams allow students the option to learn about traditional finance areas, such as corporate finance, investment banking and portfolio management; specialized areas, such as risk management, financial planning or treasury finance; and emerging fields, such as sustainable investments and sustainable financial management. Graduates may embark on careers such bank analysts, corporate finance analysts, budget analysts, loan officers, research associates, sales and trading associates.

Note: There is one external prerequisite course to the program, listed below, which must be taken prior to taking certain required courses in the program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Prerequisite:

CMSC 101 (3) College Algebra and Functions

Required courses: (15 credits)

- CACC 521 (3) Accounting for Finance
- CEC2 532 (3) Business Economics
- CFIN 500 (3) Financial Markets and Institutions
- CFIN 512 (3) Corporate Finance
- CMS2 521 (3) Applied Management Statistics

Complementary courses:

(15 credits from one of the following streams)				
Investment Banking Stream				
CFIN 507	(3)	Analysis of Financial Statements		
CFIN 525	(3)	Treasury Management		
CFIN 552	(3)	Firm Valuation		
CFIN 553	(3)	Corporate Mergers and Acquisitions		
CFIN 562	(3)	Finance and Sustainable Enterprise		
Treasury-Fi	nance	e and Risk Management Stream		
CFIN 528	(3)	Strategic Asset and Liability Management		
CFIN 507	(3)	Analysis of Financial Statements		
CFIN 525	(3)	Treasury Management		
CFIN 550	(3)			
CFIN 595	(3)	Derivatives and Risk Management Tools		
Portfolio Ma	nage	ment Stream		
CFIN 515	(3)	Behavioural Finance		
CFIN 530	(3)			
CFIN 550	(3)	Analysis of Fixed-Income Securities		
CFIN 560	(3)	Mutual Funds Finance		
CFIN 595	(3)	Derivatives and Risk Management Tools		
Financial Planning Services Stream				
CCLW 511	(3)	Law 1		
CCTX 511	(3)	Taxation 1		
CFIN 501	(3)	Retirement, Estate and Tax Planning		
CFIN 530	(3)	Investment Analysis		
CMR2 590	(3)	Topics in Marketing		
CPD2 505	(3)	Risk Management and Insurance		
Sustainable	Inve	stment and Financial Management Stream		
CFIN 507	(3)	Analysis of Financial Statements		
CFIN 530	(3)	Investment Analysis		
CFIN 552	(3)	Firm Valuation		
CFIN 561	(3)	Sustainable Investments		
CFIN 562	(3)	Finance and Sustainable Enterprise		

2.5.4.1 Admission Requirements – Diploma in Finance

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have a Bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

2.5.5 Diploma in Human Resources Management (30 credits)

To provide the knowledge and skills required to become successful practitioners in human resources management. Includes a broad range of courses covering concepts, practices, current issues and areas of specialization in the field of human resources management (HRM).

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

Required courses: (24 credits)

(3)	Behaviour in Organizations
(3)	Finance and Accounting Principles for HR
	Management
(3)	Employee and Labour Relations
(3)	Managing Occupational Health and Safety
(3)	Strategic Human Resources Management
(3)	Staffing Organizations
(3)	Developing Human Resources
(3)	Total Compensation and Rewards
ntarv	courses: (6 credits)
	Project Management: Tools & Techniques
<i>.</i>	Managing Human Resources Management
(0)	Information
(3)	International Human Resources Management
(0)	
• •	Topics in Human Resources Management
(3)	
• •	Topics in Human Resources Management
	 (3)

CPL2 533 (3) Developing Leadership Skil

CPL2 534 (3) Transcultural Leadership Or any other 500-level course offered and approved by *Career* and *Management Studies*.

2.5.5.1 Admission Requirements – Diploma in Human Resources Management

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

2.5.6 Diploma in Internet Business Technology (30 credits)

The Centre for Continuing Education offers the Diploma in Internet Business Technology to those who have completed a university undergraduate degree and wish to obtain a qualification in the field of Internet Business Technology. The program is designed to provide a base in the fundamentals of computer science and exposure to Internet technology, web-based social media and web analytics. Students completing the diploma will be in an excellent position to understand and manage information technologyrelated issues in their workplace.

Required courses: (21 credits)

CCS2 500	(3)	Design of Efficient Algorithms
CCS2 505	(3)	Applications Programming
CCS2 530	(3)	Database and Information Systems
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Electronic Marketplaces and Social Media

CMIS 543	(3)	Internet Business Analysis and Design	
Complementary courses from: (9 credits)			
CCLW 540	(3)	E-Business Law	
CCS2 510	(3)	Computer Network and Internet Security	
CCS2 535	(3)	Project 2	
CCS2 550	(3)	Graphics, Visualization and Animation	
CCS2 590	(3)	Topics in Information Technology	
CMIS 535	(3)	Topics in E-Business	
CMIS 544	(3)	Internet Business and Social Technologies	
CPL2 510	(3)	Communication and Networking Skills	
	-001-	well as we a offered and an even way and by Causer	

Or any other 500-level course offered and approved by *Career* and *Management Studies*.

2.5.6.1 Admission Requirements – Diploma in Internet Business Technology

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have a CGPA of 3.0 out of 4.0. Students must have knowledge of basic college level mathematics, equivalent to McGill course CMSC 101 and have previous experience with some programming language equivalent to McGill course CCCS 300.

2.5.7 Diploma in Management (30 credits)

The Centre for Continuing Education in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management with a choice of 11 concentrations: Entrepreneurship, Health Care, Human Resources, International Business, Internet Business, Leadership, Marketing, Operations Management, Public Relations, Taxation and Treasury/Finance. It also offers a Diploma in Management (General). The Diploma in Management Program covers broad-based management knowledge and integration skills with a concentration in a selected specialty. This program offers students the opportunity to choose from one of 11 specialties.

Students in McGill University's Diploma in Management programs build on the foundation of their undergraduate studies and practical experience. This program equips experienced managers and professionals with the ability to understand and keep pace with new developments in management practice. The courses emphasize the application of management theory to real managerial and administrative settings. Many lecturers in the program are highly qualified, practicing professionals who provide quality teaching and recognized business expertise. Others are full-time professors at the University who have established reputations in their respective fields. A team approach to learning offers students the opportunity to exchange ideas and expertise with a network of people from organizations, large and small, both public and private.

2.5.7.1 Admission Requirements – Diploma in Management

Please see section 2.5.1 "Admission Requirements – Diploma Programs".

ENTREPRENEURSHIP CONCENTRATION

The Centre for Continuing Education in cooperation with the Dobson Centre for Entrepreneurial Studies offers the Diploma in Management with an Entrepreneurship Concentration. The program is open to those who have completed an undergraduate degree other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Participants who complete the program will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

Required courses: (27 credits)

CACC 520	(3)	Accounting for	or Management

- CEN2 500 (3) Principles of Entrepreneurship
- CEN2 505 (3) Product Commercialization
- CEN2 510 (3) Practical Entrepreneurship Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CPL2 553 (3) Small Business Management

Complementary course: (3 credits)

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMR2 543 (3) Service Marketing
- CMR2 556 (3) Buyer Behaviour
- CMR2 566 (3) International Marketing
- CPL2 510 (3) Communication and Networking Skills
- CPL2 524 (3) Introduction: International Business
- CPL2 533 (3) Developing Leadership Skills

Or any other 500-level course offered and approved by *Career* and *Management Studies*.

2.5.7.2 Admission Requirements – Diploma in Management – Entrepreneurship Concentration

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have an undergraduate degree in an area other than Commerce or equivalent.

HEALTH CARE CONCENTRATION

One glance at today's newspapers tells you the need for and applicability of effective management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)
		/

Required courses: (27 credits)

- CACC 520 (3) Accounting for Management
- CACC 523 (3) Financial Aspects of Health Care
- CFIN 512 (3) Corporate Finance
- CHLC 500 (3) Health Care Systems
- CHLC 552 (3) Legal Aspects: Health and Social Services
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CORG 553 (3) Employee and Labour Relations
- Complementary course: (3 credits)

CCLW 511 (3) Law 1

- CGM2 510 (3) Project Management: Tools & Techniques
- CHLC 590 (3) Topics in Health Care
- CMIS 541 (3) Information Systems for Managers
- CORG 554 (3) Managing Occupational Health and Safety
- CPL2 510 (3) Communication and Networking Skills
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Or any other 500-level course offered and approved by *Career* and *Management Studies*.

2.5.7.3 Admission Requirements – Diploma in Management – Health Care Concentration

Please see section 2.5.1 "Admission Requirements – Diploma Programs".

HUMAN RESOURCES CONCENTRATION

This program provides skills to integrate human resources functions with the overall business strategy of an organization. This program covers key areas of management, and specialized Human Resources Management (HRM) courses for managers who want to play a greater role in HRM. HR professionals are also under pressure to know more about other aspects of management, and to manage their own professional development. This program offers both a general knowledge of management, and the possibility of an in-depth study of some of the HR functional areas. Thus, the HR professional learns business fundamentals and strategic linkages impacting HR professional practice.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

Corequisites:					
CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)			
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)			
Required cou	Required courses: (27 credits)				
CACC 520	(3)	Accounting for Management			
CFIN 512	(3)	Corporate Finance			
CMR2 542	(3)	Marketing Principles and Applications			
CMS2 521	(3)	Applied Management Statistics			
CORG 551	(3)	Behaviour in Organizations			
CORG 555	(3)				
CORG 560	(3)	Staffing Organizations			
CORG 561	(3)	Developing Human Resources			
Complementa	Complementary course: (3 credits)				
CGM2 510	(3)	Project Management: Tools & Techniques			
CORG 553	(3)	Employee and Labour Relations			
	(0)				
CORG 554	(3)				
CORG 554 CORG 565	• •				
	(3)	Managing Occupational Health and Safety Managing Human Resources Management			
CORG 565	(3) (3)	Managing Occupational Health and Safety Managing Human Resources Management Information International Human Resources			
CORG 565 CORG 570	(3) (3) (3)	Managing Occupational Health and Safety Managing Human Resources Management Information International Human Resources Management			
CORG 565 CORG 570 CORG 590	 (3) (3) (3) (3) 	Managing Occupational Health and Safety Managing Human Resources Management Information International Human Resources Management Topics in Human Resources Management			
CORG 565 CORG 570 CORG 590 CPL2 532 CPL2 534 Or any other 5	(3) (3) (3) (3) (3) (3) (3) (3) (3)	Managing Occupational Health and Safety Managing Human Resources Management Information International Human Resources Management Topics in Human Resources Management Leading Change			

2.5.7.4 Admission Requirements – Diploma in Management – Human Resources Concentration

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have an undergraduate degree in an area other than Commerce or equivalent.

INTERNATIONAL BUSINESS CONCENTRATION

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:				
CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)		
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)		
Required cou	irses	: (21 credits)		
CAĊC 520	(3)	Accounting for Management		
CFIN 512	(3)	Corporate Finance		
CMR2 542	(3)	Marketing Principles and Applications		
CMS2 521	(3)	Applied Management Statistics		
CORG 551	(3)	Behaviour in Organizations		
CFIN 540	(3)	Introduction to International Finance		
CPL2 524	(3)	Introduction: International Business		
Complementa	ary c	ourses: (9 credits)		
6 credits from:	-			
CMR2 566	(3)	International Marketing		
CPL2 554	(3)	International Business Policy		
CPL2 561	(3)	North America and Global Economy		
3 credits from:				
CCLW 511	(3)	Law 1		
CGM2 510	(3)	Project Management: Tools & Techniques		
CMIS 541	(3)	Information Systems for Managers		
CORG 570	(3)	International Human Resources		
001000	(0)	Management		
CPL2 510	(3)	Communication and Networking Skills		
CPL2 552	(3)	Strategic Management		
CPL2 553	(3)	Small Business Management		
CPL2 590	(3)	Topics in International Business		
Or any other 500-level course offered and approved by Career				

Or any other 500-level course offered and approved by *Career* and Management Studies.

2.5.7.5 Admission Requirements – Diploma in Management – International Business Concentration

Please see section 2.5.1 "Admission Requirements - Diploma Programs".

INTERNET BUSINESS CONCENTRATION

This program will provide students with the opportunity to develop internet business knowledge and skills. It will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Note 1: There is one external course, Information Systems for Managers (CMIS 541), which is a prerequisite to Internet Business and Social Technologies (CMIS 544) and must be taken prior to taking this course. Students who wish to apply for advanced standing for prerequisite or corequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Note 2: Prerequisite and corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)		
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)		
Required courses: (27 credits)				
CACC 520	(3)	Accounting for Management		
CFIN 512	(3)	Corporate Finance		
CMIS 530	(3)	Web Analytics for Internet Business		
CMIS 542	(3)	Electronic Marketplaces and Social Media		
CMIS 543	(3)	Internet Business Analysis and Design		
CMIS 544	(3)	Internet Business and Social Technologies		
CMR2 542	(3)	Marketing Principles and Applications		
CMS2 521	(3)	Applied Management Statistics		

CORG 551 (3) Behaviour in Organizations

Complementary course: (3 credits)

CCLW 540	(3)	E-Business Law	
CCS2 500	(3)	Design of Efficient Algorithms	
CCS2 505	(3)	Applications Programming	
CCS2 510	(3)	Computer Network and Internet Security	
CCS2 530	(3)	Database and Information Systems	
CCS2 535	(3)	Project 2	
CCS2 550	(3)	Graphics, Visualization and Animation	
CCS2 590	(3)	Topics in Information Technology	
CGM2 510	(3)	Project Management: Tools & Techniques	
CMIS 535	(3)	Topics in E-Business	
Or any other 500- or 600-level course offered and approved by			
Career and Management Studies.			
	-		

2.5.7.6 Admission Requirements – Diploma in Management – Internet Business Concentration

Please see section 2.5.1 "Admission Requirements - Diploma Programs".

LEADERSHIP CONCENTRATION

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)
Required cou	irses	: (27 credits)
CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership
Complement	ary c	ourse: (3 credits)
CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership
Or any other §	500- c	or 600-level course offered and approved by
Career and M	lanag	ement Studies.

2.5.7.7 Admission Requirements – Diploma in Management – Leadership Concentration

Please see section 2.5.1 "Admission Requirements - Diploma Programs".

MARKETING CONCENTRATION

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

oorequisites.		
CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)
Required cou	rses	: (27 credits)
CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications - Strategic Approach
CMR2 566	(3)	International Marketing
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course: (3 credits)

CCLW 511 (3) Law 1

- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CMR2 543 (3) Service Marketing
- CMR2 590 (3) Topics in Marketing
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Management Studies.

2.5.7.8 Admission Requirements – Diploma in Management – Marketing Concentration

Please see section 2.5.1 "Admission Requirements – Diploma Programs".

OPERATIONS MANAGEMENT CONCENTRATION

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

As a person who is involved in the day-to-day production aspects of a business, your skills have a direct impact on the bottom line. With a specialization in operations management, you develop indepth knowledge of manufacturing systems and operations management plus technology management and total quality management.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics
		(or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management
		(or the Exemption by Examination Test)
		(07

Required courses: (27 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 514 (3) Analysis: Manufacturing Systems
- CMS2 515 (3) Operations Management
- CMS2 516 (3) Total Quality Management
- CMS2 518 (3) Current Manufacturing Strategies
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

Complementary course: (3 credits)

CCLW 511 (3) Law 1

- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CMS2 590 (3) Topics in Operations Management
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Or any other 500- or 600-level course offered and approved by *Career and Management Studies.*

2.5.7.9 Admission Requirements – Diploma in Management – Operations Management Concentration

Please see section 2.5.1 "Admission Requirements – Diploma Programs".

PUBLIC RELATIONS CONCENTRATION

The Public Relations concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations either to enhance their communication effectiveness or because they need to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow a public relations career are advised to take the Diploma in Public Relations Management in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real projects in industry.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

Corequisites	•			
CEC2 532	(3)	Business Economics		
		(or the Exemption by Examination Test)		
CMS2 500	(3)	Mathematics for Management		
	. ,	(or the Exemption by Examination Test)		
Required co	urses	: (27 credits)		
CAĊC 520	(3)	Accounting for Management		
CFIN 512	(3)	Corporate Finance		
CMR2 542	(3)	Marketing Principles and Applications		
CMS2 521	(3)	Applied Management Statistics		
CORG 551	(3)	Behaviour in Organizations		
CPRL 510	(3)	Fundamentals of Public Relations		
CPRL 520	(3)	Applied Public Relations Communication		
CPRL 530	(3)	Internal Stakeholder Communication		
CPRL 531	(3)	Media Context and Applications		
Complementary course: (3 credits)				
CGM2 510	(3)	Project Management: Tools & Techniques		
CPRL 515	(3)	Fund-raising and Philanthropy		
CPRL 532	(3)	Public Relations Event Management		
CPRL 535	(3)	Government Relations and Public Opinion		
	2			

CPRL 542 (3) Financial Communications

CPRL 543 (3) Diversity and Community Relations

Or any other 500- or 600-level course offered and approved by *Career and Management Studies*.

2.5.7.10 Admission Requirements – Diploma in Management – Public Relations Concentration

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements – Diploma Programs", students must have an undergraduate degree in an area other than Commerce or equivalent.

TAXATION CONCENTRATION

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general business and view taxation (and tax planning) as only one aspect of the business decision-making process. The student will be taught about taxation as an important factor affecting business and to properly integrate tax factors with business decisions without becoming a tax specialist.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:		
CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)
Required cou	rses	(24 credits)
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
Complementa	ary co	ourses: (6 credits)
CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	
CCLW 643	(3)	U.S. Taxation
CCLW 644		Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

2.5.7.11 Admission Requirements – Diploma in Management – Taxation Concentration

Please see section 2.5.1 "Admission Requirements - Diploma Programs".

TREASURY - FINANCE CONCENTRATION

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)		
CMS2 500	(3)	Mathematics for Management (or the		
		Exemption by Examination Test)		
Required cou	rses	: (27 credits)		
CACC 520	(3)	Accounting for Management		
CFIN 512	(3)	Corporate Finance		
CFIN 522	(3)	Applied Topics: Corporate Finance		
CFIN 525	(3)	Treasury Management		
CFIN 530	(3)	Investment Analysis		
CFIN 540	(3)	Introduction to International Finance		
CMR2 542	(3)	Marketing Principles and Applications		
CMS2 521	(3)	Applied Management Statistics		
CORG 551	(3)	Behaviour in Organizations		
Complementary course: (3 credits)				
CCLW 511	(3)	Law 1		
CFIN 590	(3)	Topics in Treasury-Finance		
CGM2 510	(3)	Project Management: Tools & Techniques		
CMIS 541	(3)	Information Systems for Managers		
CPL2 552	(3)	Strategic Management		

CPL2 553 (3) Small Business Management

Or any other 500- or 600-level course offered and approved by

Career and Management Studies.

2.5.7.12 Admission Requirements - Diploma in Management – Treasury-Finance Concentration

Please see section 2.5.1 "Admission Requirements - Diploma Programs".

2.5.8 Diploma in Management – General (30 credits)

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education. It represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites:

Required courses: (21 credits)		
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)
	(0)	(or the Exemption by Examination Test)
CEC2 532	(3)	Business Economics

F

CACC 520 (3)		Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

Complementary courses: (9 credits)

taken from the following:

CGM2 510	(3)	Project Management:	Tools &	Techniques

CGM2 590 (3) Topics in Management

CPL2 510 (3) Communication and Networking Skills

Or any other 500-level course offered and approved by Career and Management Studies.

2.5.8.1 Admission Requirements for the Diploma in Management – General

Please see section 2.5.1 "Admission Requirements - Diploma Programs".

2.5.9 **Diploma in Public Relations Management** (30 credits)

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already working in the field who would like further academic background. It offers students an opportunity to gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. While skills are taught, major emphasis is placed on the strategic aspects of public relations. Instructors are experienced practitioners active in the field who will introduce students to guest speakers and real projects in the industry. The Canadian Public Relations Society, through its member organization, the Société des professionnels en relations publiques du Québec, and the International Association of Business Communicators have representation on the Program Committee. Student membership in these professional associations is strongly encouraged.

Required courses: (21 credits)			
CPRL 510	(3)	Fundamentals of Public Relations	
CPRL 520	(3)	Applied Public Relations Communication	
CPRL 530	(3)	Internal Stakeholder Communication	
CPRL 531	(3)	Media Context and Applications	
CPRL 535	(3)	Government Relations and Public Opinion	
CPRL 540	(3)	Communication Planning	
CPRL 541	(3)	Ethics in Public Relations	

Complementary courses: (9 credits)

- 3 9 credits from:
- **CPRL 515** (3) Fund-raising and Philanthropy **CPRL 532 Public Relations Event Management** (3) **CPRL 542 Financial Communications** (3)
- **Diversity and Community Relations** CPRL 543 (3)
- **Topics in Public Relations CPRL 590** (3)
- 0 6 credits from:

CCLW 511 (3) Law 1

CGM2 510 (3) Project Management: Tools & Techniques

- Marketing Principles and Applications CMR2 542 (3)
- CORG 551 Behaviour in Organizations (3)
- CPL2 534 Transcultural Leadership (3)
- Small Business Management CPL2 553 (3)

Or any other 500- or 600-level course offered and approved by

Career and Management Studies.

2.5.9.1 Admission Requirements for the Diploma in **Public Relations Management**

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements - Diploma Programs", students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

2.5.10 Diploma in Supply Chain and Operations Management (30 credits)

The core program offers high level tools of analysis for acquiring an in-depth understanding of supply chain operations. It offers students opportunities to specialize in areas such as quality management, lean manufacturing, service operations and project management. The program contents are included in the body of knowledge of a Green Belt and Project Management Institute.

Note: There is one external prerequisite course to the program. listed below, which must be taken prior to taking certain required courses in the program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Prerequisite:

CMSC 101 (3) College Algebra and Functions

Required courses: (30 credits)

- CGM2 510 (3) Project Management: Tools & Techniques CMS2 505 Quantitative Analysis Tools in Decision (3) Making CMS2 515 **Operations Management** (3)
- Management of Service Operations CMS2 524 (3)
- CMS2 525 (3) Supply Chain Management
- CMS2 530 Simulation Analysis and Modeling (3)
- CMS2 531 (3) **Re-Engineering and Integration of Business** Systems
- CMS2 532 (3) Lean Operations Systems
- CMS2 540 (3) Six-Sigma Quality Management
- CMS2 550 Supply Chain Field Project (3)

2.5.10.1 Admission Requirements - Diploma in Supply Chain and Operations Management

In addition to the admission requirements stipulated in section 2.5.1 "Admission Requirements - Diploma Programs", students must have a Bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of fulltime academic studies in their undergraduate degree.

2.5.11 Graduate Certificates

The Graduate Certificates are offered in 12 specializations that include: Accounting Practice, Entrepreneurship, Health Care, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Operations Management, Public Relations Management, Taxation and Treasury/Finance.

The Programs are offered by the Centre for Continuing Education under the academic supervision of Graduate and Postdoctoral Studies (GPS) and the Desautels Faculty of Management. The Graduate Certificates consist of four required 3-credit courses and one 3-credit elective course.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these 15-credit programs are designed to provide you with the specialized knowledge you need for today's changing business world in the shortest possible time.

2.5.11.1 Admission Requirements for Graduate Certificates

To be admitted to the 15-credit Graduate Certificate Program, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated), as approved by Graduate and Postdoctoral Studies (GPS). Students holding other degrees may follow a Qualifying Program to gain access to the Graduate Certificate Program. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see section 2.10 "Career and Management Studies Programs with Minimum CGPA Requirement" for further details on applying to a program with a CGPA below the indicated required minimum.

2.5.12 Graduate Certificate in Accounting Practice (15 credits)

Required courses: (15 credits)

CCFC 515 CCFC 520 CCFC 521	· · /	Issues in Professional Practice 1 Issues in Professional Practice 2 Corporate Governance
CCFC 521 CCFC 522	· · /	Corporate Governance Strategic Financial Management
CCFC 522 CCFC 523	• • •	Public Accountancy
	()	,

2.5.12.1 Admission Requirements for the Graduate **Certificate in Accounting Practice**

In addition to the admission requirements stipulated in

section 2.5.11.1 "Admission Requirements for Graduate Certificates", students must have a Bachelor of Commerce (Accounting) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies, or a Bachelor's Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and a Certificate in Accounting, or a Bachelor's degree in any discipline and a Certificate in Accounting with a minimum CGPA of 3.0 out of 4.0, or a Diploma in Accounting.

2.5.13 Graduate Certificate in Entrepreneurship (15 credits)

R

Required courses: (12 credits)			
CEN2 500	(3)	Principles of Entrepreneurship	
CEN2 505	(3)	Product Commercialization	
CEN2 510	(3)	Practical Entrepreneurship Management	
CPL2 553	(3)	Small Business Management	
Complemer	ntary	course: (3 credits)	
CCLW 511	(3)	Law 1	
CGM2 510	(3)	Project Management: Tools & Techniques	
CMR2 543	(3)	Service Marketing	
CMR2 556	(3)	Buyer Behaviour	
CMR2 566	(3)	International Marketing	
CPL2 510	(3)	Communication and Networking Skills	

- CPL2 524 (3) Introduction: International Business

CPL2 533 (3) Developing Leadership Skills

Or any other 500- or 600-level course offered and approved by Career and Management Studies.

2.5.13.1 Admission Requirements for the Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in section 2.5.11.1 "Admission Requirements for Graduate Certificates", students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

2.5.14 Graduate Certificate in Health Care Management (15 credits)

Required courses: (12 credits)

- CACC 523 (3) Financial Aspects of Health Care
- CHLC 500 (3) Health Care Systems
- CHLC 552 (3) Legal Aspects: Health and Social Services
- CORG 553 (3) Employee and Labour Relations

Complementary course: (3 credits)

CCLW 511 (3) Law 1

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
	2-1	

- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CHLC 590 (3) Topics in Health Care

Or any other 500- or 600-level course offered and approved by *Career and Management Studies*.

2.5.15 Graduate Certificate in Human Resources Management (15 credits)

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite:

oorequisite.			
CORG 551	(3)	Behaviour in Organizations (or the Exemption by Examination Test)	
Required co	urses	: (12 credits)	
CORG 555	(3)	Strategic Human Resources Management	
CORG 560	(3)	Staffing Organizations	
CORG 561	(3)	Developing Human Resources	
CORG 562	(3)	Total Compensation and Rewards	
Complementary course: (3 credits)			
CGM2 510	(3)	Project Management: Tools & Techniques	
CORG 552	(3)	Finance and Accounting Principles for HR	
		Management	
CORG 553	(3)	Employee and Labour Relations	
CORG 554	(3)	Managing Occupational Health and Safety	
CORG 565	(3)	Managing Human Resources Management Information	
CORG 570	(3)	International Human Resources	
		Management	
CORG 590	(3)	Topics in Human Resources Management	
CPL2 510	(3)	Communication and Networking Skills	
CPL2 532	(3)	Leading Change	
CPL2 534	(3)	Transcultural Leadership	

Or any other 500- or 600-level course offered and approved by *Career and Management Studies*.

2.5.15.1 Admission Requirements for the Graduate Certificate in Human Resources Management

In addition to the admission requirements stipulated in section 2.5.11.1 "Admission Requirements for Graduate Certificates", students must hold a Bachelor's degree (or equivalent) or a graduate degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

2.5.16 Graduate Certificate in International Business (15 credits)

Required courses: (6 credits)

Required courses: (6 credits)				
CFIN 540 (3) Introduction to International Finance				
CPL2 524 (3) Introduction: International Business				
Complementary courses: (6-9 credits)				
In addition to the above courses, two courses from the following:				
CMR2 566 (3) International Marketing				
CPL2 554 (3) International Business Policy				
CPL2 561 (3) North America and Global Economy				
Complementary course: (0-3 credits)				
CCLW 511 (3) Law 1				
CGM2 510 (3) Project Management: Tools & Techniques				
CMIS 541 (3) Information Systems for Managers				
CORG 570 (3) International Human Resources Management				
CPL2 510 (3) Communication and Networking Skills				
CPL2 552 (3) Strategic Management				
CPL2 553 (3) Small Business Management				
CPL2 590 (3) Topics in International Business				
Or any other 500- or 600-level course offered and approved by				
Openant Management Official				

Career and Management Studies.

2.5.17 Graduate Certificate in Internet Business (15 credits)

Note 1: There is one external course, Information Systems for Managers (CMIS 541), which is a prerequisite to Internet Business and Social Technologies (CMIS 544) and must be taken prior to taking this course. Students who wish to apply for advanced standing for prerequisite or corequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Note 2: Prerequisite courses are not included in the total credit requirement for the program.

Required courses: (12 credits)

CMIS 530	(3)	Web Analytics for Internet Business	
CMIS 542	(3)	Electronic Marketplaces and Social Media	
CMIS 543	(3)	Internet Business Analysis and Design	
CMIS 544	(3)	Internet Business and Social Technologies	
Complemer	ntary	course: (3 credits)	
CCLW 540	(3)	E-Business Law	
CCS2 500	(3)	Design of Efficient Algorithms	
CCS2 505	(3)	Applications Programming	
CCS2 510	(3)	Computer Network and Internet Security	
CCS2 530	(3)	Database and Information Systems	
CCS2 535	(3)	Project 2	
CCS2 550	(3)	Graphics, Visualization and Animation	
CCS2 590	(3)	Topics in Information Technology	
CGM2 510	(3)	Project Management: Tools & Techniques	
CMIS 535	(3)	Topics in E-Business	
CPL2 510	(3)	Communication and Networking Skills	
Or any other	r 500-	or 600-level course offered and approved by	
Career and Management Studies.			

2.5.17.1 Admission Requirements for the Graduate Certificate in Internet Business

In addition to the admission requirements stipulated in section 2.5.11.1 "Admission Requirements for Graduate Certificates", to be admitted to the 15-credit Graduate Certificate in Internet Business Program, applicants must hold a Bachelor of Commerce (or equivalent), a Bachelor of Computer Science, a Bachelor of Software Engineering or a Bachelor of Computer Engineering with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

2.5.18 Graduate Certificate in Leadership (15 credits)

Note: Prerequisite courses are not included in the total credit requirement for the program.

Prerequisite:

CORG 551	(3)	Behaviour in Organizations
		(or Exemption by Examination)

- Required courses: (12 credits)
- CPL2 531 (3) Leadership Theory and Practice
- CPL2 532 (3) Leading Change CPL2 533
- **Developing Leadership Skills** (3) CPL2 534 Transcultural Leadership
- (3)
- Complementary course: (3 credits)
- CCLW 511 Law 1 (3)
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 Information Systems for Managers (3)
- CPL2 552 Strategic Management (3)
- Small Business Management CPL2 553 (3)
- CPL2 595 (3) Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Management Studies.

2.5.18.1 Admission Requirements for the Graduate Certificate in Leadership

In addition to the admission requirements stipulated in section 2.5.11.1 "Admission Requirements for Graduate Certificates", to be admitted to a 15-credit Graduate Certificate in Leadership, applicants must have a Bachelor's degree from any discipline as recognized by Graduate and Postdoctoral Studies (GPS) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies. Students must also meet the language requirements (see section 2.6.2 "Proof of Proficiency in English").

2.5.19 Graduate Certificate in Marketing (15 credits)

Required courses: (12 credits)

CMR2 548	(3)	Processes of Marketing Research
CMR2 564	(3)	Marketing Communications - Strategic
		Approach
CMR2 556	(3)	Buver Behaviour

CMR2 566 (3) International Marketing

Complementary course: (3 credits)

- CCLW 511 (3) Law 1
- CGM2 510 Project Management: Tools & Techniques (3)
- CMIS 541 Information Systems for Managers (3)
- CMR2 543 (3)Service Marketing
- CMR2 590 Topics in Marketing (3)
- CPL2 552 (3) Strategic Management
- Small Business Management CPL2 553 (3)

Or any other 500- or 600-level course offered and approved by Career and Management Studies.

2.5.20 Graduate Certificate in Operations Management (15 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

Required courses: (1	2 credits)
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- CMS2 514 Analysis: Manufacturing Systems (3)
- CMS2 515 **Operations Management** (3)
- CMS2 516 (3) Total Quality Management
- **Current Manufacturing Strategies** CMS2 518 (3)

Complementary course: (3 credits)

- CCLW 511 Law 1 (3)
- CGM2 510 Project Management: Tools & Techniques (3)
- CMIS 541 (3) Information Systems for Managers
- CMS2 590 (3) **Topics in Operations Management**
- CPL2 552 Strategic Management (3)
- CPL2 553 (3)Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Management Studies.

2.5.21 Graduate Certificate in Public Relations Management (15 credits)

Required courses: (12 credits)

CPRL 510	(3)	Fundamentals of Public Relations		
CPRL 520	(3)	Applied Public Relations Communication		
CPRL 530	(3)	Internal Stakeholder Communication		
CPRL 531	(3)	Media Context and Applications		
Complementary course: (3 credits)				
CGM2 510	(3)	Project Management: Tools & Techniques		
CPRL 515	(3)	Fund-raising and Philanthropy		
CPRL 532	(3)	Public Relations Event Management		
CPRL 535	(3)	Government Relations and Public Opinion		
CPRL 542	(3)	Financial Communications		
CPRL 543	(3)	Diversity and Community Relations		

2.5.21.1 Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in section 2.5.11.1 "Admission Requirements for Graduate Certificates", students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

2.5.22 Graduate Certificate in Taxation (15 credits)

This program provides a solid academic background in business, and is designed to provide you with the specialized knowledge of taxation needed for today's changing business world.

Required courses: (9 credits)

- (3) Law 1 CCLW 511
- CCTX 511 (3) Taxation 1
- **CCTX 532** (3) Taxation 2

Complementary courses: (6 credits)

- **CCFC 516** (3) Forensic Accounting **CCFC 521** (3)Corporate Governance **CCFC 522** (3)Strategic Financial Management **CCLW 643** (3) U.S. Taxation **CCLW 644** Corporate Reorganizations (3)
- **CCTX 640** Taxation of Real Estate
 - (3)
- CCTX 641 Federal and Provincial Taxes (3)
- **CCTX 643** (3)**Taxation of International Operations**
- CGM2 510 (3) Project Management: Tools & Techniques

2.5.22.1 Admission Requirements for the Graduate **Certificate in Taxation**

In addition to the admissions requirements stipulated in section 2.5.11.1 "Admission Requirements for Graduate Certificates", students must have a Bachelor's degree in Commerce with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

2.5.23 Graduate Certificate in Treasury – Finance (15 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

Required courses: (12 credits)

- Applied Topics: Corporate Finance **CFIN 522** (3)
- **CFIN 525** (3) **Treasury Management**
- **CFIN 530** Investment Analysis (3)
- **CFIN 540** Introduction to International Finance (3)

Complementary course: (3 credits)				
CCLW 511	(3)	Law 1		
CFIN 590	(3)	Topics in Treasury Finance		
CGM2 510	(3)	Project Management: Tools & Techniques		
CMIS 541	(3)	Information Systems for Managers		
CPL2 552	(3)	Strategic Management		
CPL2 553	(3)	Small Business Management		
Or any other 500- or 600-level course offered and approved by				
Career and Management Studies.				

2.5.24 Graduate Diploma in Taxation (30 credits)

Currently under review. Admissions will not be accepted for the 2010/2011 academic year.

If you are interested in the taxation area, please refer to the Diploma in Management with a concentration in Taxation, see section 2.5.7.11 "Admission Requirements – Diploma in Management – Taxation Concentration".

The Graduate Diploma in Taxation is offered by the Centre for Continuing Education under the academic supervision of Graduate and Postdoctoral Studies (GPS). This 10-course (30-credit) program offers the widest possible range of graduatelevel courses in Canadian, U.S. and International taxation. From the first day, you will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation or a government agency.

The following Qualifying Program must be completed by degree holders other than CA and Law:

CCLW 511 (3) Law 1 CCTX 511 (3) Taxatior CCTX 532 (3) Taxatior CEC2 532 (3) Busines CFIN 512 (3) Corpora	ing for Management
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The Abbreviated Qualifying Program must be completed by lawyers:

	(2)	Accounting for	Management
CACC 520	(3)	Accounting for	wanagement

CCTX 511	(3)	Taxation	1

- CCTX 532 (3) Taxation 2
- CFIN 512 (3) Corporate Finance

Diploma Program (for CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program)

There are ten 3-credit courses required for your Diploma. The curriculum consists of:

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Taxation Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

2.5.24.1 Admission Requirements for the Graduate Diploma in Taxation

For holders of degrees other than CA and Law

Students must be graduates of an approved university with a cumulative grade point average (CGPA) of 3.0 out of 4.0, or a CPGA of 3.2 out of 4.0 for the last two full-time academic years. Students will be required to complete the Qualifying Program with a passing grade of B- (65%). Exemptions will normally be given for high academic standing in equivalent courses in the Qualifying Program, provided courses were completed within the past five years.

If you have completed an undergraduate degree in any other discipline, you will probably be required to complete an eightcourse (24-credit) qualifying program that provides the foundation for the study of taxation at the graduate level. For further information, make an appointment with one of our academic advisers.

For lawyers and notaries (Abbreviated Qualifying Program)

Students must be graduates of an approved university with a cumulative grade point average (CGPA) of 3.0 out of 4.0, or a CPGA of 3.2 out of 4.0 for the last 2 full-time academic years.

Students will be required to complete the Qualifying Program with a passing grade of B- (65%).

If you are a lawyer or notary, or have completed a Bachelor of Commerce program at a Canadian university, you may need to take an abbreviated four or five course qualifying program.

For CA's and those who have completed a Qualifying Program or Abbreviated Qualifying Program.

Students must be graduates of an approved university and hold the Chartered Accountancy designation. Chartered Accountants may have to complete some courses in the Qualifying Program if these were not completed as part of their university studies. Please see section 2.6.1 "Admission Procedures for all Programs".

2.6 Academic Regulations

In general, Diplomas offered by *Career and Management Studies* are comprised of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) to the program or one or more of the prerequisite courses that are not part of the program to which they have applied may take an Exemption by Examination test.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Students may obtain an application form from the Student Affairs Office or may download one from the website: www.mcgill.ca/conted/studentres/forms.

An applicant may submit an Exemption by Examination application form to the Student Affairs Office by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form. For further details on the Exemption by Examination test, students should contact the *Career and Management Studies*.

Exemption by Examination tests will be held on the following dates:

Wednesday	August 4, 2010
Thursday	August 5, 2010
Wednesday	November 24, 2010
Thursday	November 25, 2010
Wednesday	March 30, 2011
Thursday	March 31, 2011

Note: The Centre reserves the right to reschedule test dates and to revise the application fee without prior notice.

2.6.1 Admission Procedures for all Programs

For more information, see section 11 "Application Procedures".

2.6.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill 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. Below you will find information on when proof of proficiency is required.

If you answer "yes" to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate -Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of 'C' or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of 'B' or better?

If you answered "no" to all of the above, but answer "yes" to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to *Career and Management Studies* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

 TOEFL (Test of English as a Foreign Language): minimum acceptable scores are

•		
iBT	PBT	CBT
(internet-based test)	(paper-based test)	(computer-based test)*
90 overall (a minimum individ- ual component score of 21 in each of the four components, i.e., reading, writing, listening and speak- ing)	577	233
*The CBT is no longer being offered. CBT results will be accepted as long as considered valid by ETS.		

- N.B. an institutional version of the TOEFL is not acceptable.
 - 2) IELTS (International English Language Testing System): a band score of 6.5 or better.
 - 3) MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.

- 4) APIEL (Advanced Placement International English Language): a minimum score of 4.
- McGill CCE TELP (McGill CCE Test of English Language Proficiency): a Category A result.
- McGill Certificate of Proficiency in English or McGill Certificate of Proficiency - English for Professional Communication: Certificate of Proficiency awarded.
- 7) University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of "B" (Good) or higher.
- 8) University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of "C" (Pass) or higher.
- 9) Edexcel London Test of English Level 4 with an overall grade of at least "Merit Pass".
- 10) Edexcel London Test of English Level 5 with an overall grade of at least "Pass".

NOTE: Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Student Affairs Office (Admissions) of the Centre for Continuing Education, 688 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

2.6.2.1 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (*English and French Language Programs*) and to one or more of the Certificates or Diplomas offered by *Career and Management Studies*. Students applying to their programs of choice through the IELPS, will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our website at: www.mcgill.ca/conted/langprg/ielps.

2.6.3 Independent Studies

For more information see "Special Student Status", section 11.8. A student who does not wish to be admitted to one of the management programs may register as a "Special Student" in individual courses on a selected basis provided they have the necessary prerequisites and meet the admission criteria. A Special student takes regular credit courses but is not recognized as working toward a Diploma or Graduate Certificate. The number of courses a Special student may take may be limited. Students must apply to a program before completing four (4) courses.

2.6.4 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser from *Career and Management Studies* may call 514-398-1030 during regular business hours to schedule an appointment. Please note that this service is by appointment only.

2.6.5 Advanced Standing for the Diploma Programs

Students transferring to McGill from another university may be awarded Advanced standing of up to 30% of the courses in any one degree program for successfully completed equivalent study done at another recognized university within the last five years.

Students may apply for admission to and register in more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of 3 courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Management Studies*.

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted advanced standing at the discretion of the Associate Dean of the Faculty in which the degree or diploma is offered.

Special students may apply for admission to a diploma program provided they have not completed more than 12 credits (4 courses) at the Centre for Continuing Education toward the diploma requirements. A minimum of 15 credits (5 courses) must be completed at the Centre after admission to that program.

Diploma in Management

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of three courses (9 credits) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill in order to be eligible for the program.

Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). Students must complete 12 credits (four courses) in the Graduate Certificate at McGill. Students completing two graduate certificates may only double count 3 credits.

2.6.5.1 Supplementals for all Programs

Please note: Supplemental examinations are not available in courses offered by *Career and Management Studies* (i.e., if a student fails a course he/she must repeat it).

2.6.6 Academic Standing Regulations

DIPLOMA PROGRAMS

- Students must complete all courses with a minimum passing grade of B-. This includes all required courses, elective courses, corequisite courses, prerequisite courses and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will be asked to withdraw from the Program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
- 2. Students have a maximum of four years to complete the Diploma in Management.

GRADUATE CERTIFICATES

- Students must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the Program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
- 2. Students have a maximum of two years to complete a Graduate Certificate.

SPECIAL STUDENTS

 Special students must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of two unsatisfactory grades on their academic record. Students who obtain three unsatisfactory grades will be asked to withdraw from *Career* and Management Studies immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Students who have failed to comply with the minimum standards set by *Career and Management Studies* may not continue in their program and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in *Career and Management Studies*, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's Centre for Continuing Education affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. A formal academic appeal must be made in writing directly to the *Career and Management Studies* Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

TIME LIMITS

For a single diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single Graduate Certificate Program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for those students who are granted advanced standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the graduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to re-apply and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regards to a prerequisite must enquire at the Centre.

Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student, with special reason, wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

A failure is defined as being a grade less than B- (65%).

Information Sessions

Information sessions will be held prior to each registration period. Please refer to the Centre's website for the precise dates. These sessions will give you an opportunity to learn more about specific programs and courses. Academic advisers will be available at these sessions to provide you with details on program requirements, admission procedures, etc. We urge you to attend these sessions if you are planning to take courses in the upcoming term.

2.6.7 Registration in Graduate Level Courses

For information, see section 11.8.2 "Graduate Level Courses".

2.7 Engineering – Graduate Level

Career and Management Studies, in cooperation with the Faculty of Engineering, offers graduate-level courses that may be credited in programs for the Masters in Engineering degree.

Students may not count such courses toward the fulfilment of a program unless:

- 1) they have been formally admitted to the program; and
- the specific course has been approved for inclusion in their program by the Graduate Program Director of the department in which they are enrolled.

Students wishing information on admission requirements should contact Graduate and Postdoctoral Studies. Information on the programs can be obtained by contacting the relevant departments.

Ordre des Ingénieurs du Québec

Students wishing to take courses to prepare for the professional examinations of the *Ordre des Ingénieurs du Québec* are asked to contact the Ordre at the following address:

L'Ordre des Ingénieurs du Québec Windsor Station 1100 de la Gauchetière West, Room 350 Montréal, Québec H3B 2S2 Telephone: 514-845-6141

2.8 Language Requirements for Professions

For more information, see section 12.8 "Language Requirements for Professions".

2.9 Course Descriptions

2.9.1 Graduate Programs

For a listing of the courses, please see section 10 "Course Information, Regulations and Descriptions".

2.10 Career and Management Studies Programs with Minimum CGPA Requirement

If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript.

- a) Letter of Intent: A letter, 1 to 2 pages in length, single-spaced, written in English or French, which addresses the following:
 - basis for interest in the program;
 - · your knowledge that would be pertinent to the program;
 - your interest in the field of study and the reasons for applying to our program;
 - plans for integrating the training into your current or future career;
 - a description of your professional experience and its relevance, if applicable, to the program;
 - awards received or other contributions;
 - any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Student Affairs Office Admissions & Convocation Centre for Continuing Education 688 Sherbrooke Street West Room 1125 Montreal, QC H3A 3R1 CANADA

DELF/DALF

Earn Your French Certification at CCE

Do you want to study at a university in France or in another francophone country? Would you like to work in French in Europe? McGill University is the National Examination Centre in Quebec for official French language certification. Individuals interested in pursuing official recognition of their proficiency in French as a second or foreign language can attain the *Diplôme d'études de langue française* (DELF) or the *Diplôme approfondi de langue française* (DALF) at McGill CCE. Successful DELF and DALF candidates are exempt from writing entry-level language tests at all French universities, and both diplomas are recognized by the Council of Europe, by European employers, and by universities in other francophone countries.



"When I first decided to go back to school, I liked the flexibility of taking night classes. I wanted to see if I was on the correct path without having to resign from my full-time position. It turned out it was the right choice

for me, as I went on to complete the Certificate in Translation program and then the Graduate Diploma in Translation program, a path recognized by the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) to become a certified translator. Since graduating, I have recommended CCE to others, especially to people wishing to improve their English skills. Translation Studies has many talented, dedicated teachers; the students are serious about learning, and the variety of programs should appeal to a lot of people.

My experience proves it's never too late to go back to school. My father also went back to school in his forties with only a Grade 7 education and later became a teacher in his field. His success, and CCE, made mine possible."

Isabelle Pouliot, Alumna, *Translation Studies*

3 DELF (Diplôme d'études en langue française) / DALF (Diplôme approfondi de langue française)

3.1 Location

Diplôme d'études en langue française Diplôme approfondi de langue française Telephone: 514-398-1484 Fax: 514-398-1769 Website: www.mcgill.ca/conted/acad/translation Email: translation.conted@mcgill.ca

3.2 Administrator

James Archibald; B.A.(McG.), B.A.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.)

Program Director, Translation Studies

3.3 Introduction

McGill University is the National Examination Centre in Québec for the DELF and the DALF. The *Diplôme d'études en langue française* (DELF), which has two levels, and the *Diplôme approfondi de langue française* (DALF) are given by the French Ministry of National Education to certify foreign candidates' skills in French. These diplomas are recognized by the Council of Europe and the *Ministère de l'Immigration et des Communautés culturelles du Québec.*

The DALF certifies the ability to successfully study in a French or francophone university. It exempts candidates from entry-level language tests in French universities.

The quality of the DELF and DALF certifications is recognized by French and European employers. There are DELF-DALF examination centres in 130 countries.

All candidates wishing to sit the DELF and DALF examinations must register with the Examination Centre at McGill University.

Centre d'examens du Québec Translation Studies 688 Sherbrooke West, Suite 1181 Montreal, Quebec H3A 3R1 Telephone: 514-398-1484 Fax: 514-398-1769

3.4 Diplôme d'études en langue française (DELF) / Diplôme approfondi de langue française (DALF)

These diplomas, issued by the *Ministère de l'Éducation Nationale* (France), are open to students learning French or anyone interested in receiving official certification of their proficiency in French as a second or foreign language. Passing the DALF eliminates the need to take entry-level language tests in all French universities.

3.4.1 Description

The DELF, level 1, covers the acquisition of basic skills in French: the ability to communicate in normal, everyday situations.

DELF, level 1:

2 units: - A1 - A2 The DELF, level 2, covers the further development of these skills. It presents a general overview of French-speaking civilization (in France, Quebec, etc.) and an introduction to the specialized usage of French in a discipline of the candidate's choice.

DELF, level 2:

2 units: - B1 - B2

3.4.2 Conditions

The DELF is composed of cumulative units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma. All marks are final and not subject to appeal. Successful completion of the first two units allows candidates to receive the first diploma: DELF 1er degré (DELF, level 1). Completion of units B1 and B2 qualifies you to receive the next diploma: DELF 2e degré (DELF, level 2).

You can undertake the different units at your own pace; you will retain credit for all units that you have passed. If you wish, you can spread your study of the units over several years, or you can attempt the examinations for several units in the same session (for example, the two units of the DELF, level 1). No previous diploma is required for a candidate to register for the DELF/DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at the Centre d'examens, Centre for Continuing Education, McGill University, 688 Sherbrooke Street West, Montreal, QC H3A 3R1.

Telephone: 514-398-1484

Fax: 514-398-1769

Email: translation.conted@mcgill.ca.

More detailed information on DELF and DALF Examinations may be found on the following websites:

France: Centre international d'études pédagogiques: DELF DALF: www.ciep.fr/delfdalf

McGill: www.mcgill.ca/conted/langprg/delfdalf

DELF/DALF Equivalencies

DELF/DALF	Council of Europe	ALTE*
DALF	C2	5
DALF	C1	4
DELF 2nd Degree Units A5 and A6	B2	3
DELF 1st Degree Units A3 and A4	B1	2
DELF 1: Unit A2	A2	1
DELF 1: Unit A1	A1	

* Association of Language Testers in Europe

Education

Broaden Your Teaching Horizons

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. CCE, in conjunction with the Faculty of Education, offers numerous professional development opportunities to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations' education, language and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.



"Studying at CCE has boosted my confidence as a teacher. My courses – such as Counselling Role of the Teacher, Career Education and Guidance, and Assessment for Instruction – have broadened my

perspectives and approaches to teaching and learning, and are a great supplement to what I acquired during my B.Ed. studies.

The courses are so relevant to my career in fact, that I can literally go to work and directly apply the theories I learned in class the night before. On the administration front, the program directors have provided excellent support. It is easy to reach them for honest advice or assistance in making the best course choices.

I would recommend CCE to anyone seeking professional development. For example, the courses offered in my program can enhance the work of any teacher, without the pressure of competition or inconvenient timetables. And not only are the professors stimulating, I have learned from the experiences of my diverse classmates as well."

Binish Khan, Student, Education

4 Education

4.1 Location

Faculty of Education 3700 McTavish Street, Room 243 Montreal, QC H3A 1Y2 Telephone: 514-398-7042 Fax: 514-398-4679 Website: www.mcgill.ca/conted/acad/education Email: sao.education@mcgill.ca

4.2 Why Study Education at CCE?

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies or gain experience in a specialized subject area? McGill CCE's Education unit offers professional development opportunities through part-time studies. CCE's programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, CCE's in-depth programs provide in-service teachers, facilitators and academic advisors with compelling coverage of many important education issues. Programs such as Human Relations and Family Life Education, Counselling Applied to Teaching, and Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

First Nations and Inuit Education (FNIE) offers multiple programs in the areas of Aboriginal education, language, and culture. The Faculty of Education, in collaboration with various Aboriginal communities and institutions, offers both community-based and campus-based programs. FNIE's teacher-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

4.3 Professional Development Opportunities

CCE's Education unit offers enriching programs and courses for:

- Educational leaders
- Elementary and middle-school teachers
- Hospital, institutional and social service facilitators
- School personnel advisors
- Special needs and adult educators
- Student counsellors

4.4 Programs for Professional Development in Education

The Faculty of Education offers the following programs:

- "Diploma in Human Relations and Family Life Education (30 credits)", page 52
- "Graduate Certificate in Counselling Applied to Teaching (15 credits)", page 52
- "Certificate in Inclusive Education (30 credits)", page 52
- "Certificate in Education for First Nations and Inuit (60 credits)", page 53
- "Certificate in Aboriginal Literacy Education (30 credits)", page 53
- "Certificate in Middle School Education In Aboriginal Communities (30 credits)", page 53
- "Certificate in First Nations and Inuit Educational Leadership (30 credits)", page 53

- "Bachelor of Education for Certified Teachers (Elementary Education) (90 credits)", page 53
- "Certificate in Aboriginal Education for Certified Teachers (30 credits)", page 54

"Certificate in First Nations and Inuit Student Personnel Services (30 credits)", page 54

4.5 Admission Requirements and Procedures

Application for admission to Faculty of Education, Continuing Education programs can be made at the McGill website: www.mcgill.ca/applying. Your application cannot be considered until all requirements have been met. Please complete the application form and submit required documents to the appropriate department in the Faculty of Education, 3700 McTavish Street, Montreal, QC H3A 1Y2.

Applicants to First Nations and Inuit programs must contact the Office of First Nations and Inuit Education for admission information at 514-398-4533.

Documents Required

In addition to those listed on the application website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of \$65 (non-refundable), proof of Canadian citizenship, permanent code and proof of residency to qualify for Quebec rate of tuition.

Application Deadlines

Fall Session: June 1 Winter Session: October 1 Spring/Summer Session: February 1

4.6 Programs

4.6.1 Bachelor of Education (Vocational) (90 credits)

Admission to this program has been suspended.

Program Components

Professional Concentration - 30 credits. Courses that give attention to teaching methodologies, learning theories, and educational psychology and philosophy and "on-site" teaching practice.

Courses to Fulfil Permit Requirements:

EDET 36	60 (3)	Methods of Teaching Business Education or
EDET 37	' 3 (3)	Methods of Teaching Technical Subjects
EDPT 20)4 (3)	Educational Media
EDEM 40	05 (3)	Policy Issues in Quebec Education
EDEC 20)2 (3)	Effective Communication
EDPE 30	00 (3)	Educational Psychology
		or
EDPE 32	20 (3)	Adult Learning and Teaching
EDPE 37	77 (3)	Adolescence and the Process of Education
EDET 37	76 (3)	Educational Evaluation in Vocational Education (Prerequisite: EDET 360 or EDET 373)
		or
EDPE 30)4 (3)	Measurement and Evaluation
EDET 39	(-)	Principles and Foundations of Vocational Education or

EDET 398	(3)	Special Project in Vocational Education
EDFE 478	(6)	Field Experience (Teaching Practice)
	()	(Prerequisites: P.T.A. and EDET 360/373)
EDFE 374	(3)	Field Experience (Teaching Practice)
	(-)	(Prerequisite: EDFE 478)

Total = 30 credits

Academic Concentration (30 credits) - courses directly related to the subject option.

Departmental Selections (15 credits) - courses in vocational education that complement the professional concentrations.

Electives (15 credits) - courses selected in consultation with an adviser and that count for university credit.

4.6.2 Diploma in Human Relations and Family Life Education (30 credits)

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres. The program is also designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation and effective interviewing.

Admission Requirements

- 1. An undergraduate degree with a CGPA of at least 2.7 out of 4.0.
- 2. Two letters of recommendation.
- 3. An autobiographical sketch that should include a statement of interest in the program.
- 4. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

Required Courses: (21 credits)

negunea o			
EDPC 501	(3)	Helping Relationships	
EDPC 502	(3)	Group Processes and Individuals	
EDPC 503	(3)	Human Sexuality: Professionals	
EDPC 504	(3)	Practicum: Interviewing Skills	
EDPC 507	(3)	Practicum: Group Leadership Skills	
EDPC 540	(3)	Foundation of Family Life Education	
EDPE 560	(3)	Human Development	

Complementary Courses: (9 credits)

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage

- EDPC 511 (3) Demystifying Death & Dying
- EDPE 564 (3) Family Communication
- EDPE 565 (3) Psychosocial Aspects of Cancer
- EDPE 595 (3) Seminar in Special Topics
- EDPE 596 (3) Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

4.6.3 Graduate Certificate in Counselling Applied to Teaching (15 credits)

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. In each of these knowledge areas, it

addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practice professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in the Graduate and Postdoctoral Studies Calendar.

Admission Requirements

- An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with Diploma and graduate students, therefore students must have demonstrated equivalent levels of accomplishment in their undergraduate studies).
- Certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases the program reserves final discretion about the appropriateness of an alternative qualifications to a teaching certificate).
- A three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.
- 4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character.
- TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.
- 6. The Department reserves the right to request an interview of any applicant.

Program Requirements

Required Courses: (6 credits)

EDPC 542 (3) Counselling Role of the Teacher EDPC 562 (3) Career Education and Guidance*

Complementary Courses: (9 credits)

- Choose from the following:
- EDPC 501 (3) Helping Relationships*
- EDPC 502 (3) Group Processes and Individuals*
- EDPC 504 (3) Practicum: Interviewing Skills*
- EDPC 505 (3) Crisis Intervention Processes*
- EDPC 507 (3) Practicum: Group Leadership Skills*
- EDPI 543 (3) Family, School and Community*
- * These or other courses may be offered in alternate years.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

4.6.4 Certificate in Inclusive Education (30 credits)

This 30-credit program is designed to prepare educators to work effectively with students who have special needs. It is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

Admission Requirements

To be eligible for admission applicants must:

- 1. Have either:
 - a) a diploma of collegial studies (DEC) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member; or
 - b) a teaching certificate from Quebec (permis d'enseigner) or equivalent;
 - or
 - c) be a Mature Student (over 21 years of age) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.
- 2. One letter of reference.
- 3. Personal statement regarding interest in the program.
- TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.
- The Department reserves the right to request an interview of any applicant.

For further information on other supporting documents required, please see "Program Transfers", section 11.5.

Required Courses: (24 credits)

EDPI 309	(3)	Exceptional Students		
EDPI 341	(3)	Instruction in Inclusive Schools		
EDPI 344	(3)	Assessment for Instruction		
EDPI 440	(3)	Managing the Inclusive Classroom		
EDPI 441	(3)	Students with Behavior Difficulties		
EDPI 442	(3)	Students with Learning Difficulties		
EDPI 526	(3)	Talented and Gifted Students		
EDPI 543	(3)	Family, School and Community		
Complementary Courses: (6 credits)				
Choose from	Choose from the following:			
EDPE 496	(3)	Individual Reading Course		
EDPI 446	(3)	Special Topics		
EDPI 447	(3)	Special Topics		
EDPI 448	(3)	Special Topics		
EDPI 450	(3)	Computers and Special Needs		
EDPI 527	(3)	Creativity and its Cultivation		
EDPI 536	(3)	Practicum Gifted Education 1		
EDPI 537	(3)	Practicum Gifted Education 2		

- EDPI 539 (3) Field Work 1: Exceptional Students
- EDPI 540 (3) Field Work 2: Exceptional Students

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, Dean Thomson, 514-398-4248. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

4.6.5 Programs for First Nations and Inuit

First Nations and Inuit Education (FNIE)

The Faculty of Education collaborates with various Indigenous communities and institutions offering programs whose courses are given either at McGill or off campus. In collaboration with the Kativik School Board, the Cree School Board, the Kahnawake Education Centre, Kanehsatake Education Centre and various other Indigenous communities in Quebec, FNIE delivers field-based teacher education programs leading to initial teacher certification and to the Bachelor of Education for Certified Teachers degree. FNIE also works with departments to meet other educational needs of Indigenous peoples.

Further information may be obtained through the Office of First Nations and Inuit Education at 514-398-4533.

For detailed descriptions of the requirements for these programs, please refer to the Faculty of Education section in the McGill University *Programs, Courses and University Regulations* publication at www.mcgill.ca/study.

4.6.5.1 Certificate in Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq and Mohawk people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with the Cree School Board, the Kativik School Board, and various Mi'kmaq, Mohawk and Algonquin education authorities.

Quebec graduates of this program receive *Ministère de l'Éducation, du Loisir et du Sport* (MELS) certification to teach at the elementary school level in First Nations and Inuit schools.

4.6.5.2 Certificate in Aboriginal Literacy Education (30 credits)

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq and Mohawk students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

4.6.5.3 Certificate in Middle School Education In Aboriginal Communities (30 credits)

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

4.6.5.4 Certificate in First Nations and Inuit Educational Leadership (30 credits)

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

4.6.5.5 Bachelor of Education for Certified Teachers (Elementary Education) (90 credits)

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the Certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Aboriginal Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed.

Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the Certificate and a further 60 for the B.Ed.

This program does not lead to further certification.

4.6.5.6 Certificate in Aboriginal Education for Certified Teachers (30 credits)

This 30-credit program provides training to assist mainstream teachers in becoming more effective teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, cooperative learning, second language teaching and curriculum development.

4.6.5.7 Certificate in First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education. This 30-credit program is designed to provide Aboriginal school personnel advisers with a training program which will enable them to learn about the principles and practice of personnel services as generally applied in educational settings; to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and the languages of instruction, collections of professional and scholarly knowledge about students' needs and services in First Nations and Inuit communities. Bearers of this Certificate will be qualified to work as Educational and School Personnel Advisers within the employ of an Aboriginal educational authority.

4.7 Academic Regulations

It is the responsibility of the student to read, understand and abide by the regulations and procedures printed in this booklet.

Academic Standing

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

Time Limits

Thirty credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in First Nations and Inuit Education is 12 years. The University reserves the right to request that a student retake a course or courses after a 5-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Student Teaching Practicums

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Undergraduate Student Affairs Committee for readmission. Satisfactory progress in the student's course work is a prerequisite for placement in the Practicum.

Advanced Standing and Transfer Credits

Advanced Standing and Transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five (5) years ago will not be recognized for advanced standing. Permission must be obtained from the program director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted a grade of C or better must have been obtained.

Advising

Academic Advisers are available to answer inquiries by calling the appropriate department.

4.8 Course Descriptions

For the descriptions of courses in these programs, please see the *All Courses* section of the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study and Class Schedule.

English Language Programs

Open New Doors with English at CCE

CCE's *English and French Language Programs* (EFLP) offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers and students, including incoming McGill and international students. EFLP's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, EFLP's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.



"I enrolled in McGill CCE's Intensive English Language and Culture (IELC) program to improve my skills and increase my confidence expressing myself in English. And it worked – the professors were instrumental in

helping me overcome some of the major problems I had.

A very enjoyable and rewarding aspect of this program is having the opportunity to meet and converse with people from many different cultures. We had some great discussions and I learned about many other students and their native countries, all while improving my English. During these exercises, our teachers really encouraged us to express ourselves, correcting us only as needed. They were really patient and truly listened to us.

I would recommend this program to anyone who wants to improve his or her English. Studying at CCE was an excellent decision for me. The courses were really dynamic and effective, and I believe I now have the confidence and language skills I need to find a job. This program has genuinely increased my employment possibilities."

Rumi Takagi, Alumna, English and French Language Programs

5 English and French Language Programs – **English Language Programs**

5.1 Location

English and French Language Programs English Language Programs Telephone: 514-398-3069 Fax: 514-398-1769 Website: www.mcgill.ca/conted/acad/eflp Email: language.conted@mcgill.ca

5.2 Administrative Officers

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)

TBA

Associate Director

Director

Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ) Coordinator, English Language Programs

Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG. Coordinator, Special Intensive English

Verena Waterstradt; B.Adm.(Germany) Program Administrator

Adriana Starnino (on leave)

Jriana Starnino (م) المعنية, Subashini Kakkasseri (*acting*) Administrative Coordinator

TBA

Administrative Coordinator

For the latest updates on programs and course offerings, please visit our website: www.mcgill.ca/conted/acad/eflp.

5.3 Why Study English or French at CCE?

Do you want to get ahead in your job or at school, better integrate into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, English and French Language Programs (EFLP) offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how EFLP's part-time and full-time language programs have been an important catalyst in their lives.

For individuals interested in immersing themselves in English or French full-time (six-week sessions), EFLP offers intensive language and culture programs, available in Fall, Winter, and Summer. Professionals and others who wish to improve their oral and/or written communication skills on a part-time basis can study weekday evenings or on Saturdays. All EFLP programs lead to the McGill Certificate of Proficiency and to greater academic, cultural, and career opportunities.

In addition to its regular second-language offerings, EFLP designs and delivers customized English (ESL) and French (FSL) training to local and international groups. These special EFLP programs are tailor-made to meet the specific language and communication needs of corporations, organizations, government agencies and institutions. Whatever your English or French language needs are, EFLP has the proven track record to deliver exceptional results.

5.4 Academic, Cultural and **Professional Development Opportunities**

CCE's English and French Language Programs offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- CMS and other Continuing Education (CCE) students

5.5 **Certificate of Proficiency – English** for Professional Communication (30 credits)

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University. It has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary knowledge of English will need to complete noncredit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three 60-hour prereguisite courses: one at the basic level and two at the elementary level.
- The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of 9 weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the WebCT platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in WebCT further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency – English for Professional Communication (see section 5.5.2 "Academic Regulations" below). The level of this Certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

For information on term dates, please refer to section "Key Dates, 2010 - 2011" or www.mcgill.ca/importantdates.

5.5.1 Program Structure

CEGL 102 CEGL 104	(11 (11	ourses - Non-credit Module CE units) Basic English CE units) Elementary English 1 CE units) Elementary English 2
Required C	our	ses - Credit Module (30 credits)
CEĖN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2 (see note *1)
CEEN 222	(3)	English Communication Practice 2 (see note *1)
CEEN 331	(3)	Functional English Grammar/Writing 3 (see note *2)
CEEN 332	(3)	English Communication Practice 3 (see note *2)
CEEN 411	(3)	English Grammar and Writing Techniques (see note *3)
CEEN 412	(3)	English Oral Communication Techniques (see note *3)
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(̀3)́	English Oral Communication Contexts

Complementary Courses

CEEN 401 (3) English Vocabulary in Context

			Communication and Cultural Patterns
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Notes:

*1 Students who begin their studies with courses CEEN 221/ CEEN 222 and who would like to be admitted to the *Certificate of Proficiency – English for Professional Communication* must take two complementary courses (CEEN 401 and CEEN 402), or equivalent courses as approved by *English and French Language Programs*, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact *English and French Language Programs*.

*2 Students who begin their studies with courses CEEN 331/ CEEN 332 and who would like to be admitted to the *Certificate of Proficiency – English for Professional Communication* must take up to two Comprehensive Challenge Exams that correspond to the previous level (CEEN 221/CEEN 222), and two complementary courses (CEEN 401 and CEEN 402), or equivalent courses as approved by *English and French Language Programs*, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact *English and French Language Programs*.

*3 Students who begin their studies with courses CEEN 411/ CEEN 412 are not eligible for admission to the *Certificate of Proficiency – English for Professional Communication*. However, these students may register as Special students and may be eligible to receive the *McGill Attestation of Proficiency in English* if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421 and CEEN 422) with a minimum grade of B- (65%).

5.5.2 Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency – English for Professional Communication:*

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEEN 331/ CEEN 332); see section 5.5.3 "Entrance Placement Test (EPT)" for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.

- Students between 18 and 21 years of age who do not have a CEGEP (D.E.C.) diploma or equivalent may be accepted into a qualifying program to be determined by *English and French Language Programs*. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see section 11.3 "Admission Procedures".

All students seeking admission to the *Certificate of Proficiency* – *English for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirement

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course and a total of three unsatisfactory grades in the program are permitted. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a Cumulative Grade Point Average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a "Special student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. A Special student is one who takes credit courses but is not recognized as working toward the *Certificate of Proficiency – English for Professional Communication*. The Centre for Continuing Education has no obligation to recognize credits earned by Special students toward completion of a certificate program. The number of courses a Special student can take may be limited. **Students wishing to obtain the** *Certificate of Proficiency – English for Professional Communication* are encouraged to apply to the program before completing four (4) courses. Special students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned in section 5.5.2 "Academic Regulations".

5.5.3 Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

The Entrance Placement Test lasts approximately two hours and is usually held in the Frank Dawson Adams Auditorium located at 3450 University Street.

Since the test is written by large groups of students, test-takers are advised to arrive 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$25 (non-refundable), payable at the time of registration or when the result is picked up. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website: www.mcgill.ca/conted/acad/infosessions.

5.5.4 Customized English Language Training

English and French Language Programs offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- Employees from corporations, government agencies, organizations, institutions;
- Elementary, high school and college teachers, as well as university professors, who are required to teach in English;
- Other professionals who are required to work, or who are currently working in an English-speaking environment;
- High school graduates and/or university students.

For more information, please refer to our website: www.mcgill.ca/conted/acad/eflp.

5.6 Intensive English Program: Certificate of Proficiency in English – Language and Culture

The Certificate of Proficiency in English – Language and Culture is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced). The program includes specific objectives and learning strategies for each level in speaking, listening, writing, reading and pronunciation. It also includes special cultural modules for certain levels. It is designed for the acquisition of the linguistic, communicative, pragmatic, and sociocultural competency needed in academic and professional contexts and in sociocultural settings.

Time is taken during class and in the language laboratory to focus on each student's linguistic needs and development. A pronunciation clinic is also available for those who wish to give special attention to this aspect of the English language. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world. Classes are held from 9:30 a.m. to 3:30 p.m., Monday to Friday. There are six sessions each year offered during the Summer, Fall and Winter semesters.

We offer eight levels of study from Elementary to Advanced. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the two Advanced levels with a minimum grade of B- (65%), students are eligible for the *McGill*

Certificate of Proficiency in English – Language and Culture. The Certificate fulfils the language requirements for admission to McGill University undergraduate and graduate degree programs.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs and all class outings.

Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier or faxed to the Student Affairs Office.

5.6.1 Program Structure

Each of the courses below represents one "level" of the eight levels of the program.

Required Courses (160 CEU)

CEGL 213 (20 CEU) Intensive English - Elementary 1 CEGL 223 (20 CEU) Intensive English - Elementary 2 CEGL 313 (20 CEU) Intensive English - Intermediate 1 CEGL 323 (20 CEU) Intensive English - Intermediate 2 CEGL 333 (20 CEU) Intensive English - Intermediate 3 CEGL 355 (20 CEU) Intensive English - Bridge to Proficiency CEGL 413 (20 CEU) Intensive English - Advanced A CEGL 423 (20 CEU) Intensive English - Advanced B

5.6.2 Academic Regulations

Admission requirements

- · Students must be at least 18 years old;
- Students must have completed a secondary level of education, or the equivalent;
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one year. After this period, students must retake the test.

Admission procedures

Students wishing to register in the *Certificate of Proficiency in English – Language and Culture* must complete an application form and return it with:

- Payment of the application fee (\$80 non-refundable) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- Proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- Proof of completion of secondary level of education or its equivalent;
- Payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. This is a limited enrolment program. Students must attend class before the third day or forfeit their registration. To cancel a session, the Student Affairs Office must receive a written request before the end of the second day of class. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of \$200 CDN (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to www.mcgill.ca/importantdates or www.mcgill.ca/conted/langprg/ fulltimeenglish/sessdate.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program. It is the student's responsibility to meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

Requirements of Eligibility for the McGill Certificate of Proficiency in English – Language and Culture

• Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each.

5.6.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. New students are required to take the test before they can register for their courses. Students who have not taken courses in *English and French Language Programs* within one year are required to retake a placement test.

5.6.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one session, you must apply for one year in order to obtain a Study Permit and a Quebec Certificate of Acceptance.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the Student Affairs Office, the Canadian Embassy or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg and Portugal. In such cases students must apply for the Québec Medicare plan and provide proof to the Student Affairs Office.

Those who study for more than one session must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

5.6.5 Housing

English and French Language Programs can refer students to an organization that will place them in the home of an Englishspeaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at www.mcgill.ca/conted/ applyregister/siesif/engint/#FAQ or contact English and French Language Programs.

5.7 Course Descriptions

For a listing of the courses, please see section 10 "Course Information, Regulations and Descriptions".

French Language Programs

Open New Doors with French at CCE

CCE's *English and French Language Programs* (EFLP) offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers and students who want to accelerate their integration into Quebec or another French-speaking community. EFLP's part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, EFLP's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.



"As a student in both the Special Intensive French and English Language programs, I found that all my teachers were very helpful and prepared, and the CCE staff have been great. In the classroom, I've

particularly enjoyed the mix of language teaching styles and materials, ranging from grammar, readings, and essays, to real-life experiences including interviews, discussions, and discovery projects.

While studying at CCE, I have met many interesting people during the cultural

"As a student in both
the Specialevents, such as international lunches,
where we have a wonderful time sharing
food and stories about our cultures.Intensive French
and Englishfood and stories about our cultures.Another highlight is that I have gained
a really good friend – a fellow student in
a French course.

Improving my French and English language skills has helped me enormously in adapting to life in Montreal, as well as preparing for graduate school. I have no hesitation in recommending CCE to anyone who wants to learn a new language or improve his or her language skills. There's a great community of people at CCE that is always willing to help you make the most out of the learning process."

Bethsabeth Paz, Alumna, English and French Language Programs

6 English and French Language Programs – French Language Programs

6.1 Location

English and French Language Programs French Language Programs Telephone: 514-398-1202 Fax: 514-398-1769 Website: www.mcgill.ca/conted/acad/eflp Email: language.conted@mcgill.ca

6.2 Administrative Officers

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)

TBA Associate Director

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.) Coordinator, French Language Programs

Verena Waterstradt; B.Adm.(Germany) Program Adminstrator France Bruneau Administrative Coordinator Alejandra Torres

Administrative Coordinator

Director

For the latest updates on programs and course offerings, please visit our website: www.mcgill.ca/conted/acad/eflp.

6.3 Why Study English or French at CCE?

Do you want to get ahead in your job or at school, better integrate into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, *English and French Language Programs* (EFLP) offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how EFLP's part-time and full-time language programs have been an important catalyst in their lives.

For individuals interested in immersing themselves in English or French full-time (six-week sessions), EFLP offers intensive language and culture programs, available in Fall, Winter, and Summer. Professionals and others who wish to improve their oral and/or written communication skills on a part-time basis can study weekday evenings or on Saturdays. All EFLP programs lead to the McGill Certificate of Proficiency and to greater academic, cultural, and career opportunities.

In addition to its regular second-language offerings, EFLP designs and delivers customized English (ESL) and French (FSL) training to local and international groups. These special EFLP programs are tailor-made to meet the specific language and communication needs of corporations, organizations, government agencies and institutions. Whatever your English or French language needs are, EFLP has the proven track record to deliver exceptional results.

6.4 Academic, Cultural and Professional Development Opportunities

CCE's *English and French Language Programs* offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professorsIndividuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- CMS and other Continuing Education (CCE) students

6.5 Certificate of Proficiency – French for Professional Communication (30 credits)

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University. It has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The **Credit Module** consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module). In Spring, both Modules last 9 weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the WebCT platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in WebCT further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the *Certificate of Proficiency – French for Professional Communication* (see section 6.5.2 "Academic Regulations" below). The level of this Certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

For information on term dates, please refer to section "Key Dates, 2010 - 2011" or www.mcgill.ca/importantdates.

6.5.1 Program Structure

Prerequisite	e cou	rses - Non Credit Module
CFRN 102	(11	CE units) Basic French
CFRN 104		CE units) Elementary French 1
CFRN 106	(11	CE units) Elementary French 2
Required co	ourse	es - Credit Module (30 credits)
CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	
		(see note *1)
CEFN 222	(3)	French Communication Practice 2 (see note *1)
CEFN 331	(3)	Functional French Grammar/Writing 3 (see note *2)
CEFN 332	(3)	French Communication Practice 3 (see note *2)
CEFN 411	(3)	French Grammar/Writing Techniques (see note *3)
CEFN 412	(3)	French Oral Communication Techniques (see note *3)
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts
. .		•

Complementary Courses

CEFN 402	(3)	Persuasive French in Communication

Notes:

*1 Students who begin their studies with courses CEFN 221/ CEFN 222 and who would like to be admitted to the *Certificate of Proficiency – French for Professional Communication* must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by *English and French Language Programs*, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact *English and French Language Programs*.

*2 Students who begin their studies with courses CEFN 331/ CEFN 332 and who would like to be admitted to the *Certificate of Proficiency – French for Professional Communication* must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by *English and French Language Programs*, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact *English and French Language Programs*.

*3 Students who begin their studies with courses CEFN 411/ CEFN 412 are not eligible for admission to the *Certificate of Proficiency – French for Professional Communication.* However, these students may register as Special students and may be eligible to receive the *McGill Attestation of Proficiency in French* if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421 and CEFN 422) with a minimum grade of B- (65%).

6.5.2 Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency – French for Professional Communication:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/ CEFN 332); see section 6.5.3 "Entrance Placement Test (EPT)" for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.

- Students between 18 and 21 years of age who do not have a CEGEP (D.E.C.) diploma or equivalent may be accepted into a qualifying program to be determined by *English and French Language Programs*. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see section 11.3 "Admission Procedures".

All students seeking admission to the *Certificate of Proficiency* - *French for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course and a total of three unsatisfactory grades in the program are permitted. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a Cumulative Grade Point Average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a "Special student" in a course provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. A Special student is one who takes regular credit courses, but is not recognized as working toward the *Certificate of Proficiency – French for Professional Communication*. The Centre for Continuing Education has no obligation to recognize credits earned by Special students toward completion of a certificate program. The number of courses a Special student can take may be limited. **Students wishing to obtain the** *Certificate of Proficiency – French for Professional Communication* are encouraged to apply to the program before completing four (4) courses. Special students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose and are governed by the Academic Standing Requirements mentioned in section 6.5.2 "Academic Regulations".

6.5.3 Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

The Entrance Placement Test lasts approximately two hours and is usually held in the Frank Dawson Adams Auditorium located at 3450 University Street.

Since the test is written by large groups of students, test-takers are advised to arrive 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil and an eraser.

The fee for the test is \$25 (non-refundable), payable at the time of registration or when the result is picked up. The EPT results will be available on the third business day following the test date as well as at the time of registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website: www.mcgill.ca/conted/acad/infosessions.

6.5.4 Customized French Language Training

English and French Language Programs offers customized French language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- Employees from corporations, government agencies, organizations, institutions;
- Elementary, high school and college teachers, as well as university professors, who are required to teach in French;
- Other professionals who are required to work, or who are currently working in a French-speaking environment;
- High school graduates and/or university students.

For more information, please refer to our website: www.mcgill.ca/ conted/acad/eflp.

6.6 Intensive French Program: Certificate of Proficiency in French – Language and Culture

The Certificate of Proficiency in French – Language and Culture is designed to offer thorough and integrated instruction of French as a Second/Foreign language over five levels (beginner to advanced). The program objectives include learning strategies for speaking, listening, writing, reading and pronunciation. It also includes special cultural modules for certain levels. Through this program, students will acquire the linguistic, communicative, pragmatic, and cultural competence needed to interact comfortably in work and social settings.

We offer five levels of study from Beginner to Advanced. Classes are held from 9:00 a.m. to 3:00 p.m., Monday to Friday. There are six sessions each year: offered during the Summer, Fall and Winter semesters. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the last two levels of the program, with a minimum grade of B- (65%), students are eligible for the *McGill Certificate of Proficiency in French* – Language and Culture. The program also offers two complementary courses. These are designed to answer the student's specific needs. These courses will only be offered if the results of the placement test show that it is required and if the needs arise.

The courses are held during the day. Students benefit from small class sizes and enjoy sharing their learning experience with classmates who have come from all over the world. Some cultural activities are held after class during the week.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs and all class outings.

Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier or faxed to the Student Affairs Office.

6.6.1 Program Structure

Each of the courses below represents one "level" of the five levels of the program.

Required Courses (100 CEU)

CFRN 203*	(20 CEU)	Intensive French - Beginner
		(see Notes)
CFRN 323	(20 CEU)	Intensive French - Elementary
CFRN 333	(20 CEU)	Intensive French - Intermediate 1
CFRN 343**	(20 CEU)	Intensive French - Intermediate 2
		(see Notes)
CFRN 423	(20 CEU)	Intensive French - Advanced
Notes:		

* CFRN 223 (20 CEU) Intensive French - Elementary Low

* CFRN 223 must be taken if a mark between 55 and 64% is obtained for CFRN 203 OR may be taken in place of CFRN 203 with permission of the program Director.

** CFRN 355(20 CEU) Intensive French - Intermediate High

** CFRN 355 must be taken if a mark between 55 and 64% is obtained for CFRN 343 OR may be taken in place of CFRN 343 with permission of the program Director.

6.6.2 Academic Regulations

Admission requirements

- · Students must be at least 18 years old;
- Students must have completed a secondary level of education, or the equivalent;
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one year. After this period, students must retake the test.

Admission procedures

Students wishing to register in the *Certificate of Proficiency in French – Language and Culture* must complete an application form and return it with:

- Payment of the application fee (\$80 non-refundable) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- Proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- Proof of completion of secondary level of education or its equivalent;
- Payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. This is a limited enrolment program. Students must attend class before the third day or forfeit their registration. To cancel a session, the Student Affairs Office must receive a written request before the end of the second day of class. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of \$200 CDN (subject to change without notice). Refund cheques are mailed within four to six weeks. For information on the term dates, please refer to www.mcgill.ca/importantdates or www.mcgill.ca/conted/langprg/ fulltimefrench/sessdate.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners level.

Active participation is required in class.

Requirements of Eligibility for the *McGill Certificate* of *Proficiency in French – Language and Culture*

 Students must complete both CFRN 343 (or CFRN 355) and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each.

6.6.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture

All new students must take a placement test in order to determine their level and assess their needs. Students must have been admitted to the program in order to take the placement test, which is held approximately one week before classes start. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. Students who have not taken courses in *English and French Language Programs* within one year are required to retake a placement test.

6.6.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one session, you must apply for one year in order to obtain a Study Permit and a Quebec Certificate of Acceptance.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details contact the Student Affairs Office, the Canadian Embassy or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg and Portugal. In such cases students must apply for the Québec Medicare plan and provide proof to the Student Affairs Office.

Those who study for more than one session must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

6.6.5 Housing

English and French Language Programs can refer students to an organization which can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québecois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at www.mcgill.ca/conted/applyregister/siesif/ freint/#FAQ or contact English and French Language Programs.

6.7 Course Descriptions

For a listing of the courses, please see section 10 "Course Information, Regulations and Descriptions".

Translation Studies

Get Ahead with Translation at CCE

CCE's Translation Studies offers a wide variety of programs and courses to meet the needs of translators and language professionals keen to enhance career opportunities while studying part-time. At the undergraduate level, students can attain a Certificate in Translation with English, French, or Spanish options, and at the graduate level, students can attain a Graduate Diploma in Translation with English, French, or Spanish options. Translation Studies also offers a four-level Spanish language program leading to a Certificate of Proficiency in Spanish, as well as Portuguese courses. Individuals interested in pursuing official certification of proficiency in French as a second or foreign language can obtain a DALF or DELF diploma.



"What I like best about my program are the professors. mentors but at the same time they treat you like a colleague. Not only do they care about our development as translators, but they are also sensitive to

our personal and professional lives. For example, if you cannot make it to class because of work or a sick child, you can always submit an assignment via email.

I also like our well-equipped labs. The smart boards are useful, plus the computers have the latest software

and let you access multiple library resources. WebCT, our online classroom program, is also very They take the role of helpful. Professors use it to keep in touch with students by posting assignments, comments, lectures and even class announcements.

> One of many positive aspects of the Translation program is that it allows you to build a professional network, which will be very helpful once you're in the job market. In my case, my fellow students and I are like one big happy Spanish-speaking family. Even though translation is mostly a solitary profession, I'll always need someone to proofread my work!"

Valerie Bello, Student, Translation Studies

7 Translation Studies

7.1 Location

Translation Studies Telephone: 514-398-1484 Fax: 514-398-1769 Website: www.mcgill.ca/conted/acad/translation Email: translation.conted@mcgill.ca

7.2 Administrative Officers

James Archibald; B.A.(McG.), B.A.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.)

Program Director, Translation Studies

Heberto Fernandez; B.Sc.(U. of Los Andes), Ph.D.(Montr.) Coordinator, Spanish and Portuguese Programs

7.3 Why Study Translation at CCE?

Are you fluent in English, French and/or Spanish? Do you have an affinity for language analysis and written expression? *Translation Studies* offers certificate and diploma programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation principles, language analysis, and hands-on translation of texts from a variety of fields, *Translation Studies* programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals keen to enter a new career, the Certificate in Translation and Graduate Diploma in Translation courses are offered in the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French or Spanish. At the graduate level, students produce a portfolio of their translation projects for evaluation that can also be used to assist their entry into the language industry as qualified translators.

For people seeking to improve their Spanish or Portuguese skills, *Translation Studies* offers a four-level Spanish language program leading to a Certificate of Proficiency in Spanish, as well as beginner and intermediate Portuguese courses.

7.4 Professional Development and Job Opportunities

CCE's *Translation Studies* offers enriching translation and language instruction for:

- General and technical translators
- Language-industry professionals
- Legal, medical and scientific translators
- Bilingual journalists and writers
- Public relations specialists
- Travel-industry professionals
- Spanish and Portuguese students
- Individuals seeking French language certification

7.5 Programs and Courses

NON-CREDIT PROGRAMS AND COURSES

Spanish Portuguese

POST-CERTIFICATE COURSES

Advanced Spanish Conversation Spanish for Business Spanish Translation

CREDIT PROGRAMS

Certificate in Translation (English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

Graduate Diploma in Translation

(English to French, French to English, Spanish to French, Spanish to English)

7.6 Classification Tests for Part-Time Spanish Courses

For more information, see www.mcgill.ca/conted/acad/ translation.

New students wishing to take Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. Since the tests are written by large groups of students, we ask you to arrive 10-15 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. The fee for the test is \$25 (non-refundable), payable at the time of registration. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Tests.

CLASSIFICATION TEST DATES

For more information, see www.mcgill.ca/conted/acad/ translation.

7.6.1 Spanish and Portuguese

7.6.1.1 Academic Regulations - Language Programs and Courses

All language courses and programs are open to any person who is at least 18 years of age and fulfils the prerequisite requirements. A minimum grade of **C** is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

7.6.2 Certificate of Proficiency in Spanish

The Centre offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

- a) Complete the last two levels of the program with the McGill Centre for Continuing Education.
- b) Obtain a minimum grade of B+ in the Level Four course.
- c) Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

7.7 Translation Programs

Translation Studies offers two unique translation programs:

- 1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
- Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

7.7.1 Certificate in Translation (30 credits) (English to French, French to English) (Spanish to French, Spanish to English) (French/English to Spanish)

7.7.1.1 Objectives

The Certificate in Translation program is designed to provide students with the fundamentals of translation. The program requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen.

7.7.1.2 Program Structure

ENGLISH AND FRENCH OPTIONS

Entrance Examination

Preparatory Course(s):

CCTR 222	(10 CEÙŚ)	English Usage for Translators
CCTR 223	(10 CEUS)	Le bon usage pour traducteurs

Required Courses: (27 credits)

CCTR 225	(3) French Translation 1				
CCTR 226	(3) English Translation 1				
CCTR 232*	(3) Documentation and Terminology				
CCTR 310*	(3) Comparative Stylistics 2				
CCTR 325	(3) French Translation 2				
CCTR 326	(3) English Translation 2				
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9 credits from one of the following options:

English into French Option

CCTR 233	(3) Techniques: Rédaction pour traducteurs
CCTR 433	(3) French Translation 3
CCTR 435	(3) French Translation 4

or

- **French into English Option** (3) Writing Techniques for Translators CCTR 234 **CCTR 434** (3) English Translation 3 **CCTR 436** (3) English Translation 4 Complementary Course: (3 credits) One course selected from: CCTR 230* (3) Précis-Writing / Contraction: texte CCTR 330* (3) Text Revision/Révision: Texte 01 CCTR 331* (3) Translation Theory/Practice CCTR 333 (3) Spanish/French Translation **CCTR 334** (3) Spanish Translation (into English) **CCTR 337** (3) Translation: German Into French **CCTR 338** (3) Translation: German Into English (3) Translation into Spanish **CCTR 360** CCTR 401 (3) Independent Studies: Translation CCTR 441 (3) Traduction Littéraire-Français **CCTR 442** (3) Traduction Littéraire-Anglais **CCTR 500** (3) Translation Practicum
 - **Note:** undergraduate degree required and *Translation Studies* approval
- EDEC 202 (3) Effective Communication
- * Bilingual course

SPANISH OPTION

Entrance Examination

Required courses: all concentrations (21 credits)

- CCTR 227 (3) Spanish Translation 1
 CCTR 232 (3) Documentation and Terminology
 CCTR 317 (3) Comparative Stylistics: Spanish/English/French
 CCTR 331 (3) Translation: Theory/Practice
 CCTR 340 (3) Introduction to Spanish Text Revision
 CCTR 360 (3) Spanish Translation 2
 CCTR 427 (4) Spanish Translation 2
- CCTR 437 (3) Spanish Translation 3

Complementary Courses: (9 credits)

6 credits from one of the following groups:

Spanish to French

CCTR 233 (3) Techniques: Rédaction pour traducteurs

CCTR 333 (3) Spanish Translation (into French)

Spanish to English

CCTR 234 (3) Writing Techniques for Translators CCTR 334 (3) Spanish Translation (into English)

or

or

French/English into Spanish

- CCTR 237 (3) Writing Techniques (Spanish)
- CCTR 438 (3) Spanish Translation 4

3 credits from:

- CCTR 230 (3) Précis-Writing / Contraction: texte
- CCTR 337 (3) Translation: German Into French
- CCTR 338 (3) Translation: German Into English
- CCTR 401 (3) Independent Studies: Translation
- CCTR 441 (3) Traduction Littéraire-Français CCTR 442 (3) Traduction Littéraire-Anglais
- CCTR 500 (3) Translation Practicum Note: undergraduate degree required and departmental approval
- EDEC 202 (3) Effective Communication

7.7.1.3 General Academic Requirements

ADMISSION REQUIREMENTS

To be admitted to the Certificate Program in Translation:

- 1) A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language.
- 2) Students must pass an Entrance Examination.
- 3) Students must hold a CEGEP diploma (D.C.S. or equivalent).

- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- 5) Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by *Translation Studies*. Formal admission to the Certificate Program will normally follow upon satisfactory completion of the Qualifying Program.

ADMISSION PROCEDURES

For more information, see section 11.3 "Admission Procedures".

RESIDENCY REQUIREMENTS AND ADVANCED STANDING

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

TIME LIMITS

The program must normally be completed within four years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

ACADEMIC STANDING REQUIREMENTS

- 1) Students are required to obtain a minimum grade of **B-** in each course in the program.
- 2) Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
- 3) In order to be eligible for the certificate, students must obtain a minimum cumulative grade point average (CGPA) of 3.0 over 4.0 in the program (to be calculated over all courses including unsatisfactory grades and failures).
- 4) Students must attend 2/3 of all lectures.

SUPPLEMENTAL EXAMINATIONS

Students may write supplemental examinations in courses in which they obtained an unsatisfactory grade, provided their final grade in the course is between 45% and 64%. Only one supplemental examination is allowed in a course. Both the original mark and the supplemental result will appear on the student's record and will be calculated in their average mark in the program.

Application to write a supplemental examination must be made at the Centre within 60 working days of the last class lecture. A non-refundable fee of \$25 is payable at the time of application.

SECOND CERTIFICATE

Students having completed the Certificate in Translation and wishing to complete a second certificate in another language of specialization, will be granted a maximum of 9 credits (3 courses) advanced standing for duplicate courses already completed.

SPECIAL STUDENTS

For more information, see section 11.8 "Special Student Status".

- Special students may take courses in the program provided they have passed the Entrance Examination. The number of courses a Special student may take is limited. Students are encouraged to apply to the program before completing four (4) courses. The Centre for Continuing Education has no obligation to recognize credits earned by Special students toward completion of a Certificate Program.
- Special students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special students are permitted to repeat the same course only once.
- Special students taking courses in the Certificate in Translation program will be governed by the "ACADEMIC STANDING REQUIREMENTS" mentioned in section 7.7.1.3 "General Academic Requirements".

7.7.2 Graduate Diploma in Translation (30 credits) (English to French, French to English) (Spanish to French, Spanish to English)

7.7.2.1 Objectives

The Graduate Diploma in Translation provides academic training in translation at the professional level. The Diploma, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

7.7.2.2 Program Structure

Entrance examinations: English, French and Spanish where applicable. All courses, except the Comprehensive Evaluation, carry a credit weight of 3.

English to French Option (30 credits)

English to French Option (30 credits)				
Required Courses: (18 credits)				
CCTR 501	(3)	Traductologie		
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction		
CCTR 520	(3)	Applied Research: Lexicography / Recherche en lexicographie		
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction		
CCTR 527 CCTR 529	(3) (3)	History of Translation / Histoire de la traduction Text Revision / Révision: Texte 02		
Complementary Courses: (12 credits)				
12 credits selected as follows:				
CCTR 511 CCTR 513 CCTR 515	(3) (3) (3)	following courses: Traduction spécialisée 1 Traduction spécialisée 2 Les Classiques Anglais		
CCTR 517	(3)	Histoire Différentielle: Français		

- 3 credits from the following courses:
- CCTR 500 (3) Translation Practicum
- CCTR 519 (3) Guided Cultural Reading / Lectures culturelles dirigées
- CCTR 528 (3) Current Cultural Topics / Questions d'actualité
- or 3 credits from Third language courses:
- CCTR 333 (3) Spanish Translation (into French)
- CCTR 337 (3) Translation: German Into French

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

French to English Option (30 credits)

- Required Courses: (18 credits)
- CCTR 502 (3) Translation Studies
- CCTR 510 (3) Computer Assisted Translation / Informatique en traduction
- CCTR 520 (3) Applied Research: Lexicography / Recherche en lexicographie
- CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction
- CCTR 527 (3) History of Translation / Histoire de la traduction
- CCTR 529 (3) Text Revision / Révision: Texte 02

Complementary Courses: (12 credits)

12 credits selected as follows:

- CCTR 512 (3) Specialized Translation 1
- CCTR 514 (3) Specialized Translation 2
- CCTR 516 (3) The French Canon in Translation
- CCTR 518 (3) Differential History of English

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles
		dirigées
CCTR 528	(3)	Current Cultural Topics / Questions d'actualité

or 3 credits from Third language courses:

CCTR 334 (3) Spanish Translation (into English)

CCTR 338 (3) Translation: German Into English

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

Spanish to French Option (30 credits)

Required Courses: (18 credits)

CCTR 501	(3)	l raductologie
CCTR 510	(3)	Computer Assisted Translation / Informatique
		en traduction
CCTR 520	(3)	Applied Research: Lexicography / Recherche
		en lexicographie
CCTR 523	(3)	Text Revision in Spanish / Révision de textes
	. ,	en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la

CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction

CCTR 527 (3) History of Translation / Histoire de la traduction

Complementary Courses: (12 credits)

12 credits selected as follows:

9 credits from the following courses:			
CCTR 521	(3)	Advanced Comparative Stylistics	
CCTR 522	(3)	Advanced Précis - Writing (Spanish)	
CCTR 524	(3)	Differential History of Spanish	
CCTR 525	(3)	The Spanish Canon in Translation	
3 credits fro	m the	following courses:	
CCTR 500	(3)	Translation Practicum	
CCTR 511	(3)	Traduction spécialisée 1	
CCTR 513	(-)	Traduction spécialisée 2	
CCTR 515	(3)	Les Classiques Anglais	
CCTR 517	(3)	Histoire Différentielle: Français	
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées	
CCTR 528	(3)	Current Cultural Topics / Questions d'actualité	
Required Comprehensive Evaluation:			
The final component of the program is the presentation of the student's portfolio of accomplishments.			

CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

Spanish to English Option (30 credits)

Required Courses: (18 credits)

CCTR 502	(3)	Translation Studies
CCTR 510	(3)	Computer Assisted Translation / Informatique
		en traduction
CCTR 520	(3)	Applied Research: Lexicography / Recherche
		en lexicographie
CCTR 523	(3)	Text Revision in Spanish / Révision de textes
		en Espagnol

- CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction
- CCTR 527 (3) History of Translation / Histoire de la traduction

Complementary Courses: (12 credits)

12 credits selected as follows:

9 credits from the following courses:

- CCTR 521 (3) Advanced Comparative Stylistics
- CCTR 522 (3) Advanced Précis - Writing (Spanish)
- Differential History of Spanish CCTR 524 (3)
- CCTR 525 (3) The Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 512	(3)	Specialized Translation 1
CCTR 514	(3)	Specialized Translation 2
CCTR 516	(3)	The French Canon in Translation
CCTD 519	ໄດ້	Differential History of English

- Differential History of English TR 518 CCTR 519 (3)
 - Guided Cultural Reading / Lectures culturelles dirigées

CCTR 528 (3) Current Cultural Topics / Questions d'actualité

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments. CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

7.7.2.3 General Academic Requirements

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 Text Revision in Spanish from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (three credits) from the list of third language courses in translation offered in the Certificate Program. However, students in the Spanish option of the Diploma Program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

ADMISSION REQUIREMENTS

To be admitted to the Graduate Diploma in Translation:

- 1) Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French or Spanish/ English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option.
- 2) Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0* or more and with a concentration in Translation Studies consisting of no less than 30 credits. If the degree is in another field, applicants will be required to follow the Qualifying program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.
- * If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.
- a) Letter of Intent: A letter, 1 to 2 pages in length single-spaced, written in English or French, which addresses the following: basis for interest in the program;
 - your knowledge that would be pertinent to the program;
 - your interest in the field of study and the reasons for applying to our program;
 - plans for integrating the training into your current or future career:
 - a description of your professional experience and its relevance, if applicable, to the program;
 - awards received or other contributions;
 - any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Student Affairs Office Admissions & Convocation Centre for Continuing Education 688 Sherbrooke Street West Room 1125 Montreal, QC H3A 3R1 Canada

3) 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 the ministère de l'Immigration et des Communautés culturelles. 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. If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation: www.mcgill.ca/gps/documents/admissions/country_ sheets

4) Applicants must pass the Diploma Entrance Examination (see www.mcgill.ca/conted/acad/translation).

ADMISSION PROCEDURES

Please see section 11.3 "Admission Procedures".

RESIDENCY REQUIREMENTS AND ADVANCED STANDING

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted advanced standing and/or exemptions are not permitted to register for the courses for which they have been granted said advanced standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for advanced standing.

TIME LIMITS

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

ACADEMIC STANDING REQUIREMENTS

- 1) Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. For further details see section 12 "General University Information and Regulations".
- 2) Students may repeat the same course only once.
- 3) Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
- 4) Students must attend 2/3 of all lectures.
- 5) After successful completion of all courses, students must complete a Comprehensive Evaluation.

SUPPLEMENTAL EXAMINATIONS

Students may write a supplemental examination, provided their final grade is between 45% and 64%. Both the original grade and the supplemental result will appear on the student's record and will be calculated in their average mark in the program.

Application to write a supplemental examination must be made at the Centre within 60 working days of the last class lecture. A nonrefundable fee of \$25 is payable at the time of application.

SPECIAL STUDENTS

Members of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special student with Translation Studies approval. A Special student takes regular credit courses but is not recognized as working toward the Graduate Diploma in Translation. Special student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

7.7.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec

The Ordre des traducteurs, terminologues et interprètes agréés du Québec is an order with a reserved title representing nearly 1,900 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

OTTIAQ

2021 Union Avenue, Suite 1108 Montreal, Quebec, H3A 2S9 Fax: 514-845-9903 Email: info@ottiag.org

7.8 **Course Descriptions**

Please see section 10 "Course Information, Regulations and Descriptions" for credit course offerings.

General Studies

The Path to Professional Development and Personal Growth

CCE's *General Studies* offers a wide variety of programs and courses to meet the needs of the business and scientific communities, as well as the general public. Whether you're interested in professional development or pursuing a special interest, *General Studies* delivers engaging seminars, workshops, and flexible market-driven courses taught by industry experts in areas such as Biotech and Pharma, Business Analysis, Intellectual Property, Mining, Project Management, and Public Speaking.



"I have worked in project management for a number of organizations for over 10 years. Since 2007, I have taught the Project Management course – the same one I took as a student many years ago. Outside McGill, I currently

manage IT projects for a major Canadian bank.

My favourite aspect of teaching at CCE is definitely the students, because they are so motivated to learn. They come from diverse backgrounds and organizations, which means we can often discuss a wide variety of real-life project management issues. It's great to make links between the theory and how it's applied across various industries.

Whether you study part-time or full-time, I believe CCE is an excellent place to upgrade your skill set and advance your career. I discovered project management and its strengths when I was a student at CCE and it helped launch my career. So when I say CCE can truly open up doors, I know first hand!"

Christian Champenois, Course Lecturer, General Studies

8 General Studies

8.1 Location

General Studies Telephone: 514-398-5454 Fax: 514-398-5224 Website: www.mcgill.ca/conted/acad/generalstudies Email: gs.conted@mcgill.ca

8.2 Administrative Officers

Aldo Cerantola; B.Sc.A.(Laval)

Director

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM) Program Administrator

Monica Kiil; B.A.(Alta.)

Student Affairs Coordinator

8.3 Why Study General Studies at CCE?

With a strong focus on professional development, *General Studies* delivers innovative and academically sound courses taught by experts in their fields. Highlighting core professional skills, technological innovations, scientific advances, and changing business practices, these stimulating, careerfocused courses provide valuable insight and skills for industry practitioners and business professionals.

General Studies' business-related programs range from Project Management and Effective Public Speaking, to Facilitation for Results and Comprehensive Business Analysis. For the scientific communities, *General Studies* offers in-depth courses covering topics relevant to the biotech, pharmaceutical, and mining industries. As well, any course can be customized and delivered to meet an organization's requirements.

In conjunction with other McGill faculties and institutes, *General Studies* also offers a plethora of up-to-date and enriching special-interest opportunities in the areas of religion, science, and culture. To meet everyone's needs, options range from 13-week programs to shorter, intensive lecture and workshop series.

8.4 Professional Development Opportunities

General Studies offers enriching programs, courses, workshops, seminars and lectures of interest to:

- Business analysts and professionals
- · Community organizers
- · Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software and publishing professionals
- · Lawyers, and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- · Non-clinical research professionals
- Patent and trademark agents

- Pharmaceutical and biotech employees
- Process analysts
- Public speakers and speech writers
- Quality assurance professionals
- · Retail and service industry professionals

8.5 General Information

8.5.1 Registration

Returning students who wish to register for credit courses should do so online using Minerva. New students wishing to register must submit the registration form and supporting documents either in person, by email, by fax or by mail. Registration forms can be downloaded from the *General Studies* website for the appropriate courses/programs. Please see section 12.3 "Registration" for details.

Registration for non-credit courses, seminars and workshops is open to anyone 18 years of age or older. Please consult the list of available courses/programs at www.mcgill.ca/ conted/acad/generalstudies or call 514-398-5454 for further information.

8.5.2 Fees

Payment for non-credit courses, seminars and workshops is due at the time of registration and can be made by cheque, money order, Visa or MasterCard. For further information on fees for credit and non-credit courses, please refer to section 12.4 "Fees".

8.5.3 Course Cancellations and Withdrawals

General Studies reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses please refer to section 12.3.4 "Course Withdrawals and Refunds".

For non-credit courses carrying CEU's, students must notify *General Studies* in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class (for exact amounts please refer to the *General Studies* website: www.mcgill.ca/conted/acad/ generalstudies). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For seminars and workshops, students who wish to cancel their registration must notify *General Studies* in writing at least 7 days prior to the start of the course. After this deadline, you will be charged a \$100 administration fee to cancel your registration. If no notice is given prior to the start of the program and you fail to attend, you will be liable for the full course fee. A qualified substitute will be accepted in place of a cancellation. Please inform us prior to the start of the course if you plan to send someone in your place.

8.5.4 Grading and Evaluation

All courses carrying credits or CEU's have an evaluation process. If you do not wish to be evaluated, you must complete a "Non Evaluation Request Form" prior to the third lecture. A mark of "NE" (NOT EVALUATED) will be placed on your academic record.

Workshops and seminars do not have an evaluation process; however, an attestation of attendance and/or certificate of participation is provided at the end of the workshop or seminar.

8.5.5 Supplemental Examinations

Supplemental examinations may be permitted in certain cases for students in *General Studies*.

8.5.6 Professional Associations

Many of the courses and workshops are recognized by outside bodies for accreditation toward their designations or programs.

For more information, see section 11.9 "Professional Associations".

8.6 Course Offerings

8.6.1 Credit Courses

CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
RELG 254	(3)	Introduction to Sikhism
SOIL 342	(3)	Organic Soil Fertilization

Please refer to section 10 "Course Information, Regulations and Descriptions".

8.6.2 Non-Credit Courses

CBUS 204	Effective Public Speaking
CBUS 208D1/D2	Facilitation for Results
CBUS 210D1/D2	Comprehensive Business Analysis
CENG 221D1/D2	Project Management
CENG 222	Risk Assessment: Ore Reserves/Mine Planning
CENG 223	Project Management: Bridging Theory and Practice

Please refer to section 10 "Course Information, Regulations and Descriptions".

8.6.3 Professional Development Seminars

Intellectual Property

SUMMER COURSES IN INTELLECTUAL PROPERTY

General Studies offers a series of summer courses on Patents, Trademarks, and Copyright that is jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill's Centre for Continuing Education. IPIC is an association of professionals practicing in matters relating to the protection of intellectual property rights (patents, trademarks, copyrights and industrial designs).

Please visit our website at www.mcgill.ca/conted/prodep/intel for an up-to-date brochure. You can find out more about IPIC online at www.ipic.ca.

UNDERSTANDING PATENTS - AN INTRODUCTORY COURSE

An intensive, practical course which offers insights and strategies relating to patent issues. It is intended for patent agents in training, new patent agents, in-house contract managers, notaries, in-house counsel, and lawyers who practice or intend to practice privately or corporately in the patent field. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in patent and intellectual property is recommended.

UNDERSTANDING TRADEMARKS – AN INTRODUCTORY COURSE

An intensive, practical course which offers valuable insights and strategies relating to trademark issues. It is intended primarily for trademark agents and trainees, in-house trademark managers, notaries, in-house counsel, and lawyers who practice or intend to practice privately or corporately in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University.

THE TRADEMARKS PRACTITIONER – AN INTRODUCTORY COURSE

An intensive, practical course encompassing a number of modules which can be taken in totality or separately. This course extends and refines insights and strategies relating to trademark issues covered in the introductory course. For experienced trademark agents, managers, notaries, in-house counsel and lawyers who specialize in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Participants should have at least three to five years experience in the area of trademark law.

UNDERSTANDING THE BUSINESS OF COPYRIGHT

An intensive practical course that offers valuable business focused insights and strategies regarding the protection and enforcement of copyright. Designed primarily for business managers and inhouse counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts, lawyers, trademark agents, licensing executives, government policy makers; academics and librarians. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in the copyright field recommended.

Pharmaceutical Industry

YCBU N11 INTRODUCTION TO THE PHARMACEUTICAL INDUSTRY IN CANADA 2-day Seminar (12 hours). Introduce the participant to the structure and operations of the pharmaceutical industry in Canada, focusing on brand-name, research-dependent companies as well as providing an overview of bio-pharmaceutical firms and generic manufacturers.

YCBU N12 DEMYSTIFYING CLINICAL RESEARCH 2-day Seminar (14 hours). Basic understanding of the concepts and methods used in clinical research to interpret results related to design and analysis routinely presented in scientific literature. Basic concepts in pharmacology, biostatistics and data interpretation. Intended for nonclinical research professionals.

8.6.4 Personal and Cultural Enrichment (PACE)

A new program area for inquiring minds featuring stimulating events, lectures and workshops that showcase art, writing, religion, film, performance and more! Please refer to our website for more information: www.mcgill.ca/conted/pace.

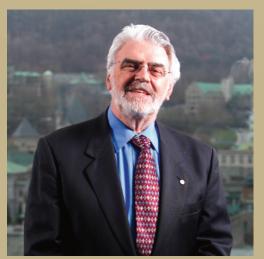
8.6.5 CREOR Lecture Series

In partnership with the Faculty of Religious Studies and the Centre for Research on Religion (CREOR), a series of seven lectures on Religion, Globalisation and Dialogue will be offered in October and November 2010. Lectures of one hour in length in the evenings followed by a half-hour open discussion will be delivered on the McGill campus. For more detailed information on the location, lectures, dates and registration information, please see www.mcgill.ca/conted/special/religionseminar.

McGill Institute for Learning in Retirement

Experience the Joy of Lifelong Learning

Retired? Planning to retire? The *McGill Institute for Learning in Retirement* (MILR) can provide you with the intellectual stimulation and dynamic social activities important for personal growth. Volunteer-run, MILR is fuelled by peer learning where moderators lead small groups that explore fascinating topics in Arts and Music, Science and Society, Books and Authors, History and Religion, World Events, and more. Come join our active learning environment, whose passionate members include businesspeople, homemakers, doctors, teachers, artists and engineers, aged 50 to 95. Access to McGill libraries and other resources, plus entertaining social events and field trips, round out the enriching MILR experience.



"After I retired, I was looking to begin Continuing Educationtype studies. MILR intrigued me because it offered a wide variety of subjects in science, music, travel and other areas.

Since enrolling at MILR, I have also

become a volunteer, moderating a study group on jazz. We listened to a lot of music and learned about the development of specific styles, musicians' biographies, how groups were formed, etc. As well, I'm involved at the organizational level, helping out on both the Curriculum and Audio-Visual committees. I like many things about MILR, such as the new friendships, the intellectual openness of the members as they share their knowledge and experience, and learning about a great variety of subjects from a diverse group of people.

I highly recommend MILR to anyone who is curious about learning. Bring your friends, neighbours, former colleagues. It's a great way to fill the void after you retire, allowing you to contribute to, and learn in, a really worthwhile, stress-free environment."

Roch DesRochers, Moderator, McGill Institute for Learning in Retirement

9 McGill Institute for Learning in Retirement

9.1 Location

McGill Institute for Learning in Retirement (MILR) 688 Sherbrooke Street West, Suite 229 Montreal, QC H3A 3R1 Telephone: 514-398-8234 Coordinator: 514-398-6152 Fax: 514-398-2757 Website: www.mcgill.ca/conted/milr Email: milr.conted@mcgill.ca

Study groups are held in MILR's own premises during the daytime, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station, or the 24 bus. Study groups are also offered at Macdonald Campus.

9.2 Administrative Officer

Carolynn Rafman; B.F.A.(C'dia), M.A.(McG.) Program Coordinator

9.3 Why Study at the McGill Institute for Learning in Retirement (MILR)?

Our society is in the midst of a major demographic shift, as a record number of people approach retirement age. And now more than ever we understand that intellectual stimulation and social activities are essential to maintaining a healthy lifestyle as we age. Want to find out more about subjects that have always fascinated you? Or study for the sheer joy of learning? Enrich your life by meeting others who share your interests? MILR is perfect for you.

MILR is a community of dedicated moderators and learners from diverse backgrounds and life experience who are committed to personal growth through peer learning and active participation in small study groups. Members are encouraged to participate, and to research and use the McGill libraries. There are no educational prerequisites, no age limitations, no exams or grades – and the cost is low.

Our five- and ten-week study group sessions, offered in the fall, winter and spring, combined with Friday and Saturday lecture series, and *Wonderful Wednesdays* in the summer, ensure a wide range of learning and social opportunities for everyone. For over 20 years, MILR has been stimulating and rejuvenating Montreal's retirement community. Join us for a rewarding experience on a new path of personal growth.

9.3.1 Study Group Subjects

Each semester 25 to 60 study groups are offered which cover a wide range of subjects, such as:

Creative Writing	Literature
Art and Architecture	Science and Society
History	Cultural Studies
Current Events	Area Studies
Music	Film Studies
Psychology	Computer Skills
Philosophy	and other topics

Many topics are inter-disciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

9.3.2 MILR Schedule

The study groups meet for a term of ten weeks (2 hours per week per subject) in Fall, Winter and Spring.

Classes for 2010-2011 are tentatively scheduled as follows:

September 20 to November 26

January 17 to March 25

April 11 to June 17

9.3.3 Self-Administration

MILR is self-administered by a Council elected by the members. The Council works in collaboration with the Centre for Continuing Education. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Finance, Planning, Special Events, Newsletter, Information Technology and Communications. In addition many members contribute to the day-to-day administration of the Institute.

MILR is governed according to its by-laws, approved by the University Senate and Board of Governors. Full details are described in the *McGill ILR Member Handbook*.

9.3.4 Social Events

In each study group you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events which are organized by and for the membership during the Fall, Winter and Spring terms. These additional events introduce you to many more members, who, like you, have a sense of curiosity and determination to exercise it.

Social events that have been organized in the past include lectures by McGill faculty, Saturday musical events, outings to the Macdonald Campus and Botanical Gardens and luncheons to celebrate the Holiday season.

9.3.5 Membership Fees

Because of the sense of community at MILR and the activities outside of the study groups, members pay a membership fee rather than a fee for each individual study group. You pay to join by semester and the fee entitles you to participate in one or two study groups. This membership fee includes McGill library privileges and access to the Internet and entitles you to attend other Institute activities.

The 2009-2010 membership fee was \$85 per semester. An Associate membership is available for \$20 for those who are unable to attend and who would like to be on the MILR mailing list, receive the Newsletter and attend lectures and social events.

Please note: Fees are subject to annual review. The 2010-2011 fees were not set at the time of publication of this Calendar.

9.3.6 Registration

A detailed Calendar of study groups is available prior to the beginning of each term on the web. Registration is by mail or in-person.

Go to our website: www.mcgill.ca/conted/milr to view the Calendar. To receive the Calendar and registration instructions by mail, please telephone: 514-398-8234, fax: 514-398-2757, or email: milr.conted@mcgill.ca.

Courses



"I chose CCE because the Education course I took overlapped in both my personal and professional lives. It was an evening course that fit nicely into my schedule and I found that it was simple to register on the website. As well, the convenient class location and McGill's excellent reputation made my decision an easy one.

During my studies, I really

liked the fact that I was in a class with other students who also had day jobs. I think that played a role in how we approached and appreciated the course. Our professor also took this factor into consideration when assigning projects.

The course allowed me to grow in many ways, all while I continued to work full-time. I am planning to take more courses in the future.

I would definitely recommend CCE to all working professionals because it is a time-efficient and cost-effective way to further one's education. Thank you for offering the professional community this opportunity."

Leah Kosatsky, B.A., Student, Education

10 Course Information, Regulations and Descriptions

Students are advised to refer also to section 12.3 "Registration" and section 12.5 "Student Records".

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at www.mcgill.ca/students/ courses for the most up-to-date information on courses to be offered in 2010-2011.

Not all courses listed are offered every year.

10.1 Course Numbering

Each McGill course is assigned a unique seven-character course "number".

The first four characters (Subject Code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found at www.mcgill.ca/ student-records/transcripts in the section *Grading and pre-2002 course numbering*.

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs, courses at the 300 level and 400 level are normally taken in the student's last two years.
- Courses at the 500 level are intended for graduate students, but may also be open to qualified senior undergraduate students.
- Courses at the 600 and 700 level are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.

10.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses or it is preferable that the work to be done is carried out over two, or three, terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight is equivalent in all modes, the only difference being the scheduling, and students cannot obtain credit for more than one version.

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2010 and Winter 2011.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). Students must register for the same section of both the N1 and N2 components. No credit will be given unless both components (N1 and N2) are successfully completed within a twelve (12) month period.

Courses with numbers ending in J1, J2 and J3 are taught over three consecutive terms. Students must register for the same section of all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.

Important Conditions for Multi-Term Courses

- 1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.
- Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no credit is given for partial completion.

10.3 Course Terminology

Prerequisite: Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

Corequisite: Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses the credit weight is indicated after the course number. For further information, refer to section 12.5.2 "Credit System".

Course Nomenclature in Program Descriptions for Continuing Education:

Required Courses: Courses absolutely required in a program. All students in that program must take this (these) course(s) unless they are granted exemption(s).

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these in order to meet program requirements.

Note: Complementary courses are not electives. The difference between Complementary courses and Required courses is that Complementary courses offer an element of choice, however small that choice may be. Students may choose from the two (or more) courses specified within Complementary Course segment(s) of a program description, but ONLY from those.

Elective course: Courses chosen freely (sometimes with advice and approval of the academic area adviser or the Student Affairs Office).

Course Symbols

The symbol listed below may appear in front of courses described in this Calendar. When used, it represents the following information:

Denotes courses with limited enrolment.

Cancellation of Lectures

Lectures are cancelled by the University in cases of emergency. Decisions dependent on weather conditions are not normally made until 3:00 p.m. on the day of lectures. Cancellations for Continuing Education courses will be announced over the radio (stations CBM and CJAD) whenever possible. Information can also be obtained by calling 514-398-6200. In such cases lectures will be made up at a time mutually convenient to the students and lecturer.

Cancelled Courses

You are entitled to a full refund of course fees paid when a course is cancelled by the Centre for Continuing Education. The procedure for obtaining a refund is outlined in section 12.3.4 "Course Withdrawals and Refunds".

Course Evaluations

In order to keep in touch with student needs, the Centre seeks continuous feedback on its courses.

Mercury is McGill's online course evaluation system. At the end of each term, you will receive announcements asking you to go to Mercury and give your opinion about your course(s). Evaluations and comments posted on Mercury are strictly confidential.

WebCT

WebCT is McGill's Learning Management System. As a student, you will use this system to access course content and services related to each of your courses. Functionalities available vary from one instructor to another. However, while most WebCT course spaces contain a course outline and the instructor's notes, they might may also include features such as:

- Course Calendar
- · Discussion boards and real-time chat rooms
- PowerPoint presentations
- Audio or video lecture recording
- · Exercises and quizzes
- Grade book
- Online submission of assignments

From your *my*McGill page, click on the name of your course in the section called student courses. You will be taken to the MyWebCT page.

Note: You should always check your WebCT space before you attend class. You may find last minute information such as room changes, course cancellations, exam dates, etc.

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Denotes courses with limited enrolment.

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by Subject Code

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EDPC-Ed Psych & Couns (Counselling)	101
FINE-Finance	101
INDR-Industrial Relations	101
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Career and Management Studies

ACCT 351 Intermediate Financial Accounting 1.

(3) (Prerequisite: MGCR 211) An examination of the theoretical foundation for financial reporting and revenue recognition. The tools of accounting, including a review of the accounting process and compound interest concepts. Asset recognition, measurement and disclosure. Partnership accounting.

ACCT 352 Intermediate Financial Accounting 2.

(3) (Prerequisites: ACCT 351 and MGCR 341 or ACCT 311 and MGCR 341) A continuation of Intermediate Financial Accounting 1. An examination of liability recognition, measurement and disclosure, including leases, pension costs and corporate income tax. Shareholders' equity, dilutive securities and earnings per share. The statement of changes in financial position, basic financial statement analysis and full disclosure in financial reporting.

ACCT 354 Financial Statement Analysis.

(3) (Prerequisites: MGCR 211 and MGCR 341) Interpretative nature of the conceptual framework underlying a multitude of financial reporting standards, including the impact of alternative accounting methods, management biases and stakeholder interests in the analysis and valuation of the firm.

ACCT 361 Intermediate Management Accounting 1.

(3) (Prerequisite: MGCR 211) The role of management accounting information to support internal management decisions and to provide performance incentives.

ACCT 362 Intermediate Management Accounting 2.

(3) (Prerequisites: ACCT 361 or ACCT 313) An examination of a number of recurring issues in the area of decision-making and control, including cost allocation, alternative costing systems, and innovations in costing and performance measurement.

ACCT 385 Principles of Taxation.

(3) (Prerequisite: MGCR 211) An introduction to the concepts underlying the Canadian tax system and how they are applied in relation to the taxation of individuals and businesses.

ACCT 453 Advanced Financial Accounting.

(3) (Prerequisites: ACCT 352 or ACCT 312) Reporting relevant financial information subsequent to long term intercorporate investments. The preparation of consolidated financial statements with emphasis on their economic substance rather than legal form.

ACCT 455 Development of Accounting Thought.

(3) (Prerequisites: ACCT 352 or ACCT 312) The conceptual underpinning of accounting thought, including its historical development and the modifications that have occurred over time. A review of accounting literature and its relevance to practice.

ACCT 463 Advanced Management Accounting.

(3) (Prerequisites: ACCT 362 or ACCT 415) The theoretical frameworks for the examination and evaluation of management accounting and control systems. The technical aspects of accounting along with behavioural issues of management control.

ACCT 475 Principles of Auditing.

(3) (Prerequisites: ACCT 352 or ACCT 312) An introduction to basic auditing concepts and internal controls of an accounting system. Topics include current auditing standards, ethical conduct, legal liability, planning of an audit, sampling techniques, non-audit engagements, the study and evaluation of internal controls in an accounting system.

ACCT 476 Internal Auditing. (3) (Prerequisites: ACCT 475) The modern internal audit approach including operational and management audit practices within the internal audit framework. Topics include objectives of an internal audit, communication by internal auditors, planning audit projects, audit of EDP systems, audit testing, operational areas.

ACCT 477 External Auditing.

(3) (Prerequisites: ACCT 475) The theory of auditing



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Denotes courses with limited enrolment.

financial statements and the various complexities encountered in these audit environments. A thorough study of auditing standards, ethical conduct, communication by auditors, auditing in an EDP environment, audit of a small business, other reports and services provided by auditors and public accountants.

ACCT 486 Business Taxation 2.

(3) (Prerequisite: ACCT 385) A study of the Income Tax Act as it applies to the taxation of individuals and corporations, including capital cost allowances, capital gains, corporate reorganisations, trusts and partnerships and administrative regulations. A review of consumption taxes.

BUSA 364 Business Law 1.

(3) (Restriction: This course cannot be double-counted from the Certificate in Management.) (Continuing Education: requirement for CMA, CGA, the Canadian Institute of Management) An introduction to the legal system and basic legal principles affecting business. Tort negligence, contracts, forms of business organization, creditors' rights and bankruptcy.

BUSA 368 Business Law 2.

(3) (Prerequisite: BUSA 364) (Continuing Education: CGA requirement) An outline of the application of law to professional negligence, product liability, competition, corporate governance and employment. Review of particular contracts; sale, agency, mortgages, lease, insurance.

BUSA 400 Independent Studies in Management.

(3) (Prerequisite: U3 students only. CGPA of at least 3.00 required.) (Prerequisite (Continuing Education): Permission of the Director.) Research reading or field projects, permitting independent study under the guidance of a Faculty member. Projects to be arranged individually with instructors. A detailed student proposal must be submitted to the instructor and the Director during the first week of term.

BUSA 464 Management of Small Enterprises.

(3) (Prerequisite: MGCR 341) The distinctive characteristics, risks, opportunities and rewards inherent in the ownership and management of a small enterprise. It will assist students in judging the appropriateness of an entrepreneurial career and in selecting and timing a specific venture.

CACC 520 Accounting for Management.

(3) (Corequisite: 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.

CACC 521 Accounting for Finance.

(3) This course examines accounting in a finance context, how to prepare, interpret, and make decisions based on accounting information. The course examines the process of recording and reporting accounting transactions, the elements of financial statements, and the preparation of various financial statements.

CACC 523 Financial Aspects of Health Care.

(3) (Prerequisite: CHLC 500 and Core program) Methods of budgeting in the health care system and evaluating health care investment proposals. Problems of benefit measurement and optimal public investment in relation to fiscal and political constraints. This includes the role of governmental expenditures, the public debt, private contributions in the health care system.

CACC 540 E-Business Security.

(3) (Prerequisite: CMIS 544) Introduction to the risks associated with electronic business, ways in which all levels of an organization need to be involved in the security issues as

well as the tools and techniques that can be implemented to address security concerns.

CCAU 511 Auditing 1.

(3) (Prerequisite: CCFC 512) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy.) An introduction to: the nature and purpose of auditing, appointment, remuneration, powers, duties and responsibilities of an auditor; internal control; audit programs, financial statement presentation; procedures for verification of items in financial statements; audit reports.

CCAU 520 External Auditing.

(3) (Prerequisites: CCAU 511 and CCFC 512) An examination of the external auditor's legal rights and responsibilities in carrying out the external audit function with particular attention to current auditing standards and any current developments affecting them.

CCAU 525 Operational Auditing.

(3) (Prerequisite: CCAU 511) Appraisal of the internal control structure with the aim of providing management with recommendations on how to design, develop and implement findings will be examined taking into account the objectives and responsibilities of the internal audit function, its relationship with other units of the organization, various techniques and tools available.

CCCS 300 Programming Techniques 1. (3) (Prerequisite: CMSC 101) (Corequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures, including modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

CCCS 301 Programming Techniques 2.

(3) (Prerequisite: CCCS 300) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

CCCS 310 Web Development.

(3) (Prerequisite: CCCS 300) Development of web sites and web-based applications using page markup, style sheets, and client-side scripting. Emphasis will be placed on developing pages that support current standards and accessibility requirements, as well as multimedia, cross-platform development, and site deployment.

CCCS 315 Data Structures and Algorithms.

(3) (Prerequisite: CCCS 300) Programming techniques used to implement algorithms on computers with an object oriented programming language through the careful design of data structures which support the efficient manipulation of data.

CCCS 320 User Interface Design.

(3) (Prerequisite: CCCS 300) Principles and techniques of user interface design and prototyping.

CCCS 321 Operating Systems Administration.

(3) (Corequisite: MGCR 331) Operating systems such as Windows and LINUX/UNIX environments, administration of computer servers, usage of script languages in various operating systems, back up procedures and remote access, communication protocol used among different systems, managing information and system security.

CCCS 325 Mobile Application Development.

(3) (Prerequisite: CCCS 300) Examines the limitations and technical challenges of current mobile devices and wireless communications by using up-to-date software development tools and application programming interfaces. Develop small realistic applications for mobile devices by using a standard software development environment.

CCCS 330 Database Systems & Internet Applications.

(3) (Prerequisites: CCCS 310 and CCCS 315) Concepts behind the commonly used database management systems, database application development with a focus on Internet applications, discussions of data mining, decision support, Internet security, object-oriented databases, manipulation of information through simple and complex Structured Query Language (SQL) queries, access to data through Internet-mediated technologies.

CCCS 425 Web Services.

(3) (Prerequisites: CCCS 301 and CCCS 310) Design, implementation, and deployment of web services-based solutions to solve common problems in the distributed application domain.

CCCS 431 Networking Fundamentals.

(3) (Prerequisite: CCCS 321) Fundamental concepts and practices of network principles, technical and managerial aspects of data communications, overview of local area and wide-area networks, network topology, network protocols, Internet/intranets, client/server communication, and file sharing.

CCCS 441 Network Security & Implementation.

(3) (Prerequisite: CCCS 431) Overall security processes of multi-vendor networks with hands on skills in areas including security technologies, products and solutions, anti-virus, firewall design and configuration.

CCFC 511 Financial Accounting 1.

(3) (Prerequisite: MGCR 211) Theoretical and practical foundation of financial reporting, specifically focusing on the accounting concepts, the accounting process, revenue and asset recognition, their measurement and disclosure.

CCFC 512 Financial Accounting 2.

(3) (Prerequisite: CCFC 511) A detailed review of the accounting for current and long term assets and liabilities, intangibles and shareholders' equity; determination of accounting income and the treatment of prior period adjustments and extraordinary items; working capital and flow of funds; financial statement presentation; partnerships. Current practices and the relevant CICA recommendations will be reviewed in terms of theoretical concepts and principles.

CCFC 513 Financial Accounting 3.

(3) (Prerequisite: CCFC 512) The underlying concepts and accounting treatment of intercorporate investments, business combinations, purchases and pooling of interests, including a detailed examination of the CICA recommendations. Reorganizations; valuation of business enterprises; branches, domestic and foreign; consignments; installment sales; estate and trust accounting.

CCFC 514 Accounting Theory and Practice.

(3) (Prerequisite: CCFC 512; MGCR 331) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) The study of conceptual underpinnings of current accounting thought and their application to the current practice. An in-depth study of current Canadian accounting standards and practices with an emphasis on financial reporting.

CCFC 515 Issues in Professional Practice 1.

(3) (Corequisite: CCFC 520) Practical and concrete application of certain accounting aspects with a view to solving problems faced by businesses by developing the skills required to take decisive action in various business situations, including mergers and acquisitions, asset/business valuations, financial analyses, companies in difficulty and tax/estate planning.

CCFC 516 Forensic Accounting.

(3) (Prerequisite(s): ACCT 475 or CCAU 511 or Departmental Approval) Forensic accounting including legislative and regulatory approaches to economic crime; accountants' professional legal responsibilities concerning error and fraud detection during engagements; and fraud prevention, detection and management.

CCFC 520 Issues in Professional Practice 2.

(3) (Corequisite: CCFC 515) Skills required to provide advisory and public accounting services specifically addressing ethical issues for public accountants, engagement risks and strategies, financial reporting requirements and new developments in GAAP and GAAS.

CCFC 521 Corporate Governance.

(3) (Corequisite: CCFC 522) (Prerequisite(s): (BUSA 364

or CCLW 511) and MGCR 211 or Departmental Approval) How existing corporate governance systems, wealth creation, business viability and living standards are interconnected. Shareholder power, stakeholder rights and privileges, and who ultimately holds power and how such power should be delegated are also addressed.

CCFC 522 Strategic Financial Management.

(3) (Corequisite: CCFC 521) (Prerequisite(s): (BUSA 364 or CCLW 511) and MGCR 211 or Departmental Approval) Strategic financial management skills focusing on growth strategies, financing structures, financial risk management, control mechanism design and performance evaluations from the perspective of the professional accountant internal to the organization.

CCFC 523 Public Accountancy.

(3) (Prerequisite: ACCT 475 or CCAU 511) The course prepares students for public accounting responsibilities. Topics include diagnostic analysis of financial information integrity, accounting manipulations, asset measurement and technological hazards, mandate planning, risk assessment, gathering and evaluating audit evidence and reporting results of engagement. Case studies will be used to study public accountancy.

CCFC 590 Topics in Accounting and Auditing.

(3) (Prerequisites: CCAU 511 and CCFC 514) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the accounting and auditing areas selected from current issues or themes in literature.

CCLW 511 Law 1.

(3) 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.

CCLW 540 E-Business Law.

(3) Effect of various laws and regulations on electronic business conducted on the Internet and elsewhere by examining intellectual property law, law of contracts, telecommunications law, broadcasting law, certain aspects of criminal law, electronic business law, privacy law as well as, certain aspects of tort law (such as online defamation).

CCLW 640 Tax Aspects of Litigation.

(3) In-depth study of the relevant tax issues specific to litigation support services. Topics include measurements and treatment of damages; damages for breach of contract and tort; the process of civil action; personal injury; wrongful dismissal; real estate; disputes between corporations and their shareholders; disputes between members of partnerships; bankruptcies; separation and divorce; appeals; structured settlements. Cases will be used to illustrate concepts.

CCLW 641 Taxation Research Methodology.

(3) Familiarization with primary sources of income tax law, interpretations, circulars, court case decisions and research indices. Exercises and casework will be used extensively to gather, organize and integrate research data, interpret information and communicate results. Casework will focus on business, personal and property tax law. Knowledge of the use of research databases is essential.

CCLW 643 U.S. Taxation.

(3) U.S. Federal, State and local taxation. Topics include individuals; corporations; corporate distribution techniques; corporate reorganizations; tax-free transactions; purchase and sale of businesses; corporations; real estate; partnerships; estate and gift tax; and current developments.

CCLW 644 Corporate Reorganizations.

(3) A study of the theoretical and technical bases of tax issues surrounding corporate reorganizations and distribution of surplus. Topics include in-depth analysis of rollovers; paid up capital; butterfly transactions; amalgamations and windups; losses; takeovers and purchase and sale of business; partnership rollovers; international rollovers; judicial restraints on tax planning for reorganizations; estate planning for individuals and partnerships; trusts; and executive compensation and retirement planning.

CCLW 645 Taxation: Partnerships and Trusts.

(3) The following topics will be covered within a business decision making framework: the structure and development of partnership vehicles and trusts from a legal and tax perspective; computation of income; transfer of property to and from partnerships and trusts; tax free rollovers; the effect of death, retirement and non resident status; review of specific tax rules and deeming provisions; tax planning and implementation.

CCMA 511 Managerial Accounting 1.

(3) (Prerequisite: CCFC 512 or MGCR 211) Introduction to cost accounting. Elements of cost; job order and process cost systems; budgeting; standard costs and analysis of variances; cost/volume/profit relationships; variable costing; relevant costs.

CCMA 522 Managerial Accounting 2.

(3) (Prerequisite: CCMA 511) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) Building on Managerial Accounting I, this course examines the processes used by management to make decisions relating to business operations; investments; financing (including income tax implications); bankruptcy; liquidation and receivership. Business and Securities Valuation Techniques and considerations; are included.

CCMA 523 Managerial Accounting 3.

(3) (Prerequisite: CCMA 522) Core management control problems, the management control systems available to address those problems, and important situational factors that can cause managers to choose one set of management controls over another are examined. Coverage of management controls is extended to situations that deserve special attention.

CCOM 205 Communication in Management 1.

(3) (Because this course uses a workshop format, attendance at first class is desirable.) (Continuing Education: 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.

CCOM 207 Communication in Public Relations.

(3) (Restriction: Students in Public Relations Management Certificate only.) Identifying, analyzing, and solving communication problems in a variety of public relations contexts. Emphasis on news releases, media kits, informational and promotional materials, and oral presentations.

CCS2 500 Design of Efficient Algorithms.

(3) Basic elements of algorithms, time and space performance, optimization criteria and methods, as well as basic data structures (vectors, arrays, structures, lists, trees, stacks, queues), their characteristics, behaviour and applicability to different problem types. Illustrative examples chosen from standard computer problems such as searching, sorting and memory allocation.

CCS2 505 Applications Programming.

(3) Tools and techniques in designing and implementing enterprise software applications by using modern programming



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languages on an advance software development framework.

CCS2 510 Computer Network and Internet Security.

(3) Basic principles, design and performance of computer networks. Theory and technology, including network security models, cryptography protocols and standards, network security threats and types of attacks, security counter-measure strategies and tools, firewalls, access control and platform-specific security issues.

CCS2 515 Software Engineering.

(3) (Prerequisites: CCS2 500, ČCS2 505, CCS2 510) The software engineering process, tools that facilitate design and construction of software, as well as the management of team software development.

CCS2 520 Life of Projects.

(3) (Corequisites: CCS2 505, CCS2 510) Project solicitation, acquisition, management and assessment, including engineering and legal issues related to successfully completing a software project.

CCS2 525 Project 1.

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) Proposal for project design, development, implementation and "release".

CCS2 530 Database and Information Systems.

(3) (Prerequisite: CCS2 505.) Computers as information systems: databases and information representation models, concurrent assess and data integrity, system management issues related to availability, correctness, security and distribution of information. Use of popular commercial applications. Remote access to services and data via Internet-mediated technologies.

CCS2 535 Project 2.

(3) (Prerequisite: CCS2 505.) Project design, development, implementation and "release".

CCS2 550 Graphics, Visualization and Animation.

(3) (Prerequisite: CCS2 505.) Interfaces and interaction, elements of computer graphics systems, algorithms used to perform simple and complex graphical operations, and techniques for effective visualizing of data using standard and non-standard graphical interfaces, computer vision and techniques used in the process of creating computer animations.

CCS2 552 Internet Services & Solutions.

(3) (Prerequisite: CCS2 530) Exploration of typical Internet-based service applications from conception to operation including analysis, design, implementation and deployment.

CCS2 555 Computer Modeling & Simulation.

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) System and application concepts for handling computer simulation of real world processes and phenomena in both simulation-time and real-time using general and special-purpose computing resources.

CCS2 590 Topics in Information Technology.

(3) (Prerequisite: CCS2 505.) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the information technology area selected from current issues or themes in literature.

CCTX 511 Taxation 1.

(3) (Prerequisite: MGCR 211) Basic principles of tax law; residence, meaning and computation of taxable income; computation of personal tax; foreign tax credits; capital gains; partnerships; trusts; administration and enforcement; case decisions; Revenue Department bulletins, circulars and rulings; appeals.

CCTX 532 Taxation 2.

(3) (Prerequisite: CCTX 511) (CGA Requirement) (This course is offered by the Faculty of Management) The theory, techniques and considerations in federal corporate taxation will be analyzed. Federal sales tax; provincial sales tax and current issues in taxation will also be discussed.

CCTX 540 U.S. Taxation.

(3) (Prerequisites: ACCT 412 and ACCT 441) Examination of U.S. taxation at the federal, state and local level from the perspectives of both the individual and the corporation.

CCTX 640 Taxation of Real Estate.

(3) All aspects of real estate will be examined from a

resident's and non-resident's perspective, including: distinguishing property from business income; acquisition; development, owning, operating and renting; sales and other dispositions; personal use; forms and methods of ownership; reorganizations; estate planning; syndication; G.A.A.R; and G.S.T.

CCTX 641 Federal and Provincial Taxes.

(3) Special emphasis on differences between Federal and Provincial income tax. Extensive coverage of the Goods and Services Tax (G.S.T.); sales, property and capital taxes. G.S.T. will be covered in depth in all areas including a sectorial review, tax-planning opportunities, remittance requirements and penalties, intercorporate transactions and cross-border transactions.

CCTX 642 Interpretation of Tax Policy.

(3) Examination of problems and future developments of taxation in Canada; presentation of legislative mechanisms and procedures used in Canada to establish and implement tax policies; use of taxation to promote incentives and disincentives of private activities; use of the tax system to achieve policy goals of society; general anti-avoidance rules; study of the history, assumptions, social and economic impact of taxation.

CCTX 643 Taxation of International Operations.

(3) Within a business decision-making framework, analysis of the relevant tax savings opportunities available to corporations and individuals planning to operate or invest in foreign jurisdictions. Topics include investment structures; cross border transactions; foreign tax credits; withholding taxes; consolidated companies; profit-reduction techniques; foreign affiliates; tax treaties; exchange controls; reorganizations/liquidations; offshore companies; and foreign

reorganizations/liquidations; offshore companies; and foreign trusts.

CCTX 644 Tax Aspects: Creative Financing.

(3) Coverage of current financial instruments and techniques available in the marketplace within the context of business decision-making and individual tax planning. Topics include deductibility of interest and financing fees; swaps, hedges; foreign currency and discount obligations; common shares; preferred shares; taxable preferred shares; international debt financing; Canadian investments in the U.S.; foreign investment in Canadian businesses; restructuring; leases; tax shelters; small business financing.

CEC1 206 Transportation Economics.

(3) (Prerequisite: CMSC 101) Economic analysis and its application to freight transportation to develop ability to apply economic analysis to specific situations in transportation industry. Perspective and tools to critically assess implications of economic policy and regulation related to transportation within Canadian context.

CEC2 532 Business Economics.

(3) 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.

CEN2 500 Principles of Entrepreneurship.

(3) Essential principals and tools of entrepreneurship dealing with idea generation, valuation techniques, funding, data sources, intellectual property, legalities and business plan development.

CEN2 505 Product Commercialization.

(3) Sales preparation, techniques, approaches and management will be presented as well as product or service validation through prospecting, initial meetings with clients, closing and

follow up. Customer satisfaction will be emphasized.

CEN2 510 Practical Entrepreneurship Management.

(3) (Prerequisite: CEN2 500) (Note: The course includes live case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders).) Practical aspects of leadership, funding, exporting, off-shoring and globalization, corporate responsibility, managing in difficult times, communication, green benefits, intellectual property, succession planning and current business issues.

CENT 300 Fundamentals of Entrepreneurship.

(3) (Corequisite: CCOM 205) Fundamental concepts of entrepreneurship and the tools required for evaluation and start-up of a new venture. Basic financial aspects are addressed through demystifying financial statements, valuation techniques, seeking and using money, banks, government services, grants and patents. Current events are an integral part so as to encourage ethical entrepreneurship.

CENT 305 Product Validation and Sales.

(3) Essential skills required in presenting and selling a business plan, a product or a service to investors or customers including: proof of concept, validation by survey or focus group, elevator pitch, beta sites, sales preparation, initiating and closing sales, customer satisfaction and managing growth.

CENT 434 Entrepreneurship Issues Management.

(3) (Prerequisite: CENT 300) (Note: The course includes live case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders).) Issues relating to leadership, communication, sustainability, financing, globalization, stewardship, GAAP, social responsibility, family business and succession, intellectual property and contemporary management events.

CFIN 200 Retirement Planning.

(3) This course addresses the various elements in the retirement planning process such as pension planning instruments, public and private pension plans, insurance, income tax, estate planning, and wills.

CFIN 300 Fundamentals of Financial Markets and Institutions.

(3) This course provides an introductory overview of the various financial markets and financial institutions. The focus will be on bonds, money, equity, foreign exchange, commodity, and derivatives, as well as the three main types of financial institutions: banks, insurance companies and investment firms.

CFIN 305 Investor Behaviour.

(3) (Prerequisites: CMSC 221 and MGCR 341) The emotional and psychological factors that impact investors' behaviour and decision making. Various market anomalies will be examined in the context of mean-variance efficiency theory, as well as typical forecasting errors, expert justifications and continued investor reliance on forecasting models in the context of psychological biases.

CFIN 310 Short-Term Financial Management.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) Traditional concepts of the net present valuation, 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.

CFIN 350 Alternative Investments.

(3) (Prerequisite: CFIN 300) This course defines alternative asset classes, examines the structure of the different markets and investment vehicles with a focus on investments in sustainable ventures. The performance of each asset class in relation to the traditional asset classes of equity and fixed income is analyzed.

CFIN 400 Real Estate Finance.

(3) (Prerequisites: CFIN 300 and CMSC 221 and MGCR

341) A thorough introduction to the cash flows, returns and risks of investing in and financing of real estates is provided. The basics of mortgage finance, mortgage refinancing, default risk and underwriting of individual residential properties, and analyses of leases, valuation, investment and risk of individual income producing properties are covered.

CFIN 401 Sustainable Finance and the Firm.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) The objective of this course is to understand how to assess and analyze the impact of Green House Gas regulations on corporations and their financial policies. Topics include capital budgeting, capital structure and corporate governance. Case studies will be used to illustrate sustainable corporate policies.

CFIN 402 Business Valuation and Project Finance.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) This course provides a comprehensive analysis of alternative valuation models and techniques such as discounted cash flow and relative valuation methods. These techniques are applied to the valuation of various types of firms such as financial services, start ups, private and distressed firms, and firms with negative earnings.

CFIN 403 Mergers and Acquisitions.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) This course applies theory from corporate finance to the analysis of mergers, acquisitions, and related transactions. The objectives of this course are to introduce the area of mergers and acquisitions and to develop and strengthen the presentation and research skills necessary for the investment banking or merger arbitrage industries.

CFIN 410 Investment and Portfolio Management.

(3) (Prerequisites: CFIN 300 and CMSC 221 and MGCR 341) This course covers financial instruments such as stocks and bonds, formation and management of investment portfolios and evaluation of portfolio performance. Finance theories and investment practices relating to such additional topics as global portfolio diversification, investments by means of Initial Public Offerings, hedge funds, private equity and derivatives are presented.

CFIN 420 Mutual Funds.

(3) (Prerequisites: CFIN 300 and MGCR 211 and MGCR 341) This course examines the process of investing in mutual funds, sales of funds, and management of funds, including valuation and accounting. Additional topics include the special characteristics of hedge funds, ethical considerations and key regulations for mutual funds.

CFIN 421 Asset Liability Management.

(3) (Prerequisites: CMSC 221 and MGCR 341) This course introduces the basic Asset Liability Management concepts of currency exposure, interest rate risk, and liquidity risk. It also introduces some basic tools to manage risks in banks and insurance firms.

CFIN 500 Financial Markets and Institutions.

(3) This course will focus on how the three main types of financial institutions, banks, insurance companies, and investment firms, facilitate the flow of funds through the economy. In addition, various financial markets including bond, money, equity, foreign exchange, commodity, and derivatives, are examined.

CFIN 501 Retirement, Estate and Tax Planning.

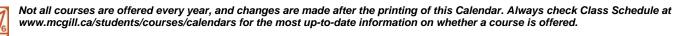
(3) The objective of this course is to discuss the various elements in the retirement planning process such as pension planning instruments, public and private pension plans, insurance, income tax, estate planning, and wills.

CFIN 507 Analysis of Financial Statements.

(3) (Prerequisite: CACC 521) This course addresses financial statement analysis and related topics, including impact on firm valuation of alternative accounting methods, management biases, and stakeholder interests. The course also strengthens and develops analytical skills through real world examples and cases.

CFIN 512 Corporate Finance.

(3) (Prerequisite: CACC 520 or CCFC 511 and CMS2



521) Fundamental finance theory as applied to the firm's short and long-term financing and investment decisions and the sources of funds available to it (stocks, bonds, derivatives). Exposure to critical concepts of "firm value maximization" emphasizing capital budgeting, cost of capital, capital structure, derivatives, dividend policy, risk and return.

CFIN 515 Behavioural Finance.

(3) (Prerequisite: CFIN 512) The course will introduce various documented psychological biases that impact human behaviour and decision making. These documented market anomalies will be examined and assessed in the context of mean-variance efficiency theory. Typical forecasting errors, expert justifications and continued investor reliance on forecasting models will be examined.

CFIN 522 Applied Topics: Corporate Finance.

(3) (Prerequisite: CFIN 512) (CGA Requirement) (CMA Requirement) Concepts and techniques developed in earlier courses are extended and/or applied to problems faced by managers in Corporate Finance. Such problems include: working capital management, capital budgeting, capital structure, dividend policy, cost of capital and mergers and acquisitions. Stresses the application of theory and techniques; and makes extensive use of case studies.

CFIN 525 Treasury Management.

(3) (Prerequisite: CFIN 512) This course deals with the key aspects of short-term financial management. Describes a framework for decision making followed by a brief introduction to the Canadian banking and payments system from the perspective of the corporate treasurer. Corporate cash planning and forecasting will also be studied, followed by description of collection and disbursement systems in Canada. Strategies for the management of short-term investment and borrowing portfolios are described, including the available instruments for management of interest rate and foreign exchange risk.

CFIN 528 Strategic Asset and Liability Management.

(3) (Prerequisite: CFIN 512) This course examines the essential concepts in Asset Liability Management in banks and insurance companies, focusing on managing risks such as liquidity risk, interest rate risk, credit risk, and operational risk. It also looks at strategic tools to manage these risks.

CFIN 530 Investment Analysis.

(3) (Prerequisites: CEC2 532 and CFIN 512) Deals with security analysis and investment techniques covering the different types and classes of securities. The sources of information, methods of compiling statistics, and assessment of comparative values are discussed, together with portfolio objectives and differing philosophies of investment management. Broad economic trends and international political climates affecting security values are analyzed.

CFIN 540 Introduction to International Finance.

(3) (Prerequisite: CFIN 512) The international financial environment as it affects the multinational manager. In-depth study of the various balance of payments concepts, adjustment of the external balance, and the international monetary systems, will be followed by a review of theory and institutional aspects of the foreign exchange and the international markets.

CFIN 550 Analysis of Fixed-Income Securities.

(3) (Prerequisites: CACC 521 and CFIN 500 and CFIN 512) This course addresses investments and trading strategies concerning popular fixed income securities, and risk management of fixed income portfolios. Additional topics include the structure, pricing and risks of securitized products and credit derivatives. Students will also be expected to read and present current research papers in this area.

CFIN 552 Firm Valuation.

(3) (Prerequisites: CACC 521 and CFIN 512) This course provides a comprehensive analysis of alternative valuation models and techniques such as discounted cash flow, and relative and contingent claims valuation methods. These techniques are applied to the valuation of various types of firms such as financial services, start ups, private, distressed firms, and firms with negative earnings.

CFIN 553 Corporate Mergers and Acquisitions.

(3) (Prerequisites: CACC 521 and CFIN 512) The mergers and acquisitions field is introduced and presentation and

research skills for the investment banking or merger arbitrage industries are developed and strengthened. Theory from corporate finance is applied to the analysis of mergers, acquisitions, and related transactions. Methodology for preparation of a job interview product is also presented.

CFIN 560 Mutual Funds Finance.

(3) (Prerequisites: CACC 521 and CFIN 500 and CFIN 512) This course examines the entire process of investing in mutual funds, sales of funds, and management of funds including valuation and accounting. Additional topics include the special characteristics of hedge funds, ethical considerations and key regulations for mutual funds.

CFIN 561 Sustainable Investments.

(3) (Prerequisite: CFIN 500) The course addresses the nuances of sustainable investments, how they affect the performance of the respective investment, and how sustainable investments measure up from a risk-return analytical framework. It will take the perspective of investors for optimally allocating capital across various asset classes including classes of sustainable investments.

CFIN 562 Finance and Sustainable Enterprise.

(3) (Prerequisites: CACC 521 and CFIN 512) The course will assess the impact of environmental regulations on corporate financial policies, such as capital budgeting and capital structure, their input variables and considerations, corporate governance and Real Options from a binomial decision tree perspective. Time will also be devoted to studying cases of sustainable corporate financial policies.

CFIN 590 Topics in Treasury-Finance.

(3) (Prerequisite: CFIN 522 or CFIN 525 or CFIN 530 or CFIN 540) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the treasury-finance area selected from current issues or themes in literature.

CFIN 595 Derivatives and Risk Management Tools.

(3) (Prerequisites: CFIN 500 and CFIN 512) This course develops and illustrates the no-arbitrage approach to the valuation of popular derivatives like forwards, futures and options for risk management purposes. Additional topics include an introduction to exotic options, emerging instruments, and the Nobel winning Black-Scholes option pricing model.

CGM2 510 Project Management: Tools & Techniques.

(3) (Restriction(s): Open to students currently in a program. Not open to Special Students.) 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.

CGM2 590 Topics in Management.

(3) (Prerequisites: CACC 520, CFIN 512 and CMR2 542) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the management area selected from current issues or themes in literature.

CGMG 282 Introduction to Business.

(3) (This course is required by students fulfilling the C.I.M requirements.) 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.

CHLC 351 Social Service System.

(3) (Prerequisite: EDEC 202 or EDEC 205 or CCOM 205) This course will provide an overview of private and public social services within Quebec and its evolution over the last century. Will examine the structures, functions and relations of social organizations. Students will achieve an understanding of the nature of the social services and the subjective impact of seeking and providing help.

CHLC 401 Evaluation of Health and Social Services.

(3) (Prerequisite: CHLC 500) The responsibility of agency management for the timely appraisal of activities. Topics include: program definition and quality of service, evaluation methods, problems and limitations of evaluation research, assessment of project feasibility, the distribution and operational uses of quality control information, internal and external points of view, politics of evaluation, relation to budgeting and to self-evaluation.

CHLC 500 Health Care Systems.

(3) Present Canadian health care system: its components, organization, financing and management uncertainties with emphasis on the Quebec health care system. Interaction between health care, the private sector and other social systems. Essential skills and knowledge required of managers in health care system.

CHLC 552 Legal Aspects: Health and Social Services.

(3) (Prerequisite: CHLC 500) Health care system in Quebec, the federal and provincial law relevant to it. Explores relationships between civil and criminal law, law and medicine, law and ethics. Major legislation, case law and legal writings will be presented. Addresses human rights, professional responsibility, civil, criminal liability and dilemmas raised by new technologies.

CHLC 590 Topics in Health Care.

(3) (Prerequisite: CHLC 500) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the health care area selected from current issues or themes in literature.

CMIS 422 Information System Security.

(3) (Prerequisite: MGCR 331) Fundamental concepts relating to the design of secure information systems. Identification and assessment of security risks at the application, network, and physical levels. Use of cryptography and other techniques to provide necessary level of security.

CMIS 431 Systems Implementation.

(3) (Corequisite(s): INSY 437 or CCCS 330.) Implementation phase of the software development life cycle. Software tools and practical techniques used to design and implement the results of systems analysis.

CMIS 520 Accounting Information Support Systems.

(3) (Prerequisites: MGCR 211, CMIS 541 or MGCR 331) Principles of accounting information systems and the influence of technology in the accounting process, allowing for the design, evaluation and implementation of such systems.

CMIS 530 Web Analytics for Internet Business.

(3) Understanding of the web analytics terminology. Fundamental techniques for measuring a website's success and effectiveness. Analyse web visitor traffic and data to meet a website's objectives and to improve online marketing.

CMIS 535 Topics in E-Business.

(3) (Prerequisite: CMIS 541) (Note: Content will vary from year to year.) Current issues in electronic business.

CMIS 541 Information Systems for Managers.

(3) Introduces the importance of Information Systems (IS) in organizations 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.

CMIS 542 Electronic Marketplaces and Social Media.

(3) Introduction to electronic marketplaces and their evolving role in e-business focusing predominantly on the use of general

and vertical marketplaces by businesses. Social media marketing including new channels of marketing, advertising and communication will also be discussed.

CMIS 543 Internet Business Analysis and Design.

(3) (Prerequisite: CMIS 530.) Tools and techniques to effectively design and advertise online. Measurement of results from marketing campaigns. Improve web user experience by optimising information architecture, navigation and website search engines. Management strategies in tracking and reporting of website activities and practical skills for successful web deployment will also be covered.

CMIS 544 Internet Business and Social Technologies.

(3) (Prerequisite: CMIS 541) Exploration of technologies' role as an integral part of current social and work structures. Introduction to Enterprise Resource Planning systems. Examine how technologies such as mobile devices, blogs, instant messaging and other information management systems can be used to develop and enhance work and social life.

CMIS 546 E-Business Operations.

(3) (Prerequisite: CMIS 543) Introduction to the issues involved in managing and operating a transactional web site including change management, content management, customer relationship management, site measurement, payment processing and fulfillment.

CMIS 547 E-Business Project Management.

(3) (Prerequisite: CMIS 542) Effective management of project scope, schedule, resources, change control, risk management and communications.

CMIS 560 E-Business Seminar and Project.

(3) (Prerequisites: CMIS 543, CMIS 547 and CMR2 550) Design and implementation of a practical, integrated and real project.

CMR2 542 Marketing Principles and Applications.

(3) 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 marketing institutions. Lectures and case studies on an individual basis and/or involving team work will be used.

CMR2 543 Service Marketing.

(3) (Prerequisite: CMR2 542) This course constitutes an in-depth examination of marketing as applied to the service sector of the economy and distinguishes between the marketing of products and that of services. The market-focused orientation of service organizations in both the private and public sectors will be studied, and the potential impact of this orientation on organizations competing to survive in service markets will be defined. The course develops understanding of service organizations and the ways in which a well-planned and organized marketing effort may have an impact on the development of such organizations. The course will focus primarily on the North American service market and will include case studies on both Canadian and American service organizations.

CMR2 548 Processes of Marketing Research.

(3) (Prerequisites: CMR2 542 and CMS2 521) The process of marketing research is fundamental to the marketing manager's ability to obtain useful information upon which to base marketing decisions. The course develops a practical understanding of that process from a cost-benefit perspective. The acquisition of skills in all phases of the research process, including problem definition, data collection methods and sample design among others, is a major focus of the course.

CMR2 550 E-Business Marketing Strategies.

(3) (Prerequisite: CMR2 548) Strategic marketing issues associated with the expanding world of electronic business.

CMR2 556 Buyer Behaviour.

(3) (Prerequisites: CMR2 542 and CMS2 521) This course



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focuses on the behaviour of the consumer in the marketplace and the research approaches used to gain an understanding of that behaviour. Once sensitized to issues of human behaviour in this context, students develop a deeper understanding of the basic processes specific to consumer behaviour.

CMR2 564 Marketing Communications - Strategic Approach.

(3) (Prerequisite: CMR2 542) Marketing communications has a determining effect on transactions between buyers and sellers. In this context, students learn how advertising strategies are rooted in the connection linking marketing research, product definition and techniques of product positioning. Once students have developed an understanding of total communication strategies, specialty advertising and source communication tactics are examined. There is, moreover, a practical emphasis on the techniques of carry over effects of consumer-oriented advertising in the industrial/institutional context.

CMR2 566 International Marketing.

(3) (Prerequisites: CMR2 542 and CMS2 521) Marketing management considerations of a company seeking to extend beyond the confines of its domestic market. A review of product, pricing, channels of distribution and communications policies to develop an optimum strategy (between adapting completely to each local environment and standardizing across them) for arriving at an integrated and profitable operation. Particular attention to international marketing and exporting in the Canadian context.

CMR2 590 Topics in Marketing.

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the marketing area selected from current issues or themes in literature.

CMS2 500 Mathematics for Management.

(3) (Prerequisite: CMSC 000) (Note: "Mathematics for Management" must be completed in the first semester of the Diploma in Management program.) Basic mathematics needed for business applications, including graphs of functions, series summation, mathematics of finance, annuity, discounted cash flow, internal rate of return, permutations, combinations, maxima and minima of functions with business applications in optimization, introductory statistics and probability

CMS2 505 Quantitative Analysis Tools in Decision Making.

(3) (Prerequisite: CMSC 101) This course provides applications-oriented operations research modeling tools, such as: linear programming, integer programming, network modeling, and queuing theory. Use of spreadsheet/modeling software is an integral part of this course.

CMS2 514 Analysis: Manufacturing Systems.

(3) (Prerequisite: CMS2 515) This course presents a framework for design and control of modern production and inventory systems, and bridges the gap between theory and practice of production and inventory management. The course develops analytical concepts in the area and highlights their applications in the manufacturing industry. The course is divided into three segments. The first segment looks at the production planning process and discusses in detail the resource allocation issues. The second segment deals with analysis and operation of inventory systems. The third segment integrates production planning and inventory control and looks at various integrated models for determining replenishment quantities and production lots.

CMS2 515 Operations Management.

(3) (Prerequisite: Core program) 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 516 Total Quality Management.

(3) (Prerequisite: CMS2 515) The objective of this course is to bring together several key concepts related to Total Quality Management. The topics include: Top Management Commitment,

Leadership Style, Bench Marking, Employee Involvement, Human Resource Utilization, Employee Motivation, Quality Function Deployment, Statistical Techniques for Quality Improvement, including the seven tools of quality, statistical process control, design of experiments, Taguchi's methods and quality in the service industry.

CMS2 518 Current Manufacturing Strategies.

(3) (Prerequisite: CMS2 515) Design, management and improvement of operations: examination of systems used to coordinate processes, focusing on the use and management of technology as part of such systems.

CMS2 521 Applied Management Statistics.

(3) (Prerequisite: 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 524 Management of Service Operations.

(3) (Prerequisite: CMS2 515) The course takes an operations point of view to look at companies and industries in the services sector. It builds on conceptual frameworks and cases from a wide range of service operations, selected from health care, hospitality, internet services, transportation, retailing, financial services, humanitarian services, government services, and others.

CMS2 525 Supply Chain Management.

(3) (Prerequisites: CMS2 505 and CMS2 515) This is an applications-oriented course in supply chain strategy and macro-processes of supply chain management such as supplier relations management, customer relations management, logistics and distribution. Use of operations research models and computer software will be an integral part of this course.

CMS2 530 Simulation Analysis and Modeling.

(3) (Corequisite: CMS2 525) This course focuses on the theory and practice of simulation modeling and analysis with applications in supply chain manufacturing and service operations. Use of spreadsheets and simulation modeling software is an integral part of this course.

CMS2 531 Re-Engineering and Integration of Business Systems.

(3) (Prerequisite: CMS2 525) Information systems used in supply chains are presented in the context of enterprise resource planning (ERP) systems with applications in manufacturing, retailing and distribution services sectors. Core business processes and transactions pertaining to supply chain management are identified and discussed in terms of relevant ERP modules.

CMS2 532 Lean Operations Systems.

(3) (Prerequisite: CMS2 515) (Corequisite: CMS2 525) The course focuses on the objectives and ways of the Lean Operations System and provides descriptions of the customer-oriented lean techniques, such as, just-in-time, total quality management, problem solving, materials management and load leveling. Lean management patterns like the Deming's Plan Do Check Act wheel are highlighted.

CMS2 540 Six-Sigma Quality Management.

(3) (Prerequisite: CMS2 532) The course includes a coherent and integrated description of the Six-Sigma methodology, from the problem definition phase to the control phase that demonstrates the stability of the solution. In addition, the course clarifies the relation of Six-Sigma to LEAN and summarizes the patterns to deploy Six Sigma in an organization.

CMS2 550 Supply Chain Field Project.

(3) (Prerequisites: CMS2 515, CMS2 525, CMS2 531, CMS2 532 and (CMS2 524 or CMS2 540)) This course is built around a team project involving modeling, use of lean/six sigma techniques and/or use of information systems to optimize processes across the entire enterprise/supply chain. The project could be in services (health care, banking/insurance, etc.), logistics (distribution, retailing, 3PL), or manufacturing (sourcing, production/operations planning, inventory deployment, etc).

CMS2 590 Topics in Operations Management.

(3) (Prerequisite: CMS2 514 or CMS2 516) (Note: Content

will vary from year to year.) Specialized course covering an advanced topic in the operations management area selected from current issues or themes in literature.

CMSC 000 Foundations of Mathematics.

(12 CE Units) (\$250.00) Operations with real numbers, polynomials, first-degree equations and applied word problems. Factoring, fractions, exponents, roots and radicals. Systems of linear equations and linear inequalities. Absolute values, equations and inequalities. Quadratic equations, applied problems.

CMSC 101 College Algebra and Functions.

(3) (Prerequisite: CMSC 000 Foundations of Mathematics or Diagnostic Test) Linear and quadratic functions, exponential and logarithmic functions, applications. Sequences and series, mathematics of finance. Permutations and combinations. Introduction to probability. Matrices and systems of linear equations.

CMSC 203 Survey of Basic Mathematics 1.

(3) (Prerequisite: CMSC 101) Review of analytic geometry, limits, continuity, the derivative, differentiation rules, curve sketching, application to economics, elasticity, problems in optimization, related rates, the differential, log and exponential, continuous compounding, partial differentiation, method of Lagrange multipliers, method of least squares.

CMSC 204 Survey of Basic Mathematics 2.

(3) (Prerequisite: CMSC 203) Integration, separable differential equations, definite integrals, improper integrals, applications to probability density functions; double integrals, infinite series and Taylor approximations; the algebra of matrices and determinants, systems of linear equations, Gaussian reduction, linear dependence and independence of vectors.

CMSC 221 Applied Quantitative Methods.

(3) (Prerequisite: CMSC 000 (or the Exemption by Examination test)) This course will cover the fundamentals of mathematics and algebra, and introduce statistical and quantitative techniques with a focus on applications related to the field of finance, such as simple and multiple linear regressions, financial forecasting method and generation of Pro-Forma Financial statements.

CORG 450 Workplace Health and Safety.

(3) Basic components of effective health and safety policies, programs and current legislation (CSST, WHMIS, safety committees) focusing on proactive management to ensure employees have clearly defined accountabilities for accident prevention: hazardous materials, loss prevention, workers' compensation claims, employee assistance plans, work life quality, preventative health issues, and ergonomic standards.

CORG 551 Behaviour in Organizations.

(3) 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 552 Finance and Accounting Principles for HR Management. (3) (Restrictions: Restricted to students in the Diploma in

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Understanding financial statements and financial consequences of human resources management (HRM) decision-making on an organization and its bottom-line; examination of HRM implications of strategic finance issues: due diligence in mergers/acquisitions, financial commitments and liabilities associated with equity disputes and labour contract negotiations; legal and ethical implications of quantitative HRM issues.

CORG 553 Employee and Labour Relations.

(3) (Restrictions: Restricted to students in the Diploma in

Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Industrial relations framework, its legal, political, social, economic, ecological and ethical subsystems. Processes governing union-management relations, collective bargaining and dispute resolution, and the roles of executives, supervisors, employees, employee representatives, HR-IR professionals in effective employee relations in unionized and non-unionized environments.

CORG 554 Managing Occupational Health and Safety.

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) How to develop, implement and manage effective health and safety programs; competencies and roles of employees, supervisors, executives and HR; strategic, legal and ethical implications of legislation, risk behaviour; socio-psychological aspects of mental and physical health and safety issues; communications and training strategies.

CORG 555 Strategic Human Resources Management.

(3) (Prerequisite: CORG 551) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) 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.

CORG 560 Staffing Organizations.

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) HR planning and succession planning; organizational and job analysis; recruitment and selection processes which enhance individual performance and organizational effectiveness; recruitment and selection planning; validation and evaluation measurements. Strategic, legal and ethical implications of staffing practices and decisions will be analyzed.

CORG 561 Developing Human Resources.

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Human performance technology and organizational learning models address individual, team and organizational performance problems: diagnosing workplace situations, identifying causes, selecting appropriate interventions, implementing change, and evaluating results; increasing client capability delivering results while considering internal and external factors affecting performance (competing pressures and resource constraints); strategic, legal and ethical implications.

CORG 562 Total Compensation and Rewards.

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Strategic compensation management within a behavioural framework to understand rewards and motivation, work satisfaction and performance. Use of financial and non-financial rewards to attract, retain and motivate. Legal, economic, ethical and culture-fit issues in the design and implementation of direct and indirect compensation policies and systems.

CORG 565 Managing Human Resources Management Information. (3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to

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students in the Diploma in Human Resources Management, Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) How to measure human resources management value and effectiveness; data sources relevant to strategic, operational, legal and ethical HR decisions: acquiring and analyzing data from HRIS, internet, surveys; methods to ensure validity of HR metrics. Survey of specialized computerized HRM applications.

CORG 570 International Human Resources Management.

(3) (Prerequisites: CORG 560 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Managing the global workforce; focus on the strategic and legal impact of global competition, and cross-national human resources management (HRM) issues; management of expatriates; global mindsets which impact HRM policies and the various HR functional areas (e.g. staffing, compensation, management development); ethical issues in international management.

CORG 590 Topics in Human Resources Management.

(3) (Prerequisites: CORG 555 and CORG 560 and CORG 561 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management. Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) (Note: Content will vary from year to year.) Specialized course covering advanced topics in the human resources management area selected from current issues or themes in literature.

CPD2 505 Risk Management and Insurance.

(3) This course explores the fundamentals of risk management and covers the theory and practices of insurance, policy construction and interpretation for major classes of commercial and personal insurance and emphasizes the importance of decision-making criteria in selecting among various alternatives available.

CPDV 301 Risk Management.

(3) This course emphasizes the importance of decision-making criteria in selecting among the various alternatives available in risk management. Management techniques treated are: the risk management concepts and objectives; risk management in an organization and its effect on profits; risk management techniques; risk identification and analysis; forecasting and comparing risks; property risks; income risks; liability risks; personnel loss risks; probability analysis; risk management decision-making and capital budgeting methods.

CPDV 302 Risk Control.

(3) (Prerequisite: CPDV 301) This course specifically explores the selection, implementation and monitoring of risk control techniques which are essential in preventing or minimizing potential losses before they occur. Fault tree study, statistical analysis, contractual liability reviews and in-house safety programs are detailed. The course will examine the two dimensions of loss, frequency and severity, with particular attention on losses to property, people, net income and liability.

CPDV 303 Risk Financing.

(3) (Prerequisite: CPDV 301) This course explores the fundamentals of risk financing as they relate to the risk management process. The identification, implementation and monitoring of Risk Financing Techniques will be analyzed within the following guidelines: framework for risk financing; criteria for risk financing technique selection; insurance as a risk financing technique; financing property, net income, liability and personnel losses; accounting and some income tax aspects of accidental losses; implementing risk retention available options, including use of affiliated insurers; insurance pricing, selection of insurers and their representatives; risk cost allocation.

CPDV 305 General Insurance 1.

(3) This course will cover the theory and practices of

insurance, policy construction and interpretation for major classes of personal insurance. Topics covered include: general concepts; the broker/agent, the insurer, the law; automobile and habitational insurance.

CPDV 306 General Insurance 2.

(3) This course will cover the theory and practices of insurance, policy construction and interpretation for major classes of commercial insurance. Topics covered include: liability insurance and commercial property and multi-peril coverages.

CPDV 400 Risks and Capital for Banks 1.

(3) (Prerequisites: CFIN 300 and CMSC 221 and MGCR 341) This course covers classification of financial risks in banking, the concepts of risk-based regulatory and economic capital, and the evolution of the Basel II regulatory process. The basic relevant statistical tools including the Value at Risk measure, the measurement of market and interest rate risks will be presented.

CPDV 402 Risks and Capital for Banks 2.

(3) (Prerequisite: CPDV 400) This course deals with the measurement of credit and operational risks and the Top of the House regulatory and economic capital. Case studies of the 2008-2009 financial crisis, stress testing and back testing of bank capital, and model validation will be discussed.

CPL2 510 Communication and Networking Skills.

(3) 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) (Core Program) 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 531 Leadership Theory and Practice.

(3) (Prerequisite: Core program) Leadership theory and practice, including a broad survey of leadership theories and the factors responsible for leadership effectiveness.

CPL2 532 Leading Change.

(3) (Prerequisite: CORG 551) Leading and managing change issues, including the leader as a change agent and the change process itself. Various models of change and change leadership will be reviewed, as well as follower reluctance or resistance to change and strategies that leaders can use to gain follower commitment.

CPL2 533 Developing Leadership Skills.

(3) (Prerequisite: CORG 551) Role of leadership training and development in personal and organizational effectiveness. Assessing and developing personal leadership skills; developing leaders in organizational settings.

CPL2 534 Transcultural Leadership.

(3) Exploring leadership within a global and diverse context. A variety of trends that have made managing workforce diversity an essential competency for future leaders are reviewed, as are the emerging skills that managers need to develop to succeed in a global environment.

CPL2 552 Strategic Management.

(3) (Prerequisite: Advanced student) 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.

CPL2 553 Small Business Management.

(3) (Prerequisites: CACC 520 and CMR2 542) This course will focus on the concepts and activities of entrepreneurship in

the small business environment. Through the analysis of small business situations and the study of related case material, students will learn the fundamental actions required in practice to start and manage a small business. Skill acquisition will be oriented toward learning to prepare a business plan.

CPL2 554 International Business Policy.

(3) (Prerequisite: CPL2 524) Development and application of conceptual approaches to general management policy and strategy formulation in multinational enterprises. Alternative forms of international business involvement; location strategy; technology transfer; ownership strategy; planning for international divestment. Emphasis on developing practical skills, using case studies and simulated negotiating exercises.

CPL2 561 North America and Global Economy.

(3) (Prerequisite: CPL2 524) Analysis, based on theory and practice, of corporate strategies in the Canada-United States-Mexico context. Public policy impact on corporate decision-making and alternative public policy options. Experience by major industrial sectors examined and compared with global strategies. Case studies.

CPL2 590 Topics in International Business.

(3) (Prerequisite: CPL2 524) (Note: Content vary from year to year.) Specialized course covering an advanced topic in the international business area selected from current issues or themes in literature.

CPL2 595 Topics in Leadership.

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the leadership area selected from current issues or themes in literature.

CPRL 220 Fundamentals of Fund-Raising.

(3) Current status of fund-raising and philanthropy in Canada. Donor motivations, strategies for attracting support from different donor audiences, development of fund-raising campaigns for not-for-profits, charitable foundations, para-public and public-sector organizations. Role of donor organizations. Theoretical knowledge, technical skills and ethical considerations.

CPRL 223 Basics of Public Relations.

(3) An overview of public relations theory, principles and practice, including the development of the discipline and its role in society, its function in different organizations, and the techniques used in the different sub-specialties of the field.

CPRL 224 Applied Public Relations Methods.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Analyze, plan, design and execute projects that extend and hone writing and presentation skills in a self-directed manner.

CPRL 225 Media Relations.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Techniques used by organizations to communicate with stakeholders through public information media will be examined, including the media's context, objective and constraints using current issues in media.

CPRL 226 Corporate Communications.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Issues and conditions affecting the communication of corporate issues and identity will be examined including corporate branding, financial communications, social responsibility, the reciprocal effects of internal and external publics, and planning and production of corporate communication vehicles.

CPRL 227 Internal Communication.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) An examination of how internal communication strategies are designed and implemented to ensure people within an organization work together effectively and efficiently to support the organization's business plan, including the definition and purpose of internal communications that add value, as well as the communication needs of internal stakeholders.

CPRL 228 Event Management.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223)

Effective use of public and media events for communication and relationship-building with key stakeholders, including research, identification of publics, design, timelines, logistics, protocol, speeches and programs, and dealing with suppliers, as well as promotion and evaluation of the event.

CPRL 320 Public Relations Research.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) A managerial perspective on the integration of research into the communications process for program development, monitoring and evaluation covering the types and uses of quantitative and qualitative research methods, and the application of research findings.

CPRL 321 PR Issues Management.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Mechanisms by which organizations participate in the public policy process will be examined through an understanding of the social and political contexts where public issues occur and the inherent communication processes at all levels and specifically dealing with the roles of lobbying, media relations and social responsibility.

CPRL 322 Cases in Public Relations.

(3) (Prerequisites: CPRL 224 and CPRL 225 and CPRL 226 or CPRL 227 and CPRL 320 and CPRL 321; or contact department for registration approval) (Note: Students in their last semester may take CPRL 322 concurrently with the other courses they need to complete the certificate.) Preparation of communication plans for organizations and current situations will provide the opportunity to apply the knowledge gained throughout the program. In addition, recent developments and methods in key areas of practice will be addressed.

CPRL 510 Fundamentals of Public Relations.

(3) Survey and history of public relations practice, its various sub-specialties and its role in the organizational structure. Theories of communication and applications of theoretical knowledge in the field. Recent trends and best practices in both private and not-for-profit sectors. Professional ethics and associations.

CPRL 515 Fund-raising and Philanthropy.

(3) The organization as donor and as fund-raiser. Social, legal and regulatory context of fund-raising and corporate giving. Role and structure of foundations, government agencies and other donor organizations. Corporate community support. Fund-raising campaigns (planning and methods), donor relations, working with volunteer leadership, information management, ethics and accountability.

CPRL 520 Applied Public Relations Communication.

(3) (Prerequisite: CPRL 510) (Note: Given in a workshop setting, this course will allow students to improve their skills through practice, instructor feedback and peer evaluation. Owing to the nature of the subject matter, assignments must be submitted in English.) Identification, analysis and solution of communication problems in a variety of public relations contexts. Emphasis on planning, audience, research, content, effectiveness, language, editing and design of communication tools. Practical approaches to print and Internet communication, oral presentations, and writing for media.

CPRL 530 Internal Stakeholder Communication.

(3) (Prerequisites: CPRL 510 and CPRL 520) Communication with the full range of internal stakeholders, including employees, management, Board, volunteers and foundations, as well as audiences specific to the organization such as patients, students, members, etc. Topics include organizational culture, labour relations, mobilization of stakeholders and issues/change management (i.e. mergers, acquisitions, partnerships).

CPRL 531 Media Context and Applications.

(3) (Prerequisites: CPRL 510 and CPRL 520) Context in which media operate (regulation, ownership, practical constraints).Building relationships with journalists. Media theory and current trends in media uses and technology. Strategies and tools for communicating through media, including message development, spokesperson training and media events.



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Crisis and risk communications.

CPRL 532 Public Relations Event Management.

(3) (Prerequisites: CPRL 510 and CPRL 520) Management of events in support of strategic organizational objectives for relations with investors, clients, employees, government, media or community. Special events as part of public awareness or fund-raising programs. Topics include planning, budgeting, financial support, logistics, protocol, working with suppliers and partners, promotion and evaluation.

CPRL 535 Government Relations and Public Opinion.

(3) (Prerequisite: CPRL 531) Government relations for organizations, at both the political and public service level, including lobbying, advocacy, and regulatory issues. Coalition building. Public opinion from a variety of angles, such as research methods and theory, as well as its relation to government and to information media. Media and democracy.

CPRL 540 Communication Planning.

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Students will interact with practitioners in the field. Considerable time will be required outside of classroom hours, as students will work in teams against tight deadlines. It is recommended that students not take on a heavy course load during the term they take this course.) Communication plans in real situations. Topics include environmental scanning, audits, strategy and implementation of plan, including timelines, budgeting, working with suppliers and consulting skills. Emphasis on evaluation and return on investment of communication.

CPRL 541 Ethics in Public Relations.

(3) (Prerequisites: CPRL 530 AND CPRL 531) Public relations practitioner's role and influence in the ethical organization: corporate social responsibility, laws and regulations on governance, and public accountability. Legal and ethical behaviour related to sustainable development and globalization. The ethical public relations practitioner: professionalism, codes of ethics, issues in practice.

CPRL 542 Financial Communications.

(3) (Prerequisites: CPRL 530 AND CPRL 531) Nature and function of capital markets, regulations of public trading, decision-making by institutional and retail investors and the role of the analyst. Functions of the financial communicator: road shows, financial statements, press releases, corporate presentations, annual reports and shareholder meetings. Corporate governance issues.

CPRL 543 Diversity and Community Relations.

(3) (Prerequisites: CPRL 530 AND CPRL 531) Managing the relationships of organizations with local and cultural communities, including neighbours, grass roots associations, local government, and local and ethnic media. Areas of concern range from diversity within the workplace and trans-cultural leadership to globalization issues. Applications include town hall meetings, plant tours, neighbourhood events and community investment strategies.

CPRL 590 Topics in Public Relations.

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the public relations management area selected from current issues or themes in literature.

CTPT 200 Introduction to Supply Chain Management.

(3) This course provides an overall perspective of various functions that exist within supply chains; macro processes and drivers as well as performance indicators along a supply chain are emphasized. Coordination issues are dealt with using a simulation game involving various supply chain stakeholders.

CTPT 201 Sourcing.

(3) This course is a comprehensive review of sourcing, an important area of supply chain management. It covers four major components of sourcing: the in-house or outsource decisions, the supplier selection and evaluation processes, contract management and procurement processes. Case studies are used to illustrate implementation issues in sourcing.

CTPT 202 Production and Inventory Planning and Control 1. (3) This course focuses on the study of material flow processes

by which products are created and delivered to customers. Topics include, demand management, forecasting, sales and operations planning, order, planning and production planning topics. Real-life examples, case studies and guest speakers are an integral part of course delivery.

CTPT 205 Principles of Logistics 1.

(3) (Corequisites: CMSC 101 and CCOM 205) Introduction to day-to-day management and control of the logistics function and how traffic and transportation, inventory management, packaging, customer service, communication systems and order processing activities impact an integrated organizational environment.

CTPT 206 Transportation Management and Economics.

(3) This course focuses on freight transportation, with emphasis on trucking, rail and marine modes including intermodal. Furthermore, it focuses on management of the transportation function from a carrier perspective, including a basic understanding of the structure and regulation of the transportation industry and analysis of specific case examples.

CTPT 207 Transportation Law and Policy.

(3) (Prerequisite: CTPT 206) Evolution of federal transportation policy, including the primary laws and tribunals the government uses to control and structure the Canadian transportation industry in a global context: airlines, railways, marine and trucking; the Canada Transportation Act and the legal consequences of the National Transportation Policy and international transport policy.

CTPT 208 Fundamentals of Logistics.

(3) This course addresses the infrastructure required to support logistics activities and the flow of goods and information, including: traffic and transportation, warehousing, materials handling, inventory concepts, Logistics Information Systems, performance indicators, customer service and order processing.

CTPT 220 Strategic Logistics.

(3) (Prerequisite: CTPT 225) Basic principles of logistics and applying them to the role of marketing channels of distribution as a tool employed by marketers to compete with other companies. Focuses on important issues in logistics and market channel management and their relationship to strategic marketing.

CTPT 225 Principles of Logistics 2.

(3) (Prerequisite: CTPT 205) Infrastructure required to support logistics activities and flow, specifically warehousing, materials handling, packaging, logistics information systems, performance indicators, implementation strategies and how these elements interact to form an integrated logistics process.

CTPT 310 Production and Inventory Planning and Control 2.

(3) (Prerequisite: CTPT 202) This course emphasizes inventory management, just in time manufacturing/lean production and total quality management topics. Real-life examples, case studies and guest speakers are an integral part of course delivery in highlighting implementation issues in the functions covered.

CTPT 311 Supply Chain Risk Management.

(3) (Prerequisite: CTPT 200) This course focuses on the use of available risk management techniques to deal with uncertainty in supply chains, covering issues such as identification of risks, analysis of risks, responding to risks including risk control and risk financing methods, operational and financial hedging and creating resilient supply chains.

CTPT 347 Transportation Management.

(3) (Prerequisite: EDEC 205) Structure and regulation of Canadian transportation industry, operational characteristics of modes of transportation, and competitive relationship between the modes and markets they serve. Examination of how carriers manage themselves including use of key performance indicators and role of transportation within logistics function and management of the supply chain.

CTPT 410 International Trade and Logistics.

(3) (Corequisite: CTPT 207) Fundamentals required to successfully bring goods to market on a global scale, primarily focusing on logistics trade environment, obstacles and documentation required in international trade, with a focus on parties involved in import/export, legislative and liability, terms of trade, international cargo/cargo security and

commercial documentation.

CTPT 430 Fundamentals of Integrated Business Systems.

(3) (Prerequisites: CTPT 200, (CTPT 201 and CTPT 202) or (CTPT 206 and CTPT 208)) This course examines supply chain information systems in the context of enterprise resource planning (ERP) systems with applications in the manufacturing, retailing and distribution services sectors. Core business processes and transactions pertaining to supply chain management are identified and discussed in terms of relevant ERP modules.

CTPT 440 Supply Chain Management.

 (3) (Prerequisites: CTPT 207 and CTPT 220 and CTPT 347) Addresses various aspects of Supply Chain Management focusing on the critical components, challenges and issues.
 Topics include demand planning, network design, e-business and integrated logistics management.

ECON 295 Macroeconomic Policy.

(3) (Corequisite: MGCR 293) (Restriction: For B.Com. students) (Restriction: Not open to students who have taken or are taking ECON 330 or ECON 352) (Continuing Education: requirement for CMA, CGA, I.C.B., the EA of AACI, and the CRA) (Continuing Education: not open to full-time day students) This applied macroeconomic scourse 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.

EDPC 501 Helping Relationships.

(3) (Offered through Continuing Education.) A course in the basic principles of human relationships and communication skills, approached from a theoretical and experimental viewpoint. An emphasis will be given to training in basic listening skills, interviewing techniques, and the interpretation of non-verbal behaviour and communication.

EDPC 504 Practicum: Interviewing Skills.

(3) (Offered through Continuing Education.) (Prerequisite: EDPC 501) This course will enable students to become practitioners in the field of Applied Social Sciences. Theoretical principles of the helping relationship will be applied in particular situations. Demonstration, lecture, role-playing and psychodrama techniques will be used.

FINE 342 Finance 2.

(3) (Restriction: For Finance Concentration/Major/Honours) (Prerequisite: MGCR 341) (Restriction: Only one of FINE 342 or FINE 343 can be counted for credit) In-depth study of corporate finance, risk, diversification, portfolio analysis, and capital market theory.

FINE 343 Managerial Finance.

(3) (Restriction: For non-Finance students) (Prerequisite: MGCR 341) (Restriction: Only one of FINE 342 or FINE 343 can be counted for credit) (Continuing education: requirement for CGA, CMA, the Institute of Internal Auditors and the Canadian Institute of Management (in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.)) A second course in Finance for students not pursuing the Finance Concentration. Topics include short and long term asset and liability management, risk and diversification, and the nature of capital markets. Cases, lectures, projects and discussions.

FINE 443 Applied Corporate Finance.

(3) (Prerequisite: FINE 342) Concepts and techniques are

applied to problems faced by managers in Corporate Finance, such as working capital management, capital budgeting, capital structure, dividend policy, cost of capital, and mergers and acquisition. Application of theory and techniques through case studies.

FINE 448 Financial Derivatives.

(3) (Prerequisite: MGSC 272 or equivalent) The course will concentrate on both the analytical and practical aspects of investments in options and futures. The first part of the course concentrates on option and futures valuation, considering both discrete and continuous time models. The second part of the course concentrates on the practical aspects of options and futures trading.

FINE 451 Fixed Income Analysis.

(3) (Prerequisite: FINE 441) Fixed income financial instruments and their uses for both financial engineering and risk management (at the trading desk and aggregate firm level). This will involve coverage of fixed income mathematics, risk management concepts, term structure modeling, derivatives valuation and credit risk analysis.

INDR 294 Introduction to Labour-Management Relations.

(3) An introduction to labour-management relations, the structure, function and government of labour unions, labour legislation, the collective bargaining process, and the public interest in industrial relations.

INDR 494 Labour Law.

(3) (Prerequisite: INDR 294) (Restriction: Management: Open to Labour-Management Relations Major students in U3) Introduction to the basic concepts of labour law relevant to the practice of industrial relations. Historical development of labour law in certain social and legal systems and the culmination in the legislative enactments and jurisprudence of Canadian jurisdictions and certain comparative foreign models.

INDR 496 Collective Bargaining.

(3) (Prerequisite: INDR 294) Principles of collective bargaining in Canada and abroad. Problem oriented. Mock collective bargaining sessions provide an opportunity for students to apply knowledge gained.

INSY 331 Managing Information Technology.

 (3) (Prerequisite: MGCR 331) Tools and concepts necessary to manage information systems in an organization: hardware/software/telecom administration, knowledge discovery/management, web-technologies, and computer security. Focuses on both mechanical aspects of IT and conceptual understanding with regard to impact on business organizations.

INSY 332 Accounting Information Systems.

(3) (Prerequisites: MGCR 331 and MGCR 211) (Continuing Education: requirement for CGA, CMA and the Institute of Internal Auditors) Accounting cycles and information flows and the systems that manage those flows. Principals of systems development and data management as relates to accounting information. Relationship between accounting applications and transaction processing systems. Practical experience with accounting packages.

INSY 333 Systems Analysis and Modeling.

(3) (Prerequisite: MGCR 331) First two phases of the software development life cycle. Techniques used to conduct system requirement analysis, practical application of the analyst role in identifying operational problems, defining information system requirements, working with technical and non-technical staff, and making recommendations for system improvement.

INSY 341 Developing Business Applications.

(3) (Prerequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures. Discusses



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modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

INSY 342 Advanced Application Development.

(3) (Prerequisite: INSY 341) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

INSY 431 System Design and Implementation.

(3) (Prerequisite: INSY 333) (Prerequisite-Continuing Education: CCCS 300, INSY 333, INSY 437) Latter phases of the software development life cycle. Techniques used to design and implement the results of the systems analysis. Practical application of IS team roles.

INSY 432 Information Technology in Business.

(3) (Prerequisite: INSY 333) Discusses the role of the information systems department within an organization, information systems resource management, staff organization and leadership, strategic systems, planning, and end-user computing. Focuses on key IT trends in industries such as banking, insurance, manufacturing, retailing & distribution, and health.

INSY 434 Advanced Topics.

(3) (Prerequisite: MGCR 331) Current topics in the area of information systems.

INSY 437 Managing Data & Databases.

(3) (Prerequisite: INSY 333) (Management: students are encouraged to take this course as early as possible in their program.) Management of organizational data, implementation of database management systems, and the roles and responsibilities of data management personnel. Explores different models of data representation with an emphasis on the relational model; simple and complex SQL queries.

INSY 438 Interface Design & Prototyping.

(3) (Prerequisites: INSY 333 & INSY 341) (Corequisite: INSY 342) (Prerequisite-Continuing Education: CCCS 300) Practical and theoretical interface design & prototyping principles and tools. Practical application of principles in an event-driven development environment.

INSY 444 Managing Knowledge with Information Technology.

(3) (Prerequisite: MGCR 331) Types of organizational knowledge and their value for organizations, analyzing knowledge processes, and assessing tools and technologies for managing knowledge.

INSY 450 Information Systems Project Management.

(3) (Prerequisite: MGCR 331) Practical principles of project management essential to successful IS development projects or other complex undertakings within an organization; includes methods for defining, planning, and scheduling activities and resources. Discusses managerial and behavioural issues.

INSY 454 Technological Foundation for E-Commerce.

(3) (Prerequisite: MGCR 331) (Restriction: A basic understanding of HTML is necessary.) Technology trends and vocabulary pertaining to current technology developments in E-Commerce. Practical IT skills in web application design, including ASP, XML, etc. Discusses business issues affected by the introduction of e-technologies.

MGCR 211 Introduction to Financial Accounting. (3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) The role of financial accounting in the reporting of the financial performance of a business. The principles, components and uses of financial accounting and reporting from a user's perspective, including the recording of accounting transactions and events, the examination of the elements of financial statements, the preparation of financial statements and the analysis of financial results.

MGCR 222 Introduction to Organizational Behaviour.

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) Individual motivation and communication style; group dynamics as related to problem solving and decision making, leadership style, work structuring and the larger environment. Interdependence of individual, group and organization task and structure.

MGCR 273 Introductory Management Statistics.

(3) (Prerequisite: CMSC 101 College Algebra and Functions or Diagnostic Test) (Requirement for the Institute of Internal Auditors, CMA and CGA) 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, simple linear regression, non-parametric statistics. Use of computer statistics package (no computer background needed). Application to problems in business and management.

MGCR 274 Statistical Methods in Management.

(3) (Prerequisites: CMSC 204; MGCR 273) (Requirement for the Institute of Internal Auditors) Review in greater depth some topics introduced in Introductory Management Statistics. Further Topics: covariance, Bayes's Theorem, probability distributions, Power and OC curves, various tests, testing data for normality and particular distributions, multiple regression including polynomial and stepwise regression, diagnostics, indicator variables, autocorrelation, time series. Use of computer statistics package.

MGCR 293 Managerial Economics.

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the CRA) The course focuses on the application of economic theory to management problems and the economic foundations of marketing, finance, and production. Attention is given to the following topics: price and cost analysis; demand and supply analysis, conditions of competition.

MGCR 331 Information Systems.

(3) (Restriction: Fall sections restricted to BCom students.) (Continuing Education: requirement for the Institute of Internal Auditors, CMA, CGA) (Prerequisite (Continuing Education): CMSC 101 College Algebra and Functions or equivalent Basic computer skills including DOS, Spreadsheets and Word-processing and Database.) (A special seminar will be available to those students who do not possess the above basic computer skills, at the students' own expense.) Introduction to principles and concepts of information systems in organizations. Topics include information technology, transaction processing systems, decision support systems, database and systems development. Students are required to have background preparation on basic micro computer skills including spreadsheet and word-processing.

MGCR 341 Finance 1.

(3) (Prerequisite: MGCR 271 or equivalent) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) An introduction to the principles, issues, and institutions of Finance. Topics include valuation, risk, capital investment, financial structure, cost of capital, working capital management, financial markets, and securities.

MGCR 352 Marketing Management 1.

(3) (Continuing Education: requirement for the Institute of Internal Auditors, and the Canadian Institute of Management) Introduction to marketing principles, focusing on problem solving and decision making. Topics include: the marketing concept; marketing strategies; buyer behaviour; Canadian demographics; internal and external constraints; product; promotion; distribution; price. Lectures, text material and case studies.

MGCR 360 Social Context of Business.

(3) This course examines how business interacts with the larger society. It explores the development of modern capitalist society, and the dilemmas that organizations face in acting in a socially responsible manner. Students will examine these issues with reference to sustainable development, business ethics, globalization and developing countries, and political activity.

MGCR 382 International Business.

(3) An introduction to the world of international business. Economic foundations of international trade and investment. The international trade, finance, and regulatory frameworks. Relations between international companies and nation-states,

including costs and benefits of foreign investment and alternative controls and responses. Effects of local environmental characteristics on the operations of multi-national enterprises.

MGCR 423 Organizational Policy.

(3) (Restriction: Open to U2, U3 students only) (Continuing Education: requirement for CMA, CGA, the Institute of Internal Auditors, and the Canadian Institute of Management - in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.) Focus on the primary functions of general management: the formation of a corporate strategy that relates the company's opportunities to its resources, competence, and leadership style. Measures to improve organization effectiveness.

MGCR 472 Operations Management.

(3) (Prerequisite: MGCR 271 or equivalent) (Requirement for the Canadian Institute of Management) Design, planning, establishment, control, and improvement of the activities/processes that create a firm's final products and/or services. The interaction of operations with other business areas will also be discussed. Topics include forecasting, product and process design, waiting lines, capacity planning, inventory management and total quality management.

MGPO 450 Ethics in Management.

(3) (Restriction: U2 and U3 students only) An examination of the economic, legal and ethical responsibilities of managers in both private and public organizations. Through readings, case studies, discussions and projects the class evaluates alternative ethical systems and norms of behaviour and draws conclusions as to the right, proper and just decisions and actions in the face of moral dilemmas. The focus of this course is on the decision process, values and consistency of values of the individual and on the impact of systems control and incentives on managerial morality.

MGSC 272 Advanced Business Statistics.

(3) (Prerequisite: MGCR 271) (Restriction: Not open to students who have taken MGCR 272) A practical managerial approach to advanced simple and multiple regression analysis, with application in finance, economics and business, including a review of probability theory, an introduction to methods of least squares and maximum likelihood estimation, autoregressive forecasting models and analysis of variance.

MGSC 373 Operations Research 1.

(3) (Prerequisite: MGCR 271) (Prerequisite (CE): MGCR 273) (Restriction: Not open to students who have taken MGCR 373) (Note: Continuing Education: CMA Requirement) A realistic experience of analytical models which have been successfully applied in several areas of managerial decision-making like marketing, finance and IS. Emphasis on the formulation of problems, their solution approaches, limitations, underlying assumptions and practical use. Topics include: decision analysis, project management, simulation, linear and integer programming, sensitivity analysis.

MRKT 354 Marketing Management 2.

(3) (Prerequisite: MGCR 352) The decision areas in marketing. Emphasis on the use of marketing theory and concepts in the solution of realistic marketing problems. Decision making in a marketing context using cases, some of which will be computer assisted, and readings.

MRKT 355 Services Marketing.

(3) (Prerequisite: MGCR 352) Services are fleeting and involve direct contact between the supplier and the buyer.

Inventories disappear every time an aircraft takes off or the night passes for an hotel. Yet services have become the largest sector in modern Western economy and their importance shows every sign of continuing to grow. This course focuses on the key differences between product and services marketing and the skills that are necessary for the services sector.

MRKT 357 Marketing Planning 1.

(3) (Prerequisites: MRKT 354, MRKT 451, and MRKT 452 (Continuing Education: or Departmental approval)) (Restriction: Management: U3 students only) Marketing Planning is designed as a capstone to previous marketing courses; Structured approach to developing a marketing plan, proceeding from corporate mission and objectives through to detailed marketing mix programs. Lectures, discussions and cases. A field project provides marketing planning experience.

MRKT 434 Topics in Marketing 1.

(3) (Prerequisite: MGCR 352) (Corequisite (Continuing Education): MGCR 273) Current topics in marketing.

MRKT 451 Marketing Research.

(3) (Prerequisites: MGCR 352 and MGCR 271) Theoretical techniques and procedures common in marketing research. Topics include: research design, sampling, questionnaire design, coding, tabulating, data analysis (including statistical techniques). Specialized topics may encompass advertising, motivation and product research; forecasting and location theory.

MRKT 452 Consumer Behaviour.

(3) (Prerequisite: MGCR 352) A study of basic factors influencing consumer behaviour. Attention is focused on psychological, sociological and economic variables including motivation, learning, attitude, personality, small groups, social class, demographic factors and culture, to analyze their effects on purchasing behaviour.

MRKT 453 Advertising Management.

(3) (Prerequisite: MRKT 452) (Prerequisite (Continuing Education): MGCR 352; MRKT 452 or Departmental approval) (Note: Cont Ed section-check Calendar.) Surveys advertising and promotion in Canadian context. Examines activities as they relate to advertisers, the advertising agency and media. Stresses advertising by objectives as the approach to developing strategy and tactics. Real examples from current campaigns are the focal point of class discussions.

MRKT 455 Sales Management.

(3) (Prerequisite: MGCR 352) Responsibilities of the sales manager as they relate to the sales force. These include the selection of process, training alternatives, compensation and incentive plans, supervision and evaluation and budgeting and forecasting. Case studies and discussions of sales force models are used.

MRKT 456 Business to Business Marketing.

(3) (Prerequisite: MGCR 352) Decision-making and management of the marketing effort in a business to business (b-to-b) context, including the b-to-b marketing system; b-to-b purchasing; researching the b-to-b market; product, price distribution, selling and advertising decisions; strategies for business markets.

MRKT 483 International Marketing Management.

(3) (Prerequisites: MGCR 382 and MGCR 352) (Formerly MGMT 483) Marketing management considerations of a company seeking to extend beyond its domestic market. Required changes in product, pricing, channel, and communications policies. Attention to international trade and export marketing in the Canadian context.

ORGB 380 Cross Cultural Management.

(3) Cross-cultural awareness and communication skills necessary to manage in multicultural organizations. Focus on the relationship between cultural values and communication style as they affect inter and intra cultural communication of managers,



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personnel and clients of multinational and multicultural organizations.

ORGB 420 Managing Organizational Teams.

(3) (Prerequisite: MGCR 222) (Continuing Education: requirement for I.C.B.) Theory, research, and applications. Principles of team processes and effectiveness in organizational settings, specifically the theoretical developments and empirical findings of group dynamics and team effectiveness, and practical strategies and skills for successful management of organizational teams.

ORGB 421 Managing Organizational Change.

(3) (Prerequisite: MGCR 222) (Continuing Education: this course cannot be taken for credit if ORGB 522 was already completed) Organizational change theory and techniques are examined with an emphasis on techno-structural interventions such as Quality-of-Work-Life approaches. Through simulations and case-studies, the course explores initiatives in organizational change, primarily in contemporary Canadian organizations. It also includes opportunities for "hands-on" experience in work and organization redesign.

ORGB 423 Human Resources Management.

(3) (Prerequisite: MGCR 222) (Requirement for the Institute of Internal Auditors) Issues involved in personnel administration. Topics include: human resource planning, job analysis, recruitment and selection, training and development, performance appraisal, organization development and change, issues in compensation and benefits, and labour-management relations.

ORGB 424 Employment.

(3) (Prerequisite: ORGB 423) (Prerequisite (Continuing Education): ORGB 423) Reviews in sequence all aspects of the hiring of employees. Topics covered will include manpower planning, recruiting, selection, placement orientation, retirement and dehiring. Each area will be covered from legal, technical and theoretical perspectives.

ORGB 426 Human Resource Training and Development.

(3) (Prerequisite: ORGB 423) Planning, conceptualization, design, implementation and evaluation of training and career development programs. Review of the major techniques in each area. Training and development approached from a systems point of view.

ORGB 525 Compensation Management.

(3) (Prerequisite (Undergraduate): ORGB 423) (Prerequisite (Continuing Education): MGCR 222) Compensation policies and practices, consistent with motivational theories, are examined. Topics include: design and evaluation of job evaluation systems, salary structures, and performance-based pay; compensation of special employee groups; and current pay equity laws. Projects and simulations provide "hands-on" experience in the use of compensation techniques.

English Language Programs

CEEN 211 Functional English Grammar/Writing 1.

(3) (39 hours) (Prerequisite: CEGL 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEEN 212 English Communication Practice 1.

(3) (39 hours) (Prerequisite: CEGL 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEEN 221 Functional English Grammar/Writing 2.

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEEN 222 English Communication Practice 2.

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEEN 331 Functional English Grammar/Writing 3.

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEEN 332 English Communication Practice 3.

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et

l'aptitude à communiquer.

CEEN 401 English Vocabulary in Context.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Focuses on English communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrasal verbs and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

CEEN 402 English Communication and Cultural Patterns.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Examines the impact of cultural patterns in communication in English. Intended for those visiting/working abroad, and/or dealing with international associates. Explores the fundamental cultural differences and business practices in the different regions of the world, and how the English language should be used in specific situations.

Destiné aux personnes qui séjournent ou travaillent à l'étranger, ou encore qui traitent avec des associés de divers pays, ce cours étudie l'effet des modèles culturels sur la communication en langue anglaise. Il inclut l'exploration des différences culturelles fondamentales et des pratiques commerciales en usage dans diverses régions du monde, de même que les différentes façons dont la langue anglaise devrait être utilisée dans des cas bien précis.

CEEN 411 English Grammar and Writing Techniques.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

CEEN 412 English Oral Communication Techniques.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

CEEN 421 English Written Communication Contexts.

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

CEEN 422 English Oral Communication Contexts.

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

□CEGL 102 Basic English.

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of Program Director) (Due to the intensive nature of this course, the standard add/drop and withdrawal deadlines do not apply. Add/drop is the first lecture day and withdrawal is the second lecture day.) For students with little or no knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en anglais à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

CEGL 104 Elementary English 1.

(11 CE Units) (60 hours) (Prerequisite: CEGL 102 or Entrance Placement Test or Permission of the Director) (Due to the intensive nature of this course, the standard add/drop and withdrawal deadlines do not apply. Add/drop is the first lecture day and withdrawal is the second lecture day.) For students with basic knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base de l'anglais, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

□CEGL 106 Elementary English 2.

(11 CE Units) (60 hours) (Prerequisite: CEGL 104 or Entrance Placement Test or Permission of the Director) (Due to the intensive nature of this course, the standard add/drop and



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withdrawal deadlines do not apply. Add/drop is the first lecture day and withdrawal is the second lecture day.) Instruction in listening, speaking, reading and writing English, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue anglaise. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

CEGL 213 Intensive English - Elementary 1

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): Entrance Placement Test or Permission of the Director) Designed for students who are evaluated as false beginners possessing a basic knowledge of English. Classes offer instruction in listening, reading, speaking, and writing. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in familiar situations related to daily life and familiar interactions.

CEGL 223 Intensive English - Elementary 2.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CEGL 213 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening, and reading skills in English at a high elementary level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in real life-situations related to personal life and living in an urban environment such as Montreal.

CEGL 228 Pronunciation Clinic 1.

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 102 or Permission of Director) For students with an elementary-to-low-intermediate knowledge of English who require particular pronunciation practice. A basic overview of the English phonetic system with an emphasis on segmentals, linking and rhythm. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau débutant, élémentaire ou intermédiaire bas qui ont besoin d'une formation pratique pour améliorer leur prononciation en anglais. Une introduction de base du système phonétique avec un accent particulier sur les segments, le rythme et les liaisons. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

CEGL 238 Pronunciation Clinic 2.

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 228 or CEEN 221 and CEEN 222 or permission of Director) For students with a mid-intermediate to advanced knowledge of English who wish to improve their pronunciation. A comprehensive overview of the English sound system with an emphasis on supra-segmentals, stress and intonation. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau intermédiaire moyen et élevé et de niveau avancé qui souhaitent corriger ou améliorer leur prononciation en anglais. Une révision complète du système des sons de la langue anglaise avec un accent particulier sur les supra-segments, l'accentuation et l'intonation. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

CEGL 313 Intensive English - Intermediate 1.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisites: CEGL 223, or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening and reading in English at a low-intermediate level. Course content provides students with the essential linguistic, communicative and socio-cultural skills required to initiate and respond to spontaneous interactions in a variety of real-life situations.

CEGL 323 Intensive English - Intermediate 2.

(20 CE Units) (This course is subject to limited enrolment)

(Prerequisites: CEGL 313, or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening and reading skills in English at a mid-intermediate level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to engage effectively with English language media and native speaker narration.

CEGL 333 Intensive English - Intermediate 3.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisites: CEGL 323, Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening and reading in English at a high-intermediate level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to understand nuance in public narration and critically analyze message and meaning.

CEGL 355 Intensive English - Bridge to Proficiency.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisites: CEGL 333, or Entrance Placement Test or Permission of the Director) Designed especially for students who need to consolidate and strengthen fundamental skills in English before proceeding to the advanced levels. Course content provides students with a review of learning strategies to reinforce linguistic skills and confidence, and permits the exploration of the creative power of language.

CEGL 413 Intensive English - Advanced A.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CEGL 355 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening, and reading in English at an advanced level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to succeed in an academic environment. Self-directed learning and cultural exploration are fostered.

CEGL 423 Intensive English - Advanced B.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CEGL 355 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening, and reading in English at an advanced level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to succeed in a professional environment. Self-directed learning and cultural exploration are fostered.

French Language Programs

CEFN 211 Functional French Grammar/Writing 1.

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEFN 212 French Communication Practice 1.

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills. Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEFN 221 Functional French Grammar/Writing 2.

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEFN 222 French Communication Practice 2.

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEFN 331 Functional French Grammar/Writing 3.

(3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEFN 332 French Communication Practice 3.

 (3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

□CEFN 401 French Vocabulary in Context. (3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Focuses on French communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrases and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

CEFN 402 Persuasive French in Communication.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Development of oral and written skills necessary for efficient communication in persuasive and argumentative situations, including argumentation mechanisms, and a study of linguistic and discursive elements for the convincing transmission of complex ideas.

Ce cours vise à développer, tant à l'oral qu'à l'écrit, les compétences nécessaires pour communiquer efficacement dans des échanges argumentés. Il traite des mécanismes de l'argumentation et propose une étude des éléments linguistiques et discursifs permettant une transmission convaincante d'idées complexes.

CEFN 411 French Grammar/Writing Techniques.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

CEFN 412 French Oral Communication Techniques.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

CEFN 421 French Written Communication Contexts.

(3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des



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individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

□CEFN 422 French Oral Communication Contexts. (3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

CFRN 102 Basic French.

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of the Director) For students with little or no knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en français à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

CFRN 104 Elementary French 1.

(11 CE Units) (60 hours) (Prerequisite: CFRN 102 or Entrance Placement Test or Permission of the Director) For students with basic knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base du français, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

CFRN 106 Elementary French 2.

(11 CE Units) (60 hours) (Prerequisite: CFRN 104 or Entrance Placement Test or Permission of the Director) Instruction in listening, speaking, reading and writing French, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue française. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

CFRN 203 Intensive French - Beginner.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): Entrance Placement Test or Permission of the Director) Designed for students with no knowledge of French. Classes offer instruction in listening, reading, speaking, and writing. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in simple situations related to daily life and social interactions.

CFRN 223 Intensive French - Elementary Low

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): Entrance Placement Test or Permission of the Director) Designed for students who possess a basic knowledge of French. Classes offer instruction in listening, reading, speaking, and writing. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in everyday situations and simple social interactions.

CFRN 310 Specialized French for Academic/Professional Purposes.

(16 CE Units) (Prerequisite: Entrance Placement Test, or Permission of the Director) Course will develop linguistic, communicative, discursive and socio-cultural competencies at an intermediate level. Classes provide instruction in listening, speaking, reading, writing and pronunciation. Learners practice various techniques necessary for effective oral/written communication in academic/professional contexts. The course also aims at increasing students' awareness of Quebec academic/professional contexts.

CFRN 323 Intensive French - Elementary.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite(s): CFRN 203 or CFRN 223 or Entrance Placement Test or Permission of the Director) Designed for students wishing to acquire a high elementary level in speaking, writing, listening and reading in French. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in various real-life situations related to personal and social life.

CFRN 333 Intensive French - Intermediate 1.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite: CFRN 323, or Entrance Placement Test or Permission of the Director) Designed for students wishing to acquire a mid-intermediate level in speaking, writing, listening and reading in French. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in real-life, personal, and work-related situations.

CFRN 343 Intensive French - Intermediate 2.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite: CFRN 333, or Entrance Placement Test or Permission of the Director) Designed for students wishing to acquire a high-intermediate level in speaking, writing, listening and reading in French. Course content provides students with the linguistic, communicative, and socio-cultural competencies required to function in various personal, social and work-related situations.

CFRN 355 Intensive French - Intermediate High

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite: Entrance Placement Test or Permission of the Director) Designed especially for students who need to consolidate and strengthen fundamental skills in French before proceeding to the advanced level. Course content provides students with a review of learning strategies to reinforce linguistic skills and confidence, and permits the exploration of the creative power of language.

CFRN 423 Intensive French - Advanced.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CFRN 343 or CFRN 355 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve proficiency in speaking, writing, listening, and reading in French at an advanced level. Course content provides students with the linguistic, communicative, and socio-cultural skills required to interact successfully in most personal, social and professional situations. Self-directed learning and cultural exploration are fostered.

General Studies

CBUS 204 Effective Public Speaking.

(6 CE Units) This course is designed for business and

professional people who must deliver oral reports, papers, talks and speeches to all types of audiences and for those wanting to improve their communication skills in dealing with their employer, employees, colleagues and clients. Learn to speak effectively by developing your presentation and public speaking skills. This course is designed to help you relate your ideas clearly and effectively to audiences that are so vital to you and your organization. Weekly sessions feature theory, class participation, as well as constructive audience and instructor feedback in a friendly, relaxed and non competitive atmosphere.

CBUS 208D1 (8 CE Units), CBUS 208D2 (8 CE Units) Facilitation for Results.

(Through interactive exercises, simulations, video segments, theory and practical applications, facilitating any type of session will become simplified. This course is suited for anyone involved in facilitating group interaction: team leaders, supervisors, managers, community practioners, teachers, adult educators, marketing, management and quality consultants.) (Students must register for both CBUS 208D1 and CBUS 208D2) (No credit will be given for this course unless both CBUS 208D1 and CBUS 208D2 are successfully completed in consecutive terms) Principles for effective facilitation largely developed and tested in the real business world, including tools and techniques at our disposal to become effective facilitators. Topics include: best practices, strategic planning, team dynamics, decision making strategies, project and requirements facilitation, problem identification and solving, focus group facilitation, workshop facilitation.

CBUS 210D1 (8 CE Units), CBUS 210D2 (8 CE Units) Comprehensive Business Analysis.

(Aligned with the industry standard Business Analysis Book of Knowledge® (BABOK®), published by the widely recognized International Institute of Business Analysis® (IIBA®), reflects best practices in the different business domains. Who should attend: Business analysts, project managers, project team members, team leaders, consultants, process and enterprise analysts.) (Students must register for both CBUS 210D1 and CBUS 210D2) (No credit will be given for this course unless both CBUS 210D1 and CBUS 210D2 are successfully completed in consecutive terms) Fundamental principles of business analysis and tools and techniques available. Principles apply to projects of all sizes in the business world. Topics include: standards, planning and monitoring, requirements elicitation and analysis, enterprise analysis, solution assessment, competencies, finance 101 business analysis, Lean-6 Sigma approach to problem identification.

CENG 221D1 (8 CE Units), CENG 221D2 (8 CE Units) Project Management.

(Students must also register for CENG 221D2) (No credit will be given for this course unless both CENG 221D1 and CENG 221D2 are successfully completed in consecutive terms) This course addresses the fundamental principles of project management, and the tools and techniques at our disposal to help achieve our goals. These principles, largely developed and tested on engineering projects, are being successfully applied to projects of all sizes and types within the business world. Topics covered include: project definition and start up; planning, scheduling and estimating; approval process, including testing for alternatives; project information and control systems; resource selection and allocation, implementation; post-project evaluation; project management as a career; skills and knowledge required by professionals, including decision-making and resource allocation appropriate to project phases; integration with other disciplines, including accounting and finance. Students will have the opportunity to apply the principles they learn through lab sessions using the latest computerized project management tools.

CENG 222 Risk Assessment: Ore Reserves/Mine Planning. (16 CE Units) The new generation of conditional simulation

technologies for assessing ore body uncertainty, effects on risk analysis and cash flow considerations. Emphasis on downstream applications pertinent to ore reserves, feasibility, design, development and planning stages of mining ventures, and financial optimization of relevant aspects of operations and production.

CENG 223 Project Management: Bridging Theory and Practice.

(4 CE Units) (Note: Presented as a series of 3-hour lectures, this course is designed for Project Management practitioners and managers.) Issues and risks commonly occurring in project delivery. Practical issues confronted by today's practicing project managers; practical and actionable solutions.

CHEM 183 World of Chemistry: Drugs.

(3) (Fall) (3 lecture hours/week) (Restriction: Not open to students who have taken CHEM 170.) Aspects of drugs including drug history, over the counter drugs (e.g. aspirin, cough remedies, allergy preparations), and street drugs. Significant attention will be paid to prescription drugs such as heart remedies and antibiotics.

RELG 254 Introduction to Sikhism.

(3) (Fall) An introduction to the historical and religious context in which the Sikh religion developed, its principal doctrines, practices and institutions and its evolution from its origins to the present, both inside and outside India.

SOIL 342 Organic Soil Fertilization.

(3) (Fall) (web-based course (offered online)) The need for using organic fertilizers to produce certified organic crops. Soil biology, nutrient requirements and fertilizers for organic crops; nutrient management and the soil foodweb; biocontrol opportunities.

Translation studies

CCOM 205 Communication in Management 1.

(3) (Because this course uses a workshop format, attendance at first class is desirable.) (Continuing Education: 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.

CCOM 206 Communication in Engineering.

(3) (Limited enrolment) (Restriction: B.Eng. students who have not taken EDES 201 or EDEC 202) (Because this course uses a workshop format, attendance at first class is desirable.) Written and oral communication in Engineering (in English): strategies for generating, developing, organizing, and presenting ideas in a technical setting; problem-solving; communicating to different audiences, editing and revising; and public speaking. Course work based on academic, technical, and professional writing in engineering.

CCOM 207 Communication in Public Relations.

(3) (Restriction: Students in Public Relations Management Certificate only.) Identifying, analyzing, and solving communication problems in a variety of public relations contexts. Emphasis on news releases, media kits, informational and promotional materials, and oral presentations.



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CCTR 222 English Usage for Translators.

(10 CE Units) (45 hrs) (\$285.00) Review of the major problems encountered by students when drafting texts in English. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard, regional and specialized vocabularies; textual analysis: structure of English texts at various levels (sentence, paragraph, etc.).

CCTR 223 Le bon usage pour traducteurs.

(10 CE Units) (45 hrs) (\$285.00) Review of the major problems encountered by students when drafting texts in French. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard, regional and specialized vocabularies; textual analysis: structure of French texts at various levels (sentence, paragraph, etc.).

CCTR 225 French Translation 1.

(3) (Restriction: Not open to students who have taken CCTR 220) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from English to French.

CCTR 226 English Translation 1.

(3) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from French to English.

CCTR 227 Spanish Translation 1.

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) An introduction to the principles of translation through careful analysis and translation of selected texts with a view to building competence in translating from English and/or French into Spanish.

CCTR 230 Précis-Writing / Contraction: texte.

(3) (Bilingual course / cours bilingue) This course is intended to give translators additional training which will be of practical use in their work. The emphasis will be on the understanding and analysis of texts in order to determine the essential elements needed in précis writing. Exercises based on varied French and English texts are intended to familiarize students with the preparation of texts of a practical nature, e.g. reports, minutes, abstracts. The objective of the course is to train students to summarize a given text accurately and concisely in a way that respects the form and sophistication of the original text and exploits the idiomatic nature of the language.

Ce cours vise à donner au traducteur une formation complémentaire utile à son travail. L'accent sera mis sur la compréhension et l'analyse du texte pour en dégager les éléments essentiels à partir desquels l'étudiant aura à rédiger un résumé. Exercices à partir de textes français et anglais variés visant à donner à l'étudiant l'habitude de rédiger des textes d'ordre pratique : comptes rendus, procès-verbaux, condensés. L'objectif sera d'arriver à une expression juste et concise respectant la forme et le niveau du texte, la correction et le caractère idiomatique de la langue.

CCTR 232 Documentation and Terminology/Documentation et terminologie.

(3) (Bilingual course / cours bilingue) Skills needed for research in documentation and terminology; on- and off-line use of databanks, Internet resources as well as various forms of records and corpora; introduction to MT (machine translation), CAT (computer-assisted translation) and localization.

CCTR 233 Techniques: Rédaction pour traducteurs.

(3) (en français) Les étudiants auront à rédiger d'une façon claire et concise en respectant les règles du code écrit. Ils apprendront à tirer profit de toutes les ressources stylistiques de la langue pour rendre leurs textes idiomatiques. Le cours portera sur différents aspects de la rédaction: publicité, rédaction commerciale, comptes rendus, communiqués de presse, et d'autres discours spécialisés.

CCTR 234 Writing Techniques for Translators.

(3) (In English) Students will practice writing clearly and

concisely, respecting the rules for written expression. They will learn to make use of all the stylistic resources of the language to make the text idiomatic and readable. The course will include various specialized discourses such as advertising, business letters, résumés, press releases, etc.

CCTR 237 Writing Techniques (Spanish).

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Practice in writing clearly and concisely, respecting the rules for written expression. Use of all the stylistic resources afforded by the language to make the text idiomatic and readable, including various specialized discourses such as advertising, business correspondence, résumés and press releases.

CCTR 310 Comparative Stylistics 2.

(3) (Bilingual course / cours bilingue) Provides linguistic and stylistic comparisons between English and French in terms of their relation to the practical study of Translation. Comparative analysis of the structures of the two languages will be used to outline the common problems of translation and to develop strategies for dealing with them. The emphasis will be placed on problems of grammar, syntax and style.

CCTR 317 Comparative Stylistics: Spanish/English/French.

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Linguistic and stylistic comparisons among English, French and Spanish in relation to the practical study of translation. Comparative structural analysis of the languages is used to outline the common problems of translation and to develop strategies for dealing with them. Emphasis on grammar, syntax and style.

CCTR 325 French Translation 2.

(3) (Prerequisites: CCTR 225 and CCTR 226 or CCTR 220, and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from English into French, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

CCTR 326 English Translation 2.

(3) (Prerequisites: CCTR 225 and CCTR 226 or CCTR 220, and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from French into English, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

CCTR 330 Text Revision/Révision: Texte 01.

(3) (Bilingual course / cours bilingue) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Condition préalable: CCTR 325 et CCTR 326 [ou CCTR 320]) This course is designed to teach students the principles of evaluating and correcting texts written in English or translated from French into English. Students will learn proofreading techniques and editorial practices. The relation between the translating and the revising of a text will be studied.

Ce cours vise à inculquer à l'étudiant des principes pour évaluer et corriger des textes rédigés en français ou traduits de l'anglais au français. On familiarisera l'étudiant aux techniques de la révision d'épreuves et au code typographique. La question des relations entre traduction et révision fera l'objet d'une étude.

CCTR 331 Translation Theory/Practice.

(3) (Bilingual course / cours bilingue) (Prerequisites: CCTR
 225 and CCTR 226 [or CCTR 220]) (Condition
 préalable: CCTR 225 et CCTR 226 [ou CCTR 220])
 Coordinated exercises in precise writing, translating, editing
 and revising. Review of contrastive grammar. Basic concepts of
 translation theory.

CCTR 333 Spanish Translation (into French).

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into French. Topics will cover areas of a general nature as well as business and administrative texts.

CCTR 334 Spanish Translation (into English).

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into English. Topics will cover areas of a general nature as well as business and administrative texts.

CCTR 337 Translation: German Into French.

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to French. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

CCTR 338 Translation: German Into English.

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to English. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

CCTR 340 Introduction to Spanish Text Revision.

(3) (Prerequisites: CCTR 333 or CCTR 334; and CCTR 317) (Note: The languages used in the course are Spanish, English and French.) Principles of evaluating and correcting texts written in Spanish or translated into Spanish from English or French. Proofreading techniques and editorial practices. Relationship between translation and text revision.

CCTR 360 Spanish Translation 2.

(3) (Prerequisite: CCTR 227; and CCTR 333 or CCTR 334) (Note: Language of instruction: Spanish) The emphasis of this course is on translation from English/French into Spanish. Material chosen for this course will cover those areas which at the moment are in greatest demand: law, material related to international agreements on the environment; computer science, etc.

Cours de traduction anglais/français-espagnol. Les documents étudiés pendant le cours couvrent des sujets particulièrement d'actualité : droit, accords internationaux sur l'environnement, informatique, etc.

CCTR 401 Independent Studies: Translation.

(3) (Prerequisite: Permission of the Program Director) (Condition préalable: autorisation du directeur du programme) Research, reading and special projects, permitting independent study under the guidance of a staff member specializing in the field of interest. Projects will have to be arranged individually with the instructors. A detailed study proposal must be submitted to the Director during the first week of class.

Recherche, lecture et projets spéciaux, permettant des études indépendantes sous la direction d'un membre du personnel spécialisé dans le domaine choisi par l'étudiant. Les projets doivent être conçus individuellement avec les chargés de cours. Projet d'étude détaillé à présenter au directeur pendant la première semaine de cours.

CCTR 433 French Translation 3.

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

CCTR 434 English Translation 3.

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR

432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

CCTR 435 French Translation 4.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

CCTR 436 English Translation 4.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

CCTR 437 Spanish Translation 3.

(3) (Prerequisites: CTR 317 and CCTR 360) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including management, finance, and international and monetary economics.

CCTR 438 Spanish Translation 4.

(3) (Prerequisite: CCTR 437) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including technical, legal, medical, and computer technology and software.

CCTR 441 Traduction Littéraire-Français.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (English into French) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

CCTR 442 Traduction Littéraire-Anglais.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (French into English) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

CCTR 500 Translation Practicum.

(3) (Prerequisite: CCTR 232, CCTR 233 or CCTR 234, CCTR 431 or CCTR 432, or equivalent and departmental permission) (Conditions préalables: CCTR 232, CCTR 233 ou CCTR 234, CCTR 431 ou CCTR 432, ou l'équivalent et autorisation du département) Students produce translated texts in a simulated translation office. A reviser will work with students under the guidance of the course instructor. The Practicum provides access to technology and documentation while teaching basic skills in practice development.

Les étudiants traduisent des textes à un service de traduction virtuel. Un réviseur travaillera avec les étudiants, en collaboration avec le chargé de cours. Accès à certaines technologies et à de la documentation.

CCTR 501 Traductologie.

(3) The nature of this course is theoretical as well as practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from English into French will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation.



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Denotes courses with limited enrolment.

Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use Think-Aloud Protocols (TAP) whenever possible.

Ce cours est à la fois théorique et pratique. L'étudiant est d'abord appelé à se pencher sur les travaux de certains théoriciens et traducteurs, puis à mettre en pratique les théories les plus utiles. Les textes à traduire d'anglais en français seront soumis à une analyse visant à en dégager les particularités textuelles (propriétés morphosyntaxiques et stylistiques), mais aussi le contexte situationnel complexe, le « discours » interlingue et interculturel. Ce travail vise à montrer clairement que le traducteur participe à une activité de communication dont la portée dépasse très largement la simple dimension textuelle, prévenant ainsi le recours abusif au modèle linguistique classique de la traduction. Certains sujets comme la médiation culturelle et linguistique seront abordés. Pour leur permettre de se familiariser avec les processus cognitifs, les étudiants seront dans la mesure du possible regroupés par deux et encouragés à privilégier la réflexion à voix haute.

CCTR 502 Translation Studies.

(3) The nature of this course is theoretical as well as practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from French into English will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation. Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use TAPs whenever possible.

CCTR 510 Computer Assisted Translation / Informatique en traduction.

(3) (Prerequisites: CCTR 501 or CCTR 502) (Conditions préalables: CCTR 501 ou CCTR 502) This course prepares the student for this vital approach to translation through its hands-on introduction to and use of IT applied to translation. The course consists of three major interrelated parts. Basic information necessary for the production of present day translations: operating systems and word processing. Use of programs and techniques essential for the production of quality products: Term-banks (Termium, BTQ, Eurodicautom), Personal Term-bank (Proterm), Optical Character Readers (OCRs); Auxiliary software programs that help faster processing; Electronic mail and fax for speedier contact and transfer of information by modem; Desk-top publishing. Study of the various translation specific software programs available for Computer Aided Translation (CAT) such as ATAO, NATUREL, EDIBASE, DOCUCOMP and COMPARITE Machine Translation such as Systran, PowerTranslator, TranslationManager/2.

Grâce à son introduction pratique et à l'application des technologies de l'information à la traduction, ce cours permet à l'étudiant de se familiariser avec une méthode de traduction essentielle. Il est divisé en trois grandes parties étroitement liées. Données de base nécessaires au travail du traducteur systèmes d'exploitation et traitement de texte. Utilisation de programmes et de techniques essentielles à la production de travaux de qualité : banques de terminologie (Termium, BTQ, Eurodicautom); banque de terminologie personnelle (Proterm); lecteurs optiques de caractères; logiciels auxiliaires permettant d'accélérer le traitement; courrier électronique et télécopieur permettant d'accélérer les échanges et de procéder au transfert de données par modem; éditique. Étude de divers logiciels de traduction assistée par ordinateur (ATAO, NATUREL, EDIBASE, DOCUCOMP et COMPARITE). Systèmes de traduction automatique (Systran, PowerTranslator, TranslationManager/2).

CCTR 511 Traduction Spécialisée 1.

(3) (Prerequisite: CCTR 501) (Condition préalable: CCTR

501) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale. juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

CCTR 512 Specialized Translation 1.

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence. Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans

CCTR 513 Traduction Spécialisée 2.

un cours magistral traditionnel.

(3) (Condition préalable: CCTR 501) Analyse de plusieurs langues de spécialité (médicale et scientifique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

CCTR 514 Specialized Translation 2.

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. scientific and medical, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence. Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

CCTR 515 Les Classiques Anglais.

(3) This course will expose students to the translations of major literary works written in the English language. The methodology involves a diachronic and synchronic analysis on a comparative basis. Students will be able to study the stylistic characteristics of great translators who have successfully transmitted the cultural background and stylistic characteristics of great authors, and who in that process have created "new" classics in their own right, which in turn have made a significant contribution to French culture and civilization.

Ce cours permet aux étudiants d'aborder l'étude des traductions de grandes oeuvres de la littérature anglaise. La méthodologie repose sur l'analyse diachronique et synchronique comparative. Les étudiants pourront ainsi étudier les propriétés du style de grands traducteurs qui ont su respecter le contexte culturel et le style des oeuvres de grands auteurs et ont ainsi créé de « nouveaux classiques » qui sont venus enrichir la culture et la civilisation françaises.

CCTR 516 The French Canon in Translation.

(3) This seminar focuses on translations of some of the important texts in the French cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to highlight the cultural and linguistic contributions of translations from one cultural community to another and how they may influence one's perception of the English language and culture.

CCTR 517 Histoire Différentielle: Français.

(3) Following a general introduction to the evolution of the French language from Old and Middle French through the French of the 16th, 17th, 18th and 19th centuries, the main focus of this course will be on the geographical variations and recent changes in the French language as it is used today within the countries of the French-speaking world (francophonie and créolophonie). Students will analyze the cultural context of the language in a variety of texts. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

Après une introduction générale portant sur l'évolution de la langue française (le vieux et le moyen français, le français des XVIe, XVIIe, XVIIIe et XIXe siècles), ce cours porte principalement sur les variantes géographiques et l'évolution récente du français aujourd'hui en usage dans les pays francophones (francophonie et créolophonie). L'étudiant pourra analyser le contexte culturel de la langue d'un éventail de textes. Des extraits de textes représentant un vaste éventail de régions et de périodes permettent aux étudiants de se familiariser directement avec cet aspect de la traduction.

CCTR 518 Differential History of English.

(3) This course offers a brief chronological survey of the linguistic development of the English language. Although students will study the language from Middle English onwards, and some initial attention will be paid to the prehistory of English (the Indo-European and Germanic languages) and Old English, the main focus will be on the lexical and grammatical changes of Present Day English and the regional varieties that have developed throughout the English-speaking world, as these

are especially pertinent to the contemporary translator. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

CCTR 519 Guided Cultural Reading / Lectures culturelles dirigées.

(3) Under the guidance of the lecturer, students will establish their corpus based on a reading list. During class meetings students will present oral analyses and evaluations of the works they studied, taking into account their particular area of interest. Topics will cover among others national and international social, political and religious institutions and issues.

Sous la direction du chargé de cours, l'étudiant choisit ses lectures sur une liste. En classe, les étudiants font à tour de rôle des exposés oraux où ils analysent et évaluent les oeuvres étudiées en tenant compte de leur champ d'intérêt particulier. Les textes étudiés portent notamment sur des institutions et questions sociales, politiques et religieuses nationales et internationales.

CCTR 520 Applied Research: Lexicography/Recherche en lexicographie.

(3) (Prerequisites: CCTR 501 or CCTR 502 and CCTR 510) (N.B. Each student can do research in his or her chosen field of concentration) (Conditions préalables : CCTR 501 ou CCTR 502 et CCTR 510) (Nota: Chaque étudiant peut faire sa recherche dans son champ de concentration) The material of this course can be divided into three major parts: The study of the basic structures of the lexicon, lexical units, word formation, lexical norms and standardization. A comparative study of certain aspects of the English and French lexicons and their varieties in the context of translation in Canada. Research in a specialized language domain normally considered beyond the scope of general language lexicons.

Ce cours comporte trois grands volets : Étude des structures fondamentales du lexique, des unités lexicales, de la formation des mots, des normes lexicales et de la normalisation. Étude comparative de certains aspects des lexiques anglais et français et de leurs variantes dans le contexte de la traduction telle qu'elle se pratique au Canada. Recherche dans une langue de spécialité sortant du cadre des lexiques généraux.

CCTR 521 Advanced Comparative Sylistics.

(3) The course provides an in-depth analysis of Spanish stylistics in comparison with English and French. The analysis of the structures of the Spanish language will be used to outline common problems of translation and to help students develop strategies for solving them. Students who are proficient in either English or French will be asked to do comparative studies of Spanish and their target language. Active participation in workgroups (oral and written) is essential since students will apply in practice what they have seen in theory. Objectives: To perfect students' knowledge of such concepts as language level, barbarisms, false cognates, and principles of correct usage; to provide an in-depth study of translation procedures and mechanisms, emphasizing the stylistic differences in language pairs; to examine and compare the underlying structures of Spanish and the target language used by the student.

Stylistique comparée de l'espagnol (niveau avancé). Ce cours propose une analyse approfondie de la stylistique comparée de l'espagnol et de l'anglais et du français. L'analyse des structures de l'espagnol permet de dégager des problèmes de traduction communs afin d'aider les étudiants à mettre au point des stratégies pour les résoudre. Les étudiants doivent réaliser diverses études comparatives de l'espagnol et de leur langue cible. La participation active à des groupes de travail (travaux oraux et écrits) est essentielle, car les étudiants doivent mettre en pratique ce qu'ils ont appris dans le cadre des cours théoriques. Objectifs : Permettre à l'étudiant d'approfondir certaines notions comme les niveaux de langue, les barbarismes, les faux-amis et les règles du bon usage. Permettre l'étude approfondie des procédés et mécanismes de traduction et surtout



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des différences stylistiques que présentent les deux langues choisies. Examiner et comparer les structures sous-jacentes de l'espagnol et de la langue cible choisie par l'étudiant.

CCTR 522 Advanced Précis - Writing (Spanish).

(3) The emphasis of this course will be on the understanding and in-depth analysis of a variety of texts of various areas in order to determine which are the essential elements needed in précis-writing. The exercises, which will be of a very practical nature, will include the summarizing of reports, minutes and abstracts. Students will learn to summarize texts accurately and concisely in a way that respects the form and rhetoric of the original text and exploits its idiomatic nature. Objectives: The student will perfect skills in analytical reading of texts for condensed form the capacity to synthesize.

Ce cours met l'accent sur la compréhension et l'analyse de textes de différents domaines pour en dégager les éléments essentiels nécessaires à la rédaction d'un résumé. Les exercices de nature très pratique consistent notamment à faire la contraction de rapports, de comptes rendus et de résumés. L'étudiant doit en arriver à une expression juste et concise qui respecte la forme et le style du texte original et en fait ressortir le caractère idiomatique. Objectifs : L'étudiant devra se perfectionner dans les domaines suivants : aptitude à analyser un texte pour en dégager le contenu et la structure; aptitude à rendre un texte en le résumant; capacité de synthèse.

CCTR 523 Text Revision in Spanish/Révision de textes en Espagnol.

(3) This course is designed to perfect the students' knowledge of the principles of evaluating and correcting texts written in Spanish and translated into English or French. Proofreading techniques and editorial practices will be studied and practiced. The relation between the translating and revising of a text will also be studied. Work will also be done using texts translated from English or French into Spanish when appropriate. Objectives: To make students fully aware of the fact that for good text revision one must take into consideration not only correct spelling and grammar, but also the message, style and targeted readers of the original text.

Ce cours doit permettre à l'étudiant de mieux se familiariser avec les principes de l'évaluation et de la correction de traductions en anglais ou en français de textes espagnols. Les techniques de correction d'épreuve et de rédaction y sont abordées et mises en pratique. On y traite également des rapports entre la traduction et la révision. Certains travaux porteront au besoin sur des traductions en espagnol de textes anglais ou français.

CCTR 524 Differential History of Spanish.

(3) Following a general introduction to the evolution of the Spanish language from the Medieval period, through the Golden Age to Modern Spanish, the main focus of this course will be on the geographical diversity of the Spanish language. Usage in Spain will be contrasted with the forms used in the different parts of Latin America. Students will also analyze the cultural context of the language in a variety of texts.

Après une introduction générale retraçant l'évolution de l'espagnol (le Moyen Âge, l'âge d'or et l'époque actuelle), le cours porte principalement sur la diversité géographique de l'espagnol. L'usage en Espagne sera comparé aux formes en usage dans différents pays d'Amérique latine. L'étudiant devra également analyser le contexte culturel de la langue de divers textes.

CCTR 525 Spanish Canon in Translation.

(3) This seminar focuses on translations of some of the important texts in the Spanish cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to demonstrate how translations can contribute to and influence, sometimes profoundly, the perception and understanding of Hispanic culture.

CCTR 526 Linguistics for Translation / La linguistique et la traduction.

(3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) This course is designed to give the student an overview of the scientific study of language and the manner in which it can be applied to translation. Students will apply their theoretical knowledge in

a series of practical exercises on the various topics. The course consists of three major parts: a) A presentation of the basic concepts of linguistics. b) A study of the mechanics of language with a particular emphasis on morphology and syntax and the use of the writing code. Application of the concepts of deep structure and surface structure to help in the decoding and encoding of texts in two different languages. c) A study of the theories of socio- and psycholinguistics as applied to translation.

Ce cours vise à donner à l'étudiant une vue d'ensemble de l'étude scientifique du langage et de ses modalités d'application à la traduction. Des exercices pratiques portant sur divers sujets permettent à l'étudiant de mettre en pratique ses connaissances théoriques. Le cours comprend trois grands volets : a) Une présentation des notions de base de la linguistique; b) Étude des mécanismes du langage et particulièrement de la morphologie, de la syntaxe et du code écrit. Application des notions de structure profonde et de structure superficielle pour faciliter le décodage et le codage de textes dans deux langues; c) Une étude des théories de la socio- et de la psycholinguistique appliquées à la traduction.

CCTR 527 History of Translation/Histoire de la traduction. (3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) In this course students will study the main trends in translation in the West from Antiquity to the present. Through a study of the most significant approaches to translation and the representatives of the different schools of thought through the ages, students will obtain an overview of the development of the profession. The course consists of two major parts: A diachronic study of language mediation and its role within the different cultures and the in-depth study of specific topics of outstanding importance within the evolution or translation.

Ce cours porte sur les grands courants de la traduction en Occident, de l'Antiquité à l'époque moderne. Fondé sur l'étude historique des courants les plus marquants et des grands représentants des différentes écoles, il propose une vue d'ensemble de l'évolution de la profession. Il comporte deux grands volets : une étude diachronique de la médiation du langage et de son rôle dans différentes cultures, l'accent étant mis sur la traduction de textes. L'étude approfondie de certaines questions précises qui revêtent une importance exceptionnelle pour l'évolution de la traduction.

CCTR 528 Current Cultural Topics.

(3) In this course the emphasis is on practical cultural studies. Students will be presented with the most recent developments in society on a variety of topics such as culture, national and international politics or popular science and technology in order to master the key vocabulary used in the different areas. The main objective of the course is to expose students to significant new topics of general interest in society with specific vocabularies in both English and French. Third languages will be accommodated whenever possible. Students will do practical work in terminology as well as field research.

Questions d'actualité : Ce cours met l'accent sur les études cu lturelles à caractère pratique. Il s'agit d'un tour d'horizon des évènements les plus récents survenus dans diverse domaines comme la culture, la politique nationale et internationale ou la vulgarisation scientifique et technologique que vise l'acquisition du vocabulaire de base de chaque domaine. L'objectif primordial du cours est de permettre aux étudiants de se familiariser avec de nouvelles questions sociales d'intérêt général et avec le vocabulaire anglais et français qui s'y rapporte. Dans la mesure du possible, on tiendra également compte d'une troisième langue. L'étudiant devra faire des travaux pratique de terminologie et mener une recherche sur le terrain.

CCTR 529 Text Revision/Révision: Texte 02.

(3) This course is designed to provide students with advanced practice in evaluating and correcting texts written in English or French. Students will perfect their proofreading techniques and editorial practices. The texts will be of a specialized nature so as to expose students to the more complicated aspects. Accuracy will be stressed. During workshop activities students will be encouraged to work in pairs and use TAPs whenever

possible.

Ce cours vise l'acquisition de techniques poussées d'évaluation et de correction de textes anglais et français. Les étudiants y perfectionneront leurs techniques de correction d'épreuves et de rédaction. Le travail portera sur des textes spécialisés afin que les étudiants puissent se familiariser avec les aspects les plus complexes du travail. L'accent sera mis sur la précision. Durant les ateliers pratiques, les étudiants seront invités à travailler deux par deux et à privilégier le plus possible la réflexion à voix haute.

CCTR 551 Comprehensive Evaluation/Évaluation globale.

(0 CE Units) (\$100.00) Upon completion of each course, the student will select the best work produced for that course. It will be set aside to form part of the "best-work" portfolio which the student will present to a graduating committee after completing all required and complementary courses. The selection of material for this purpose will be done in collaboration with the student's adviser and in such a way as to reflect all different aspects of the knowledge acquired by the student over the duration of his studies and to highlight the particular aspects and relevance of each of their courses.

À la fin de chaque cours, l'étudiant devra choisir son meilleur travail et le verser au dossier des travaux qu'il soumettra à un comité une fois qu'il aura mené à bien tous les cours obligatoires et facultatifs de son programme. Le choix de ces travaux se fait avec la collaboration du conseiller de l'étudiant; il reflète tous les versants des connaissances acquises par l'étudiant durant ses études et met en lumière les particularités et la pertinence de chaque cours suivi.

CPRT 211 Portuguese First Level.

(10 CE Units) (45 hrs) Frequent and systematic drill is used to develop rapid responses to spoken Portuguese and to enable the student to read quickly.

CPRT 221 Portuguese Second Level.

(10 CE Units) (45 hrs) (Prerequisite: CPRT 211) Conducted entirely in Portuguese and its aims are to speed up fluency, to achieve correctness of pronunciation, and to give a review of grammatical structures. Oral and written exercises will be given. Readings will be taken from modern Portuguese and Brazilian literature.

CSPN 211 Spanish 1.

(10 CE Units) (45 hrs) Designed to help students develop a basic knowledge of the Spanish language sufficient to communicate both orally and in writing in everyday situation. Differences between Latin American and Peninsular pronunciation and vocabulary will be discussed. Use of language and computer laboratories is an integral part of the course.

CSPN 221 Spanish 2.

(10 CE Units) (Prerequisite: Spanish 1 or equivalent) (45 hours) Course conducted entirely in Spanish. It aims to improve fluency, to achieve correctness in pronunciation, and to give an initial review of grammatical structures. Oral and written exercises form an integral part of the course. Cultural readings will be taken from literature (short stories), the Web, and newspapers.

CSPN 231 Spanish 3.

(10 CE Units) (Prerequisite: Spanish 2 or equivalent) (45 hours) Designed to help students acquire an Intermediate-High level of proficiency by further developing the four language skills. The course includes a wide range of activities - including electronic - to help students communicate more effectively. Spanish and Spanish-American short stories, magazine and newspaper articles will provide material for class discussions and presentations.

CSPN 241 Spanish 4.

(10 CE Units) (Prerequisite: Spanish 3 or equivalent.

Attendance requirement: Not less than 2/3 of lectures) (45 hours) While designed to allow students to reach functional competence in everyday situations, this course pays special attention to the more difficult aspects of grammar and social/business communication strategies. Readings will range from short literary texts to articles from magazines and newspapers. Computer software will be integrated whenever possible.

CSPN 352 Spanish 5: Business.

(10 CE Units) (Prerequisite: Spanish 4 or equivalent) (45 hrs) This course prepares students for successful communication in the Spanish-speaking business world. It introduces essential vocabulary in business contexts, reinforces strategies for understanding, interpreting, and responding to new information. It provides the format, style, language and protocol common to the business world, and provides abundant opportunities for interactive practice.

CSPN 353 Advanced Spanish Conversation/Espagnol,Conversation Avancée.

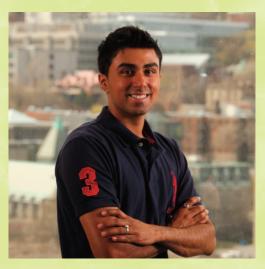
(10 CE Units) (45 hours) (Prerequisite: CSPN 241 or equivalent) Designed to provide students who have completed Fourth Level Spanish with the opportunity to practice the language through discussion of selected texts and topics of interest.



Not all courses are offered every year, and changes are made after the printing of this Calendar. Always check Class Schedule at www.mcgill.ca/students/courses/calendars for the most up-to-date information on whether a course is offered.

Denotes courses with limited enrolment.

Application Procedures



"After completing a degree at another university, I was drawn to McGill because of its solid reputation for producing worldclass professionals and alumni. To kick-start my career, I enrolled in McGill CCE's Graduate Diploma in Public Relations Management program and began with courses like Applied Public Relations, and Media Context and Applications.

As well as the great history that

comes with a McGill University education, Career and Management Studies (CMS) students benefit from the expertise of their professors. They have such great insight and industry experience, which is invaluable to a student's intellect and education.

While at CMS, I have developed many great relationships, both with classmates and the professors. Many of the students, like me, have recently earned undergraduate degrees and are now on the road to exciting careers.

I would recommend McGill's CMS to anyone who wants to really focus on a particular business niche. People who are working full-time or who are enrolled in other university programs will find much to inspire them – the educational materials and the quality of teaching are exceptional."

Rohit Gogna, *Graduate Student*, *Career and Management Studies*

11 Application Procedures

11.1 Admission Requirements

The admission requirements for programs offered through the Centre for Continuing Education vary. Please consult the appropriate academic area for the admission requirements for the program to which you would like to apply.

11.2 Programs of Study

Programs requiring formal admission include:

11.2.1 Undergraduate Programs

11.2.1.1 Bachelor of Commerce (Part-Time)

For more information, see section 1.8 "Bachelor of Commerce for Part-Time Students".

11.2.1.2 Business and Professional Programs

For more information, see section 1 "Career and Management Studies (Undergraduate Certificate Programs, Part-Time B.Com.)".

Certificate in Accounting Certificate in Entrepreneurship Certificate in Finance Certificate in Health and Social Services Management Certificate in Human Resources Management Certificate in Management Certificate in Marketing Certificate in Public Relations Certificate in Public Relations Certificate in Software Development Certificate in Software Development Certificate in Supply Chain Management and Logistics Certificate in Systems Analysis and Design Certificate in Northern Social Work Practice

11.2.1.3 Education Programs

For more information, see section 4 "Education".

Diploma in Human Relations & Family Life Education Certificate in Inclusive Education

Certificate in Education for First Nations and Inuit

Certificate in Aboriginal Literacy Education

Certificate in Middle School Education in Aboriginal Communities

Certificate in First Nations and Inuit Educational Leadership Bachelor of Education for Certified Teachers - (FNIE) Certificate in Aboriginal Education for Certified Teachers Certificate in First Nations and Inuit Student Personnel Services

11.2.1.4 English and French Language Programs

For more information, see section 5 "English and French Language Programs – English Language Programs" and see section 6 "English and French Language Programs – French Language Programs".

Certificate of Proficiency - English for Professional Communication

Certificate of Proficiency - French for Professional Communication

Certificate of Proficiency in English - Language and Culture Certificate of Proficiency in French - Language and Culture

11.2.1.5 Translation

For more information, see section 7 "Translation Studies".

Certificate in Translation - English to French Certificate in Translation - French to English Certificate in Translation - Spanish to English Certificate in Translation - Spanish to French Certificate in Translation - English/French to Spanish

11.2.1.6 Spanish and Portuguese

For more information, see section 7 "Translation Studies".

Spanish and Portuguese non-credit courses (an application for admission is not necessary) Certificate of Proficiency in Spanish

11.2.2 Graduate Programs

11.2.2.1 Business and Professional Programs and Courses

For more information, see section 2 "Career and Management Studies (Graduate Programs, Diplomas and Graduate Certificates)".

Diplomas in Management in 11 concentrations:

Diploma in Management: Marketing Diploma in Management: Operations Management Diploma in Management: Public Relations Diploma in Management: Taxation
Diploma in Management: Taxation Diploma in Management: Treasury-Finance

Graduate Certificates:

Graduate Certificate in Entrepreneurship Graduate Certificate in Health Care Management Graduate Certificate in Human Resources Management Graduate Certificate in International Business Graduate Certificate in Internet Business Graduate Certificate in Leadership Graduate Certificate in Marketing Graduate Certificate in Operations Management Graduate Certificate in Public Relations Management Graduate Certificate in Taxation Graduate Certificate in Treasury-Finance Graduate Certificate in Accounting Practice

Diploma Programs

Diploma in Accounting Diploma in E-Business Diploma in Finance Diploma in Human Resources Management Diploma in Internet Business Technology Diploma in Management - General Diploma in Public Relations Management Diploma in Supply Chain and Operations Management Graduate Diploma in Taxation

11.2.2.2 Education

For more information, see section 4 "Education". Graduate Certificate in Counselling Applied to Teaching

11.2.2.3 Translation

For more information, see section 7 "Translation Studies".

Graduate Diploma in Translation - English to French Graduate Diploma in Translation - French to English Graduate Diploma in Translation - Spanish to English Graduate Diploma in Translation - Spanish to French

11.3 Admission Procedures

11.3.1 Bachelor of Commerce (Part-Time)

Admission to the Bachelor of Commerce program is through Enrolment Services. Students can apply online at www.mcgill.ca/ applying. Applications for admission can be obtained from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 1Y1.

For application deadlines and procedures, contact Enrolment Services.

11.3.2 Faculty of Education, Continuing Education Programs

Application for admission to Faculty of Education, Continuing Education programs can be made on the web at: www.mcgill.ca/ applying. Students should complete the application form and submit the required documents to the appropriate academic area. For application deadlines and procedures visit www.mcgill.ca/ conted/acad/education.

Applicants to the First Nations and Inuit programs must contact the Office of First Nations and Inuit Education for admission information at 514-398-4533.

11.3.3 Continuing Education Undergraduate Certificate and Graduate Certificate and Diploma Programs

The Student Affairs Office of the Centre for Continuing Education processes admissions to the Centre's formal programs except for the Bachelor of Commerce and the Bachelor of Education programs.

McGill's online application form is available at www.mcgill.ca/ applying. Online application is preferred; however, limited numbers of paper applications are available and may be obtained by calling 514-398-6200 or by emailing admissions.conted @ mcgill.ca. Forms may also be picked up at 688 Sherbrooke Street West, 11th floor. A PDF copy of the paper application is also available on the website.

Application Deadlines for all programs:

Fall term	June 1
Winter term	October 1
Spring term	February 1

11.3.3.1 Application Fee

A non-refundable application fee of \$65 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting advanced standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, you will be required to submit a paper application. In this case, your payment can be made by certified cheque, money order or debit card.

11.3.3.2 Tracking the Status of Your Application

A notice acknowledging receipt of your application to McGill University will be sent to the email address indicated on your application.

This acknowledgement notice will contain a McGill identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system, at www.mcgill.ca/applying/knowingstatus.

You will be able to check the status of your application, including the receipt of supporting documents, on Minerva.

11.3.3.3 Supporting Documents - Undergraduate Programs

The following documents must be received before the application can be processed:

- An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the Centre for Continuing Education (see Legal Documents, section 12.2.2). Applicants applying on the basis of the CEGEP *Diplôme d'études collégiales* (DEC) must provide their Permanent Code so that McGill University can electronically access their CEGEP transcripts.
- Proof of age: Students 21 years of age and over, who do not have the normal academic background for admission, may be admitted as mature students. Two pieces of personal identification must be attached.
- TOEFL, IELTS, APIEL, McGill CCE TELP or McGill Certificate of Proficiency in English (if applicable) if your mother tongue is other than English (see Proof of Proficiency in English, section 1.12.2 or Proof of Proficiency in English, section 2.6.2). Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.
- 4. Proof of Canadian Citizenship or Landed Immigrant status (see Legal Documents, section 12.2.2).
- 5. Proof of Residency in Quebec (see Legal Documents, section 12.2.2).
- 6. The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) requires that all students attending a Quebec university have a Permanent Code (see Legal Documents, section 12.2.2).

11.3.3.4 Supporting Documents for Graduate Level Programs

Candidates wishing to apply to a graduate program must have a degree (i.e., a Bachelor's degree) from a recognized university that is equivalent to an undergraduate degree as approved by the *Ministère de l'Immigration et des Communautés culturelles*. Programs may have additional admission requirements. Please refer to the admission requirements specified in the program description.

The following documents must be received before the application can be processed:

- An unofficial transcript with confirmation of degree awarded and date of graduation or a letter from the University confirming expected date of completion (if the degree has not been granted yet).
- All students must make arrangements to have an official transcript with confirmation of degree awarded and date of graduation sent directly to the Student Affairs - Admissions Office from their previous educational institution before their application can be considered.
- TOEFL, IELTS, APIEL, McGill CCE TELP or McGill Certificate of Proficiency in English (if applicable) if your mother tongue is other than English (see Proof of Proficiency in English, section 2.6.2). Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.
- 4. Proof of Canadian Citizenship or Landed Immigrant status (see Legal Documents, section 12.2.2).

- 5. Proof of Residency in Quebec (see Legal Documents, section 12.2.2).
- The Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS) requires that all students attending a Quebec university have a Permanent Code (see Legal Documents, section 12.2.2).

Note: You cannot apply as a mature student for graduate-level programs.

11.3.3.5 Due Date for Documentation requirements for McGill applications

All required supporting documents, including transcripts, statements of standing, test scores, letters of recommendation, portfolios, etc. (depending on the program), must reach McGill by the admission deadline date, i.e., June 1 for Fall admission, October 1 for Winter admission and February 1 for Spring admission.

11.3.3.6 What are official documents at McGill?

McGill requires official versions of all transcripts and statements of academic standing from schools or other education institutions. Test scores and examination results must also be official. At McGill, "official" signifies that the school, educational institution or Examination Board, for students who write Advanced Level examinations, sends directly to McGill University without intermediary all transcripts, statements of academic standing, test scores and examination results. We do not accept as "official": copies of documents certified by a notary, commissioner of oaths, Canadian Education Centre or embassy staff member. We do not make conditional decisions based on unofficial transcripts or statements of academic standing.

We recognize that in some countries it is difficult to arrange for schools to send official transcripts. We also recognize that individuals who no longer reside in the country where they studied face particular challenges in arranging for official documentation. Should this be the case, please communicate this to us in writing and, if warranted, we will consider extending the deadline for document submissions.

For further information, such as the complete list of acceptable documents and the Attestation of Residency form, please contact the Student Affairs Office at 514-398-6200.

11.4 Deferring or Declining Our Offer of Admission?

The offer of admission is valid for one academic year beginning with the session of admission. If you do not enrol in courses during that one year period, you will be required to re-apply. If you wish to decline our offer of admission, please contact the Student Affairs Office via email at admissions.conted@mcgill.ca to inform them of your decision.

11.5 Program Transfers

A student may request one program transfer; each subsequent request will be treated as a new admission. In the latter case, the student will be required to complete an "Application for Admission" and will be subject to the \$65 application fee. Students who wish to transfer from one program to another must submit a written request to the Student Affairs Office. Please note that a student cannot request a transfer in the same session that he/she was admitted.

11.6 Advanced Standing

Advanced standing is processed at the time of admission at the written request of the student and is granted based on the documents submitted with the admission application. You may still apply for advanced standing for equivalent credit courses;

however, advanced standing will only be granted for equivalent credit courses taken within the last five years at the appropriate level and with the grade stipulated by the University.

11.6.1 Post-Admission Requests for Advanced Standing

Students applying for advanced standing after the time of admission must complete an "Application for Advanced Standing" and submit it to the Student Affairs Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

- Complete all sections of the Application for Advanced Standing.
- 2. Attach an unofficial copy of your transcript.
- Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).

Note: Summary course description(s) are NOT acceptable.

- Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Student Affairs Office of the Centre for Continuing Education.
- Students are responsible for submitting any additional supporting documentation to the Student Affairs Office of the Centre for Continuing Education.

The Application for Advanced Standing can be found online at: www.mcgill.ca/conted/studentres/forms. It is also available at the Student Affairs Office.

11.6.2 Exemption by Examination (for Career and Management Studies Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;
- or
 prerequisite courses which are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain an application form from *Career and Management Studies* or from the website: www.mcgill.ca/conted/ studentres/forms. Students interested in the Exemption by Examination test should contact *Career and Management Studies* for further details.

Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

11.7 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the Centre are designed for parttime students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The intensive English or intensive French language programs are full-time programs.

Prospective visa students should contact the Centre for Continuing Education to verify that the program to which they wish to apply may be taken full time. Students will be advised prior to registration of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities. Students will also be given a Study Plan which will outline the course sequence. Immigration authorities will ask to see the Study Plan before issuing or renewing a student visa. The Study Plan should be updated on a regular basis.

Note: Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

11.7.1 Application Procedures - International Students

For acceptance into a program, students must complete a formal application. Please see Admission Procedures, section 11.3, for information on how to apply to a program.

International students are reminded that in order to study at McGill they are required to obtain a "study permit" (visa) from the Canadian immigration authorities. This, in turn, can be issued only after a "certificate of acceptance" has been obtained from the Quebec immigration authorities.

Initial application for a "study permit" may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the Centre's programs does not necessarily entitle a student to a "certificate of acceptance" or "study permit", which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate "work permit" is required.

11.7.2 Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

The process begins with a Letter of Acceptance from McGill University. You should start the application process as soon as you receive your letter of admission from McGill. International students are reminded that it may take up to three to six months for a study permit to be issued and that they should make allowance for this when making their application to the Centre for Continuing Education.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *Certificat d'Acceptation du Québec* (CAQ) will be required of all international students at registration. International students have two immigration options depending on the length of time chosen to study in Canada:

11.7.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs)

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from the Canadian Immigration service. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

11.7.2.2 Study Permit

Persons planning to study for more than 6 consecutive months are required to obtain a *Certificat d'Acceptation du Québec* (CAQ) from Immigration Québec and a Study Permit from Immigration Canada. The first application for these documents must be made before arriving in Canada. For more information, you may consult the Immigration Canada website at www.cic.gc.ca.

Students must start by applying for the *Certificat d'Acceptation du Québec* (CAQ) at the Immigration Québec office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on their website at www.immigration-quebec.gouv.qc.ca. Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit. In some cases it may expire before you register for your second year at McGill. It is extremely important that you do not let your Study Permit expire. You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

11.7.2.3 Permanent Code

You will also be required to submit copies of both the CAQ and Study Permit to the Student Affairs Office for the creation of a Permanent Code. Please take special note that students who have been accepted to programs that will be completed in less than six months have the option of studying without the CAQ and the Study Permit.

Students who register without a CAQ and a Study Permit will be required to submit a copy of their passport and birth certificate to the Student Affairs Office for the creation of a Permanent Code.

Immigration Contacts

Citizenship & Immigration Canada

www.cic.gc.ca Case Processing Centre Vegreville, Alberta, T9C 1X6 CANADA Telephone: 1-888-242-2100

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

www.immigration-quebec.gouv.qc.ca 285 Notre-Dame Street West Main Floor, Suite G-15 Montreal, Quebec, H2Y 1T8 CANADA Telephone: 514-864-9191

Canadian Bureau for International Education (CBIE)

www.cbie.ca 220 Laurier Ave. West, Suite 1550 Ottawa, Ontario, K1P 5Z9 CANADA Telephone: 613-237-4820

Canada Border Services Agency www.cbsa.gc.ca

From within Canada, call: 1-800-461-9999 (toll-free). From outside Canada, call: 204-983-3500 or 506-636-5064 (long distance charges apply). Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

11.7.2.4 Compulsory Health Insurance (International Students)

By Senate regulation, all students (full-time, part-time, special, exchange and visiting) and their accompanying dependants who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan.

For enrolment procedures and details on the health insurance plan, students should consult the International Student Services website. All inquiries related to this University policy must be directed to International Student Services.

Health Insurance Telephone: 514-398-6012 Email: international.health@mcgill.ca Website: www.mcgill.ca/internationalstudents/health

Note: Students registered in the intensive English and/or the intensive French language programs should contact the Student Affairs Office for details.

11.8 Special Student Status

11.8.1 Undergraduate Courses

The majority of undergraduate courses at the Centre are open to the general public. Anyone over 18 years of age can participate. (If you are under 18 years of age you may register only if you have already completed your CEGEP diploma).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do this by registering as a "Special student". You must nevertheless have the prerequisite qualifications normally required for the course and meet the admission criteria.

Note: The number of courses a Special student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The Centre for Continuing Education has no obligation to recognize credits earned by Special students toward completion of a certificate program.

For details on how to register in courses, please consult the website: www.mcgill.ca/conted/applyregister.

11.8.1.1 Documents Required to Register for Undergraduate Courses

For more information, see section 12.3.3 "Other Ways to Register".

11.8.2 Graduate Level Courses

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies and the *Ministère de I'Immigration et des Communautés culturelles* to be admitted to a graduate-level course.

Note: Other academic regulations may apply to Special students, depending on the courses in which you register.

For further information please refer to the relevant academic area's section of the Calendar or to the website: www.mcgill.ca/ conted/applyregister. Special students who wish to register for graduate-level courses must see an adviser prior to registration.

11.8.2.1 Documents Required to Register for Graduate Level Courses

For more information, see section 12.3.3 "Other Ways to Register".

11.9 Professional Associations

The Centre for Continuing Education is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Education courses and programs as credit toward their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to pass/fail marks and other examination conditions. The Centre cooperates with the following organizations:

Association of Administrative Assistants Qualified Administrative Assistant Programme (Q.A.A.)

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization with a three-fold purpose: to establish a national standard of qualifications for administrative assistants to senior personnel; to reach this standard by providing advanced education; and to make management aware of the fully qualified administrative assistant.

Its mission is to assist members in the continuing development of administrative skill, underlying knowledge and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

The Qualified Administrative Assistant Program provides a solid background in general business education. An applicant wishing to register as a student must be a member of the Association of Administrative Assistants before they can apply to become a Q.A.A. Program student. Q.A.A. designation holders must remain members in good standing of the Association of Administrative Assistants to retain the designation of Qualified Administrative Assistant.

The program consists of three compulsory courses and four elective courses offered at 18 post-secondary institutions across Canada and must be successfully completed within six years to qualify for the Q.A.A. Certificate and designation. Students must successfully complete the seven-course program with an overall grade point average of 60%.

To obtain important information on program requirements, please visit our website at www.aaa.ca or contact the National Director Registrar at email: registrar@aaa.ca.

Autorité des Marchés Financiers

The Centre for Continuing Education at McGill University offers courses in "Personal-lines and Commercial-lines damage insurance" (I.A.R.D.). These courses will help you prepare for examinations, which are administered by *l'Autorité des marchés financiers*. To receive a representative's certificate (agent/broker) in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at *l'Autorité des marchés financiers*. Before registering for courses at McGill, it is necessary to first contact *l'Autorité des marchés financiers* to find out the minimum requirements. You must contact them by calling: 1-877-395-0337 or by visiting them on the web at: www.lautorite.qc.ca. For more information on the courses offered at McGill, call: 514-398-1030.

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:

Canadian Institute of Management Mr. Pierre Henri 200-2140 boul. Marie-Victorin Longueuil, QC J4G 1A9 Telephone: 450-671-6775 Email: info@cim-icg.ca Website: www.cim-icg.ca

Canadian Institute of Traffic and Transport (CITT)

Completing the Certificate in Logistics Management and satisfying the other requirements of the Canadian Institute of Traffic and Transportation will qualify the candidates for membership and to use the CITT designation.

The first two courses, Transportation Systems and Logistics Processes are offered by the CITT directly. No exemptions are allowed for these two courses.

Full information on the cooperative arrangements can be obtained from the Centre. Students interested in membership or further information on the organization should contact:

Canadian Institute of Traffic and Transportation 10 King Street East, Suite 400 Toronto, ON M5C 1C3 Telephone: 416-363-5696 Fax: 416-363-5698 Email: info@citt.ca Website: www.citt.ca

Canadian Payroll Association (CPA)

Certified Payroll Manager Program

McGill's Centre for Continuing Education offers compulsory courses recognized by the Canadian Payroll Association (CPA) for their Certified Payroll Manager (CPM) certification.

The Canadian Payroll Association's Certified Payroll Manager Program (CPM) is recognized nationally as the standard of excellence for payroll training.

The CPA awards two levels of certifications – the Payroll Compliance Practitioner Certificate (PCP) and the Certified Payroll Manager Certificate (CPM) upon completion of compulsory courses. For further information, contact the Canadian Payroll Association at 416-487-3380 ext. 272, or by email at: cpm@payroll.ca.

Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America offering an international professional designation – ACIS and FCIS – for corporate governance professionals, administrators, and corporate secretaries.

To become a Chartered Secretary, candidates must complete ICSA's International Qualifying Scheme. The Professional Program is an express route available to qualified candidates, including graduates from McGill University in any discipline. This eight-module program of study includes:

- Corporate Law
- Financial Accounting
- Management Accounting
- Strategic & Operations Management
- Corporate Governance
- Corporate Administration
- Corporate Secretarial Practice & Procedures
- Corporate Financial Management

The Institute maintains an international standard exemption policy. Exemptions of four subjects will be granted to graduates with a degree in Commerce, Business Administration or Law. For further information contact:

Education Coordinator Chartered Secretaries Canada 310 - 2175 Sheppard Avenue East Toronto, Ontario, M2J 1W8 Telephone: 416-944-9727 or 1-800-501-3440 Email: education@icsacanada.org Website: www.icsacanada.org

Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional designation. Full information on the cooperative arrangements can be obtained from the Centre. Students interested in membership or further information on the organization should contact:

Institut d'assurance de dommage du Québec 1200 McGill College Ave., Suite 1650 Montreal, QC H3B 4G7 Telephone: 514-393-8156 Fax: 514-393-9222 Email: montrealcourriel@institutdassurance.ca Website: www.institutdassurance.ca

Insurance Institute of Canada 18 King Street East, 6th Floor Toronto, ON M5C 1C4 Telephone: 416-362-8586 Fax: 416-362-1126 Email: genmail@insuranceinstitute.ca Website: www.insuranceinstitute.ca

International Association of Business Communicators

The Montreal chapter of IABC recognizes McGill's public relations programs. For more information on IABC membership or the association, please visit the website at http://montreal.iabc.com or contact VP Membership, Rodrigo Lima at 514-904-4083.

International Institute of Business Analysis (IIBA®)

International Institute of Business Analysis (IIBA®) is an independent non-profit professional association serving the growing field of Business Analysis. For individuals working in a broad range of roles - business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement and more - IIBA® can help you do your job better and enhance your professional life. McGill University's Centre for Continuing Education has been approved as a provider of business analysis training by the IIBA. As such, certain courses offered by the Centre may lead to professional development hours (PDs) recognised by the IIBA.

For more information about the IIBA, please visit www.theiiba.org/am.

Intellectual Property Institute of Canada (IPIC)

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trademarks, copyright and industrial design. It is comprised of over 1,700 members from Canada and abroad. IPIC is the only professional association in Canada to which nearly all patent agents, trademark agents and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC website at www.ipic.ca.

L'Ordre des Administrateurs Agréés du Québec

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers special opportunities to exchange with experienced chartered administrators (C.Adm.) while they work towards obtaining their official title.

To become a member, candidates must possess:

- A bachelor degree in business administration, commerce or similar discipline;
- Good knowledge of French.

OR

- A degree in another discipline but at least 30 credits in
- business administration, commerce or similar discipline;
- Good knowledge of French.

Students interested in membership or further information on the organization should contact:

Service de l'admission de l'Ordre 910 Sherbrooke St. West, Suite 100 Montreal, Quebec, H3A 1G3 Telephone: 514-499-0880 or 1-800-465-0880 Fax: 514-499-0892 Email: info@adma.qc.ca Website: www.adma.qc.ca

Ordre des CGA du Québec (Certified General Accountant - CGA)

In order to fulfil the educational requirements necessary to obtain the CGA professional designation, the candidate must hold:

- a bachelor of commerce degree with a major in accounting; or
- a bachelor of commerce degree with honours in accounting; or
- a "baccalauréat par cumul"* from an educational institution which recognizes either McGill University's Certificate in Accounting or Certificate in Management in combination with two other certificates from the same institution;

and she/he must complete the Short Graduate Program in Professional Practice, pass the four national examinations and acquire 24 months of practical work experience. Under certain conditions, the specific competencies examinations Advanced Personal and Corporate Taxation 2 (TX2) and Internal Auditing and Controls (MU1) or Advanced External Auditing (AU2) might be exempted.

A list of specific courses necessary to complete the educational requirements and descriptive brochures of the Order can be obtained from the Centre for Continuing Education. Students interested in acquiring membership should contact:

Ordre des CGA du Québec 500 Places d'Armes, Room 1800 Montreal, Quebec, H2Y 2W2 Telephone: 514-861-1823 or 1-800-463-0163 Fax: 514-861-7661 Email: formation@cga-quebec.org Website: www.cga-quebec.org

* Please note that McGill University does not offer a "baccalauréat par cumul". Candidates who wish to obtain one should consult other (francophone) universities in Quebec for information on how a McGill certificate program can be credited towards a bachelor's degree, i.e., "baccalauréat par cumul".

Ordre des Comptables en Management Accrédités du Québec (Certified Management Accountant - CMA)

The Bachelor of Commerce program with an Accounting Concentration fulfils the educational requirements of the Ordre des comptables en management accrédités du Québec and with the appropriate options prepares students to write the CMA Entrance Examination.

A list of specific courses required to complete the educational requirements and descriptive brochures of the Order can be obtained from the Centre. Students interested in further information on the CMA designation should contact the Coordinator, Admission and Quality at:

Ordre des comptables en management accrédités du Québec 715 Square Victoria, 3rd Floor Montreal, Quebec, H2Y 2H7

Falephone: 514-849-1155 ext. 227 or 1-800-263-5390 Fax: 514-849-9674 Email: formation@cma-quebec.org Website: www.cma-quebec.org

Ordre des Conseillers en Ressources Humaines et en Relations Industrielles Agréés du Québec (ORHRI)

The Ordre des conseillers en ressources humaines agréés is the primary reference organization in its field in Quebec. It has a membership of close to 9,500 professionals, candidates and students, including 5,000 CHRPs and 2,500 CIRCs. It is the only organization devoted to the protection of the public authorized by the Professional Code to confer these professional designations.

Active in all sectors, CHRPs and CIRCs contribute to the development and maintenance of a healthy working atmosphere and a safe, efficient organizational environment that respects the uniqueness of each and every employee. They also represent employers and employees in various areas of HR management, from industrial relations, to staffing, training, occupational health and safety, organizational development and compensation.

Students who are interested in becoming members or in learning more about the association should contact the *Ordre des conseillers en ressources humaines agrées* at:

Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec 1200 McGill College Avenue, Suite 1400 Montreal, Quebec, H3B 4G7 Telephone: 514-879-1636 Fax: 514-879-1722 Email: info@portailrh.org Website: www.portailRH.org

Ordre des Traducteurs, Terminologues et Interprètes Agréés du Québec

The Ordre des traducteurs, terminologues et interprètes agréés du Québec is an order with a reserved title representing nearly 1,900 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology and interpretation.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation. Students wishing to apply for admission as student members or to apply for certification may do so by contacting the certification coordinator at 514-845-4411, ext. 223, or at 1-800-265-4815, ext. 223.

OTTIAQ 2021 Union Avenue, Suite 1108 Montreal, Quebec, H3A 2S9 Fax: 514-845-9903 Email: info@ottiaq.org

Project Management Institute (PMI®)

The Project Management Institute (PMI) is an autonomous, nonprofit, tax-exempt, membership association dedicated to advancing the state-of-the-art in effective and appropriate application of the practice and science of project management.

McGill University's Centre for Continuing Education has been approved as a provider of project management training by the PMI. As such, certain courses and seminars in project management offered by the Centre may lead to PDU credit for PMI members. For more information about the PMI, please visit www.pmi.org

or contact:

Telephone: 610-356-4600 (Option 8 from phone menu) Fax: 610-356-4647 Email: customercare@pmi.org

Email: customercare@pmi.org

Purchasing Management Association (PMAC)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the *Corporation des Approvisionneurs du Québec* (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8,000 members in 10 institutes across Canada.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Purchasing decisions are strategically important. They reflect directly on a corporation's bottom line, where a purchasing dollar saved has the same effect as \$10.00 sales.

The CAQ and the PMAC are the voice of an exciting and progressive business profession, purchasing and supply management. We offer a wide range of services to our members:

professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and ten provincial and territorial institutes.

The association offers both a Supply Chain Management and the internationally recognized CERTIFIED PROFESSIONAL PURCHASER (C.P.P.) DESIGNATION. The programs are comprised of purchasing courses, modules, seminars, workshops and general management course (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at www.pmac.ca or the Quebec Institute at www.caq.qc.ca.

Corporation des Approvisionneurs du Québec 895 boulevard du Séminaire Nord, Suite 302 Saint-Jean-sur-Richelieu, QC J3A 1J2 Telephone: 1-800-977-1877 or 450-357-0033 Fax: 450-357-0044 Email: info@caq.qc.ca.

Quebec Risk and Insurance Management Association (QRIMA)

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the offering of risk management courses that lead to the CRM (Canadian Risk Management) and the RIMS Fellow designation. Further information can be obtained from the association or visit the QRIMA website: www.agraq.org or email info@agraq.org. Any queries can be directed to Janice McGraw at 514-398-6251.

Risk and Insurance Management Society, Inc. (RIMS)

RIMS is the professional body determining standards, sponsoring education programs and controlling the professional designations for the CRM (Canadian Risk Management) and the RIMS Fellow. To be eligible for the CRM designation, candidates must success-fully complete the three risk management (Risk Assessment, Risk Control and Risk Financing) courses. To be eligible for the RIMS Fellow designation, candidates must complete four university-level courses, Accounting and Finance are required and the two courses selected from business, economics, MIS, law, insurance, marketing or management, twelve days of RIMS Fellow workshop, as well as completing the three risk management courses. For further information please contact:

The Global Risk Management Institute, Inc. 1065 Avenue of the Americas, 13th Floor New York, NY 10018, USA Telephone: 212-655-6221 Fax: 212-655-6042 Email: fjordan@rims.org

Société Québécoise des Professionnels en Relations Publiques

This association recognizes McGill's public relations programs. Students interested in membership or further information about the organization should contact:

Société québécoise des professionnels en relations publiques 4316 boulevard St-Laurent, Suite 200 Montreal, QC H2W 1Z3 Telephone: 514-845-4441 Fax: 514-842-4886 Email: info@sqprp.ca Website: www.sqprp.ca

General Information



"I've always liked "school", however defined, and for me MILR is a natural progression in learning. It builds on the structured education of youth while adding a flexible "do your own thing" approach. I think many people like this self-directed aspect of learning, which is inherent in our philosophy. The group meetings act as a catalyst for further individual research. Also, MILR is a lot of fun – there's much laughter as well as learning.

Seeing our older members actively enjoying learning has made me feel optimistic about aging. I like the inter-generational discussion and am impressed by the knowledge and enthusiasm of the moderators and other members. It is a very positive and rejuvenating experience.

I would recommend MILR to any person who likes to learn. There are no formal educational requirements. Our members include people who left school at an early age, as well as emeritus professors. Anyone who feels uncertain about joining a study group can become an associate member, which allows them to attend lectures and social events.

It is an incredible organization! Our members resemble migrating geese. Sometimes we lead, sometimes we follow and together we support and inspire each other in our enjoyment of lifelong learning."

Mhorag Ewing, Member, McGill Institute for Learning in Retirement

12 General University Information and Regulations

12.1 General Policies and Information

12.1.1 Authorization, Acknowledgement and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

12.1.2 Student Rights and Responsibilities

The Handbook on Student Rights and Responsibilities is published jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill. You will receive it when you get your student ID card at Enrolment Services (Downtown) or the ID Centre at Macdonald Campus.

The Handbook is also available at www.mcgill.ca/ students/srr/publications.

Note for Continuing Education: You can access the Handbook at www.mcgill.ca/students/srr/publications.

12.1.3 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning secondlanguage course offerings can be found in the *Faculty of Arts* section of the *Programs, Courses and University Regulations* publication and in the Summer Studies and Continuing Education Calendars. There are special language requirements for Faculty of Education students; see the *Faculty of Education* section of the *Programs, Courses and University Regulations* publication available at www.mcgill.ca/study.

Note for Continuing Education: For English Language programs, see section 5 "English and French Language Programs – English Language Programs".

12.1.4 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

In accordance with Quebec's Act Respecting Access to Documents held by *Public Bodies and the Protection of Personal Information* (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

- Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries).
- Ministère de l'Immigration et des Communautés culturelles and/or the Régie de l'assurance-maladie du Québec and the Ministère de l'Éducation, du Loisir et du Sport (MELS).
- The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities).
- 4. The Association of Universities and Colleges of Canada.
- The Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics.
- 6. The school(s) or college(s) that you attended.
- 7. Students and alumni who have volunteered to speak with admitted students.
- 8. Student Associations recognized by McGill University for the student category(ies) to which you belong.
- 9. The McGill Alumni Association.
- 10. Professional bodies or corporations (e.g., engineers, dentists).
- 11.McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10 and 11, you must complete and submit an *Opposition Form*, available at Enrolment Services.

12.1.5 Email Communication

All students are assigned a McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva, under the Personal Menu.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the *Policy on the Responsible use of McGill Information Technology Resources* and *Email Communications with Students* policies found under *Information Technology* on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see section 13.8 "For your Information Technology (IT) needs".

Note for Continuing Education: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

12.1.6 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *FairPlay*, the student guide to academic integrity available at www.mcgill.ca/students/srr/honest. There you will also find links to instructional tutorials and strategies to prevent cheating. The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the Code in the Handbook on Student Rights and Responsibilities or at www.mcgill.ca/students/srr/publications.

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article16 of the Code of Student Conduct and Disciplinary Procedures.

The Office of the Dean of Students administers the academic integrity process as described in the *Handbook on Student Rights and Responsibilities*.

12.1.7 Proper Use of Computing Facilities

You must comply with the *Policy on the Responsible use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies*, *Procedures and Guidelines* under *Information Technology*, at www.mcgill.ca/secretariat/policies/informationtechnology.

12.1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see www.mcgill.ca/adminhandbook/policies/smoking.

12.1.9 Health Insurance – International Students

By Senate regulation, all international students (full-time, parttime, half-time, additional session, Special, Exchange and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan. The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. You must pick up an International Health Insurance card from Enrolment Services upon your arrival at McGill University.

Students who meet certain criteria may be eligible for an exemption. If you believe you are eligible, you must present valid documentation proving eligibility to Enrolment Services before the deadline.

Service Point 3415 McTavish Street Montreal, QC H3A 1Y1

For enrolment procedures and details on the health insurance plan, consult the website: www.mcgill.ca/internationalstudents/ health. For information concerning rates, see www.mcgill.ca/ internationalstudents/health/fee.

All inquiries related to this University policy must be directed to International Student Services:

International Health Insurance Telephone: 514-398-6012 Email: international.health@mcgill.ca Website: www.mcgill.ca/internationalstudents/health

Note for Continuing Education: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Student Affairs Office, Centre for Continuing Education, 514-398-6200 for information on health insurance.

12.1.10 Health Insurance – Canadian Residents

If you are a Canadian student from outside Quebec, you should check with your provincial medicare office to ensure that you have valid health coverage while studying at McGill.

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To

ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services (www.mcgill.ca/internationalstudents). Please note that this option is available only during the first month of your first semester at McGill.

All undergraduate students who pay tuition fees at either the Canadian or Quebec rates and who are members of the Students' Society of McGill University (SSMU) or the Macdonald Campus Students' Society (MCSS) are automatically covered by their applicable Students' Society's Health and Dental Plans. For details on fees, change of coverage dates and on what is covered by the plans, refer to www.ihaveaplan.ca. If you're not sure of your eligibility, contact the *Alliance pour la santé étudiante au Québec* (ASEQ) at 514-789-8775 (www.aseq.com).

Note for Continuing Education: As a Continuing Education student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.

12.1.11 Minerva

Minerva is McGill's web-based information system serving students, staff and faculty. To access Minerva, go to www.mcgill.ca/minerva and login. Once logged in, you can:

- Apply to McGill and view your application status.
- View class schedules, including course descriptions and spaces available in course sections.
- Register and make course changes.
- Change your major or minor program (not all faculties).
- View your unofficial transcript and degree evaluation reports.
- View your McGill login information to access the internet and email.
- View your Permanent Code, citizenship and Quebec residency status and fee information.
- Update personal information such as address, telephone number and emergency contacts.
- Submit an online course evaluation.
- Submit an application to participate in an exchange program (not all faculties).
- Apply to graduate.
- · View graduation status and convocation details.
- Order official transcripts.
- Retrieve tax receipts.

12.1.12 myMcGill

McGill's portal, *my*McGill, gives students and staff a personalized interface to the University's information systems.

*my*McGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- myCourses (WebCT)
- Exchange (email)
- Gateway (www.mcgill.ca)
- Library
- Minerva
- Athletics
- *my*Future

To log into *my*McGill, click the *my*McGill tab at the top-right corner of the McGill homepage (www.mcgill.ca) or go to https://my.mcgill.ca.

12.2 Personal Information

12.2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva

(www.mcgill.ca/minerva) under the Personal Menu.

If you are away from campus and do not have access to the internet, you can request changes by writing to your Student Affairs Office or to Enrolment Services. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to:

Service Point 3415 McTavish Street Montreal, QC H3A 1Y1

Macdonald Campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

Note for Continuing Education: If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or correction of your birth date, you must go in person (as soon as possible) to the Continuing Education Student Affairs Office. Such changes can only be made in person at the Centre for Continuing Education, Student Affairs Office, 688 Sherbrooke Street West, Room 1199.

12.2.2 Legal Documents

12.2.2.1 Why Does McGill Collect Legal Documents from you?

Tuition fees at McGill vary depending on whether you have provided us with proof that you are a Quebec student, a Canadian out-of-province student, or an international student, as per section 12.2.2.2, "What Documents Does McGill Need from You?".

Some of the documents McGill requests from you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code, is issued by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code - you can find it on your school report card or your CEGEP or university transcript. After you have accepted the University's offer of admission, you can check on Minerva (under the *Personal Menu*) to see if McGill has received your Permanent Code.

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select Student Menu > Student Accounts Menu > View your Tuition and Legal Status.

12.2.2.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. Send clear, legible copies of documents (not originals).

Quebec and Canadian-Out-Of-Province Students

Quebec and Canad	lian-Out-Of-Province Students
You have applied to McGill directly from CEGEP or you already have a student record at McGill	 Usually no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS)
You have applied to McGill from another Quebec university	 Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (Note 3) For your Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Quebec <i>Ministère de l'Éducation, du Loisir et du Sport</i> (MELS)
You were born in Quebec	 Quebec birth certificate (Note 1 and 5) Permanent Code Data Form (Note 2 and 6)
You were born (or became a Landed Immigrant) in a Canadian province other than Quebec	 Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (Note 3) Permanent Code Data Form (Note 2 and 6)
You are a Quebec resident through one of the other situations outlined by the Quebec <i>Ministère de</i> <i>l'Éducation, du</i> <i>Loisir et du Sport</i> (MELS)	 Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (Note 3) Permanent Code Data Form (Note 2 and 6) Attestation of Residency in Quebec Form (Note 6) Other supporting documents, depending on which situation you checked on the above Attestation of Residency Form

International Students

You will be in Canada for less than 6 months (i.e., for only one academic semester)	 Visitors Permit issued by Citizenship and Immigration Canada at your port of entry into Canada Photo page of your passport and the page stamped by Citizenship and Immigration Canada at your port of entry Permanent Code Data Form (Note 2 and 6)
You will be in Canada for more than 6 months (i.e., for two or more consecutive academic semesters)	 Certificate of Acceptance of Quebec (CAQ) Permanent Code Data Form (Note 2 and 6) Study Permit issued by Immigration Canada (Note 4)

Note 1: You may alternatively provide your Quebec baptismal certificate if it was issued prior to **January 1, 1994**, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.

Note 2: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.

Note 3: Your Canadian Permanent Resident status can be proved by a copy of your Immigration Canada IMM 5292 document together with your Canadian Permanent Resident card (copy of both sides required). Alternatively, you may provide your IMM 1000 document along with your Permanent Resident card (copy of both sides required).

Note 4: If you are a refugee, you should instead provide your Convention Refugee status document.

Note 5: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, but McGill is still charging you Canadian fees, McGill will accept as proof that you qualify for Quebec residency a copy of your Canadian passport that indicates your birth place as being within the province of Quebec.

Note 6: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms.

Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS).

If you are eligible for one of the exemption categories you are assessed at the Quebec rate of tuition. You can find a list of categories and the required application form at www.mcgill.ca/ student-records/fees/exemption and also at Enrolment Services. An exemption will not be granted unless you submit the application form along with your supporting documents to Enrolment Services.

12.2.2.3 Has McGill Received Your Documents?

Quebec/Canadian/International Fees

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

- Check your tuition status on the Minerva (www.mcgill.ca/ minerva) Student Accounts menu: Student Menu > Student Accounts Menu > View your Tuition and Legal Status.
- Check the phrase: Fees currently calculated according to rules for... This will tell you if you are assessed as: an international student, a Canadian student, or a Quebec student.
- Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva.
 For more information, see the following website:
 www.mcgill.ca/student-accounts/e-bill.

If you do not agree with your assessment, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill cannot accept changes or offer you a lower tuition rate for that term.

Permanent Code

The Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) usually takes one to four weeks to verify or issue your Permanent Code.

 Check your Permanent Code on Minerva: Personal Menu > Name Change or alternately via Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in: section 12.2.2.2, "What Documents Does McGill Need from You?" or the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS) has not use confirmed that your documents are sufficient to create

not yet confirmed that your documents are sufficient to create a Permanent Code.

12.2.2.4 What Are the Consequences of Not Providing Your Documents?

McGill must receive all proofs of citizenship, requests for Quebec residency, international fee exemptions, and immigration status changes by the end of the last day of classes of a current term for them to take effect for that term. All requests received after the last day of classes will be processed but your fees will only be lowered for the following term.

McGill cannot issue you an ID card until all of your documents have been received. Your ID card is essential to use many services on campus, and to take your final exams.

If your Permanent Code is not issued by October 15 (Fall term) or February 15 (Winter term), a hold will be added to your record until McGill has received the necessary documents. This hold will

prevent you from registering or dropping any courses and from obtaining your official transcript. If you are registered in one term or in a one-year program, the University may put a hold on your record earlier in the term.

If your tuition fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

12.2.2.5 Where Do I Send my Documents?

You must send in all your documents after you have been accepted to McGill but before your classes begin. **Do not send originals.** Email, fax or mail clear and legible copies of your documents. Write your student ID on the documents so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

By Email:

Follow these steps to submit your legal documents electronically.

1. Save the attached file in an accepted format.

Standard PDF (.pdf) - encrypted PDFs will not be accepted. Tagged image format (.tif, .tiff; for scans). Ensure that you save your documents properly in one of the above formats - do not just rename the file extension. Due to the possibility of computer viruses, McGill does not accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. Ensure that the resolution used is at least 300 dpi (dots per inch) for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate).

The preferred file size is 100KB per image.

- Address your email to legaldocuments.conted@mcgill.ca and attach your relevant scanned document(s). Attach the file(s) to your email; do not include the documents in the body of your email.
- 4. Put your First Name, Last Name, and McGill ID number in the subject line of your email.

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

By Mail or in Person:

McGill University Centre for Continuing Education 688 Sherbrooke Street West 11th Floor Montreal, QC H3A 3R1

By Fax: 514-398-2650

If there is a problem with your documents, contact: Telephone: 514-398-6200 Email: info.conted@mcgill.ca

12.2.3 Identification (ID) Cards

As a student registered at McGill you are required to present an ID card to write examinations, when using libraries and student services and certain laboratories, and to access residence buildings.

To receive your ID card, you must be a registered student, and you must present your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see: section 12.2.2.2, "What Documents Does McGill Need from You?".

ID cards will not be issued if any of your legal documents are missing.

The Student Identification Card is the property of the University, for use by the cardholder only and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow at least three hours after you have registered before applying for your ID card.
- If you do not register for consecutive terms you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities, see www.mcgill.ca/security/services/access.

Note for Continuing Education: You must allow at least 1 day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the Student Affairs Office of the Centre for Continuing Education. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Student Affairs Office of the Centre for Continuing Education.

12.2.4 Name

12.2.4.1 Legal Name

This is the name that will appear on your degree, diploma or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

All students are registered under their legal name as it appears in one of the following documents:

- 1. Canadian birth certificate.
- Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
- 3. Canadian Immigration Study or Work Permit document.
- 4. Certificate of Acceptance of Quebec (CAQ).
- 5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable).
- 6. Letter from international student's consulate or embassy in Canada.
- Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
- 8. Certificate of Name Change issued by the Quebec Directeur de l'état civil.

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

12.2.4.2 Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, on Minerva, under the *Personal Menu*. From the *Personal Menu*, select the *Name Change Form* and you will be able to add/modify this field.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors. Note that your legal name will continue to appear on your transcript and diploma.

You can request to have your preferred first name display as part of your McGill email address by submitting a change to Network and Communication Services via REGGIE (www.mcgill.ca/reggie). For more information, see www.mcgill.ca/ student-records/biographical.

12.2.5 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva. To do this, go to the *Personal Menu > Name Change Form*, where you can make minor corrections such as changing case (upper/lower), adding accents and spacing.

Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see: section 12.2.4.1, "Legal Name" and: section 12.2.4.2, "Preferred First Name") in person at:

Service Point 3415 McTavish Street Montreal, QC H3A 1Y1

Note for Continuing Education: Requests for such changes must be made by presenting official documents (see section 12.2.4 "Name") in person at the Student Affairs Office, Centre for Continuing Education.

12.3 Registration

Most students in Continuing Education must register using Minerva, during the registration periods published in the "Key Dates, 2010 - 2011" section of this Calendar and at www.mcgill.ca/importantdates.

Note: If you are registering for short courses or seminars, you will not register using Minerva and must see your individual academic area for specific registration information.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee of \$25. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

You are responsible for your course selection, registration, and for ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this Calendar. Advisers and staff in the Centre for Continuing Education are available to give you advice and guidance.

The Centre publishes a Calendar supplement three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this Calendar, the supplement takes priority.

12.3.1 Who Can Use Minerva?

If you were registered at the Centre for Continuing Education during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

EXCEPTIONS

You will not be able to use Minerva to register if:

- you have outstanding fees;
- you do not have a Permanent Code;
- you have a registration hold on your record for administrative or academic reasons;
- you are registering for a Language course and your record does not indicate successful completion of the previous level;
- you do not have the prerequisite for the course(s) you wish to register for.

If any of these conditions apply, you should see an adviser and register in person (see section 12.3.3.1, "In-Person Registration").

12.3.2 How to Register Using Minerva

Go to the Minerva web page at www.mcgill.ca/minerva and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see "MINERVA REGISTRATION SCHEDULE 2010/2011".

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an Adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

Problems Using Minerva?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-4474.

Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot Pin?" button on the Minerva login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-4474.

12.3.3 Other Ways to Register

12.3.3.1 In-Person Registration

If you are a new Special student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only. Call for an appointment: 514-398-2900.

As of August 3	for Fall term
As of December 1	for Winter term
As of April 6	for the Spring/Summer term

If you are required to take a Language classification test, schedule an appointment at least two days after your test.

What to bring to IN-PERSON Registration:

RETURNING STUDENTS

- 1) McGill ID card or proof of Student Number (i.e., unofficial transcript).
- 2) Proof of satisfactory completion of prerequisite courses.

NEWLY ADMITTED STUDENTS

- 1) Your letter of admission.
- 2) Proof of satisfactory completion of prerequisite courses.
- Your student ID card (if you were a Special student in a previous term).
- 4) Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see section 12.2.2, "Legal Documents".

NEW SPECIAL STUDENTS

(see section 11.8, "Special Student Status")

- Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student. For more information, see section 12.2.2, "Legal Documents".
- 2) Your Permanent Code from the Government of Quebec (see section 12.2.2, "Legal Documents").
- 3) Proof of satisfactory completion of prerequisite courses.
- Proof of proficiency in English, if applicable (section 1.12.2, "Proof of Proficiency in English" and section 2.6.2, "Proof of Proficiency in English").

SPECIAL STUDENTS REGISTERING IN GRADUATE LEVEL COURSES

1) An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration et des Communautés culturelles.*

- 2) A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
- 3) Proof of proficiency in English, if applicable (see section 2.6.2, "Proof of Proficiency in English").

Failure to provide the documents listed above will result in your not being permitted to register in courses.

For *Translation Studies*, see section 7.7.1.3, "General Academic Requirements".

INTERNATIONAL STUDENTS

In addition to the above, international students should bring:

- 1) A completed Study Plan.
- A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see section 12.2.2, "Legal Documents").
- 3) Valid passport.
- 4) Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration).

12.3.3.2 Registration for Short Courses, Seminars and Workshops

For registration in the following areas, please see the appropriate academic area in this Calendar:

General Studies/Professional section 8, "General Studies" Development

MILR

section 9, "McGill Institute for Learning in Retirement"

12.3.3.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A Proxy form is available at the Centre for Continuing Education or at www.mcgill.ca/conted/ studentres/forms. This form must be completed and signed by both you and the proxy-holder. The Centre will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see section 12.3.3.1, "In-Person Registration").

12.3.3.4 Registering by Mail, Fax or by Web

If you are registering for courses, workshops or seminars offered by *General Studies*, see their website at www.mcgill.ca/conted/ acad/generalstudies. In some cases, you may be able to register by mail, fax or via web.

12.3.4 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

12.3.4.1 How to Withdraw from a Course

You can withdraw from a course in one of two ways:

- Online using Minerva (Registration menu)
- In-person by completing a "Course Change Form" available at www.mcgill.ca/conted/studentres/forms and bringing it to the Student Affairs Office.

12.3.4.2 Add/Drop Period

You can change sections, add and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the Calendar Supplement for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

12.3.4.3 Withdrawing from a course - Grade of W

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund.

If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw

MINERVA REGISTRATION SCHEDULE 2010/2011

from course(s) using Minerva. You will be given a grade of "W", which does not affect your CGPA. Failure to officially withdraw will result in a grade of "J" (incomplete/failure) which counts as "0" in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the Calendar Supplement for specific dates.

	Fall	Winter
Returning students	June 15 to September 1	October 14 to January 4
Newly-admitted students	June 22 to September 1	October 21 to January 4
Returning "Special" students	June 22 to September 1	October 21 to January 4

Late Registration and Add/Drop Period

	Fall	Winter
All students except General Studies	September 2 to September 14	January 5 to January 18

12.3.5 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing, otherwise any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

Note: Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Education course, the Continuing Education course change deadlines do not apply to you; see www.mcgill.ca/ importantdates for deadlines that apply to your faculty.

REFUND REQUEST

To make a request for a refund, log into Minerva and follow the *Student Accounts* menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

12.3.6 Classes with Limited Enrolment

The Centre reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma and degree programs.

12.3.7 Registration in Courses Administered By Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Education program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Adviser. The Centre registration regulations apply to these courses, including withdrawals, refunds and requests for transfers. Registration regulations of the faculty where the course is taken do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

Note: Some faculties do not offer supplemental examinations. Any failed course must be repeated.

12.3.8 Registration for Full-Time McGill Degree Students Taking Continuing Education Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Education course. If you are currently in a McGill degree program and want to take a Continuing Education course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Education course for interest or personal development, you can register using Minerva. With the exception of some General Studies short courses, workshops and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.

Note: English and French language courses offered by the Centre are not available to full-time McGill degree students.

12.3.9 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the Calendar Supplement or in the "Key Dates, 2010 - 2011" section of this Calendar. You will be charged a late registration fee of \$25, whether you registered on Minerva or in-person.

12.3.10 Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising at www.mcgill.ca/study. The Summer term schedule is normally published in January. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the CRN (course reference number) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/ permission required. Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled or relocated. It is your responsibility to consult Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

12.3.11 Course Information and Regulations

For course information and regulations, see "Course Information, Regulations and Descriptions".

12.3.12 Quebec Inter-University Transfer Agreement: McGill Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

Regular undergraduate and graduate degree, diploma or certificate students registered at McGill may register, with their faculty's permission, at any university in the province of Quebec for three, or in some cases six, **credits** per term in addition to their registration at McGill. Students may also obtain permission to complete a full term away (i.e., 12 to 15 credits) at another Quebec university. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
 The universities concerned are not responsible for special
- arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- If you are attending McGill as an exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- You should be aware that late results received from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/transfercredit/current/iut. You may find additional information posted at your faculty website.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the same course for which you obtained electronic approval. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines. If you decide later to drop or withdraw from the course(s) for which approval was granted, you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution automatically submits grades for completed courses to McGill.

12.3.13 Quebec Inter-University Transfer Agreement: Visiting IUT Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at www.mcgill.ca/students/ transfercredit/current/iut. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the same course for which you have obtained electronic approval. At McGill, you have to register on Minerva (www.mcgill.ca/minerva). You will be informed via email of the necessary registration steps once your application has been approved. You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill's registration deadlines. If you decide later to drop or withdraw from the course(s) for which approval was granted, you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

McGill automatically submits grades for completed courses to your home university.

Note for Continuing Education: If you are a Visiting IUT Student and your application has been approved, you must register inperson, by appointment only (see section 12.3.3.1 "In-Person Registration").

12.3.14 Auditing of Courses

McGill does not permit auditing of courses.

Note for Continuing Education: You can register for a Continuing Education course and opt to have it "non-evaluated".

12.4 Fees

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at www.mcgill.ca/student-accounts/fees. The University will publish this schedule as soon as the fees for the 2010-2011 academic year are announced.

The Centre for Continuing Education is not responsible for any fees payable to an external association or institute.

12.4.1 Access to Fee Information

You can view your *Account Summary by Term* on Minerva. The Fall 2010 term fees will be accessible as of August 1.

12.4.2 Tuition Fees

Tuition rates are subject to change each academic year.

Please access the "Schedule of Fees" on www.mcgill.ca/ student-accounts/fees, which will be updated as soon as the fees are announced.

12.4.2.1 Quebec Students and Non-Quebec Students (Canadian or Permanent Resident)

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see www.mcgill.ca/ legaldocuments for details.

Note: Students who do not submit appropriate documentation by the stipulated deadlines (December 1st - Fall; April 1st - Winter) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

12.4.2.2 International Students

Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate. A list of these categories and the required application forms can be obtained from Enrolment Services. Information is also available at www.mcgill.ca/ student-records/fees/exemption.

For more information concerning Fee Exemptions, please email the Fee Administrator at feecoordinator.es@mcgill.ca.

12.4.2.3 Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in section 10, "Course Information, Regulations and Descriptions" or on the Continuing Education website at www.mcgill.ca/conted. The MACES fee is included where applicable (see section 15.2, "Student Governance").

12.4.2.4 Senior Citizens

Senior citizens aged 65 years and over, registered in credit or noncredit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term. Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *General Studies* or membership in the *McGill Institute for Learning in Retirement*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

12.4.2.5 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details please refer to the policies and procedures found at www.mcgill.ca/ benefits/eea. Here you can complete an online request form as you register. Should you not successfully complete the courses as detailed in the policy, the exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

12.4.2.6 Staff Dependent Waivers

Students who feel they qualify for this waiver should download the application form from: www.mcgill.ca/benefits/forms and forward the completed form to either Enrolment Services or the Student Affairs Office of the Centre for Continuing Education as appropriate.

Waivers are credited to your account once all the appropriate signatures have been obtained.

For more information please refer to the MUNACA Collective Agreement, or Staff Dependent Policy in the *University Administrative Handbook* (www.mcgill.ca/adminhandbook/personnel/ stafftuition).

12.4.3 Loans and Bursaries

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to www.mcgill.ca/studentaid for information on entrance scholar-ships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

12.4.4 Compulsory Fees

McGill Association of Continuing Education Students (MACES)

A fee of \$12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

Exceptions

- 1) Students in short courses, seminars and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
- 2) The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see section 15.2, "Student Governance".

12.4.4.1 Administrative Charges

The University charges a number of administrative fees to students that include:

Registration Charge - All students in courses and programs are assessed a registration fee.

Information Technology Charge - The purpose of the information technology fee is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology.

Transcripts and Diploma Charge - The University charges a transcripts and diploma fee to all students, which entitles you to order transcripts free of charge and covers the costs of your graduation.

Copyright Fee - All students in courses and programs are charged the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

General Administrative Charge - Students are assessed \$7.50 in the Summer term and a total of \$15 for the Fall and Winter terms to cover indexation for the Registration Charge, the Information Technology Charge, the Transcripts and Diploma Charge and the Copyright Fee.

You may access the schedule of fees on www.mcgill.ca/ student-accounts/fees/compfees/it, which will be updated as soon as the fees for the 2010-2011 academic year are announced.

12.4.5 Other Fees

International Student Health and Accident Plan (compulsory) (based on 2009-10 rates)

Single	\$591
Dependant	\$1,698
Family (one student with two or more dependants)	\$3,225
Application for Admission (credit programs)	\$65
Late Registration (non-refundable)	\$25
Language Placement Test	\$25
Course Transfer	\$20
Course dropped prior to refund deadline	\$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations	\$35
Duplicate ID card	\$25
Late Payment charged on balances >\$100 as of the end of October (end of February for the Winter term)	\$50
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment	\$35
Cheque Refund charge:	
on balances less than \$100	\$5
on balances \$100 and over	\$10
Reinstatement Penalty (see section 12.4.7.1 "Overdue Accounts")	\$150
Rescheduled Examinations	\$30
Exemption by Examination	\$50
Comprehensive Challenge Examination (English and French Language Programs)	\$100
McGill Centre for Continuing Education Test of English Language Proficiency (TELP)	\$100
Intensive Language Programs	
Application Fee	\$80
Course cancellation prior to refund deadline	\$200

12.4.6 Billings and Due Dates

Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the Account Summary by Term under the Student Accounts Menu on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at www.mcgill.ca/student-accounts for information on payment due dates.

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account on October 29 (February 28 for the Winter term), you are charged a late payment fee of \$50 over and above interest.

12.4.7 Other Policies Related to Fees

12.4.7.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year.

Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees or loans by their due date.

Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

Information for Students who are no Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau. You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

Cancelling Registration for Non-Payment

In accordance with the fee policy stated in section 12.4.7.1, "Overdue Accounts":

The Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term, before the University cancels your registration for non-payment. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (www.mcgill.ca/ files/student-accounts/RequestforReinstatementForm.pdf) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. There is a \$150 charge for reinstatement.

12.4.7.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your academic standing does not permit you to continue, all fees paid in advance will be refunded by applying to the Student Accounts Office.

12.4.7.3 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website for further details.

You should consult the Fee Coordinator in Enrolment Services for information on tuition fees if you are a student in two programs. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

12.4.7.4 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university. The agreement covers only the transfer of academic credits. International students in undergraduate programs are not usually permitted to take IUT courses. IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as course material costs. The University reserves the right to refuse course registrations in non-government-funded activities.

12.4.8 Deferred Fee Payment

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see www.mcgill.ca/ student-accounts/third.

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you must pay. The University reserves the right to insist upon payment. If the third party does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

12.4.9 Corporate Tax Benefits

McGill University is recognized by the *Ministère de l'Emploi et de la Solidarité-Sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploiquebec.net/anglais.

12.4.10 Tax Slips

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. Note that a social insurance number is required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips, therefore it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on www.mcgill.ca/student-accounts/tax.

12.4.11 Payment Procedures

Please see the Student Accounts website at www.mcgill.ca/ student-accounts/procedure for the various methods of payment available to students.

12.5 Student Records

12.5.1 Academic Standing

You enter the University in satisfactory standing and your academic standing is determined soon after the end of a term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term and display on your McGill unofficial and official transcripts. If you receive unsatisfactory standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on academic standing for your faculty.

Note for Continuing Education: If you are in unsatisfactory standing, you must apply to the Appeals Committee of your academic area.

12.5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of the student and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.

Note: Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.

12.5.3 Continuing Education Units (CE units)

Some courses at the Centre may carry a Continuing Education Unit rating. These courses do not normally count toward the fulfilment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One CE unit represents ten hours of participation.

12.5.4 Grading and Grade Point Averages (GPA) for Continuing Education

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

For undergraduate courses, Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

Undergraduate Level			
Grades	Grade Points	Numerical Scale of Marks	
А	4.0	85 - 100%	
A-	3.7	80 - 84%	
B+	3.3	75 - 79%	
В	3.0	70 - 74%	
B-	2.7	65 - 69%	
C+	2.3	60 - 64%	
С	2.0	55 - 59%	
D*	1.0	50 - 54%	
F (Fail)	0	0 - 49%	
PÍ		Pass	

* A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Level

Grades	Grade Points	Numerical Scale of Marks
А	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
В	3.0	70 - 74%
В-	2.7	65 - 69%
F (Fail)	0	0 - 64%
PÍ		Pass

The University assigns grade points to letter grades according to the table above. Your academic standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

 $\mathsf{GPA} = \frac{\sum (\mathsf{course credit x grade points})}{\sum (\mathsf{GPA course credits})}$

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

12.5.4.1 Other Grades for Continuing Education

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,	J	_	unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
	K	_	incomplete; deadline extended for submission of work in a course (see section 12.5.6 "Incomplete Courses").
	KE or K*	—	further extension granted (see section 12.5.6 "Incomplete Courses").
	KF	_	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
	КК	—	completion requirement waived. Not calculated in TGPA or CGPA.
	L	_	deferred examination.
	LE or L*	_	permitted to defer examination for more than the normal period.
	NE	_	no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit towards any program.
	NR	_	no grade reported by the instructor (recorded by the Registrar).
	Р	_	pass; not calculated in TGPA or CGPA.
	Q	_	course continued in next term (applicable only to courses taken pre-Fall 2002).
,	W	_	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
	WF	_	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)

- WL faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
- NA or && grade not yet available.
- W-- or -- no grade; student withdrew from the University, not calculated in TGPA or CGPA.

12.5.5 Unexcused Absences for Continuing Education

If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

12.5.6 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

Note: If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

Note: If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.

Note: If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.

Note: In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.

Note for Continuing Education: All students who miss a final exam are given a J grade. For more information regarding the J grade, see section 12.5.5 "Unexcused Absences for Continuing Education".

12.5.7 Non-Evaluated Work

Students attending courses which would normally involve an evaluation process, whether based on an examination or other criteria, may themselves elect not to be evaluated. This request must be made in writing by completing the required form (available at www.mcgill.ca/conted/studentres/forms) prior to the commencement of the third lecture. This will result in a mark of "NE" being placed on the academic record. In no circumstances will a course attended on this basis be accepted toward a certificate, diploma or degree program. (Note that the grade of NE is permitted only for courses administered by Continuing Education.)

Most non-program courses have an evaluation process. However, in those few courses that do not, students may request evaluation. Such a request must be made in writing to the appropriate academic area prior to the third lecture. (This does not apply to short courses, workshops and seminars not included on the McGill transcript.)

12.5.8 Verification of Student Records: Unofficial Transcripts

Subject to section 12.5.9, "Changes to Student Records after Normal Deadlines", you are responsible for verifying your academic record on Minerva (www.mcgill.ca/minerva) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.

12.5.9 Changes to Student Records after Normal Deadlines

12.5.9.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors or concentrations).

12.5.9.2 Registrar Deadlines

Fall term - January 31 Winter term - June 1 Summer term - October 1

12.5.9.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in section 12.5.9.2, "Registrar Deadlines", you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

12.5.9.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in section 12.5.9.2, "Registrar Deadlines". In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student-record procedures. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

12.5.9.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

12.5.9.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see: section 12.2.2, "Legal Documents".

12.5.10 Transcript of Academic Record

12.5.10.1 Unofficial Transcripts

If you require a copy of your student record, access Minerva (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See: section 12.5.10.2, "Official Transcripts".

12.5.10.2 Official Transcripts

Use Minerva to order an official transcript at Student Menu > Student Records Menu > Request Printed/Official Transcript. If you cannot access Minerva, fill out the Request for Release of Official Document form available online at www.mcgill.ca/studentrecords/transcripts in the section Request an official transcript using the "Request for Release of Official Document", and submit it by mail, by fax, or in person to the address on the website.

Note that the form must be signed by the student. To protect privacy, we do not accept telephone or email requests.

12.5.10.3 General Information

Transcripts are free of charge.

The University sends official transcripts directly to the addresses provided by the student. If you intend to deliver the transcript to another institution yourself, you can request to receive it in a sealed envelope.

Requests are normally processed in 24 to 48 hours; transcripts requested at peak times and for pre-1976 records take longer.

Enrolment Services is not responsible for transcripts that are lost or delayed in the mail.

The University issues only complete transcripts that record all attempted work and final results obtained in any and all programs. Under no circumstances does the University issue partial transcripts.

Official transcripts are NOT issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts are not issued if you owe fees or fines over \$30. The University prints official transcripts on secure paper that cannot be copied.

Requests for official transcripts must be submitted on Minerva. For more information, refer to: section 12.5.10.2, "Official Transcripts".

12.5.10.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at www.mcgill.ca/student-records/ transcripts. For Information on our current course numbering, see: section 10.1, "Course Numbering".

Note for Continuing Education: Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

12.5.11 Letters of Attestation

Letters of Attestation may be requested by the student from the Student Affairs Office. These letters will confirm that the student is registered for the current term with the Centre for Continuing Education, and will also include the following information:

- registration load (full/part-time);
- courses (course numbers and titles);
- credit or CE units for each course;
- · beginning and end dates for each course;
- Certificate or Diploma program in which the student is registered.

Letters will show information from the current term only. Students who require information from previous terms should order a transcript. (Please allow 48 hours for these letters to be prepared.)

12.6 Examinations

12.6.1 Examinations – General Information

In addition to the general examination policies listed here, you should consult the faculty sections of this publication for particular regulations. You will be informed by the end of the Course Change period of the evaluation method used in each course.

Every student has a right to write term papers, examinations and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

All students are responsible for knowing the University Examination Regulations and the *Code of Student Conduct and Disciplinary Procedures*. The regulations are normally posted during the examination period and are available at: www.mcgill.ca/studentrecords/exam/regulations. Both may be obtained from your Student Affairs Office.

You can find information about issues related to academic integrity at www.mcgill.ca/students/srr/honest.

Note for Continuing Education students: Students should consult the academic area sections of this Calendar for particular regulations.

Class Tests

Members of the teaching staff may give interim class tests from time to time.

Special Examination Facilities for the Disabled

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information see: www.mcgill.ca/osd.

Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not registered in. This is possible only in those courses where there is no other assessment except the final examination.

12.6.2 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at www.mcgill.ca/importantdates.

IMPORTANT NOTE: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans do not constitute grounds for the deferral or re-scheduling of final exams.

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

12.6.2.1 University Regulations Concerning Final Examinations

Preamble

The objectives of these regulations are as follows:

- 1. to protect students from excessive workloads;
- 2. to use the full 15-week term to maximum advantage.

Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.

Note for Continuing Education: Regulation 1 also applies to graduate-level courses.

- 2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
- 3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
- 4. A final examination given during the examination period shall be worth at least 25% of the final mark.
- Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
- 6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
- In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
- 8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
- Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

Note for Continuing Education: Regulation 9 is not applicable to Continuing Education students.

- 10. These regulations, and any variations to them, shall be made known to students by each faculty.
 - **Note for Continuing Education:** Regulation 10 is not applicable to Continuing Education students.

Instructors are not permitted to grant any special treatment regarding examinations to any student. Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their faculty.

It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules posted on notice boards on campus and at www.mcgill.ca/students. This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

Note for Continuing Education: Students should consult: www.mcgill.ca/conted.

12.6.2.2 Deferred Examinations

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Student Affairs Office to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see the *Deferred Examinations: Faculty of Engineering* section in the *Programs, Courses and University Regulations* publication available at www.mcgill.ca/study. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Student Affairs Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Student Affairs Office as soon as possible to explain why you missed the examination.

Note for Continuing Education: There is no supplemental examination schedule.

If you are in one of the following faculties, you must apply for deferred examinations on Minerva: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Physical and Occupational Therapy, School of Social Work, and the Centre for Continuing Education. If you do not belong to one of the above faculties, consult your faculty for application procedures.

The final application deadline in Agricultural and Environmental Sciences, Arts, Science, Education, Engineering, Management and the Centre for Continuing Education for deferred examinations is January 18 (for Fall term courses), and May 15 (for Winter term courses and courses that span the Fall and Winter terms).

If your request is approved, an L will appear in place of a grade in those courses. The grade you obtain on the deferred examination will replace the grade of L on your official transcript.

If you receive a grade of D, F, J, or U in a course after a deferred examination, no supplemental examinations will be available. You must either re-register in the same course the following term or in an approved course substitute.

If you are not granted deferred status, you will receive a grade of J in the course, which will count as a failure in the TGPA and CGPA. You may, however, be allowed to write a supplemental examination. Please note there are no supplemental exams in Agricultural and Environmental Sciences or Management courses. For the Faculty of Engineering, supplemental exams are exceptionally offered for some Science, Humanities and Social Sciences courses. For a list of these courses, see the Faculty of Engineering website (www.mcgill.ca/engineering).

For Summer term courses, check with your Student Affairs Office on the availability and restrictions on deferred and supplemental examinations.

If you have already written an examination, you cannot later request for the exam to be deferred. You should consult your Student Affairs Office regarding the availability of supplemental examinations.

12.6.2.3 Examination Conflicts

If you have an examination conflict, you must complete an "Examination Conflict Form" and return it to the Student Affairs Office for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation. Only under exceptional circumstances are examinations rescheduled. There is a \$30 fee (non-refundable) for rescheduling an examination.

12.6.2.4 Supplemental Examinations

Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.

12.6.2.5 Reassessments and Rereads for Continuing Education

In accordance with the *Charter of Student Rights*, and subject to its stated conditions, you have the right to consult any written submission for which you have received a mark. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing to your Student Affairs Office by the following deadlines:

Fall Term:	February 15		
Winter Term:	June 15		
Summer Term:	October 15		

A reread is a formal review by a third party of the final examination paper, for which there is a \$35 fee payable to McGill University by certified cheque or money order.

You are eligible to receive a refund if, as a result of a reread, the mark is upgraded to the next letter grade or if the mark is upgraded from a fail to a pass. Grades may be lowered or raised, or they may remain the same.

The grade obtained on the reread takes precedence over the original grade.

You may also request a verification of your final mark. This involves a detailed review of the final examination to ensure that all questions have been marked, that marks have been added correctly and that any term work has been included in the final grade as per the course outline. Please see forms at www.mcgill.ca/conted/studentres/forms.

12.6.3 Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays or McGill holidays. This service is limited to written exams.

The Cost

The cost for invigilation and administration is \$60 per student per exam to be returned in Canada; and \$70 per student per exam returned in the U.S.; and \$80 for each international exam. Unless otherwise specified by the home institution, you are expected to pay in cash on the day of the exam.

Setting Up

Please confirm the exam date at least 2 weeks in advance of the scheduled exam and provide a telephone number and email address. The meeting point with the invigilator is at Enrolment Services - see address below.

Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to the address below well in advance of the scheduled exam. Once we receive them, we will confirm this via email with the student.

Service Point 3415 McTavish Street Montreal, QC H3A 1Y1

Telephone: 514-398-2207 Email: proctor.es@mcgill.ca Website: www.mcgill.ca/student-records/exam/other

12.7 Graduation

In order to graduate, you must complete faculty and program requirements. It is your responsibility to meet all faculty and program requirements before graduation.

You should contact your adviser (Music students should contact the Senior Student Adviser; graduate students should contact the Graduate Program Director) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see www.mcgill.ca/students/ advising/advisordirectory.

12.7.1 Graduation Honours: Dean's Honour List

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

- 1. you have completed a minimum of 60 McGill credits towards your degree; and
- 2. you are in the top 10% of the faculty's graduating class of students; this calculation is based on the CGPA.

Note for transfer students: this designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note for Continuing Education students: If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits towards your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

12.7.2 Graduation Honours: Distinction

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

- 1. you have completed a minimum of 60 McGill credits towards your degree; and
- 2. you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is based on the CGPA.

Note for transfer students: this designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note: the Faculties of Education, Dentistry, Law, Medicine, and the School of Nursing, as well as the Centre for Continuing Education do not assign the designation of Distinction to graduating students.

Note: the designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the 2008-2009 Undergraduate Programs Calendar or any earlier version at www.mcgill.ca/students/courses/calendars.

12.7.3 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (www.mcgill.ca/minerva) to apply to graduate. It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill degree. The minimum CGPA required to graduate is 2.00.

The Application for Graduation is available on Minerva when you register for your final year, except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to www.mcgill.ca/student-records/ graduation/graduation-info.

Deadlines:

- Fall term graduation (courses completed in December for June convocation): You must apply on Minerva by the end of November.
- Winter term graduation (courses completed in April for June convocation): You must apply on Minerva by the end of February.
- Summer term graduation (courses completed by August for October convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.

Note for Continuing Education: The minimum residency requirement of 60 credits does not apply to Continuing Education certificates and diplomas.

12.7.4 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (www.mcgill.ca/minerva) during the Faculty review and approval process (go to *Student Records* > *Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the Degree Granted notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring).
- Late May, for Winter term graduation (Convocation in Spring).
- Late October, for Summer term graduation (Convocation in Fall).

See www.mcgill.ca/convocations for information regarding convocation ceremonies.

12.7.5 Replacement Diploma

If your diploma was lost, damaged, or the name on the diploma should be changed, you can request a replacement diploma. You must send a written request plus a certified cheque or money order for CAD\$60, payable to McGill University. You should refer to the sections below to determine which situation applies to you. Send your request to:

Service Point Duplicate Diploma Request McGill University 3415 McTavish Street Montreal, QC H3A 1Y1

Email: registration@mcgill.ca

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

To replace a lost diploma: You must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit must include: your full name; student number; address; phone number; date of birth; degree granted/year granted; and reason for a replacement diploma.

To replace a damaged diploma or change the name on the diploma: You must send or deliver the original diploma, and your letter must include the following information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; and any corrections, additions or deletions.

For name changes: You must include clear and complete photocopies of legal documents supporting your name change request. Please see: section 12.2.4.1, "Legal Name" for the list of acceptable documents. Note that the name change must be processed in the University system before a duplicate diploma can be issued.

To request certified copies of a diploma: McGill provides only one original diploma per student. However, you may obtain certified copies of your diploma. Simply photocopy your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible. Enrolment Services will certify as many copies as required at no charge. A cover letter bearing your signature and including your full name, student number, address and phone number is required for mail or fax requests. Note that certified copies of your diploma are not sent by fax or email.

To request a translation of a diploma: McGill can provide you certified English or French translations of your diploma as required, free of charge. Please send us a written request specifying the degree to be translated and how many copies you need. You should ensure to include your complete name, address, date of birth and signature. You must allow at least a week for processing and mailing. Note that translated diplomas are not sent by fax or email.

12.8 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school.
- A certificate that shows you completed your secondary education in Quebec in 1986 or later.
- Successful completion of a written examination set by Quebec's Office de la langue française (OLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: www.olf.gouv.qc.ca.

If you need to acquire a functional level of proficiency in French, you can take courses from either the English and French Language Centre (Faculty of Arts www.mcgill.ca/eflc) or the Centre for Continuing Education, 688 Sherbrooke Street West, telephone: 514-398-6200 (www.mcgill.ca/conted).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts or the Centre for Continuing Education. **Note:** You cannot apply non-credit language courses, and certain credit language courses, completed at the Centre for Continuing Education to program/degree requirements. Consult your faculty for clarification.

* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

12.9 Awards

THE ABITIBIBOWATER PRIZES

Established in 1980 to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations. Value: \$350 each.

THE AMERICAN EXPRESS PRIZES IN MANAGEMENT-TREASURY/FINANCE.

Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/ Finance). One award will be available for each of the Spring and Fall convocations and awarded by the Executive Committee of the Centre for Continuing Education.

Value: \$350 each.

BERNARD J. FINESTONE PRIZES IN GENERAL INSURANCE

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill Centre for Continuing Education. Awarded by the Executive Committee of the Centre. Value: \$400 each.

THE EDWARD C. WEBSTER PRIZE IN ENGLISH AS A SECOND LANGUAGE

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the Centre for Continuing Education as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English.

Value: \$300.

HONDA STE-ROSE AWARDS

Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations. Value: \$250 each.

JACOB JONKER MEMORIAL PRIZE

Established in 2003 by Jonker Navigation Corp., in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the Centre for Continuing Education on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations. Value: minimum \$500 each.

MCGILL ASSOCIATES PRIZE IN MANAGEMENT

Awarded annually by the Executive Committee of the Centre for Continuing Education to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program. Value: \$300.

MCGILL ASSOCIATES PRIZES IN TRANSLATION

Awarded annually to the student with the best academic record, over the entire program, in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French. Value: two prizes of \$300.

THE TELEGLOBE CANADA PRIZE IN FRENCH AS A SECOND LANGUAGE

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.

Value: \$300.

Students are eligible for honours and awards only in the year they have completed the program.

Advising and Support



"After graduating from university, I wanted to pursue my love of French and to immerse myself in a program that would allow me to excel in writing and conversation, so I enrolled in McGill CCE's Intensive French program.

I love how dedicated the professors are and how willingly they spend those extra moments after class explaining a concept or sharing a thought.

They really encourage us to work hard to reach our goals.

Even though we all have different learning styles, I found that all of those styles are addressed through lectures, the exercises in the language labs, and the cultural outings. I learned more in this program over five months than I did throughout all my French studies prior to McGill.

Today, I am much more confident in French in both my personal and professional lives. Living in Montreal and studying at McGill are the best decisions that I've ever made."

Megan Hutt, Alumna, English and French Language Programs

13.1 Advising

13.1.1 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Because advising takes place in many ways and locations at McGill, it is important that you learn about the different types of advisers (see the section *Types of Advising and Advisers* in the *Programs, Courses and University Regulations* publication available at www.mcgill.ca/study) and how they can help you reach your goals.

13.1.2 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

13.1.3 Contact Information for Continuing Education Advising

Career and Management Studies

Undergraduate Programs Adelina Lameiras: 514-398-1030

Graduate Level Programs Mary Rubiano: 514-398-1030

English and French Language Programs Verena Waterstradt: 514-398-2817

Translation Programs Bryan Jim: 514-398-1484

13.2 Support for Students

13.2.1 Office of the Dean of Students

William and Mary Brown Student Services Building 3600 McTavish Street, Suite 4100 Montreal, QC H3A 1Y2

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990 Email: deanofstudents@mcgill.ca Website: www.mcgill.ca/deanofstudents

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community and the broader local community.

13.3 Student Services

13.3.1 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building 3600 McTavish Street, Suite 4100 Montreal, QC H3A 1Y2

For information, contact: Telephone: 514-398-3825 Website: www.mcgill.ca/studentservices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of nonacademic student life. Concerns of an academic nature are directed to the proper individual, office or department.

13.3.2 Office for Students with Disabilities

This office coordinates services to meet the needs of students with disabilities.

Brown Student Services Building, Suite 3100 Telephone: 514-398-6009 TDD: 514-398-8198 Email: disabilities.students@mcgill.ca Website: www.mcgill.ca/osd

13.3.3 Ombudsperson for Students

The position of Ombudsperson for Students is filled on a halftime basis by an academic staff member. The Ombudsperson receives complaints from students and assists in the resolution of those complaints through informal means including information, advice, intervention, and referrals with a view to avoiding the more formal grievance procedures that already exist in the University.

The Office of the Ombudsperson is a confidential, independent, and neutral dispute-resolution service for all members of the student community.

Office of the Ombudsperson 3610 McTavish (above Dr. Penfield) Main Floor, Suite 14 Telephone: 514-398-7059 (for an appointment) Website: www.mcgill.ca/ombudsperson

13.3.4 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

3420 McTavish Street Telephone: 514-398-7444 Website: www.mcgill.ca/bookstore

Macdonald Bookstore Centennial Centre Telephone: 514-398-8300 Website: www.macstudents.ca

13.3.5 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals and consumer electronics at educational prices.

3420 McTavish Street Telephone: 514-398-5025 Email: sales.mcs@mcgill.ca Website: www.mcgill.ca/mcs

13.3.6 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session, with a concentrated schedule during the first week of classes and then continuing from September to October and January to February. Library guides and brochures are also available. For information and schedules, visit the website at www.mcgill.ca/library /library-assistance.

13.3.7 Minerva Workstations

The Centre for Continuing Education has two Minerva workstations which you may use to view course offerings, add and drop courses, view your transcript, and access all other services available through Minerva. Workstations are located at 688 Sherbrooke Street West, on the 11th floor.

13.4 Optional Student Services

As a Continuing Education student, you are not obligated to pay Student Services fees, however if you want to use the student services offered at McGill, you must opt-in to one of the following packages.

13.4.1 Optional Student Services Package

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/ health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office, Tutorial Services, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

Optional Student Services Fees for one term (2009/2010): \$150.12 (includes taxes). A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at: Office of the Executive Director Services for Students William and Mary Brown Student Services Building

3600 McTavish Street, Room 4100 Telephone: 514-398-3825

Website: www.mcgill.ca/studentservices

13.4.2 Career Planning Service (CaPS) Package

Registration for CaPS (without the other Students Services) is available to students who are admitted to a credit or non-credit Certificate, Diploma or Special Intensive Language program. CaPS provides career education and individual advising and guidance to students, job/career fairs, research libraries, mentor programs, CV drop-in-clinic and workshops. They offer over 5,000 jobs and internship opportunities to students each year. Fees for CaPS per term is \$52 (September, January or May). You may obtain further information or register for CaPS at:

Career Planning Service (CaPS) William and Mary Brown Student Services Building 3600 McTavish Street, Suite 2200 Telephone: 514-398-3304 Email: careers.caps@mcgill.ca Website: www.mcgill.ca/caps

13.4.3 McGill Athletics Package

McGill athletics facilities include: Fitness Centre, aerobics room, two gymnasia; basketball, volleyball, indoor and outdoor tennis, squash and racquetball courts; indoor and outdoor track; outdoor fields, stadium, pool and diving boards; dance, fitness and fencing studios; Sports Medicine clinic; locker rooms and lounges; Pro shop and snack bar.

Note: Some services may not be included in the gym membership rates below. Rates are valid as of April 2009 but may change without prior notice.

Continuing Education Students

All athletics facilities, excluding Fitness centre \$40 + taxes/month All athletics facilities, including Fitness centre \$54 + taxes/month

Non-credit students or students taking less than 9 credits

Community Membership

All McGill athletics facilities, excluding Fitness Centre \$49 + taxes/ month

All McGill athletics facilities, including Fitness Centre \$63 + taxes/ month

You may obtain further information or sign up for a membership at: Sir Arthur Currie Memorial Gymnasium

475 Pine Ave. W. Telephone: 514-398-7000 Website: www.athletics.mcgill.ca

13.5 Parking

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/transport/parking, or call 514-398-4559.

13.6 University Centre

Food and beverage services are available to Continuing Education students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

13.7 Tutorial Service

The Tutorial Service sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200 Telephone: 514-398-6011 Email: tutoring.service@mcgill.ca Website: www.mcgill.ca/tutoring

13.8 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit www.mcgill.ca/it to:

- Find details on all IT services, including available training and support. Services are organized by categories such as "Telephone, Network and Wireless".
- Search the McGill IT Knowledge Base for FAQs and supporting articles on all IT services. Search by keywords such as "myMcGill", or by specific article number.
- View system announcements and scheduled downtimes.
- Read featured articles on computer security, new software and other timely tips.

Take an interactive video tour of IT services at

http://knowledgebase.mcgill.ca/it/welcome-students. Here you'll learn about *my*McGill, the University portal, and *my*Courses, for all of your online course content. You'll also find information on accessing your McGill email, connecting to the McGill wireless network, taking computer clinics, and downloading free software available to students.

13.8.1 Logging In

You need to use your McGill Username (usually in the form of firstname.lastname@mail.mcgill.ca) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, Virtual Private Network (VPN), and McGill's dialup access service (DAS).

To find out your McGill Username and set your McGill Password:

- 1. Log in to Minerva (using your 9-digit McGill ID number and your 6-character PIN).
- 2. Go to Personal Menu > Password for McGill Username
- 3. Follow the onscreen instructions.

13.8.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.
- And more.

Click *my*McGill at the top-right corner of the McGill home page (www.mcgill.ca) and sign in using your McGill Username and McGill Password.

13.8.2.1 Browser compatibility

*my*McGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)
- Netscape (Windows)

13.8.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, the syllabus, project guidelines, discussion forums, calendars, etc.

Access your online course content via myCourses at www.mcgill.ca/mycourses or through links within myMcGill.

- Sign in using your McGill Username and McGill Password.
- Click myCourses (WebCT Vista) to enter the site.
- Verify your browser settings using the Check Browser utility at the top-right corner of the page.

Find more information on *my*Courses for students at: www.mcgill.ca/it.

13.8.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at www.mcgill.ca/ secretariat/policies/informationtechnology. Access your email at http://exchange.mcgill.ca or through the *my*McGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

13.8.5 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

13.8.6 Getting Connected

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at www.mcgill.ca/it:

Wireless: Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

Virtual Private Network (VPN): If you connect to the Internet with an Internet Service Provider (ISP) other than McGill's Dialup Access, you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Connect by VPN using your McGill Username and McGill Password.

Dialup Access (DAS): If you do not have a high-speed ISP, use McGill's dialup service and connect to the Internet using your telephone line and a modem. Log in to DAS using your McGill Username and McGill Password.

McGill Residences Telecommunications: For students living in McGill Residences and McGill Off-Campus Residences, there is a Voice and Data (wired and wireless) service.

Computer Labs: Many faculties and departments provide computer labs for students in their programs. For lab locations, computer availability, software/peripheral availability and more, see http://webforms.mcgill.ca/labs.

Connectivity@McGill iCare Clinic: Attend this free, hands-on clinic and learn how to configure your computer to connect to the Internet via wireless or modem, and how to set up a VPN connection. Find out how to register for IT Training at www.mcgill.ca/it.

13.8.7 Safe Computing

Computing Safety iCare Clinic: Attend this free clinic and learn how to prevent viruses, spyware, adware and other malicious programs from infecting your computer. Find out how to register for IT Training at www.mcgill.ca/it.

Free software: Download free antivirus software and other campus software from McGill's Software Licensing site at www.mcgill.ca/software. Find out more about campus software and protecting your computer at www.mcgill.ca/it.

Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Ten tips for keeping information secure: Read the University's information security tip sheet found at www.mcgill.ca/infosec/tips.

13.8.8 Set up your security questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log into myMcGill (http://my.mcgill.ca) and click the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

13.8.9 Need Help?

Welcome New Students: Take an interactive guided tour of IT services: at http://knowledgebase.mcgill.ca/it/welcome-students.

McGill IT Knowledge Base: Search the IT Knowledge Base at http://knowledgebase.mcgill.ca/it for setup instructions and answers to commonly asked questions about IT.

13.8.9.1 Getting Help

Contact the ICS Service Desk by submitting your request via a web form at http://webforms.mcgill.ca, or find out phone and walkin support hours at www.mcgill.ca/it.

13.9 Resources for Study and Research

13.9.1 Libraries

The McGill Library consists of 13 branch libraries and special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks and course-readers, thousands of journal titles, vast manuscript and pictorial collections and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 50,000 e-journals, multimedia, and two million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus - access any time, any place.

The staff in each branch library can help you locate information for course work, assignments or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. Hundreds of computers are available for email, word-processing, accessing online courses, reading library materials, preparing assignments and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and theses are being submitted electronically. The Course Reserve collection in each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system.

If you need material not owned by McGill University Library our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

13.9.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio-tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its Records Management Program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and digital collections including the largest campus database of digitized images.

McGill University Archives McLennan Library Building - 6th Floor, Room M6-17B Telephone: 514-398-3772 Fax: 514-398-8456 Website: www.archives.mcgill.ca

13.9.3 Museums

13.9.3.1 Redpath Museum

The Redpath Museum's mandate is to foster the study of the history and diversity of the natural world, including geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West Telephone: 514-398-4086 Email: redpath.museum@mcgill.ca Website: www.mcgill.ca/redpath

13.9.3.2 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing - comprising over 16,000 garments or accessories - made or worn in Canada; an extensive collection of First Nations artifacts - the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (www.mccord-museum.qc.ca) features award-winning virtual exhibitions, innovative learning resources and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec and Canada. In addition to guided tours, school programs, cultural activities and lectures, the McCord offers a range of services including the Museum Café and the boutique.

Researchers welcome by appointment.

690 Sherbrooke Street West Telephone: 514-398-7100 Email: info@mccord.mcgill.ca Website: www.mccord-museum.qc.ca

13.9.3.3 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914 Website: http://lyman.mcgill.ca

13.9.3.4 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Medical Museum.

The Medical Museum is a repository of material dating from the late 19th century that documents the study and practice of Medicine at McGill University and its associated teaching hospitals. The major part of the collection consists of pathologic specimens, including those in the Abbott and Osler collections. The material is housed in the Lyman Duff Medical Building. A showcase in the Pine Street entrance hallway displays temporary exhibits. For more information, see the Museum website www.mcgill.ca/ medicalmuseum.

The McGill Physics Department has two specialized collections that may be viewed by appointment:

The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prizewinning research at McGill University on radioactivity (1898-1907). For more information, see www.physics.mcgill.ca/museum/ rutherford_museum.htm.

The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For more information, see www.physics.mcgill.ca/museum/macpherson_collection.htm.

Lecturers



"Our students choose CCE because they will receive a highquality education and recognition of the studies they pursue. As proof, our English language students see consistent results in their language competency from one level to the next (Elementary, Intermediate, and Advanced) because of our well-organized language-learning framework.

Since many CCE students hold

jobs, have families and juggle many responsibilities while studying part-time, they thrive in our environment because it's accepting, friendly and enriching, and it promotes the notion of lifelong learning.

Prospective students should visit our Client Services' desk to see how well our staff can help them navigate through their specific academic needs. And each teacher also contributes by helping students understand the next steps to take. Together, the support staff and the teachers have a common goal - the students' success, which is the primary reason we work here.

I am very lucky. I work alongside teachers who care deeply about their vocation, and the students I've worked with over the years have brought a lot of joy into my life. They always inspire me to do better."

G. Julia Mercuri-Albisi, Course Lecturer, English and French Language Programs

14 Lecturers

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CORLETT, John
CORRIGAN, Rodney Logistics Management COURTOIS, Richard Human Resources
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COUTU, Pierre Logistics Management
COX, Robert Law
CRECK, ChantalFrench
CROSS, Christopher Risk Management
CUSSON, Alain Marketing
DAOU, Khattar Information Technology
DAOUD-BRIKCI, Houria Translation
DARRIGAN, Dan Communication
DAVIDSON, Donna English
DAVIES, Brian Accounting
DE ANGELIS, Vincent Taxation
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EISENSTAT, Ben.	Risk Management
ELIZOV, Henriette	·····French
EMRICK, Andrea	formation Technology
ERRUNZA, Marie-Josée	International Business
ETEMAD, Hamid International Bu	usiness and Marketing
EVANGELINELIS, Dina	English
EYRE, Diane	
FARÉS, Diana FASOLA, Cecilia	
	I ranslation/Spanish
FELDMAN, Howard	
FELSKE, Richard	
FENOGLIO, Prisca FENSTER, Ariel	French
FENSTER, Ariel.	Chemistry
FERNANDEZ, Héberto	
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FORTIER, LOUIS.	Public Relations
FORTIN, Louis	. Industrial Relations
FRANCESCUCCI, David Applied Soc	
FRASER, Lynda Applied Soc	Psychology
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GAGNON, Gilles	
GAUTHIER, Sylvain	. Project Management
GAVRIN, Victor	
GNIWISCH, Pinny Ir GILPIN, Andrea	normation rechnology
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GIROUX, ChantalGLIDDEN, Gregory	
GODAWA, Christopher	English
GOLDSMAN, Larry	Accounting
GOLOVINA, Galina	Mathematics
GRAHAM, Jim	Mathematics
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GREENFIELD, Kathleen	Communication
GROULX, Devaki	English
GROULX, Devaki GROULX, Jean-François	French
GUAY Hélène He	alth & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HAMMAMI. Larbi	Finance
HARPP, David	Chemistry
HEINRICH, Myriam	Spanish
HENDERSON. Kate	Public Relations
HIRST, Elizabeth	Public Relations
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUGHES, James	Insurance
HUNG, Loretta	Finance
HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	
JETTÉ, Karine	Oneniah
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JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Énglish _ogistics Management
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KAHYAOGLU, YasminI KAMEL, Michael KAUFER, Danny	English Logistics Management . Project Management Law
KAHYAOGLU, Yasmin	English Logistics Management . Project Management Law Iformation Technology
KAHYAOGLU, Yasmin	English Logistics Management Project Management Law Iformation Technology Leadership
KAHYAOGLU, Yasmin	English Logistics Management Project Management Law formation Technology Leadership Public Relations
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KHO David English
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KOKORIAN, Christian Accounting
KONIDARIS, Ephie English KOPCZYNSKI, Tomek Accounting
KUMOR-WYSOCKA Marguerite Erench
KUMOR-WYSOCKA, Marguerite French KUTTER, Elisabeth Applied Social and Organizational
Psychology KYRTATAS, Louise English
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LA ROCCA, Gerry Accounting
LAING. Stephen Marketing
LANGÉVIN, Michael English LANGSTON, Catherine English
LAPOINTE, Deirdre Accounting
LAVIGNE, Claire Iranslation
LEBRUN, Susan
LEFEBVRE, Michel Public Relations LENK, Helle-Mai English
LETOVSKY, Steven Marketing
LEVESQUE, Amélie French
LINCK, Marie-Eve French LISSOUBA, Daniele French
LORIA-MELO. Alicia Translation
LUKCA, John Management Policy LUSSIER, Isabelle Clinical Research
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LYNCH, Shaun Public Relations MACDONALD, Stephen English
MACKENZIE, Ken
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MALHAMÉ, Raymond Translation
MANNO, Anna. English MANSON, Bruce English
MATHIEU, Isabelle French
MATZIORINIS, Kenneth Economics MAYBURY, Wayne
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MCGRAW, Janice
MCKNIGHT. Don Logistics Management
MCMURRAY, Bill Logistics Management MENDONCA, Manuel Applied Social and Organizational
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RICHARDSON-ASKEW, Pamela Translation
RIPOLL, Alexânia
RIVARD, NathalieEnglish
ROBINSON, Beverley Health & Social Services
RODINSON, Developy
ROONEY, SarahEnglish
ROSE, BrendaEnglish
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ROSSNER, Peter
RUSSNER, Peter English
ROTH, Charles Mathematics
ROTHERY, RobertTaxation
ROY, Natasha
RUDD, Christina
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RYAN, KimberleyAccounting
SAPA John Economics
SABA, John
SABIH, Amar Mathematics
SACKS, StevenTranslation/Communication SAGGERS, RobertLeadership
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SANDFORD, Luke
SCHWARCZ, Joseph Chemistry
SEPINWALL, Bernard Law
SESHADRI, Vasu English
SESTAK, JeromeEnglish
SEYMOUR, MichelleEnglish
SHAHIDI, Majid
SHAMJI, AshifaEnglish
SHARP, Michelle
SHARPE, Carol Communication
SHATENSTEIN, ElaineEnglish
SHATENSTEIN, Elaine
SIMON Karen Translation
SIMONETTO Nadia English
SIMON, Karen
SLATER, Julie Finance
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15 Centre for Continuing Education Administration and Governance

15.1 Centre for Continuing Education

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.) Dean

Alfred M. Jaeger; B.Sc.(N'western), M.B.A., Ph.D.(Stan.) Associate Dean (Academic)

ADMINISTRATIVE SERVICES

Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.) Manager, Finance and Operations

Lucie Carrière; B.A.A.(HEC), M.Sc.(Montr.) Senior Human Resources Professional

Deborah Mercier; B.A.(McG.) Associate Director, Development and Alumni Relations

Elana Trager; B.Com.(McG.) Senior Marketing/Communications Advisor

Antoinette Greco; Cert. Mgmt.(McG.) Assistant to the Associate Dean (Academic)

Andrée LaHaise Administrative Assistant and Building Director

Kevork Abadjian

Microcomputer Systems Coordinator

Jean-Paul Rémillieux; B.A., M.Sc.(UQAM) Director, Instructor Services & Educational Technologies

CLIENT SERVICES

Assunta Cerrone-Mancini

Manager, Admissions and Convocation

Lucia Chimienti; B.A.(C'dia) Student Records and Accounts Officer

Johnny Martuccio; B.Com.(McG.) Manager, Student Records, Registration and Accounts

CAREER AND MANAGEMENT STUDIES

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)

Director

Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia) Program Manager

Mary Rubiano

Graduate Program Advisor

Adelina Lameiras; B.Com.(McG.)

Undergraduate Program Advisor

Coordinator, Accounting, Finance and Taxation

Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.) Coordinator, Information Technology

TBA

Coordinator, Human Resources Management and Leadership

Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), A.P.R., F.C.P.R.S.

Coordinator, Public Relations

ENGLISH AND FRENCH LANGUAGE PROGRAMS

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)

Director

TBA

Associate Director

Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ) Coordinator, English Language Programs Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.) Coordinator, Special Intensive English

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.) Coordinator, French Language Programs

Verena Waterstradt; B.Adm.(Germany) Program Administrator

GENERAL AND SUMMER STUDIES

Aldo Cerantola; B.Sc.A.(Laval)

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM) Program Administrator

TRANSLATION STUDIES

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3rd cy.(Lille), Ph.D.(Montr.)

Director

Director

Heberto Fernandez; B.Sc., M.Sc.(U. of Los Andes), Ph.D.(Montr.)

Coordinator, Spanish and Portuguese Programs

PERSONAL AND CULTURAL ENRICHMENT/ MCGILL INSTITUTE FOR LEARNING IN RETIREMENT

Carolynn Rafman; B.F.A.(C'dia), M.A.(McG.)

Coordinator

15.2 Student Governance

McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989 and a certificate of accreditation was issued in 1990. All McGill Continuing Education Students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a Computer Lab which is free for all MACES members as well as study, meeting and social spaces. MACES is an ideal warm relaxed ambiance for socializing, studying or having a group meeting after a working day, before classes, after classes and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open door policy.

Full details of the bylaws, officers and committees of MACES are available from the Association (telephone: 514-398-4974).

16.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the "Royal Institution for the Advancement of Learning" upon condition that the latter erect "upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province"; and further upon condition that "one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of 'McGill College'."

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called "The University of McGill College" but in 1885 the Governors adopted the name "McGill University". Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then the University has continued to grow vigorously. In 1884 the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald Campus, and the Faculty of Education, located on the downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 11 faculties and 10 schools. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the Centre for Continuing Education.

16.2 Incorporated and Affiliated Colleges

INCORPORATED COLLEGE

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for women students.

AFFILIATED THEOLOGICAL COLLEGES

Montreal Diocesan Theological College 3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

Presbyterian College of Montreal 3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Tor.), Th.M.(Prin.), Th.D.(Knox, Tor.)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: P. Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

16.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the fulltime academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

16.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization which evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) and the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ).

16.5 Governance

16.5.1 The Visitor

The Governor General of Canada Her Excellency The Right Honourable Michaëlle Jean

16.5.2 Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Chair

H. Arnold Steinberg; C.M., B.Com., M.B.A.(Harv.), LL.D. (McG.) Chancellor

Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina) Principal and Vice-Chancellor

Members

Roshi Chadha Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York) Lili de Grandpré; B.A. (Western), M.B.A. (McG.) Darren Entwistle; B.Econ.(C'dia), M.B.A.(McG.) Kathy Fazel; B.Com.(McG.) Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.) Daniel J. Gagnier; B.A.(Loyola), M.A.(McG.), Ph.D.(ANU) Claude Genereux; B.Eng. (McG.), M.A. (Oxf.) Daniel Guitton; Dipl. IVK(U. Libre de Brux.), B.Eng., M.Eng., Ph.D.Eng., Ph.D.Physiol.(McG.) David N. Harpp; A.B. (Middlebury), M.A. (Wesl.), Ph.D. (N. Carolina) Eric Maldoff; B.A., B.C.L., LL.B.(McG.) Michael Meighen; B.A.(McG.) Gary Pekeles; B.Sc., M.Sc.(McG.), M.D., C.M.(Baylor) Amir Raz; M.Sc., Ph.D.(Hebrew) Michael Richards; B.A., B.C.L.(McG.) Gerald Sheff; B.Arch.(McG.), M.B.A.(Harv.) Martine Turcotte; B.C.L/LL.B.(McG.), M.B.A.(London Business School) Thierry Vandal; B.Eng., M.B.A.(Montr.) Ann Vroom; B.A.(McG.) Allan Youster TBA Student Representatives

Students' Society of McGill (1) Post-Graduate Students' Society of McGill (1) Observers McGill Association of Continuing Education Students (1) Macdonald Campus Students' Society (1)

16.5.3 Members of Senate

Ex-officio

- The Chancellor
- The Chair of the Board of Governors
- The Principal and Vice-Chancellor
- The Provost, Deputy Provost, and the vice-principals
- The deans of faculties
- The Dean of Continuing Education
- The Dean of Graduate and Postdoctoral Studies
- The Dean of Students
- The Director of Libraries

Elected Members

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff. Medical Residents or Postdoctoral Scholars Group (1) Student Members (19)

16.6 Administration

Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)

Principal and Vice-Chancellor

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)

Provost

- Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.) Deputy Provost (Student Life and Learning)
- Kathleen Massey; B.A.(York) University Registrar and Executive Director of Enrolment Services
- Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.) Executive Director of Services for Students
- William F. Foster (until June 30, 2010); LL.B.(Auck.), LL.M.(Br. Col.)

Associate Provost (Policies and Procedures)

Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.) Associate Provost (Academic Staff and Faculty Affairs)

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.) Associate Provost (Graduate Education) and Dean (Graduate andPostdoctoral Studies)

- Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.) Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)
- Danielle Levasseur (Interim); B.A., M.P.M.(UQAM) Chief Information Officer
- Stephen Strople; B.A.(Dal.), M.A.(York) Secretary-General
- François R. Roy; B.A., M.B.A.(Tor.) Vice-Principal (Administration and Finance)
- Lynne B. Gervais; B.A.(C'dia) Associate Vice-Principal (Human Resources)
- Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng. Associate Vice-Principal (University Services)

Marc Weinstein; B.A., B.C.L., LL.B.(McG.) Vice-Principal (Development and Alumni Relations) and Director (University Campaigns)

Richard I. Levin; B.S.(Yale), M.D.(NYU) Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)

Sam Benaroya; B.Sc., M.D.,C.M.(McG.) Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)

Rima Rozen (Interim) Vice-Principal (Research and International Relations)

Rima Rozen; B.Sc., Ph.D.(McG.) Associate Vice-Principal (Research and International Relations)
Vaughan Dowie Executive Head of Public Affairs
16.6.1 Deans, Directors of Schools and Libraries
Deans
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.) Agricultural and Environmental Sciences
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont) Arts
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.) Continuing Education
Paul J. Allison; B.D.S., F.D.S.R.C.S.(Eng.), M.Sc.(Lond.),
Ph.D.(McG.) Dentistry
Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.) Education
Christophe Pierre; M.Sc.(Prin.), Ph.D.(Duke) Engineering
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.) Graduate and Postdoctoral Studies
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)
Peter Todd; B.Com.(McG.), Ph.D.(Br. Col.) Management
Richard I. Levin; B.Sc.(Yale), M.D.(NYU) Medicine
Gordon Foote (Interim); B.Sc., M.A.(Minn.) Music
Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.) Religious Studies
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.) Science
Jane Everett; M.A.(Car.), Ph.D.(McG.) Dean of Students

Michael Jemtrud; B.Sc., B.Arch., B.A.(Penn. St.), M.Arch.(McG.) Architecture
Shari R. Baum (until August 2010); B.A.(C'nell), M.S.(Vt.), M.A., Ph.D.(Brown)
Communication Sciences and Disorders
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.) Computer Science
Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif., Davis) Dietetics and Human Nutrition
Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.) Environment
France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.) Information Studies
Hélène Ezer; N., B.Sc.(N.), M.Sc.(A.)(McG.), Ph.D.(Montr.) Nursing
Maureen J. Simmonds; B.Sc.(P.T.), M.Sc.(P.T.), Ph.D.(Alta.) Physical and Occupational Therapy
Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.) Social Work
David Brown; B.A.(Bishop's), M.U.P.(McG.), Ph.D.(Sheffield) Urban Planning
Diane Koen (Interim); B.A.(Qu.), M.L.I.S.(W. Ont.)

Directors of Schools and Libraries

Glossary

Undergraduate: A student who has not yet completed a Bachelor's degree or a program that leads to a Bachelor's degree. A graduate student has completed a Bachelor's degree and is working toward a Master's degree or Doctorate.

Bachelor's degree: A degree that normally takes 3 or 4 fulltime years to complete depending on the educational system you come from. An Honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good academic standing. Students generally complete a first academic year and can then select an Honours program. An Honours program can be a requirement for certain graduate (Master's) programs.

Certificate Program: A Certificate is a 30-credit first cycle program, governed by the teaching Faculty.

Diploma Program: A Diploma is a 30-credit second-cycle program which has as a prerequisite for admission, an undergraduate degree, or its equivalent, in any discipline, and for which Faculty approval rests with the teaching Faculty.

Graduate Diploma: A Graduate Diploma is a 30-credit second cycle program which has, as a prerequisite for admission, an undergraduate or graduate degree, or its equivalent, in the same or a related discipline, and for which Faculty approval rests with the Graduate and Postdoctoral Studies Office.

Graduate Certificate: A Graduate Certificate is a program of fewer than 30 credits but no less that 15 credits, which has, as a prerequisite, an undergraduate degree, and for which Faculty approval rests with the Graduate and Postdoctoral Studies Office.

Credit System: The Centre for Continuing Education uses the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour. The credit weight of each course is indicated in parentheses beside the course title.

Continuing Education Units (CE Units): Some courses at the Centre may carry a Continuing Education Unit rating. These courses do not normally count towards the fulfillment of a credit program. A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One unit represents ten hours of participation.

Non-Transcript Activity: A non-transcript activity is a course, seminar or workshop in any discipline that does not carry university credit or Continuing Education Units and will not appear on a university transcript.

Term: The academic year is broken into 2 terms: Fall (September to December) and Winter (January to April), with some optional courses available during the Summer term (May to August).

Advanced standing: If you are applying from a school system outside North America, or from another university, you may be eligible to receive advanced standing for university-level work you've already completed. Some students applying from outside Quebec may be able to earn exemption from taking basic courses by writing placement exams before classes start.

Minerva: By logging into Minerva, McGill's online administrative system, you can apply for admission, register for courses, check your exam schedule, update the status of your tuition, and look at your grades, 7 days a week, 24 hours a day, from the comfort of your own computer. **University Calendar:** The Calendar is the official listing of requirements for degree, Certificate and Diploma programs and courses offered by the University. It also describes the University's academic and administrative regulations, policies and procedures.

Calendar Supplement: The Calendar supplement is published three times a year before each registration period. It contains specific details on registration dates, and information pertaining to the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence over the information in the University Calendar.

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Éducation permanente

Annuaire de l'Université McGill 2010-2011

<image>

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Publié en juin 2010

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Le message de la doyenne

Juin 2010



« Enrichissant. Stimulant. Un outil d'avancement professionnel. » Voici quelques-uns des commentaires des étudiants et des diplômés de McGill qui décrivent leur expérience au Centre d'éducation permanente (CEP). De leur côté, les membres du personnel enseignant nous rapportent à quel point les étudiants font preuve de motivation pour leurs études. Lisez leurs témoignages et accédez à une foule d'autres renseignements dans le tout dernier annuaire qui vous permet un accès à l'information facile grâce à une nouvelle version simplifiée et organisée en de nouvelles sections.

Ces améliorations ne sont qu'un aperçu des changements passionnants qui se produisent au CEP. Mon mandat en tant que

doyenne nous a permis de formuler notre vision pour les trois à quatre prochaines années à l'aide d'un document sur l'orientation stratégique. Plusieurs points saillants ont récemment été mis en place et bien d'autres restent encore à venir.

Par ailleurs, nous avons lancé bon nombre de nouveaux programmes, notamment les programmes intensifs d'anglais et de français et l'analyse d'affaires. En outre, nous intégrons 60 nouveaux cours et avons mis à jour plusieurs de nos programmes d'*Études professionnelles et de gestion* afin de répondre au développement des entreprises et aux besoins des apprenants en constante évolution.

Dans le but de mieux servir notre clientèle étudiante, nous avons prolongé les heures d'ouverture du Service à la clientèle et nous simplifierons les modalités d'inscription. De plus, nous améliorons sans relâche nos salles de cours afin d'intégrer les nouvelles technologies pédagogiques et sans fil. Nous cherchons en outre à intégrer davantage d'options d'apprentissage à distance afin d'accroître notre portée géographique.

Afin de promouvoir les liens entre le Centre et d'autres communautés de McGill, nous avons lancé de nombreux projets, y compris une série de conférences publiques sur l'enrichissement culturel et personnel. La première s'intitulera *Writing Minds* et mettra en lumière des auteurs issus de McGill.

Au cours de l'année 2010-2011, nous dévoilerons notre nouvelle identité visuelle et nous poursuivrons nos recherches portant sur la communauté et ses besoins. Les résultats influenceront directement les démarches liées à la programmation.

Que vous souhaitiez vous engager dans une nouvelle carrière, améliorer vos compétences linguistiques, étudier pendant la retraite ou atteindre d'autres objectifs personnels et professionnels, je suis certaine que vous trouverez ce dont vous avez besoin au CEP. Participez à cette expérience enrichissante – l'expérience du CEP – pour vous mettre sur la voie d'une formation continue, une formation pour la vie.

fudite Pother

Dr. Judith Potter Doyenne de l'éducation permanente, Université McGill

Pourquoi étudier au CEP de McGill ?

Souhaitez-vous changer de carrière ou améliorer vos compétences professionnelles ? Désirez-vous apprendre une autre langue ? Êtes-vous en quête de stratégies de croissance personnelle ?

Le Centre d'éducation permanente (CEP) de l'Université McGill est une unité d'enseignement pluridisciplinaire vouée à l'excellence en enseignement et en apprentissage. Le CEP permet une vaste gamme de possibilités stimulantes pour les apprenants adultes issus d'expériences et de milieux diversifiés. Que vous soyez à la recherche d'un certificat ou d'un diplôme de McGill pour votre avancement professionnel, que vous souhaitiez ouvrir des portes grâce à de nouvelles compétences linguistiques, nourrir votre désir de croissance personnelle ou trouver des occasions de développement professionnel, le CEP est l'endroit idéal pour atteindre vos objectifs.

Avancement professionnel au CEP

Pour ceux et celles qui recherchent un rendement supérieur dans leur carrière par l'entremise d'un certificat ou d'un diplôme, le CEP offre des programmes innovateurs, enseignés par des gens d'affaires de grand calibre qui se dévouent à transmettre leur savoir, les leçons du métier et leurs acquis professionnels par le biais d'études de cas, de mises en situation réelles, et du partage des meilleures pratiques de leur entreprise et de leur profession.

Les gens d'affaires à la recherche d'occasions pour améliorer leurs perspectives d'emploi y trouveront également de nombreux séminaires et ateliers guidés par des spécialistes hautement qualifiés et conçus spécialement pour le marché du travail en constante évolution dans les secteurs de l'analyse d'affaires, de la propriété intellectuelle, de la gestion de projet et de l'art oratoire.

Le CEP offre plusieurs choix aux agents d'éducation désirant s'ouvrir à de nouveaux champs d'études ou consolider des compétences déjà existantes. Les programmes en sciences de l'éducation permettent aux enseignants d'acquérir des connaissances dans les domaines comme le counseling, la vie familiale, les besoins spéciaux, la culture et les langues autochtones. Un diplôme est également offert pour les enseignants brevetés.

Apprentissage de langues, traduction et croissance personnelle au CEP

Le CEP offre une myriade de programmes et de cours en français, en anglais et en espagnol, allant de cours à temps partiel ou s'échelonnant sur plusieurs semaines, aux trimestres intensifs à temps plein. Les personnes possédant des aptitudes avancées dans une langue seconde, ou exerçant une profession en traduction, peuvent optimiser leur carrière grâce à l'obtention d'un certificat ou d'un diplôme en traduction au CEP.

Vous prévoyez être à la retraite d'ici peu ? L'Institut d'études à la retraite de McGill (IERM) est en mesure de vous offrir de nombreuses activités stimulantes dans un milieu d'apprentissage sans aucun stress. Des animateurs bénévoles guident de petits groupes dans l'étude de sujets fascinants dans les domaines des arts, des sciences, des affaires, de l'histoire et des voyages. En outre, l'expérience enrichissante de l'IERM comprend l'accès aux bibliothèques de McGill, aux cours hebdomadaires et à des activités sociales divertissantes. À l'Institut, aucun préalable n'est requis, hormis la volonté de participer.

Une communauté dynamique axée sur l'apprenant

En tant qu'apprenant au CEP, vous gagnerez de par votre participation à une communauté d'individus grandement motivés et qui partagent volontiers leur temps, leurs connaissances et leurs idées. Vous profiterez également de l'accès à de nombreux services, y compris l'excellent service à la clientèle du CEP, les nombreuses bibliothèques de McGill et les laboratoires. En tant que membre de l'association des étudiants et étudiantes d'éducation permanente de McGill, vous pourrez notamment prendre part à des rencontres amicales, exploiter les diverses ressources de l'association, et plus encore.

Situé au campus du centre-ville de McGill, le CEP offre un milieu d'apprentissage multiculturel et cosmopolite, facilement accessible en voiture, en métro, en autobus ou en bicyclette. Nous vous invitons à consulter notre site Internet, à communiquer avec nous par courriel, ou à nous visiter en personne. N'hésitez pas à vous joindre à nous pour une expérience gratifiante sur le chemin d'une formation continue pour la vie.



Bienvenue

Page d'accueilwww.mcgill.ca/contedPar la poste688, rue Sherbrooke Ouest, Montréal, QC, H3A 3R1, CanadaPar téléphone514-398-6200Par télécopieur514-398-4448Par courrielinfo.conted@mcgill.caEn personne688, rue Sherbrooke Ouest, à l'angle de la rue Université,
11^e étage.

Unités d'enseignement Coordonnées

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Téléphone : 514-398-1030 Télécopieur : 514-398-3108 Courriel : cms.conted@mcgill.ca Site Internet : www.mcgill.ca/conted/acad/cms

Programmes de langues anglaise et française

Téléphone : 514-398-1212 Télécopieur : 514-398-1769 Courriel : language.conted@mcgill.ca Internet : www.mcgill.ca/conted/acad/eflp

Études générales

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Études de traduction

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Institut d'études à la retraite de McGill (IERM)

Téléphone : 514-398-8234 Télécopieur : 514-398-2757 Courriel : milr.conted@mcgill.ca Site Internet : www.mcgill.ca/conted/milr

Bureau du perfectionnement professionnel, éducation permanente Faculté des sciences de l'éducation Téléphone : 514-398-7042 Télécopieur : 514-398-4679 Site Internet : www.mcgill.ca/conted/ acad/education

HEURES D'OUVERTURE

Unités d'enseignement : Horaire régulier

Du lundi au vendredi, de 9 h à 17 h

Exceptions

Veuillez prendre note de l'horaire spécial s'appliquant aux dates suivantes :

Du lundi au jeudi de 9 h à 18 h Vendredi de 9 h à 17 h

Du 23 août au 21 septembre 2010

Du 15 décembre au 21 décembre 2010

Du 3 janvier au 25 janvier 2011

NOTA : Pour connaître les horaires en vigueur, veuillez consulter le site www.mcgill.ca/conted

Service à la clientèle : Horaire régulier

Du lundi au jeudi, de 9 h à 18 h 15

Vendredi, de 9 h à 17 h

L'étudiant est tenu de lire attentivement les règlements et marches à suivre indiqués dans la présente publication et de s'y conformer.

Nota : Dans le présent document, *vous* se rapporte aux étudiants nouvellement admis, réadmis ou en renouvellement d'inscription à McGill.

Pour toute autre date s'appliquant au calendrier universitaire, veuillez consulter le site http://francais.mcgill.ca/importantdates. Certaines activités de perfectionnement professionnel ne satisfont pas aux critères établis pour l'accès aux services aux étudiants. Par conséquent, les personnes qui y sont inscrites ne recevront pas de carte d'étudiant et ne pourront donc se prévaloir desdits services.

Dates à retenin

Dates à retenir pour l'année universitaire 2010 - 2011

Le calendrier qui suit vous propose un aperçu des dates à retenir. Pour plus de détails, veuillez consulter le site http://francais.mcgill.ca/importantdates. Pour visionner l'horaire des cours et connaître les dates exactes de vos cours, vous pouvez accéder au site suivant : http://francais.mcgill.ca/students/courses/calendars.

INSCRIPTION ET DEMANDE D'ADMISSION	Trimestre d'automne	Trimestre d'hiver
Date limite de dépôt des demandes d'admission.	1 ^{er} juin 2010	1 ^{er} octobre 2010
Début des inscriptions à l'aide de Minerva pour les étudiants en renouvellement d'inscription à la Faculté des sciences de l'éducation du Centre d'éducation permanente.	7 avril 2010	7 avril 2010
Début des inscriptions à l'aide de Minerva pour les étudiants inscrits à un programme en renouvellement d'inscription au Centre d'éducation permanente.	15 juin 2010	14 octobre 2010
Début des inscriptions à l'aide de Minerva pour les étudiants à statut particulier en renouvellement d'inscription et pour les étudiants nouvellement admis au Centre d'éducation permanente.	22 juin 2010	21 octobre 2010
Date limite d'inscription aux cours sans avoir à acquitter le supplément de retard.	1 ^{er} septembre 2010	4 janvier 2011
Période d'inscription tardive avec supplément de retard (25 \$ pour les étudiants d'éducation permanente).	Du 2 au 14 septembre 2010	Du 5 au 18 janvier 2011
Date limite pour les changements de cours (abandon/ajout).	14 septembre 2010	18 janvier 2011
Date limite d'abandon de cours par Internet avec remboursement des droits de scolarité (note de W) pour les cours assortis d'unités d'éducation permanente (moins 20 \$).	21 septembre 2010	25 janvier 2011
Date limite d'abandon de cours par Internet (note de W) ou abandon de l'Université (note de W) pour les cours du trimestre d'automne 2010 (sans remboursement).	19 octobre 2010	15 février 2011
Date limite de dépôt des demandes d'exemp- tion de droits de scolarité et des preuves de citoyenneté canadienne et de résidence au Québec au Centre d'éducation permanente. Les documents reçus après cette date ne seront mis à jour que pour le trimestre suivant.	1 ^{er} décembre 2010	1 ^{er} avril 2011

COURS	Trimestre d'automne	Trimestre d'hiver
Début des cours pour tous les cours assortis d'unités et les cours de langues non assortis d'unités.	1 ^{er} septembre 2010	4 janvier 2011
Début des cours intensifs d'anglais et de français.	13 septembre 2010	17 janvier 2011
Début des cours d'études générales non assortis d'unités.	15 septembre 2010	10 janvier 2011
Dernier jour de cours.	3 décembre 2010	8 avril 2011
Période d'évaluation des cours en ligne : les évaluations à remplir sont disponibles sur Mercury à l'aide de Minerva.	Du 15 novembre au 5 décembre 2010	Du 21 mars au 10 avril 2011
NOTE IMPORTANTE : L'horaire normal des cours magistraux, laboratoires, conférences et du congé de l'Action de grâce seront reportés	autres activités liées aux cours qui n'auro	

EXAMENS	Trimestre d'automne	Trimestre d'hiver
Période d'examens	Du 6 au 21 décembre 2010	Du 11 au 28 avril 2011
Date limite de dépôt des demandes de report d'examen	15 janvier 2011	15 mai 2011

CONGÉS OFFICIELS		
Journée nationale des Patriotes	24 mai 2010	
La Fête nationale du Québec	24 juin 2010	
Fête du Canada	1 ^{er} juillet 2010	
Fête du travail	6 septembre 2010	
Action de grâce	11 octobre 2010	
Vacances de Noël et jour de l'An	Du 23 au 31 décembre 2010	
Semaine de relâche	Du 20 au 26 février 2011	
Pâques	Du 22 au 25 avril 2011	

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Études professionnelles et de gestion - premier cycle

Misez sur l'avenir aux EPG

Dans un monde en grand changement, un monde d'innovations et de mondialisation, les *Études professionnelles et de gestion* (EPG) offrent les programmes et les cours pour vous permettre de progresser dans votre carrière. Nos chargés de cours, des experts et des leaders dans plusieurs domaines, partagent les leçons du métier et les expériences propres à une vaste gamme de professions et d'industries : comptabilité, entreprenariat, soins de la santé, ressources humaines, gestion, marketing, relations publiques et technologies de l'information. Les EPG proposent des programmes et des cours innovateurs qui se centrent sur des problèmes, des compétences et des pratiques ancrés dans la vie réelle. Que vous suiviez un cours ou que vous complétiez un certificat, une formation aux EPG vous enrichira sur les plans personnel et professionnel.



« J'ai choisi le CEP de McGill en raison de sa réputation d'excellence en éducation. Comme je travaillais encore à temps plein, le CEP était la meilleure option. En trois ans, j'ai terminé les certificats en comptabilité, en gestion et en gestion des risques. J'ai aussi

énormément appris de mes camarades de classe qui, comme moi, étaient des professionnels. J'ai trouvé l'aménagement des classes excellent, ce qui contribuait à stimuler l'apprentissage. Les trois programmes que j'ai suivis satisfont aux exigences d'admission pour le programme menant au permis en comptabilité publique. Cette certification a vraiment fait progresser ma carrière.

Lors de mes études au CEP, il y a un employé qui s'est vraiment démarqué. Il était toujours là pour m'aider à aplanir les difficultés qui se présentaient, notamment l'inscription, le choix de cours ou l'obtention de copies de relevés de notes. J'ai vraiment senti qu'il était là comme un ami et qu'il prenait mon succès à cœur.

L'atmosphère créée par le CEP est propice à un apprentissage de qualité pour professionnels. Dans l'ensemble, mon expérience au CEP a été formidable. »

Michael Di Fruscia, diplômé, Études professionnelles et de gestion

1 Études professionnelles et de gestion (programmes de certificat de premier cycle et B. Com. à temps partiel)

1.1 Coordonnées

Études professionnelles et de gestion Programmes de certificat de premier cycle et B. Com. à temps partiel Téléphone : 514-398-1030 Télécopieur : 514-398-3108 Site Internet : www.mcgill.ca/conted/acad/cms Courriel : info.conted@mcgill.ca

1.2 Personnel administratif

Carmen Sicilia; B.A. (Concor.), M.A., Ph. D. (McG.) Directrice

Dawne Ramsahoye; B.A. (McG.), G.D.I.A., M.A. (Concor.)

Gestionnaire de programmes

Mary Rubiano

Conseillère, programmes d'études supérieures

Adelina Lameiras; B. Com. (McG.)

Conseillère, programmes de premier cycle

À préciser Coordonnateur, comptabilité, finances et fiscalité

Hang Lau; B. Sc. (Université chinoise de Hong Kong), M. Sc., Ph. D. (McG.)

Coordonnateur, technologies de l'information

À préciser

Coordonnateur, gestion des ressources humaines et leadership

Elizabeth J. Hirst; B.A. (McG.), M.A. (Montr.), ARP, Fellow SCRP

Coordonnatrice, relations publiques

1.3 Pourquoi étudier les études professionnelles et de gestion (EPG) au CEP ?

Que vous souhaitiez acquérir de nouvelles compétences professionnelles, donner un nouvel élan à vos attestations d'études grâce à un certificat ou un diplôme d'avancement professionnel, ou même entamer un tout nouveau parcours de carrière, l'unité des *Études professionnelles et de gestion* est l'endroit idéal pour mener à bien vos projets. Grâce à l'expertise de chargés de cours hautement qualifiés, des cours et des programmes innovateurs qui mettent l'emphase sur les vrais enjeux professionnels, vous aurez certes l'occasion de relancer l'ensemble de vos compétences et vous permettre d'arriver à la prochaine étape de votre carrière.

Aux EPG, vous étudierez avec des dirigeants d'entreprises et les meilleurs experts de leur domaine qui apportent, par le biais de notre milieu d'apprentissage basé sur la collaboration, des expériences concrètes, des cas d'études pertinents, des nouveaux apports technologiques et des exemples des meilleurs pratiques de leur industrie. Nos chargés de cours dévoués et nos étudiants motivés contribueront à accélérer votre propre apprentissage et vous aideront à vous démarquer dans votre carrière.

Nous avons conçu nos cours et nos programmes afin de vous permettre de concilier les responsabilités du travail et de la famille et de réussir malgré votre emploi du temps exigeant. La plupart des cours ont lieu une fois par semaine (du lundi au jeudi).

1.4 Perfectionnement professionnel et perspectives d'emploi

Les EPG offrent des programmes ayant comme objectif l'avancement professionnel et l'ouverture à de nouvelles perspectives de carrière, notamment dans les professions suivantes :

- Planificateurs fiscaux et conseillers en planification financière et en comptabilité
- Experts de produits et de marques
- Gens d'affaires
- Représentants aux services à la clientèle et dans les centres d'assistance
- Directeurs des services sociaux et en soins de la santé
- · Directeurs en ressources humaines
- Analystes en placements et en trésorerie
- Analystes des affaires des TI et ingénieurs de maintenance
- Directeurs de logistique et de la chaîne d'approvisionnement
- · Experts en vente et en marketing
- Analystes des processus de fusions et d'acquisitions et du marché monétaires
- Spécialistes de la distribution physique et commerçants en ligne
- Experts en relations publiques
- Analystes en assurance de la qualité et ingénieurs d'essais
- Spécialistes en planification de la retraite et en plans de succession
- Gestionnaires de risques
- Ingénieurs et développeurs de logiciel
- Administrateurs de système, de bases de données et de réseaux
- Webmestres, concepteurs et développeurs Web

1.5 Programmes de certificat

Programmes de premier cycle ne nécessitant pas de grade universitaire :

- « Certificat en comptabilité (30 unités) », section 1.6.1
- « Certificat en entreprenariat (30 unités) », section 1.6.2
- Certificat en finance (30 unités) », section 1.6.3
 Certificat en gestion des services de santé et des services
- Sociaux (30 unités) », section 1.6.4
 Certificat en gestion des ressources humaines (30
- unités) », section 1.6.5
- « Certificat en gestion (30 unités) », section 1.6.6
- « Certificat en marketing (30 unités) », section 1.6.7
- « Certificat en relations publiques (30 unités) », section 1.6.8
- « Certificat en gestion des risques (30 unités) », section 1.6.9
- « Certificat en développement de logiciels (30 unités) », section 1.6.10
- « Certificat en logistique et gestion de la chaîne d'approvisionnement (30 unités) », section 1.6.11
- « Certificat en analyse et conception des systèmes informatiques (30 unités) », section 1.6.12
- « Certificat en pratique du service social auprès des populations autochtones (30 unités) », section 1.7.1
- « Certificat en pratique du service social auprès des populations nordiques (30 unités) », section 1.7.2

1.6 Certificats de McGill

1.6.1 Certificat en comptabilité (30 unités)

Ce certificat vise à inculquer à l'étudiant les connaissances nécessaires à l'exercice de la profession de comptable. Le certificat en comptabilité, combiné au certificat en gestion, répond à la plupart des exigences de formation de l'Ordre des comptables généraux licenciés du Québec (CGA) et de l'Ordre des comptables en management accrédités du Québec (CMA). Assorti des options adéquates, il prépare en outre les étudiants aux examens d'agrément de ces ordres professionnels. Une liste détaillée des cours qui répondent spécifiquement aux conditions d'admission de chaque ordre peut vous être fournie par les *Études professionnelles et de gestion*.

Nota : Les cours préalables ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours préalable :

MGCR 211 (3) Introduction to Financial Accounting (ou exemption par examen)

Cours obligatoires : (21 unités)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
100T /	ini	

ACCT 475 (3) Principles of Auditing

Cours complémentaires : (9 unités)

Les trois cours complémentaires peuvent être choisis parmi l'ensemble des cours énumérés ci-dessous si vous ne souhaitez pas suivre une filière particulière.

Cours exigés par l'Ordre des comptables généraux licenciés du Québec (CGA)

En plus des cours préalables et obligatoires du certificat en comptabilité, vous devez suivre les cours ci-après si la filière CGA vous intéresse (d'autres cours peuvent aussi être exigés; veuillez vous adresser à l'Ordre des CGA).

- ACCT 354 (3) Financial Statement Analysis
- ACCT 455 (3) Development of Accounting Thought
- ACCT 476 (3) Internal Auditing*
- ACCT 477 (3) External Auditing*
- ACCT 486 (3) Business Taxation 2
- INSY 332 (3) Accounting Information Systems

* Seul un de ces cours peut être pris en compte dans le calcul des unités nécessaires pour obtenir le certificat.

Cours exigés par l'Ordre des comptables en management accrédités du Québec (CMA)

En plus des cours préalables et obligatoires du certificat en comptabilité, vous devez suivre les cours ci-après si la filière CMA vous intéresse (d'autres cours peuvent aussi être exigés; veuillez vous adresser à l'Ordre des CMA).

ACCT 354 (3) Financial Statement Analysis

- ACCT 455 (3) Development of Accounting Thought
- ACCT 463 (3) Advanced Management Accounting
- ACCT 476 (3) Internal Auditing

INSY 332 (3) Accounting Information Systems

Autres options complémentaires :

BUSA 400(3)Independent Studies in ManagementCCTX 540(3)U.S. Taxation

Coordonnées de l'Ordre des CGA

Dispenses et examens de CGA Téléphone : 514-861-1823, poste 220 Courriel : examens@cga-quebec.org Site Internet : www.cga-quebec.org ou Renseignements d'ordre général et équivalences de cours Téléphone : 514-861-1823, poste 246 Courriel : formation@cga-quebec.org Site Internet : www.cga-quebec.org Téléphone sans frais : 1-800-463-0163 Télécopieur : 514-861-7661

Coordonnées de l'Ordre des CMA

Madame Karine Blais Téléphone : 514-849-1155, poste 227 Courriel : k.blais@cma-quebec.org Site Internet : www.cma-quebec.org

1.6.2 Certificat en entreprenariat (30 unités)

Ce certificat vise à inculquer aux étudiants les connaissances nécessaires pour créer une entreprise et assurer sa viabilité. Les participants devront concevoir des outils pour préparer un plan d'affaires, communiquer avec les conseillers financiers, interpréter les états financiers, préparer un plan de marketing et de ventes et présenter un produit ou un service à des investisseurs potentiels. Des intervenants extérieurs, issus de diverses entreprises, seront invités à intervenir dans certains cours pour replacer les enseignements théoriques dans un contexte pratique.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CMSC 101	(3)	College Algebra and Functions
		(ou exemption par examen)
CCOM 205	(3)	Communication in Management 1
		(ou exemption par examen)

Cours obligatoires : (27 unités)

3)	Management of Small Enterprises			
3)	Accounting for Management			
3)	Fundamentals of Entrepreneurship			
S)	Product Validation and Sales			
S)	Entrepreneurship Issues Management			
3)	Introduction to Organizational Behaviour			
3)	Managerial Economics			
S)	Marketing Management 1			
S)	International Business			
Cours complémentaire : (3 unités)				
3)	Business Law 1			
3)	Basics of Public Relations			
3)	Information Systems			
3)	Ethics in Management			
)))))))) me))			

- MRKT 355 (3) Services Marketing
- MRKT 452 (3) Consumer Behaviour

1.6.3 Certificat en finance (30 unités)

Ce certificat permet d'acquérir de solides connaissances de base en finance afin de mener les étudiants vers divers débouchés de carrière en finance. Les cours porteront sur les applications pratiques des concepts financiers visant l'accès à une vaste gamme d'emplois de premier niveau dans le domaine financier. Le programme abordera des concepts modernes et traditionnels, analysés dans le cadre d'événements actuels, prenant en considération les plus récents développements dans le milieu des institutions et marchés financiers. Les étudiants choisiront un domaine de spécialisation parmi les sept filières offertes. Les filières visent à offrir aux étudiants l'option d'acquérir des connaissances liées aux domaines traditionnels de la finance, comme la finance des entreprises, les fonds communs de placement ; des domaines plus spécialisés tels l'assurance, la gestion des risques, la finance personnelle ou la trésorerie ; ou à de nouveaux champs émergents, notamment la gestion financière durable et l'investissement responsable. Selon la filière choisie, les diplômés pourront accéder à des emplois en tant que conseillers financiers, agents des services bancaires personnels, agents d'assurances, adjoints au services bancaires, experts en sinistres, responsables des prêts et plus encore.

Cours obligatoires : (15 unités) CEC2 532 (3) Business Economics **CFIN 300** (3)Fundamentals of Financial Markets and Institutions **Applied Quantitative Methods** CMSC 221 (3)Introduction to Financial Accounting MGCR 211 (3) MGCR 341 (3) Finance 1 Cours complémentaires : (15 unités parmi l'une des filières suivantes) Filière de financement des entreprises ACCT 354 **Financial Statement Analysis** (3) **CFIN 310** (3) Short-Term Financial Management **CFIN 401** (3) Sustainable Finance and the Firm **Business Valuation and Project Finance CFIN 402** (3) **CFIN 403** (3) Mergers and Acquisitions Filière de gestion de portefeuille, d'investissements et fonds commun de placement **CFIN 305** (3) Investor Behaviour **CFIN 410** (3)Investment and Portfolio Management **CFIN 420** (3) Mutual Funds **FINE 448** (3) **Financial Derivatives FINE 451** (3) **Fixed Income Analysis** Filière de finance personnelle **CFIN 200** (3) **Retirement Planning CFIN 350** Alternative Investments (3) **CFIN 400** (3)**Real Estate Finance CFIN 410** (3) Investment and Portfolio Management **CFIN 420** Mutual Funds (3)Filière de capital de risque **CFIN 421** (3) Asset Liability Management **CPDV 400** (3) Risks and Capital for Banks 1 **CPDV 402** Risks and Capital for Banks 2 (3) Financial Derivatives FINE 448 (3)**FINE 451** (3) **Fixed Income Analysis** Filière de gestion des risques à court terme **ACCT 354** (3) **Financial Statement Analysis** CFIN 310 Short-Term Financial Management (3) **CFIN 421** (3) Asset Liability Management **FINE 448 Financial Derivatives** (3) **FINE 451** (3) **Fixed Income Analysis** Filière de finance durable ACCT 354 **Financial Statement Analysis** (3) **CFIN 350** (3)Alternative Investments **CFIN 401** (3) Sustainable Finance and the Firm **CFIN 402** (3) **Business Valuation and Project Finance CFIN 410** Investment and Portfolio Management (3) Filière de gestion des risques et assurances CPDV 301 (3) **Risk Management** (3) **CPDV 302 Risk Control CPDV 303** (3)**Risk Financing CPDV 305** General Insurance 1 (3)**CPDV 306** (3)**General Insurance 2**

1.6.4 Certificat en gestion des services de santé et des services sociaux (30 unités)

Ce certificat vise à doter l'étudiant d'une base intégrée de connaissances en gestion et s'adresse tout particulièrement à ceux qui s'intéressent à l'organisation, au fonctionnement et à la gestion des services hospitaliers (généraux, soins de longue durée, etc.), des centres d'accueil pour les jeunes et les personnes âgées, des centres communautaires locaux et d'autres établissements de services sociaux et de santé. Ce programme est axé sur l'acquisition des compétences nécessaires à la gestion quotidienne de ce type de services en fonction de critères d'efficacité et de critères humains.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associé :

CCOM 205 (3) Communication in Management 1 (ou exemption par examen)

Cours obligatoires · (27 unitée)

Cours obligatories. (27 unites)			
CACC 520 (3)	Accounting for Management		
CHLC 351 (3)	Social Service Systems		
CHLC 401 (3)	Evaluation of Health and Social Services		
CHLC 500 (3)	Health Care Systems		
CHLC 552 (3)	Legal Aspects: Health and Social Services		
INDR 294 (3)	Introduction to Labour-Management Relations		
MGCR 222 (3)	Introduction to Organizational Behaviour		
MGCR 331 (3)	Information Systems		
ORGB 423 (3)	Human Resources Management		
Cours complémentaire : (3 unités)			

CORG 450 (3) Workplace Health and Safety

INSY 332	(3)	Accounting Information Systems
ORGB 420	(3)	Managing Organizational Teams

1.6.5 Certificat en gestion des ressources humaines (30 unités)

Ce programme de certificat initie l'étudiant aux disciplines et aux pratiques fondamentales de la gestion des ressources humaines. Par ailleurs, il donne un aperçu général des fonctions spécialisées et de certains des enjeux actuels et futurs dans les domaines suivants : efficacité organisationnelle, dotation en personnel, rémunération globale, formation et perfectionnement, relations avec les employés et relations du travail, santé et sécurité au travail et pratique professionnelle de la gestion des ressources humaines.

Cours obligatoires : (18 unités)

•		,	
CGMG 282	(3)	Introduction to Business	
MGCR 222	(3)	Introduction to Organizational Behaviour	
ORGB 423	(3)	Human Resources Management	
ORGB 424	(3)	Employment	
ORGB 426	(3)	Human Resource Training and Development	
ORGB 525	(3)	Compensation Management	
Cours complémentaires : (12 unités)			
Polations avoc los omployés			

Relations avec les employés			
EDPC 501	(3)	Helping Relationships	
INDR 294	(3)	Introduction to Labour-Management Relations	
INDR 494	(3)	Labour Law	
INDR 496	(3)	Collective Bargaining	
ORGB 380	(3)	Cross Cultural Management	
ORGB 420	(3)	Managing Organizational Teams	
Formation e	t perf	ectionnement	
EDPC 501	(3)	Helping Relationships	
EDPC 504	(3)	Practicum in Interviewing Skills	
MGCR 331	(3)	Information Systems	
ORGB 380	(3)	Cross Cultural Management	
ORGB 420	(3)	Managing Organizational Teams	
ORGB 421	(3)	Managing Organizational Change	
Développen	nent c	organisationnel	
CORG 450	(3)	Workplace Health and Safety	
MGCR 423	(3)	Organizational Policy	
MGPO 450	(3)	Ethics in Management	
ORGB 380	(3)	Cross Cultural Management	
ORGB 420	(3)	Managing Organizational Teams	
ORGB 421	(3)	Managing Organizational Change	
Les cours complémentaires doivent être choisis dans un ou			

plusieurs des trois domaines proposés.

1.6.6 Certificat en gestion (30 unités)

Ce programme prépare les étudiants à des postes en gestion générale et ouvre la voie à des études de gestion plus approfondies. Il présente un vaste aperçu des disciplines sous-jacentes et initie aux domaines fonctionnels de la gestion. L'obtention de ce certificat assorti des cours optionnels appropriés répond à la plupart des exigences l'Institut canadien de gestion (ICG).

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours asso	ciés	:	
CMSC 101	(3)	College Algebra and Functions	
		(ou exemption par examen)	
CCOM 205	(3)	Communication in Management 1	
		(ou exemption par examen)	
Cours oblig	atoir	es : (18 unités)	
MGCR 211	(3)		
MGCR 222	(3)	Introduction to Organizational Behaviour	
MGCR 273	(3)	Introductory Management Statistics	
MGCR 293	(3)		
MGCR 341	(3)		
MGCR 352	(3)	Marketing Management 1	
Cours comp	olém	entaires : (12 unités)	
	s parr	ni les cours suivants :	
BUSA 464	(3)	Management of Small Enterprises	
MGCR 423	(3)	Organizational Policy	
6 ou 9 unités	s parr	ni les cours suivants :	
ACCT 361	(3)	Intermediate Management Accounting 1	
BUSA 364	(3)	Business Law 1	
BUSA 368	(3)		
CGMG 282	(3)		
ECON 295	(3)	Macroeconomic Policy	
FINE 342	(3)	Finance 2*	
ou FINE 343		Managerial Finance*	
FINE 443	(3)	Applied Corporate Finance	
MGCR 331	(3)	Information Systems	
MGCR 360	(3)	Social Context of Business	
MGCR 382	(3)	International Business	
MGCR 472	(3)	Operations Management	
MGPO 450	(3)	Ethics in Management	
MGSC 272	(3)	Advanced Business Statistics	
MGSC 373	(3)		
ORGB 420	(3)		
ORGB 423	(3)	Human Resources Management	
* Seul un de ces cours peut être pris en compte dans le calcu			

ote dans le calcul des unités nécessaires pour obtenir le certificat.

Exigences de l'Ordre des CGA

Les étudiants intéressés par la filière CGA doivent suivre les cours ci-après. D'autres cours peuvent être exigés. Veuillez vous adresser à l'Ordre des CGA du Québec pour plus de renseignements (voir section 11.9 « Associations professionnelles »).

	•
(3)	Business Law 1
(3)	Business Law 2
(3)	Macroeconomic Policy
(3)	Finance 2
(3)	Managerial Finance
(3)	Introduction to Financial Accounting
(3)	Introductory Management Statistics
(3)	Managerial Economics
(3)	Information Systems
(3)	Finance 1
(3)	Organizational Policy
	 (3)

Exigences de l'Ordre des CMA

Les étudiants intéressés par la filière CMA doivent suivre les cours ci-après. D'autres cours peuvent être exigés. Veuillez vous adresser à l'Ordre des CMA du Québec pour plus de renseignements (voir section 11.9 « Associations professionnelles »).

ACCT 361	(3)	Intermediate Management Accounting 1
BUSA 364	(3)	Business Law 1
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGSC 272	(3)	Advanced Business Statistics

MGSC 272 (3) Advanced Business Statistics

MGSC 373 (3) Operations Research 1

Institut canadien de gestion (ICG)

Les étudiants qui souhaitent suivre la filière ICG doivent suivre les cours suivants. D'autres cours peuvent être exigés. Veuillez vous adresser à l'Institut canadien de gestion pour plus de renseignements (voir section 11.9 « Associations professionnelles »).

•		•
BUSA 364	(3)	Business Law 1
CGMG 282	(3)	Introduction to Business
CCOM 205	(3)	Communication in Management 1
FINE 343	(3)	Managerial Finance
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

1.6.7 Certificat en marketing (30 unités)

L'objectif de ce programme consiste à initier les étudiants aux théories et concepts du marketing et leur donner l'occasion de les appliquer dans des situations pratiques. Le certificat prépare à une carrière dans un domaine clé du marketing et donne les atouts nécessaires pour comprendre et exploiter les publications récentes sur le marketing.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associé :

CMSC 101	(3)	College Algebra and Functions
		(ou exemption par examen)

Cours obligatoires : (21 unités)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 357*	(3)	Marketing Planning 1
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* À suivre comme dernier cours dans le cadre du certificat

Cours complémentaires : (9 unités)

000000000000000000000000000000000000000		
BUSA 464	(3)	Management of Small Enterprises
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MDKT 456	in	Pupinoon to Pupinoon Marketing

- **MRKT 456** Business to Business Marketing (3) **MRKT 483**
- International Marketing Management (3) MGCR 382 International Business
 - (3)

Certificat en relations publiques (30 unités) 1.6.8

Le certificat en relations publiques est conçu pour répondre à la demande croissante de compétences professionnelles dans ce domaine d'activité. Il est tout à la fois professionnel et orienté vers les étudiants : son contenu suit l'évolution des meilleures pratiques du secteur et il est fréquemment enrichi par les résultats des recherches menées dans le domaine des communications. Les étudiants ont la possibilité de travailler directement avec l'industrie grâce à des études de cas réelles, en constante évolution. Les cours suivent des directives de la Société canadienne des relations publiques Inc. (SCRP) et de la Société des relationnistes du Québec (SRQ). Des représentants de ces associations et d'autres regroupements professionnels participent au comité chargé de définir le programme.

Cours obligatoires : (24 unités)

Cours obligatoires : (24 unites)				
CCOM 207	(3)	Communication in Public Relations		
CPRL 223	(3)	Basics of Public Relations		
CPRL 224	(3)	Applied Public Relations Methods		
CPRL 225	(3)	Media Relations		
CPRL 226	(3)	Corporate Communications		
CPRL 227	(3)	Internal Communication		
CPRL 321	(3)	Public Relations Issues Management		
		•		

CPRL 322 (3) Cases in Public Relations

Cours complémentaires : (6 unités)

CPRL 220 (3) Fundamentals of Fund-Raising

- CPRL 228 (3) Event Management
- CPRL 320 (3) Public Relations Research
- MGCR 222 (3) Introduction to Organizational Behaviour

MGCR 352 (3) Marketing Management 1

1.6.9 Certificat en gestion des risques (30 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Ce programme permet aux étudiants d'approfondir leurs connaissances de base et d'améliorer leurs compétences dans le domaine de la gestion des risques. Sujets clés traités : organisation commerciale, statistiques, économie, droit, gestion des risques et assurance. Les étudiants qui mènent à bien ce programme réunissent la plupart des conditions d'admission à l'Institut de gestion des risques pour le titre professionnel de membre de la RIMS.

Cours obligatoires : (21 unités)

- BUSA 364 (3) Business Law 1
- CCOM 205 (3) Communication in Management 1
- CEC2 532 (3) Business Economics
- CPDV 301 (3) Risk Management
- CPDV 302 (3) Risk Control
- CPDV 303 (3) Risk Financing
- MGCR 211 (3) Introduction to Financial Accounting

Cours complémentaires : (9 unités)

ACCT 385	(3)	Principles of Taxation
BUSA 368	(3)	Business Law 2
CPDV 305	(3)	General Insurance 1
CPDV 306	(3)	General Insurance 2
MGCR 273	(3)	Introductory Management Statistics
MGCR 331	(3)	Information Systems

1.6.10 Certificat en développement de logiciels (30 unités)

Le certificat en développement de logiciels procure de solides bases en développement d'applications de logiciels. Il insiste sur les connaissances en informatique appliquée, plus précisément sur les notions élémentaires de la programmation informatique, de la réseautique et de la technologie liée au réseau Internet. Mener à bien ce programme permet d'entreprendre une carrière de spécialiste en développement et en maintenance de logiciels, d'administrateur de réseau ou de spécialiste d'Internet et des sites Internet au sein de divers organismes.

Nota: Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associé :

00010 0000		
CMSC 101	(3)	College Algebra and Functions
		(ou exemption par examen)
Cours oblig	atoir	r es : (24 unités)
CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures & Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 330	(3)	Database Systems & Internet Applications
CCCS 431	(3)	Networking Fundamentals
MGCR 331	(3)	Information Systems
Cours com	plém	entaires : (6 unités)
CCCS 320	(3)	User Interface Design
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CMIS 422	(3)	Information System Security
CMIS 431	(3)	Systems Implementation
INSY 331	(3)	Managing Information Technology

- INSY 333 (3) Systems Analysis and Modelling
- INSY 450 (3) Information Systems Project Management

1.6.11 Certificat en logistique et gestion de la chaîne d'approvisionnement (30 unités)

Le programme de certificat en logistique et gestion de la chaîne d'approvisionnement comprend deux cours de tronc commun et deux ensembles de cours. L'ensemble de cours portant sur la gestion de la production et le contrôle d'inventaire dotera les étudiants d'une solide formation sur les milieux de fabrication de la chaîne d'approvisionnement et les mènera à la certification APICS CPIM, à condition de suivre les examens de ladite association. L'ensemble de cours portant sur la logistique dotera les étudiants de connaissances approfondies liées à la chaîne d'approvisionnement, la distribution et les fonctions logistiques des entreprises. Cette option offre aussi la possibilité de mener les étudiants vers le programme de certification C.I.T.T. à condition de satisfaire aux autres exigences du C.I.T.T.

Cours obligatoires : (30 unités)

00010000	guio					
CTPT 200	(3)	Introduction to Supply Chain Management				
CTPT 430	(3)	Fundamentals of Integrated Business Systems				
Production	et co	ontrôle d'inventaire				
CTPT 201	(3)	Sourcing				
CTPT 202	(3)	Production and Inventory Planning and Control 1				
CTPT 310	(3)	Production and Inventory Planning and Control 2				
CTPT 311	(3)	Supply Chain Risk Management				
Logistique						
CTPT 206	(3)	Transportation Management and Economics				
CTPT 207	(3)	Transportation Law and Policy				
CTPT 208	(3)	Fundamentals of Logistics				
CTPT 410	(3)	International Trade and Logistics				
Nota : Les	étudi	ants qui désirent satisfaire aux exigences du				
C.I.T.T. doi	C.I.T.T. doivent suivre d'autres cours. Pour de plus amples					
renseignen	nents	, adressez-vous aux Études professionnelles et				
de gestion	ou au	u bureau du C.I.T.T. : info@citt.ca.				
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1.6.12 Certificat en analyse et conception des systèmes informatiques (30 unités)

Le certificat en analyse et conception des systèmes informatiques procure de solides bases sur les concepts et techniques nécessaires pour planifier et concevoir avec efficacité des applications et systèmes logiciels. Il insiste tout particulièrement sur l'application pratique des techniques pour le développement d'applications commerciales. Les étudiants qui mènent ce programme à terme pourront exercer la profession d'analyste dans des entreprises spécialisées dans le développement de logiciels ou dans des entreprises dans le domaine des technologies de l'information. **Nota** : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associé :

Cours asso	cie.	
CMSC 101	(3)	College Algebra and Functions (ou exemption par examen)
Cours oblig	atoir	es : (24 unités)
CCCS 300	(3)	Programming Techniques 1
CMIS 431	(3)	Systems Implementation
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modelling
INSY 432	(3)	Information Technology in Business
INSY 437	(3)	Managing Data and Database
INSY 450	(3)	Information Systems Project Management
MGCR 331	(3)	Information Systems
Cours com	pléme	entaires : (6 unités)
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 320	(3)	User Interface Design
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security
INSY 444	(3)	Managing Knowledge with Information
		Technology
INSY 444	(3)	

1.7 Programmes réservés

1.7.1 Certificat en pratique du service social auprès des populations autochtones (30 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Le programme de certificat en pratique du service social auprès des populations autochtones a pour but de préparer les autochtones à exercer le métier de travailleur social dans leurs propres communautés en leur offrant une formation professionnelle qui leur permet d'évaluer toute une gamme de problèmes sociaux comme la toxicomanie, la violence familiale, la violence faite aux enfants ainsi que la santé mentale et physique, puis d'offrir des services de conseiller. Les cours sont planifiés de manière à refléter les caractéristiques socioculturelles de la société autochtone de même que les besoins particuliers de ses communautés en matière de services sociaux.

Cours obligatoires : (21 unités)

SWRK 240	(3)	In	troo	duc	tion	to	Soci	al Work	

- SWRK 255(3)Introduction to PracticumSWRK 341(3)Introduction: Practice with FamiliesSWRK 355(3)Field Practice 1SWRK 357(3)Legal Problems of the Poor
- SWRK 374 (3) Community Development/Social Action
- SWRK 438 (3) Drug Addiction and Society

Cours complémentaires : (9 unités)

ANTH 306	(3)	Native Peoples' History in Canada
SWRK 354	(3)	Social Work in the Health Field
SWRK 434	(3)	Practice with Involuntary Clients
SWRK 459	(3)	Adult / Children Sexual Relations
SWRK 465	(3)	School Social Services
SWRK 497	(3)	Clinical Practice Seminar 1

Un des cours complémentaires peut être remplacé par : EDEC 204 (3) Communication in Social Work

1.7.1.1 Critères d'admission

En plus des critères énumérés à la section 1.12.1 « Critères d'admission », les candidats doivent fournir deux lettres de recommandation signées d'un membre de leur communauté autochtone.

1.7.2 Certificat en pratique du service social auprès des populations nordiques (30 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Ce programme de certificat de dix cours (30 unités) offert par le Centre d'éducation permanente pour l'École de service social est seulement disponible dans le Nord aux travailleurs sociaux inuits travaillant pour le gouvernement du Nouveau-Québec. Ce programme a pour objectif de préparer les travailleurs sociaux inuits à l'exercice du service social dans leurs communautés. Les cours tiennent compte des caractéristiques socioculturelles du Grand Nord ainsi que des besoins des communautés inuites en matière de services sociaux. Le rôle complexe du travailleur social au sein de la communauté fait également l'objet d'une attention particulière.

Les cours portent sur les thèmes suivants : délimitation et analyse des problèmes sociaux; les politiques de l'aide sociale et les méthodes de législation pour l'exercice du service social auprès des individus, des groupes et des organismes, ainsi que le processus d'organisation de la communauté.

Tous les cours sont dispensés dans le Nord par des membres de l'École de service social.

Cours obligatoires : (21 unités)

	· · · · · · · · · · · · · · · · · · ·		
SWRK	240	(3)	Introduction to Social Work

- SWRK 255 (3) Introduction to Practicum
- SWRK 341 (3) Introduction: Practice with Families
- SWRK 351 (3) Children's Needs and Social Services

SWRK 354 SWRK 355 SWRK 473	(3) (3) (3)	Social Work in the Health Field Field Practice 1 Individuals and Families in Crisis				
Cours com	Cours complémentaires : (9 unités)					
EDPI 211	(3)	Social and Emotional Development				
SWRK 374	(3)	Community Development / Social Action				
SWRK 377	(3)	Women's Issues in Practice				
SWRK 485	(3)	Tutorial: Social Work Practice				
Cours optic	nnel	:				
EDEE 249	(3)	Inuktitut Orthography and Grammar				

1.8 Baccalauréat en commerce pour les étudiants à temps partiel

1.8.1 Critères d'admission

Le baccalauréat en commerce (B. Com.) pour les étudiants à temps partiel de la Faculté de gestion Desautels s'adresse aux étudiants qui, pour divers motifs, ne peuvent faire d'études universitaires durant le jour. Les cours du soir sont offerts en automne, en hiver, au printemps et en été.

Le baccalauréat en commerce accepte des étudiants possédant un vaste éventail de formations antérieures. L'admission est sélective, les candidats étant censés présenter un dossier supérieur à la moyenne. Les décisions touchant l'admission sont fondées sur l'ensemble du dossier scolaire. Veuillez prendre note que le fait de répondre aux exigences minimales n'est pas un gage d'admission au programme de B. Com.

Les formulaires de demande d'admission ainsi que les renseignements sur les critères et les dates limites d'admission peuvent être obtenus en personne au Point de Service, 3415, rue McTavish, Montréal, Québec, H3A 1Y1; téléphone : 514-398-7878 ou en ligne à l'adresse suivante : http://francais.mcgill.ca/prospective.

Les étudiants appartenant aux deux catégories suivantes (« Candidats titulaires d'un diplôme de cégep (DEC) », section 1.8.2 et « Les candidats provenant d'un autre établissement », section 1.8.3) sont priés de faire parvenir leur demande d'admission à la Gestion de l'effectif étudiant à l'aide du formulaire en ligne disponible à l'adresse suivante : http://francais.mcgill.ca/prospective.

1.8.2 Candidats titulaires d'un diplôme de cégep (DEC)

Les candidats titulaires d'un diplôme de cégep (DEC) doivent avoir suivi depuis moins de cinq ans les cours Calcul infinitésimal 1, Calcul infinitésimal 2 et Algèbre linéaire (mathématiques -OOUN, OOUP, OOUQ ou 201-NYA, 201-NYB, 201-NYC, ou 201-103, 201-203, 201-105) au cégep et avoir obtenu une COTE R élevée.

Les étudiants qui n'ont pas suivi de cours de mathématiques au cégep et qui réunissent par ailleurs les critères d'admission peuvent suivre les cours *Survey of Basic Mathematics 1* (CMSC 203) et *Survey of Basic Mathematics 2* (CMSC 204) au Centre. Ils devront obtenir une note minimale de B+ pour chaque cours. Ces cours sont séquentiels : CMSC 203 est offert à l'automne, et CMSC 204, à l'hiver. Ces cours ne sont assortis d'aucune unité retenue dans le calcul des exigences minimales du programme. Les étudiants provenant du cégep et admis au programme devront compléter un minimum de 90 unités.

1.8.3 Les candidats provenant d'un autre établissement

Les candidats provenant d'un autre établissement (ayant étudié dans une autre université québécoise) qui ont obtenu des résultats supérieurs à la movenne doivent avoir suivi depuis moins de cinq ans les cours Calcul infinitésimal I, Calcul infinitésimal 2 et Algèbre linéaire (Mathématiques - OOUN, OOUP, OOUQ ou 201-NYA, 201-NYB, 201-NYC ou 201-103, 201-203, 201-105) au cégep et avoir obtenu une COTE R élevée ou la note B+ si les cours ont été suivis dans une autre université. Les étudiants qui n'ont pas suivi de cours de mathématiques au cégep ou à l'université et qui réunissent par ailleurs les critères d'admission peuvent suivre les cours Survey of Basic Mathematics 1 (CMSC 203) et Survey of Basic Mathematics 2 (CMSC 204) au Centre. Ils devront obtenir la note minimale B+ pour chaque cours. Ces cours sont séquentiels : CMSC 203 est offert à l'automne, et CMSC 204, à l'hiver. Ces cours ne sont assortis d'aucune unité retenue dans le calcul des exigences minimales du programme.

Les cours de niveau universitaire suivis ailleurs qu'au Centre d'éducation permanente seront évalués au cas par cas pour la reconnaissance d'équivalences.

Le nombre minimal d'unités exigées de ces candidats pour l'obtention du diplôme sera fonction de la formation préuniversitaire de l'étudiant.

Nota : Bien que le nombre minimal d'unités devant être accumulées après l'admission au baccalauréat en commerce soit de 30, l'étudiant doit accumuler au moins 60 unités à l'Université McGill pour satisfaire aux exigences de l'Université en matière de résidence.

Les étudiants appartenant aux deux categories suivantes (« Candidats d'âge adulte », section 1.8.4 et « Transferts entre facultés », section 1.8.5) sont priés de faire parvenir leur demande d'admission directement à la faculté concernée à l'aide du formulaire disponible en ligne sur Minerva : http://francais.mcgill.ca/minerva.

1.8.4 Candidats d'âge adulte

Les citoyens canadiens et résidents permanents du Canada qui ne possèdent pas les titres universitaires normalement exigés peuvent demander à être admis directement auprès de la Faculté de gestion Desautels comme étudiants d'âge adulte s'ils remplissent les conditions suivantes :

- avoir au moins 21 ans, à moins d'indication contraire, au 1^{er} septembre (pour être admis au trimestre d'automne) ou au 1^{er} janvier (pour être admis au trimestre d'hiver);
- ne pas avoir fréquenté le collège ni l'université au cours des cinq ans précédant la présentation de leur demande, ce qui constituerait un titre d'admission; et
- 3) avoir réussi un nombre minimum de cours appropriés, selon les critères mentionnés ci-après, dans les trois ans précédant le dépôt de leur demande. Les candidats qui souhaitent être admis en vertu de la politique sur les étudiants d'âge adulte sont priés de s'adresser à Ron Critchley au 514-398-4068 ou par courriel à ronald.critchley@mcgill.ca pour de plus amples renseignements.

Tous les candidats doivent avoir mené à bien les cours CMSC 203 (*Survey of Basic Mathematics 1*) et CMSC 204 (*Survey of Basic Mathematics 2*) dans les cinq ans précédant la date de l'admission avec une moyenne minimale B+. (Mathématiques - OOUN, OOUP, OOUQ ou 201-NYA, 201-NYB, 201-NYC ou 201-103, 201-203, 201-105 au niveau du cégep avec une Cote R élevée ou leurs équivalents universitaires avec une moyenne minimale de B+ sont acceptables pour remplacer CMSC 203 et CMSC 204.)

De plus, tous les étudiants doivent mener à bien au minimum six cours en gestion (18 unités) avec une moyenne de B+.

Cours proposés :

ECON 295	Macroeconomics Policy
MGCR 211	Introduction to Financial Accounting
MGCR 222	Introduction to Organizational Behaviour
MGCR 271	Statistics 1 ou
MGCR 273	Introductory Management Statistics et
MGCR 293	Managerial Economics
MGCR 331	Information Systems
MGCR 341	Finance 1
MGCR 352	Marketing Management 1
MGCR 382	International Business
MGCR 472	Operations Management

Si un étudiant s'inscrit au Centre d'éducation permanente à un plus grand nombre de cours de gestion que ceux de la liste précédente, tous les résultats serviront au calcul de la moyenne pour l'admission. Les étudiants doivent obtenir une moyenne pondérée cumulative minimale de 3,30 aux cours préalables cidessus et comme moyenne générale. Veuillez prendre note qu'en raison de la demande exceptionnellement élevée, le fait de répondre aux exigences minimales n'est pas un gage d'admission.

1.8.5 Transferts entre facultés

Transferts entre facultés : Les étudiants de McGill qui souhaitent soumettre une demande d'admission au programme de B. Com. doivent avoir suivi les cours Calcul infinitésimal 1, Calcul infinitésimal 2 et Algèbre linéaire avant de présenter leur candidature. Ils doivent avoir obtenu une moyenne pondérée cumulative (MPC) minimale de 3,30 pour les cours de mathématiques et l'ensemble des cours suivis à McGill afin que leur demande soit prise en considération. Pour de plus amples renseignements, veuillez consulter www.mcgill.ca/desautels/bcom/prospective_students/ transfers. Vous pouvez accéder au formulaire d'admission en ligne sur Minerva à http://francais.mcgill.ca/minerva. Veuillez prendre note qu'en raison de la demande exceptionnellement élevée, le fait de répondre aux exigences minimales n'est pas un gage d'admission.

1.8.6 Règlements et orientation

Pour connaître les règlements et les procédures de la Faculté de gestion, veuillez consulter la section consacrée à la Faculté de gestion Desautels dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) au site www.mcgill.ca/study.

Tous les étudiants bénéficieront de conseils pour l'établissement de leur programme de cours et doivent le faire approuver par la Faculté de gestion Desautels. Les cours suivis ne peuvent entrer dans le programme de grade que si vous avez été officiellement admis.

Toute correspondance ou question doit être adressée au Bureau des affaires étudiantes, Programme de B. Com., Faculté de gestion Desautels, Pavillon Samuel Bronfman, 1001, rue Sherbrooke Ouest, Montréal, Québec, H3A 1G5; 514-398-4068.

Tous les étudiants admis au programme de B. Com. à titre d'étudiants à temps partiel doivent contacter le conseiller pédagogique Ron Critchley (ronald.critchley@mcgill.ca) ou la conseillère Helen Van Eyk (helen.vaneyk@mcgill.ca) à la Faculté de gestion Desautels avant leur inscription au Centre d'éducation permanente.

1.9 Structure du baccalauréat en commerce à temps partiel

Le baccalauréat en commerce (B. Com.) est un programme assorti de 90 ou 120 unités offert à temps partiel le soir ou à temps plein le jour.

Le programme à temps partiel offre un choix limité de concentrations. Pour connaître les détails relatifs à l'ensemble des programmes offerts et les exigences s'appliquant aux étudiants de première année inscrits au programme de 120 unités, le cas échéant, se reporter à la section consacrée à la Faculté de gestion Desautels dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) au site www.mcgill.ca/study.

Programme de gestion générale (concentrations)

2 concentrations	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
2 concentrations	30	30
Cours optionnels hors-gestion	6	12
Cours optionnels	18	24
Total	90	120

1 concentration & 1 mineure (18 unités)	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
1 concentration + 1 mineure (18 unités)	33	33
Cours optionnels hors-gestion	0	12
Cours optionnels	21	21
Total	90	120

1 concentration & 1 mineure (24 unités)	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
1 concentration + 1 mineure (24 unités)	39	39
Cours optionnels hors-gestion	0	12
Cours optionnels	15	15
Total	90	120

Concentrations

Pour mener à bien une concentration, l'étudiant doit obtenir la note minimale C à tous les cours qui la composent. L'étudiant qui ne parvient pas à accumuler 15 unités conformément à ce critère doit opter pour une nouvelle concentration, suivre à nouveau le(s) cours en question ou, si possible, remplacer le(s) cours par un ou des cours à option de la concentration dans le(s)quel(s) il a obtenu la note minimale requise.

Seconde concentration

L'étudiant qui opte pour une deuxième concentration devra accumuler 15 unités qui ne se chevauchent pas et obtenir une note minimale de C à chaque cours.

Concentrations (programme à temps partiel)

Comptabilité

Entreprenariat

Systèmes d'information

Marketing

Comportement organisationnel

Les concentrations en finances, commerce international, relations du travail, gestion des opérations et gestion stratégique sont aussi proposées, mais comportent certains cours obligatoires qui se donnent pendant la journée.

Programmes de majeure

Majeures en gestion	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
Majeure	30	30
Cours optionnels hors-gestion	6	12
Cours optionnels	18	24
Total	90	120

Majeures (programme à temps partiel)

Comptabilité

Systèmes d'information

Marketing

Des majeures en économie, finances, relations du travail, mathématiques (concentration majeure), psychologie, et statistiques (concentration majeure) sont aussi proposées. Les étudiants doivent suivre un nombre considérable de cours pendant la journée. Pour tout complément d'information sur ces majeures, veuillez consulter la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) au site www.mcgill.ca/study.

1.9.1 Tronc commun

Cours de tronc commun - 36 unités exigées de tous les étudiants de B. Com., avec une note minimale de C obtenue dans chaque cours.

ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

Nota : MGCR 273 est considéré comme un cours préalable équivalent à MGCR 271.

1.10 Concentrations

1.10.1 Concentration en comptabilité (15 unités)

Conseillers : Professeur R. Cecere et professeur L. Goldsman

Cette concentration répond aux besoins des étudiants en gestion qui veulent se familiariser avec les principes de la comptabilité, mais ne comptent pas faire une carrière de comptable professionnel ni de spécialiste de la comptabilité. Elle s'adresse principalement aux utilisateurs d'informations financières et met l'accent sur l'enrichissement des connaissances grâce à un choix cohérent de cours.

La concentration en comptabilité complète le programme de B. Com., gestion générale, mais peut aussi en faire partie. Chaque cours de la concentration peut aussi faire office de cours complémentaire dans les programmes de majeure et les concentrations offertes par la Faculté de gestion dans d'autres domaines.

Cours obligatoires : (6 unités)

ACCT 351 (3)	Intermediate Financial Accounting	1
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ACCT 361 (3) Intermediate Management Accounting 1

Cours complémentaires : (9 unités) ACCT 352 (3) Intermediate Financial Accounting 2

(3)	Financial Statement Analysis
(3)	Intermediate Management Accounting 2
(3)	Principles of Taxation
(3)	Topics in Accounting
(3)	Financial Reporting Valuation
(3)	Advanced Financial Accounting
(3)	Financial Reporting
(3)	Advanced Management Accounting
(3)	Principles of Auditing
(3)	Business Taxation 2
	 (3)

1.10.2 Concentration en entreprenariat (15 unités)

Conseillers : Professeure A. Burlton et professeur G. Vit

Cette concentration s'intéresse à la genèse et au développement des entreprises. Elle porte sur l'intégration du marketing, des finances, de l'organisation et des politiques dans la création et l'expansion des entreprises commerciales. Le programme prévoit l'évaluation de nouvelles entreprises commerciales, l'étude du rôle des acquisitions, ainsi que les enjeux stratégiques et les problèmes d'exploitation aux différents stades de la vie de l'entreprise, de sa création à sa maturité.

Cours complémentaires : (15 unités)

Au moins 6 u BUSA 462 BUSA 464 BUSA 465	unités (3) (3) (3)	parmi les cours suivants : Management of New Enterprises Management of Small Enterprises Technological Entrepreneurship
Le reste des ACCT 361 ACCT 385 BUSA 364 FINE 442 INSY 332 INSY 432 INSY 454 MGPO 445 MGPO 445 MGPO 450 MGPO 460 MRKT 438 MRKT 452 MRKT 483 ORGB 380	 (3) (4) (5) (6) (7) (7) (8) (9) (9)	s à choisir parmi les cours suivants : Intermediate Management Accounting 1 Principles of Taxation Business Law 1 Capital Markets and Institutions Accounting Information Systems Information Technology in Business Technological Foundation for E-Commerce Industry Analysis & Competitive Strategy Ethics in Management Managing Innovation Brand Management Consumer Behaviour Advertising Management International Marketing Management
0100 300	(3)	Cross Cultural Management

ou un cours de niveau 400 approuvé par le conseiller.

1.10.3 Concentration en systèmes d'information (15 unités)

Cette concentration assortis de 15 unités en systèmes d'information (SI) fait preuve d'adaptabilité et est un complément idéal des majeures et concentrations dans d'autres domaines, grâce à la capacité des technologies de l'information (TI) à se transformer et à fortifier l'ensemble des fonctions au sein d'une organisation et ce, dans tous les secteurs de l'économie. Cette concentration insiste sur l'importance des liens entre la technologie, la gestion et la stratégie d'entreprise. Son objectif vise à préparer l'étudiant en tant que planificateur, usager ou directeur efficace des TI dans le monde de l'économie numérique. L'étudiant acquerra des outils qui le doteront d'un avantage concurrentiel unique.

Les étudiants titulaires d'une concentration en SI seront prêts à contribuer aux changements générés par l'utilisation des technologies de l'information affectant sans relâche le travail intellectuel, la gestion des entreprises, l'aménagement organisationnel, les opérations des marchés et des industries. Les TI offre des emplois passionnants (et souvent bien payés) et une multitude de possibilités de carrières. Les diplômés occupent des emplois stables notamment dans les domaines de la consultation, la gestion des TI ou l'analyse d'entreprise et ce, dans des secteurs aussi variés que les services bancaires, les soins de santé, les finances, l'éducation, ou la fonction publique.

Cours obligatoire : (3 unités)

INSY 333 (3) Systems Analysis and Modelling

Cours complémentaires : (12 unités)

- INSY 331 (3) Managing Information Technology
- INSY 332 (3) Accounting Information Systems
- INSY 339 (3) IT Consulting
- INSY 341 (3) Developing Business Applications
- INSY 430 (3) IT in Financial Markets
- INSY 431 (3) System Design and Implementation
- INSY 432 (3) Information Technology in Business
- INSY 434 (3) Advanced Topics
- INSY 437 (3) Managing Data and Databases

- INSY 440 (3) Information Technology Challenges in Electronic **Business**
- INSY 444 (3) Managing Knowledge with Information Technology
- INSY 450 (3) Information Systems Project Management
- INSY 454 (3) Technological Foundation for E-Commerce

1.10.4 Concentration en marketing (15 unités)

Conseillers : Professeur M.S. Jo et professeure A. Mukherjee

Cette concentration ouvre aux étudiants un vaste éventail de débouchés. Les diplômés en marketing trouvent normalement du travail dans une foule de domaines comme la gestion des produits, la publicité, la gestion des ventes, la gestion du marketing, l'établissement des prix, la recherche en marketing, la distribution et le commerce de détail. La concentration en marketing donne un bon équilibre entre les cours qui mettent l'accent sur la théorie fondamentale. les connaissances essentielles et les cours nettement axés sur les aspects pratiques et les applications.

Cours obligatoires : (12 unités)

- MRKT 354 Marketing Management 2 (3)
- **MRKT 357** Marketing Planning 1 (3)
- Marketing Research (à suivre au niveau U2) **MRKT 451** (3)
- **MRKT 452** (3) **Consumer Behaviour**

Cours complémentaire : (3 unités)

MRKT 351	(3)	Marketing in Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 434	(3)	Topics in Marketing
MRKT 438	(3)	Brand Management
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
	ini	Maultations Duashuativity

MRKT 557 (3) Marketing Productivity

1.10.5 Concentration en comportement organisationnel (15 unités)

Conseiller : Professeur A. Jaeger

La concentration en comportement organisationnel sensibilise les étudiants aux problèmes de comportement présents dans le milieu professionnel et industriel et les prépare à des études de deuxième cycle en sciences du comportement ou à une carrière en gestion générale ou en gestion des ressources humaines.

Cours complémentaires : (15 unités)

Cinq cours parmi la liste suivante :			
ORGB 321 (3) Leadership		
ORGB 325 (3) Negotiations and Conflict Resolutions		
ORGB 380 (3) Cross Cultural Management		
ORGB 409 (3) Organizational Research Methods		
ORGB 420 (3) Managing Organizational Teams		
ORGB 421 (3) Managing Organizational Change		
ORGB 423 (3) Human Resources Management		
ORGB 429* (6) Organizational Behaviour for Course		
	Counsellors		
ORGB 434 (3) Advanced Topics in Organizational Behaviour		
ORGB 435 (3) Women as Global Leaders and Managers		
ORGB 525 (3	Compensation Management		
* O' l'étaille at a baile it la saura ODOD 400, 0 autités saulaire aut			

* Si l'étudiant choisit le cours ORGB 429, 3 unités seulement compteront pour la concentration en comportement organisationnel. Les 3 autres unités compteront comme cours optionnel libre. Les étudiants capables de suivre des cours durant le jour sont priés de consulter l'annuaire des programmes de premier cycle, section Faculté de gestion Desautels, pour connaître les autres possibilités qu'offrent les concentrations de la liste précédente.

1.11 Programmes de majeure

Des majeures en comptabilité, en systèmes d'information et en marketing sont proposées dans le cadre du programme de B. Com. à temps partiel.

Comme les programmes de majeure font l'objet d'une forte demande, les étudiants qui désirent s'inscrire à un programme de ce type ont intérêt à faire connaître leurs intentions au début du programme. Seuls les cours auxquels l'étudiant a obtenu une note satisfaisante (note minimale de C) peuvent être pris en compte au titre des exigences du programme de majeure.

1.11.1 Majeure en comptabilité (30 unités)

Conseillers : Professeur Cecere et professeur L. Goldsman

Ce programme de majeure s'adresse aux étudiants qui souhaitent acquérir des connaissances sur les rapports financiers, les indices de rendement, les missions de certification et d'autres notions comptables.

Cours obligatoires : (18 unités)

ACCT 351	(3)	Intermediate Financial Accounting 1	
ACCT 352	(3)	Intermediate Financial Accounting 2	
ACCT 361	(3)	Intermediate Management Accounting 1	
ACCT 362	(3)	Intermediate Management Accounting 2	
ACCT 385	(3)	Principles of Taxation	
ACCT 455	(3)	Development of Accounting Thought	
Cours complémentaires : (12 unités)			
ACCT 354	(3)	Financial Statement Analysis	
ACCT 356	(3)	International Accounting	
ACCT 434	(3)	Topics in Accounting	

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ACCT 434	(3)	Topics in Accounting
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Advanced Management Accounting
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

1.11.2 Majeure en systèmes d'information (30 unités)

Les technologies de l'information sont fondamentales dans la stratégie d'entreprise, la structure d'une organisation, l'établissement et le maintien des relations avec les clients et les fournisseurs, ainsi que dans le développement et l'offre de produits et services.

Cette majeure de 30 unités en systèmes d'information prépare les étudiants à une multitude de possibilités de carrières en technologies de l'information ou dans un domaine connexe. Elle utilise un mélange de notions théoriques, d'outils pratiques et d'études de cas qui apprennent aux étudiants à reconnaître les problèmes et les occasions d'affaires, à analyser les processus d'affaires, ainsi qu'à développer et à mettre en place des systèmes d'information qui les supportent. La majeure en système d'information couvre une variété de sujets tels que la planification stratégique et l'investissement en technologies de l'information, l'analyse, la conception et l'exploitation des systèmes d'information, la connaissance des possibilités et défis des entreprises basées sur Internet, ainsi que la gestion de la résistance aux changements technologiques dans les entreprises.

Cours obligatoires : (21 unités)

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modelling
INSY 341	(3)	Developing Business Applications
INSY 431	(3)	System Design and Implementation
INSY 432	(3)	Information Technology in Business
INSY 437	(3)	Managing Data and Databases
INSY 450	(3)	Information Systems Project Management

Cours complémentaires : (9 unités)

INSY 332	(3)	Accounting Information Systems
INSY 342	(3)	Advanced Application Development
INSY 434	(3)	Advanced Topics
INSY 438	(3)	Interface Design and Prototyping
INSY 440	(3)	Information Technology Challenges in
	. ,	Electronic Business
INSY 444	(3)	Managing Knowledge with Information
		Technology
INSY 454	(3)	Technological Foundation for E-Commerce
BUSA 499*	(3)	Case Analysis and Presentation
INSY 438 INSY 440 INSY 444 INSY 454	 (3) (3) (3) (3) 	Interface Design and Prototyping Information Technology Challenge Electronic Business Managing Knowledge with Informa Technology Technological Foundation for E-Co

* Les étudiants qui souhaitent suivre le cours BUSA 499 comme cours complémentaire doivent obtenir l'autorisation préalable du conseiller.

1.11.3 Majeure en marketing (30 unités)

Conseillers : Professeur M.S. Jo et professeur A. Mukherjee

Le programme de majeure de 30 unités en marketing vise l'acquisition d'une solide formation de base en marketing et prépare à un vaste éventail de carrières dans ce domaine. Elle s'adresse particulièrement aux étudiants qui veulent faire carrière dans les secteurs de la gestion des marques, du marketing au sein d'une petite entreprise, de la gestion des ventes et de la mercatique interentreprises.

Outre les 15 unités obligatoires, les étudiants doivent choisir 15 unités dans la liste de cours complémentaires.

Cours obligatoires : (15 unités)

Cours only	jaion	
MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management
Cours com	plém	entaires : (15 unités)
BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing in Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MDKT 102	(2)	International Marketing Manageme

MRKT 483 (3) International Marketing Management

MRKT 557 (3) Marketing Productivity

Cours optionnels du B. Com. - pour l'obtention du nombre minimal d'unités exigées.

Il est possible de choisir comme cours optionnel l'un des cours figurant dans les listes ci-dessus, sous réserve qu'il n'ait pas été choisi comme cours de concentration ou de majeure, de même que les cours suivants :

ACCT 356	(3)	International Accounting
BUSA 368	(3)	Business Law 2
BUSA 400	(3)	Independent Studies in Management
CCOM 205	(3)	Communication in Management 1
CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
CHLC 500	(3)	Health Care Systems
CHLC 522	(3)	Health and Social Services Management
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
EDPC 501	(3)	Helping Relationships
FINE 343	(3)	Managerial Finance
FINE 441	(3)	Investments and Portfolio Management
HSEL 308	(3)	Issues in Women's Health
HSEL 309	(3)	Women's Reproductive Health
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
INSY 533	(3)	Information Systems Auditing and Security

ORGB 424 (3) Employment

ORGB 426 (3) Human Resource Training and Development RELG 254 (3) Introduction to Sikhism

Cours de langue : Les étudiants peuvent suivre un maximum de 6 unités. Pour la liste des cours, veuillez consulter la section 10 « Information sur les cours, règlements et descriptions ».

1.12 Conditions générales d'admission aux programmes de certificat

1.12.1 Critères d'admission

Pour être admis à un programme de certificat :

- L'étudiant doit être titulaire d'un diplôme de cégep (DEC ou équivalent);
 - ou
- 2) S'il a plus de 21 ans et n'a pas suivi le circuit universitaire normal, il peut être admis à titre d'étudiant adulte;
- 3) S'il a entre 18 et 21 ans et n'est pas titulaire d'un DEC mais est titulaire d'un diplôme d'études secondaires, il peut être admis à un programme de propédeutique établi par les Études professionnelles et de gestion. S'il suit ce programme avec succès, il peut alors être admis officiellement au programme de certificat.

Les étudiants de moins de 18 ans qui n'ont pas leur DEC **ne** peuvent être admis à un programme de certificat et ne pourront s'inscrire à des cours.

1.12.2 Preuve de compétence en anglais

À l'Université McGill, la langue d'enseignement est essentiellement l'anglais. Les étudiants peuvent toutefois rédiger leurs travaux écrits en français, à l'exception des cours où la connaissance de la langue fait partie des objectifs du cours. Les candidats doivent démontrer leur compétence en anglais **avant l'admission**, peu importe leur statut de citoyenneté ou leur pays d'origine. L'Université McGill impose ces exigences linguistiques afin que tous les étudiants admis puissent réussir leur programme d'études. L'Université se réserve le droit d'exiger une preuve de compétence en anglais, si nécessaire. Les paragraphes suivants précisent sous quelles conditions la preuve de maîtrise de l'anglais est exigée.

Si vous répondez « oui » à l'une des six questions suivantes, vous n'êtes **PAS** nécessairement tenu de fournir une preuve de votre maîtrise de l'anglais. Vous devrez toutefois soumettre la documentation requise pour appuyer votre réponse.

- Avez-vous vécu et fréquenté l'école, pendant au moins quatre ans, dans un pays où l'anglais est la langue officielle reconnue ?
- Avez-vous obtenu votre diplôme de secondaire V et d'études collégiales dans un cégep français au Québec ?
- Avez-vous obtenu votre diplôme d'études collégiales dans un cégep anglais au Québec, en 2003 ou après cette date ?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en français (section anglaise ou américaine) ?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en anglais de niveau A avec un résultat final de 5 ou plus ?
- Avez-vous terminé ou terminerez-vous un cours d'anglais britannique A-Level et obtenu une note finale de C ou plus ?
- Avez-vous terminé un cours d'anglais britannique GCSE, IGCSE ou GCE 0-Level de langue anglaise, anglais langue maternelle ou anglais langue seconde et obtenu une note finale de B ou plus ?

Si vous avez répondu « non » aux questions précédentes, mais que vous répondez « oui » à l'une ou l'autre des questions suivantes, vous serez tenu de fournir la documentation appuyant votre réponse et vous devrez **peut-être** fournir une preuve de compétence en anglais.

- Considérez-vous l'anglais comme votre langue maternelle ?
- Avez-vous suivi des cours dans un établissement agréé, pour une période consécutive d'au moins quatre ans (dans un pays non anglophone) où l'anglais était la langue officielle d'enseignement ?
- Avez-vous obtenu votre diplôme de premier cycle dans un établissement agréé où l'anglais était la langue officielle d'enseignement de votre programme d'études et ce, pendant au moins trois ans ?
- Avez-vous obtenu votre diplôme d'études supérieures dans un établissement agréé où l'anglais était la langue officielle d'enseignement de votre programme d'études et ce, pendant au moins deux ans ?

Les candidats aux *Études professionnelles et de gestion* qui ne remplissent pas l'une ou l'autre des conditions susmentionnées doivent démontrer leur connaissance de l'anglais en recourant à l'**une** des options suivantes :

1. Test TOEFL (*Test of English as a Foreign Language*) avec une note minimale de :

iBT (version Internet)	PBT (version papier)	CBT (version informatisée)*
90 sur l'ensemble du test (une note minimale de 21 pour chacune des quatre composantes du test (lecture, rédaction, compréhension verbale et expression orale)	577	233
* Le CBT n'est plus offert. Les résu d'être acceptés tant qu'ils seront ju		

Nota : Aucune version institutionnelle du TOEFL n'est acceptée.

- 2. IELTS (International English language Testing System) avec une note par tranche minimale de 6,5.
- 3. MELAB (University of Michigan English Language Test) avec une note minimale de 85 %.
- 4. APIEL (*Advanced Placement International English Language*) avec une note minimale de 4.
- McGill CCE TELP (McGill CCE Test of English Language Proficiency) - Test de maîtrise de la langue anglaise du Centre d'éducation permanente de McGill avec un résultat correspondant à la catégorie A.
- Certificat de compétence en anglais ou certificat de compétence en anglais - communication professionnelle de McGill complété avec succès.
- University of Cambridge ESOL Certificate in Advanced English (CAE) - Certificat avancé de langue anglaise de l'Université Cambridge avec une note minimale de B (bien).
- University of Cambridge ESOL Certificate in Proficiency in English (CPE) - Certificate de maîtrise de l'anglais de l'Université de Cambridge avec une note minimale de C (passable).
- 9. Test d'anglais *Edexcel London Test of English* de niveau 4 avec une note globale minimale de « Merit Pass ».
- 10. Test d'anglais *Edexcel London Test of English* de niveau 5 avec une note globale minimale de « Pass ».

NOTA : Il incombe à l'étudiant de s'assurer que les résultats des tests soient expédiés directement à l'Université par le service qui administre le test. Les copies des résultats du candidat ne seront pas acceptées comme preuve de maîtrise de l'anglais. Vous devez vous assurer que les résultats officiels des tests soient envoyés, dans le format requis, au Bureau des affaires étudiants (admissions) du Centre d'éducation permanente, 688, rue Sherbrooke Ouest, 11^e étage, Montréal, Québec, H3A 3R1. Pour les tests TOEFL et APIEL, le code institutionel de McGill est le 0935-00.

1.12.3 Formalités d'admission

Voir section 11 « Modalités d'inscription » pour plus de renseignements.

1.12.4 Études intégrées de langue anglaise et professionnelles (EILAP)

Les études intégrées de langue anglaise et professionnelles (EILAP) visent à faciliter la présentation d'une demande conjointe aux programmes sanctionnée par un certificat de compétence en anglais (Programmes de langues anglaise et française) ainsi qu'à un ou à plusieurs programmes de certificat ou de diplôme offerts par les *Études professionnelles et de gestion*. Les étudiants qui présentent une demande pour le programme de leur choix en passant par les EILAP devront soumettre une seule demande pour les deux domaines d'études. Les EILAP sont offertes tant aux étudiants locaux qu'étrangers. Pour en savoir plus, veuillez consulter notre site Internet à l'adresse suivante : www.mcgill.ca/conted/langprg/ielps.

1.12.5 Études indépendantes

Pour plus de renseignements, voir la section 11.8 « Étudiants à statut particulier ».

1.12.6 Exemption par examen

Généralement, les programmes de certificat offerts par les *Études professionnelles et de gestion* sont composés de dix cours. Certains programmes comportent toutefois des cours associés et préalables que l'étudiant doit suivre pour pouvoir obtenir le certificat ou le diplôme.

Les étudiants qui estiment avoir suivi l'équivalent d'un ou plusieurs cours associés du programme ou l'équivalent d'un ou plusieurs cours préalables qui ne font pas partie du programme pour lequel ils ont fait une demande d'admission, peuvent passer un examen en vue d'obtenir une éventuelle exemption.

Cet examen concerne les étudiants qui ne possèdent pas les titres scolaires requis, mais qui pensent avoir le niveau de connaissances exigé. Les étudiants qui réussissent cet examen n'auront pas à suivre le cours correspondant à l'examen. Ceux qui échouent à l'examen ne pourront le reprendre; ils devront plutôt s'inscrire au cours visé par l'examen. Les étudiants seront informés par écrit des résultats du test.

Les étudiants peuvent se procurer un formulaire de demande auprès du Bureau des affaires étudiantes ou le télécharger à l'adresse suivante : www.mcgill.ca/conted/studentres/forms. Tout candidat peut soumettre son formulaire de demande d'examen au Bureau des affaires étudiantes par la poste ou en personne (les courriels et télécopies ne sont pas acceptés). La demande doit être accompagnée du règlement des droits de 50 \$ CA (non remboursables et payables par carte de crédit, carte de débit, chèque visé ou mandat). Les étudiants qui souhaitent consulter la liste des cours pour lesquels il existe un examen en vue d'une éventuelle exemption, sont priés de se reporter au formulaire de demande.

Pour de plus amples renseignements sur ces examens, les étudiants peuvent communiquer avec les *Études professionnelles et de gestion*. Les examens auront lieu aux dates suivantes :

Mercredi	4 août 2010
Jeudi	5 août 2010
Mercredi	24 novembre 2010
Jeudi	25 novembre 2010
Mercredi	30 mars 2011
Jeudi	31 mars 2011

Nota : Le Centre d'éducation permanente se réserve le droit de reprogrammer les dates de ces examens et de modifier les droits applicables, sans préavis.

1.12.7 Règlements universitaires

1.12.7.1 Conseillers pédagogiques

Les étudiants qui désirent rencontrer un conseiller pédagogique peuvent composer le 514-398-1030 durant les heures normales de bureau pour prendre un rendez-vous. Veuillez noter que ce service est offert uniquement sur rendez-vous.

1.12.7.2 Résultats exigés pour les programmes de certificat

Les étudiants doivent obtenir une note minimale de C à chaque cours, un D étant permis à l'un des cours optionnels, à condition qu'il ne corresponde pas à un cours préalable à d'autres cours devant être suivis dans le cadre du programme.

Le dossier universitaire ne peut comporter plus de trois notes insatisfaisantes, à l'exception des examens de reprise. À cet égard, une note insatisfaisante peut être un F, un J ou un D aux cours obligatoires et un F, un J ou plus d'un D aux cours optionnels. Même lorsqu'un étudiant redresse ce genre de note au moyen d'un examen de reprise, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.

Les étudiants dont le dossier comporte plus de trois notes insatisfaisantes sont tenus d'abandonner le programme et ne sont pas autorisés à s'inscrire à d'autres cours ou programmes aux Études professionnelles et de gestion.

Pour obtenir son certificat, un étudiant doit remplir toutes les conditions du programme et obtenir une moyenne pondérée cumulative d'au moins 2,0, laquelle est calculée pour l'ensemble des cours, y compris les examens de reprise et notes insatisfaisantes (cours associés exclus) suivis dans le cadre du programme. L'étudiant peut être tenu d'abandonner ses études si sa moyenne cumulative est inférieure à 2,0.

1.12.7.3 Reconnaissance d'équivalences

Une reconnaissance d'équivalences peut être consentie aux étudiants qui fournissent la preuve qu'ils ont suivi les cours équivalents dans le cadre d'autres programmes dispensés par l'Université McGill ou par une autre université. Nous rappelons aux étudiants que les cours qu'ils ont suivis il y a plus de cinq ans ne peuvent entrer en ligne de compte pour une reconnaissance d'équivalences.

Les étudiants qui souhaitent solliciter une reconnaissance d'équivalences doivent remplir le formulaire de demande prévu à cet effet au moment de la demande d'admission. Les demandes d'évaluation reçues passé ce délai ne peuvent être prises en considération avant l'inscription et sont reportées à la session suivante. Aucune demande ne sera examinée à moins d'être accompagnée de tous les documents exigés.

Nota : Le processus d'évaluation demande au moins six semaines.

1.12.7.4 Reconnaissance d'équivalences et nombre minimum de cours

A) Étudiants provenant d'une autre université :

Dans le cadre d'un programme de certificat, un étudiant peut se voir reconnaître jusqu'à 30 % d'équivalences pour les cours qu'il a suivis dans une autre université depuis moins de cinq ans.

- B) Étudiants de McGill :
 - Un étudiant qui abandonne un programme de certificat peut demander que les unités obtenues soient créditées à un autre programme de certificat sans limite quant au nombre d'unités reconnues, pourvu que les cours soient identiques, qu'ils aient été suivis depuis moins de cinq ans et que l'étudiant remplisse toutes les autres conditions du nouveau programme de certificat.
 - 2) Les étudiants qui abandonnent un programme de grade ou de diplôme, ainsi que les étudiants qui ont terminé un programme de grade avec succès et ont réussi des cours qui répondent au niveau du contenu, des normes et des autres

exigences d'un programme de certificat donné, peuvent demander à être admis et peuvent se voir reconnaître des unités dans le cadre du programme en question jusqu'à cinq cours, à condition que les cours aient été suivis depuis moins de cinq ans. Ils doivent suivre au moins cinq cours (15 unités) du programme de certificat au Centre après y avoir été admis.

3) Les étudiants qui ont terminé un programme de diplôme ou de certificat peuvent demander à être admis à un deuxième programme de certificat et peuvent recevoir (s'il y a lieu) jusqu'à concurrence de 9 unités (trois cours) si les cours ont été terminés pendant les cing dernières années.

Les étudiants qui souhaitent passer d'un programme de diplôme à un programme de certificat ne peuvent obtenir de reconnaissance d'équivalences que pour les cours où ils ont obtenu la note minimum de passage exigée dans le cadre du programme de diplôme.

C) Étudiants inscrits simultanément à deux programmes :

- Les étudiants peuvent présenter une demande d'admission et s'inscrire à plus d'un programme de certificat à la fois. Lorsque deux cours se chevauchent, l'étudiant peut obtenir des unités jusqu'à concurrence de trois cours (9 unités). L'étudiant peut être dispensé des cours qui se chevauchent au-delà de 9 unités, mais il doit choisir des cours de remplacement, moyennant l'autorisation des Études professionnelles et de gestion. Le même cours ne peut être utilisé dans plus de deux programmes.
- 2) Les étudiants peuvent s'inscrire simultanément à un programme de certificat et à un programme de grade. Les cours suivis au Centre d'éducation permanente et approuvés par le vice-doyen pour le programme de grade ou de diplôme, qui répondent également aux exigences du programme de certificat, peuvent être reconnus par le Centre dans le cadre du programme de certificat. Cette formule de double décompte entre un programme de certificat et un programme de grade est limitée à cinq cours. Les cours ne peuvent pas être décomptés plus de deux fois.
- D) Étudiants admis à un programme de grade ou de diplôme après avoir terminé un programme de certificat :

Les étudiants qui déposent une demande d'admission à un programme de grade ou de diplôme après avoir terminé un programme de certificat peuvent obtenir une reconnaissance d'équivalences à la discrétion du vice-doyen de la faculté qui offre le programme de grade ou de diplôme en question.

E) Étudiants à statut particulier :

Les étudiants à statut particulier peuvent demander à être admis à un programme de certificat s'ils n'ont pas terminé plus de 12 unités (quatre cours) au Centre d'éducation permanente. Les étudiants sont tenus de compléter au moins 15 unités (cinq cours) du programme au Centre d'éducation permanente après y avoir été admis.

1.12.7.5 Cours associé

Ce terme désigne les cours universitaires requis qui doivent être suivis avant ou en même temps que les autres cours du programme.

1.12.7.6 Cours associés pour les programmes

Certains programmes exigent un certain nombre de cours associés. Ces derniers peuvent être suivis après l'admission au programme.

1.12.7.7 Charge de cours

Tous nos programmes sont structurés de manière à pouvoir être suivis à temps partiel. C'est pourquoi il est déconseillé de s'inscrire à plus de deux cours par trimestre. Si toutefois un étudiant a des motifs valables de vouloir suivre une charge de cours à temps complet, les conditions suivantes s'appliquent :

 L'étudiant sera autorisé, si l'horaire le permet, à s'inscrire à une charge complète lors de son premier trimestre d'études.

- Si l'étudiant subit un échec, sa charge de cours sera réduite à trois cours le trimestre suivant.
- Si l'étudiant subit deux échecs, sa charge de cours sera réduite à deux cours le trimestre suivant.
- Si l'étudiant subit trois échecs, sa charge de cours sera réduite à un cours le trimestre suivant et aucun autre échec ne sera toléré.
- Si l'étudiant a subi quatre échecs, il sera tenu d'abandonner ses études.

Nota : Le nombre d'échecs est cumulatif dans le dossier. Un échec équivaut à une note inférieure à C (55 %) pour tout étudiant suivant un programme de certificat de premier cycle.

1.12.7.8 Séances d'information

Des séances d'information sont prévues tout au long de l'année. Elles vous donneront l'occasion de découvrir les cours et les programmes qui vous intéressent et d'en parler avec des conseillers pédagogiques. Le personnel des *Études professionnelles et de gestion* vous fournira des renseignements sur les exigences liées aux différents cours et programmes proposés. Des conseillers pédagogiques seront présents à ces séances pour répondre à vos questions. Vous pourrez également rencontrer des représentants du milieu et des chargés de cours. Veuillez communiquer avec les *Études professionnelles et de gestion* au 514-398-1030 pour obtenir plus de renseignements.

1.12.7.9 Cours et conditions préalables

Certains cours sont exclusivement réservés aux étudiants qui ont atteint un certain niveau de connaissances, sanctionné par d'autres cours.

Les cours ou conditions préalables sont précisés dans la description de chaque cours, voir section 10 « Information sur les cours, règlements et descriptions ». Les étudiants sont tenus de respecter ces conditions. Si vous ne remplissez pas les conditions préalables d'un cours, vous ne pourrez vous y inscrire. Les étudiants qui ont des doutes sur les conditions préalables d'un cours doivent se renseigner auprès du Centre d'éducation permanente.

1.12.7.10 Études indépendantes (étudiant à statut particulier)

Pour plus de renseignements, se reporter à la section 11.8 « Étudiants à statut particulier ».

Les étudiants qui ne souhaitent pas être admis à un programme peuvent s'inscrire à titre d'« étudiants à statut particulier » aux cours qui conviennent à leurs besoins, mais ils doivent remplir les conditions préalables aux cours et à l'admission.

Les étudiants à statut particulier suivent des cours à unités normaux sans pour autant viser l'obtention d'un certificat. Le nombre de cours que ces étudiants sont autorisés à suivre est limité. Le Centre d'éducation permanente n'est nullement obligé de tenir compte de ces cours dans le calcul des unités d'un programme. Les étudiants doivent présenter une demande d'admission à un programme avant d'avoir terminé quatre cours.

Résultats exigés des étudiants à statut particulier

Les étudiants à statut particulier, même s'ils ne sont pas officiellement inscrits à un programme, sont tenus de faire preuve de sérieux dans leurs études. Ils doivent obtenir une note minimale de C dans chaque cours (y compris les cours associés et préalables). Les étudiants peuvent obtenir un maximum de trois notes avec un résultat inférieur à la note C dans leur dossier et ce, dans n'importe quel cours offert par les *Études professionnelles et de gestion*. À cet égard, une note inférieure à la note C comprend la note D (note de passage conditionnelle, non continuation), F (échec) et J (absence non justifiée, échec). Les étudiants à statut particulier ne sont autorisés à reprendre le même cours qu'une seule fois. Ceux qui accumulent plus de trois notes inférieures à C aux *Études professionnelles et de gestion* ou dont la moyenne cumulative est inférieure à 2,0 ne peuvent s'inscrire à d'autres cours aux *Études professionnelles et de gestion*. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.

1.12.7.11 Durée limite des études

L'étudiant inscrit à un seul certificat de dix cours (30 unités) doit terminer son programme dans les quatre ans suivant sa première inscription. Lorsqu'il s'agit d'un certificat jumelé, les deux programmes (vingt cours, 60 unités) doivent être terminés dans les huit ans suivant l'inscription. Lorsqu'un programme de certificat commande plus de dix cours, la durée limite sera rajustée en conséquence. La durée limite sera rajustée pour les étudiants qui obtiennent une reconnaissance d'équivalences ou qui passent d'un programme à un autre. Les étudiants qui dépassent ces durées limites peuvent solliciter une prorogation, par écrit, au conseiller des programmes de premier cycle. Leur programme d'études révisé devra être approuvé par le directeur.

Les étudiants qui ne s'inscrivent à aucun cours de leur programme pendant un an devront présenter une nouvelle demande d'admission et répondre aux nouvelles exigences du programme, le cas échéant.

1.12.7.12 Changements de programme

Pour plus de renseignements, voir section 11.5 « Changement de programme ».

1.13 Exigences linguistiques s'appliquant aux ordres professionnels

Pour de plus amples renseignements, reportez-vous à la section 12.8 « Exigences linguistiques s'appliquant aux ordres professionnels ».

1.14 Descriptions des cours - Programmes de premier cycle

Pour la liste des cours, reportez-vous à la section 10 « Information sur les cours, règlements et descriptions ».

Études professionnelles et de gestion - études supérieures

Un meilleur positionnement professionnel grâce aux EPG

Dans un monde en grand changement, un monde d'innovations et de mondialisation, les *Études professionnelles et de gestion* (EPG) offrent les programmes et les cours pour vous permettre de progresser dans votre carrière. Nos chargés de cours, des experts et des leaders dans plusieurs domaines, partagent les leçons du métier et les expériences propres à une vaste gamme de professions et d'industries : comptabilité, entreprenariat, soins de la santé, ressources humaines, commerce sur Internet, commerce international, gestion, marketing, relations publiques, fiscalité et finances. Les EPG proposent des programmes innovateurs qui se distinguent par des méthodes d'apprentissage variées et se centrent sur des problèmes, des compétences et des pratiques ancrés dans la vie réelle. En outre, une telle formation vous mènera à des certificats et diplômes d'études supérieures qui vous serviront d'atouts à l'heure d'élargir vos perspectives professionnelles. Pour vous procurer un meilleur positionnement professionnel, misez sur l'avenir aux EPG.



« En tant que fondateur de Mamma.com, tout premier grand succès du Web canadien, et en tant qu'ancien propriétaire de vibe.to, un portail communautaire pour les adolescents torontois, je possède une solide expérience et un vaste réseau de contacts dans le domaine du

marketing sur Internet. Tout ce bagage est mis à profit dans mon enseignement aux Études professionnelles et de gestion. J'y enseigne l'analytique Web pour le commerce par Internet ainsi que l'analyse et le design du commerce par Internet.

En guise d'exemple, dans un de mes cours, les étudiants se sont penchés sur le cas d'une entreprise multimillionnaire qui a opté pour le virage Web. J'ai invité les investisseurs, les cadres supérieurs et autres gestionnaires afin qu'ils s'entretiennent avec les étudiants. Par la suite, nous avons conclu l'expérience par une visite dans l'entreprise.

Je suis passionné par mon rôle d'enseignant aux Études professionnelles et de gestion, où s'opère une importante transmission intergénérationnelle des connaissances. Je crois fermement que l'éducation supérieure est un terreau fertile pour les grandes idées de demain, d'où la nécessité de multiples développements et essors.

En enseignant à McGill, je suis en mesure d'aider les étudiants dans leurs carrières et ce, tant à l'intérieur qu'à l'extérieur de la salle de cours. Cette expérience est un des points saillants de la phase actuelle de ma vie. Merci au CEP. »

Herman Tumurcuoglu, chargé de cours, Études professionnelles et de gestion

2 Études professionnelles et de gestion (programmes d'études supérieures, diplômes et certificats d'études supérieures)

2.1 Coordonnées

Études professionnelles et de gestion Programmes d'études supérieures, diplômes et certificats d'études supérieures Téléphone : 514-398-1030 Télécopieur : 514-398-3108 Site Internet : www.mcgill.ca/conted/acad/cms Courriel : info.conted@mcgill.ca

2.2 Personnel administratif

Carmen Sicilia; B.A. (Concor.), M.A., Ph. D. (McG.) Directrice

Dawne Ramsahoye; B.A. (McG.), G.D.I.A, M.A. (Concor.) Gestionnaire de programmes

Mary Rubiano

Conseillère, programmes d'études supérieures

Adelina Lameiras; B. Com. (McG.)

Conseillère, programmes de premier cycle À préciser

Coordonnateur, comptabilité, finances et fiscalité

Hang Lau; B. Sc. (Université chinoise de Hong Kong), M. Sc., Ph. D. (McG.)

Coordonnateur, technologies de l'information

À préciser

Coordonnateur, gestion des ressources humaines et leadership

Elizabeth J. Hirst; B.A. (McG.), M.A. (Montr.), ARP, Fellow SCRP

Coordonnatrice, relations publiques

2.3 Pourquoi étudier les études professionnelles et de gestion (EPG) au CEP ?

Que vous souhaitiez acquérir de nouvelles compétences professionnelles, donner un nouvel élan à vos attestations d'études grâce à un certificat ou un diplôme d'avancement professionnel, ou même entamer un tout nouveau parcours de carrière, l'unité des *Études professionnelles et de gestion* est l'endroit idéal pour mener à bien vos projets. Grâce à l'expertise de chargés de cours hautement qualifiés, des cours et des programmes innovateurs qui mettent l'emphase sur les vrais enjeux professionnels, vous aurez certes l'occasion de relancer l'ensemble de vos compétences et vous permettre d'arriver à la prochaine étape de votre carrière.

Aux EPG, vous étudierez avec des dirigeants d'entreprises et les meilleurs experts de leur domaine qui apportent, par le biais de notre milieu d'apprentissage basé sur la collaboration, des expériences concrètes, des cas d'études pertinents, des nouveaux apports technologiques et des exemples des meilleurs pratiques de leur industrie. Nos chargés de cours dévoués et nos étudiants motivés contribueront à accélérer votre propre apprentissage et vous aideront à vous démarquer dans votre carrière.

Nous avons conçu nos cours et nos programmes afin de vous permettre de concilier les responsabilités du travail et de la famille et de réussir malgré votre emploi du temps exigeant. La plupart des cours ont lieu une fois par semaine (du lundi au jeudi).

2.4 Perfectionnement professionnel et perspectives d'emploi

Les EPG offrent des programmes ayant comme objectif l'avancement professionnel et l'ouverture à de nouvelles perspectives de carrière, notamment dans les professions suivantes :

- Planificateurs fiscaux et conseillers en planification financière et en comptabilité
- Experts de produits et de marques
- Gens d'affaires
- Représentants aux services à la clientèle et dans les centres d'assistance
- · Directeurs des services sociaux et en soins de la santé
- Directeurs en ressources humaines
- Analystes en placements et en trésorerie
- Analystes des affaires des TI et ingénieurs de maintenance
- Directeurs de logistique et de la chaîne d'approvisionnement
- · Experts en vente et en marketing
- Analystes des processus de fusions et d'acquisitions et du marché monétaires
- Spécialistes de la distribution physique et commerçants en ligne
- Experts en relations publiques
- Analystes en assurance de la qualité et ingénieurs d'essais
- Spécialistes en planification de la retraite et en plans de succession
- Gestionnaires de risques
- Ingénieurs et développeurs de logiciel
- Administrateurs de système, de bases de données et de réseaux
- Webmestres, concepteurs et développeurs Web

2.5 Programmes d'études supérieures

Programmes de diplôme et de certificat d'études supérieures

(Grade universitaire requis)

- « Diplôme en comptabilité (30 unités) », section 2.5.2
- « Diplôme en affaires électroniques (30 unités) », section 2.5.3
- « Diplôme en finance (30 unités) », section 2.5.4
- Diplôme en gestion des ressources humaines (30 unités) », section 2.5.5
- Ø Diplôme en technologies liées au commerce sur Internet (30 unités) », section 2.5.6
- « Diplôme en gestion Général (30 unités) », section 2.5.8
- Visition des relations publiques (30 unités) », section 2.5.9
- « Diplôme en gestion des opérations et de la chaîne d'approvisionnement (30 unités) », section 2.5.10
- « Diplôme d'études supérieures en fiscalité (30 unités) », section 2.5.24

« Diplôme en g	jestion (30 unités)	», section 2.5.7
Offert dans on	ze spéci	alités :	

Offert dans onze specialites :
Diplôme en gestion : « CONCENTRATION EN
ENTREPRENARIAT »
Diplôme en gestion : « CONCENTRATION EN SOINS DE LA
SANTÉ »
Diplôme en gestion : « CONCENTRATION EN RESSOURCES
HUMAINES »
Diplôme en gestion : « CONCENTRATION EN COMMERCE
INTERNATIONAL »
Diplôme en gestion : « CONCENTRATION EN COMMERCE
SUR INTERNET »
Diplôme en gestion : « CONCENTRATION EN LEADERSHIP »
Diplôme en gestion : « CONCENTRATION EN MARKETING »
Diplôme en gestion : « CONCENTRATION EN GESTION DES
OPÉRATIONS »
Diplôme en gestion : « CONCENTRATION EN RELATIONS
PUBLIQUES »
Diplôme en gestion : « CONCENTRATION EN FISCALITÉ »
Diplôme en gestion : « CONCENTRATION EN TRÉSORERIE -
FINANCES »

« Certificats d'études supérieures », section 2.5.11 :

- « Certificat d'études supérieures en expertise comptable (15 unités) », section 2.5.12
- « Certificat d'études supérieures en entreprenariat (15 unités) », section 2.5.13
- « Certificat d'études supérieures en gestion des soins de la santé (15 unités) », section 2.5.14
- « Certificat d'études supérieures en gestion des ressources humaines (15 unités) », section 2.5.15
- « Certificat d'études supérieures en commerce international (15 unités) », section 2.5.16
- « Certificat d'études supérieures en commerce sur Internet (15 unités) », section 2.5.17
- « Certificat d'études supérieures en leadership (15 unités) », section 2.5.18
- « Certificat d'études supérieures en marketing (15 unités) », section 2.5.19
- « Certificat d'études supérieures en gestion des opérations (15 unités) », section 2.5.20
- « Certificat d'études supérieures en gestion des relations publiques (15 unités) », section 2.5.21
- « Certificat d'études supérieures en fiscalité (15 unités) », section 2.5.22
- « Certificat d'études supérieures en trésorerie finances (15 unités) », section 2.5.23

2.5.1 Critères d'admission – Programmes de diplôme

Pour être admis à un programme de 30 unités menant à un diplôme, les étudiants doivent avoir un diplôme de premier cycle d'une université approuvée et satisfaire aux exigences linguistiques (voir la section 2.6.2 « Preuve de compétence en anglais »). Certains programmes sont assortis d'autres exigences décrites dans la section qui leur est consacrée. Nous recommandons aux candidats qui ont étudié à l'extérieur du Canada de demander une évaluation de leur diplôme appelée « Évaluation comparative des études effectuées hors du Québec » auprès du ministère de l'Immigration et des Communautés culturelles. Pour de plus amples renseignements, veuillez composer le numéro suivant : 514-864-9191, ou visiter le site Internet du Ministère à l'adresse suivante : www.immigration-quebec.gouv.qc.ca/fr/ education/evaluation-comparative/index.html. Cette évaluation d'équivalence d'études pourrait être exigée avec le relevé de notes officiel au moment de présenter une demande d'admission. Les candidats à l'admission doivent prendre note que les titres ou acquis universitaires obtenus auprès d'établissements non canadiens seront évalués à des fins d'équivalence. Ainsi, un système de conversion de notes s'appliquera aux programmes avant des systèmes de notation autres que celui de l'Université McGill. Toute moyenne cumulative de diplôme de premier cycle ou des résultats

universitaires présentés sous une forme autre que celle d'une échelle de moyenne pondérée cumulative (MPC) de 4,0 sera par conséquent convertie sur une échelle de moyenne pondérée cumulative de 4,0.

Si votre MPC est inférieure à la moyenne minimale exigée pour l'admission à un programme, veuillez vous reporter à la section 2.10 « Programmes des Études professionnelles et de gestion exigeant une MPC minimale » pour de plus amples renseignements.

2.5.1.1 Modalités d'admission

Voir la section 2.6.1 « Formalités d'admission à tous les programmes ».

2.5.2 Diplôme en comptabilité (30 unités)

Il s'agit d'un programme de 30 unités comportant deux cours associés, six cours obligatoires et quatre cours complémentaires. Le programme permet aux titulaires d'un grade universitaire d'acquérir une vaste formation de base en comptabilité pour se préparer aux examens donnant droit aux titres de CA, CGA et CMA ou pour postuler à un poste de comptable.

Nota : Les étudiants doivent suivre deux cours externes, préalables au programme, avant de commencer le programme ou en même temps que les cours associés. Les étudiants qui veulent demander une reconnaissance d'équivalences pour les cours préalables ou associés doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption. Nota: Les cours préalables ou associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours préalables :

MGCR 211	(3)	Introduction to Financial Accounting (ou l'exemption par un examen)
et		
MGCR 331	(3)	Information Systems (ou l'exemption par un examen)
Cours asso	ciés	
CEC2 532	(3)	Business Economics
	<i>.</i>	(ou l'exemption par un examen)
CMS2 521	(3)	Applied Management Statistics
		(ou l'exemption par un examen)
Cours oblig	atoir	es : (18 unités)
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCTX 511	(3)	Taxation 1
CFIN 512	(3)	Corporate Finance
^		

Cours complémentaires : (12 unités)

Vous pouvez choisir les quatre cours complémentaires dans la liste des cours énumérés ci-dessous si vous ne suivez pas une filière particulière.

Filière de comptabilité agréée

En plus des cours obligatoires et des cours associés énumérés sous la rubrique Diplôme en comptabilité, vous devez suivre les cours suivants si vous désirez suivre la filière de comptabilité agréée (d'autres cours peuvent être obligatoires; communiquez avec le responsable du programme de comptabilité agréée). Auditing I

CCAU 511 (3)

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCTX 532 (3) Taxation 2

Filière de comptabilité générale licenciée

En plus des cours obligatoires et des cours associés énumérés sous la rubrique Diplôme en comptabilité, vous devez suivre les cours suivants si vous désirez suivre la filière de comptabilité générale licenciée (d'autres cours peuvent être obligatoires; communiquez avec le bureau de comptabilité générale licenciée). CCAU 511 (3) Auditing I CCAU 520 (3) External Auditing*

- CCAU 525 (3) **Operational Auditing***
- CCFC 514 (3)Accounting Theory and Practice
- CCMA 522 Managerial Accounting 2 (3)
- CCTX 532 (3)Taxation 2
- **CFIN 522** Applied Topics: Corporate Finance (3)
- **CMIS 520** (3) Accounting Information Support Systems

* Un seul de ces cours peut donner droit à des unités en vue de l'obtention du diplôme en comptabilité.

Filière de comptabilité en management accrédité

En plus des cours obligatoires et des cours associés énumérés sous la rubrique Diplôme en comptabilité, vous devez suivre les cours suivants si vous désirez suivre la filière de comptabilité en management accrédité (d'autres cours peuvent être obligatoires; communiquez avec le bureau de comptabilité en management accrédité).

Cours complémentaires : (12 unités)

- CCAU 511 Auditing I (3)
- Accounting Theory and Practice **CCFC 514** (3)
- CCMA 522 (3)Managerial Accounting 2
- Managerial Accounting 3 CCMA 523 (3)
- **CFIN 522** (3) Applied Topics: Corporate Finance
- **CMIS 520** Accounting Information Support Systems (3)

Autres cours complémentaires :

- CCFC 516 (3) Forensic Accounting **CCFC 521** (3)**Corporate Governance**
- CCFC 522 Strategic Financial Management (3)
- **CCFC 590** Topics in Accounting and Auditing (3)**CCTX 540**
 - U.S. Taxation (3)

Coordonnées pour la comptabilité agréée

Patricia Strutz Diplôme d'études supérieures - programme de comptabilité publique (programme de comptabilité agréée) Faculté de gestion Desautels 1001, rue Sherbrooke Ouest, bureau 302 Montréal (Québec) H3A 1G5

Téléphone : 514-398-4648 Courriel : patricia.strutz@mcgill.ca Site Internet : www.mcgill.ca/ca

Coordonnées pour la comptabilité générale licenciée

Dispenses et examens de CGA Téléphone : 514-861-1823, poste 220 Courriel: examens@cga-quebec.org Site Internet : www.cga-quebec.org ou

Renseignements d'ordre général et équivalences de cours Téléphone : 514-861-1823, poste 246 Courriel : formation@cga-quebec.org Site Internet : www.cga-quebec.org Téléphone sans frais : 1-800-463-0163 Télécopieur : 514-861-7661

Coordonnées de l'Ordre des CMA

Madame Karine Blais Téléphone : 514-849-1155, poste 227 Courriel: k.blais@cma-quebec.org Site Internet : www.cma-quebec.org

2.5.2.1 Critères d'admission - Diplôme en comptabilité

Outre les critères d'admission énoncés à la section 2.5.1

« Critères d'admission - Programmes de diplôme », les étudiants doivent détenir un diplôme de premier cycle dans un programme de leur choix et avoir obtenu une moyenne pondérée cumulative (MPC) minimale de 2,8 sur 4,0 ou de 3,0 sur 4,0 au cours des deux dernières années d'études à temps plein.

2.5.3 Diplôme en affaires électroniques (30 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

L'objectif de ce programme est de permettre aux étudiants d'acquérir le niveau de connaissances et de compréhension dont ils ont besoin pour concevoir, mettre sur pied et diriger une entreprise électronique indépendante ou intégrée à une entreprise plus classique. Les diplômés de ce programme comprendront tous les rouages du commerce électronique, ce qui en fera des candidats de choix pour tout organisme.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CMIS 541	(3)	Information Systems for Managers
		(ou l'exemption par un examen)
CMR2 542	(3)	Marketing Principles and Applications
		(ou l'exemption par un examen)

Cours obligatoires : (21 unités)

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 542	(3)	Electronic Marketplaces
CMIS 543	(3)	E-Business Analysis and Design
CMIS 544	(3)	Internet Business and Social Technologies
CMIS 560	(3)	E-Business Seminar and Project
CMR2 548	(3)	Processes of Marketing Research
CMR2 550	(3)	E-Business Marketing Strategies
Cours com	plém	entaires : (9 unités)
CACC 540	(3)	E-Business Security
CCLW 540	(3)	E-Business Law
CMIS 535	(3)	Topics in E-Business
CMIS 546	(3)	E-Business Operations
Ou tout autr		rs de niveau 500 ou 600 offert et approuvé n

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.3.1 Critères d'admission - Diplôme en affaires électroniques

Outre les critères d'admission énoncés à la section 2.5.1

« Critères d'admission - Programmes de diplôme », les étudiants doivent avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

2.5.4 Diplôme en finance (30 unités)

Ce certificat vise à doter les étudiants des outils nécessaires afin de leur permettre de débuter leur carrière en finance. Les étudiants choisiront un domaine de spécialisation parmi les cinq filières offertes. Ils acquerront des connaissances approfondies en finance, tout particulièrement sur les applications pratiques des concepts financiers. Les filières offrent l'option d'acquérir des compétences liées aux domaines traditionnels de la finance, notamment la finance des entreprises, les services bancaires d'investissement, la gestion de portefeuille; des domaines plus spécialisés tels l'assurance, la gestion des risques, la finance personnelle ou la trésorerie; ou de nouveaux champs émergents, notamment la gestion financière durable et l'investissement responsable. Selon la filière choisie, les diplômés pourront accéder à des emplois en tant qu'analystes bancaires, analystes en financement des entreprises, analystes budgétaires, responsables des prêts, associés en recherches ou associés en commerce et en vente.

Nota: Les étudiants doivent suivre un cours externe, préalable au programme et énoncé ci-après, avant de suivre certains cours obligatoires de leur programme. Les étudiants qui veulent demander une reconnaissance d'équivalences pour les cours préalables doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

Cours préalable :

CMSC 101 (3) College Algebra and Functions

Cours obligatoires : (15 unités) C

CACC 521	(3)	Accounting for Finance
CEC2 532	(3)	Business Economics
CFIN 500	(3)	Financial Markets and Inst

- Financial Markets and Institutions
- CFIN 512 (3)Corporate Finance
- CMS2 521 (3) **Applied Management Statistics**

Cours complémentaires :			
(15 unités parmi l'une des filières suivantes)			
		es bancaires d'investissement	
CFIN 507	(3)	Analysis of Financial Statements	
CFIN 525	(3)	Treasury Management	
CFIN 552	(3)	Firm Valuation	
CFIN 553	(3)	Corporate Mergers and Acquisitions	
CFIN 562	(3)	Finance and Sustainable Enterprise	
Filière de ge	estion	des risques et trésorerie	
CFIN 528	(3)	Strategic Asset and Liability Management	
CFIN 507	(3)	Analysis of Financial Statements	
CFIN 525	(3)	Treasury Management	
CFIN 550	(3)	Analysis of Fixed-Income Securities	
CFIN 595	(3)	Derivatives and Risk Management Tools	
	estion	de portefeuille	
CFIN 515	(3)		
CFIN 530	(3)		
CFIN 550	(3)		
CFIN 560	(3)	Mutual Funds Finance	
CFIN 595	(3)	Derivatives and Risk Management Tools	
		es de planification financière	
CCLW 511	(-)		
CCTX 511	(3)		
CFIN 501	(3)		
CFIN 530	(3)		
CMR2 590	(3)	Topics in Marketing	
CPD2 505	(3)	Risk Management and Insurance	
		financière durable et investissement	
responsab			
CFIN 507	(3)	Analysis of Financial Statements	
CFIN 530	(3)		
CFIN 552	(3)		
CFIN 561	(3)	Sustainable Investments	
CFIN 562	(3)	Finance and Sustainable Enterprise	

CFIN 562 (3) Finance and Sustainable Enterprise

2.5.4.1 Critères d'admission - Diplôme en finance

Outre les critères d'admission énoncés à la section 2.5.1 « Critères d'admission – Programmes de diplôme », les étudiants doivent détenir un diplôme de premier cycle dans un programme de leur choix et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

2.5.5 Diplôme en gestion des ressources humaines (30 unités)

L'objectif de ce programme est de permettre aux étudiants d'acquérir les connaissances et les compétences dont ils ont besoin pour devenir des praticiens performants en gestion des ressources humaines. Les nombreux cours offerts abordent les concepts, les pratiques, les problèmes d'actualité et les domaines de spécialité en gestion des ressources humaines.

Les étudiants qui réussissent ce programme satisferont aux critères d'admission de l'Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec (ORHRI) et seront normalement admissibles à l'examen menant à l'obtention du titre de conseiller en ressources humaines agréé (CRHA) (s'ils possèdent l'expérience nécessaire).

Cours obligatoires : (24 unités)

CORG 551	(3)	Behaviour in Organizations	
CORG 552	(3)	Finance and Accounting Principles for HR	
		Management	
CORG 553	(3)	Employee and Labour Relations	
CORG 554	(3)	Managing Occupational Health and Safety	
CORG 555	(3)	Strategic Human Resources Management	
CORG 560	(3)	Staffing Organizations	
CORG 561	(3)	Developing Human Resources	
CORG 562	(3)	Total Compensation and Rewards	
Cours complémentaires : (6 unités)			

Cours complémentaires : (6 unités)

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 565	(3)	Managing Human Resources Management
		Information

CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership

Ou tout autre cours de niveau 500 offert et approuvé par les Études professionnelles et de gestion.

2.5.5.1 Critères d'admission - Diplôme en gestion des ressources humaines

Outre les critères d'admission énoncés à la section 2.5.1 « Critères d'admission – Programmes de diplôme », les étudiants doivent avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

2.5.6 Diplôme en technologies liées au commerce sur Internet (30 unités)

Le Centre d'éducation permanente offre le diplôme en technologies liées au commerce sur Internet à ceux et celles qui sont titulaires d'un grade universitaire de premier cycle et qui souhaitent se spécialiser dans le domaine des technologies liées au commerce sur Internet. Ce programme est conçu pour fournir de solides bases en informatique et exposer les étudiants aux technologies d'Internet, aux réseaux sociaux ainsi qu'aux mesures d'audience et de fréquentation sur Internet. Les étudiants qui obtiennent ce diplôme seront bien placés pour comprendre et gérer les problèmes liés aux technologies de l'information au travail.

Cours obligatoires : (21 unités)

CCS2 500	(3)	Design of Efficient Algorithms	
CCS2 505	(3)	Applications Programming	
CCS2 530	(3)	Database and Information Systems	
CGM2 510	(3)	Project Management: Tools & Techniques	
CMIS 530	(3)	Web Analytics for Internet Business	
CMIS 542	(3)	Electronic Marketplaces and Social Media	
CMIS 543	(3)	Internet Business Analysis and Design	
Cours complémentaires : (9 unités)			
CCLW 540	(3)	E-Business Law	
CCS2 510	(3)	Computer Network and Internet Security	
CCS2 535	(3)	Project 2	
CCS2 550	(3)	Graphics, Visualization and Animation	
CCS2 590	(3)	Topics in Information Technology	
CMIS 535	(3)	Topics in E-Business	
CMIS 544	(3)	Internet Business and Social Technologies	
	ini	O and the still and and Networking a Okilla	

CPL2 510 (3) Communication and Networking Skills Ou tout autre cours de niveau 500 offert et approuvé par les

Études professionnelles et de gestion.

2.5.6.1 Critères d'admission - Diplôme en technologies liées au commerce sur Internet

Outre les critères d'admission énoncés à la section 2.5.1 « Critères d'admission – Programmes de diplôme », les étudiants doivent avoir obtenu une MPC de 3,0 sur 4,0. Ils doivent aussi avoir des connaissances mathématiques de niveau collégial équivalent au cours CMSC 101 de McGill et posséder une certaine expérience des langages de programmation équivalent au cours CCCS 300 de McGill.

2.5.7 Diplôme en gestion (30 unités)

Le Centre d'éducation permanente, en collaboration avec la Faculté de gestion Desautels, propose des cours menant au diplôme en gestion dans onze spécialités : entreprenariat, soins de la santé, ressources humaines, commerce international, technologies liées au commerce sur Internet, leadership, marketing, gestion des opérations, relations publiques, fiscalité et trésorerie - finances. Il offre aussi un diplôme en gestion (général). Le programme de diplôme en gestion porte sur les connaissances générales du management et les compétences d'intégration et offre une concentration dans une spécialité donnée. Ce programme permet aux étudiants de choisir entre onze spécialités.

Les étudiants qui s'inscrivent au programme de diplôme en gestion de l'Université McGill consolident les assises de leurs études de premier cycle et de l'expérience pratique qu'ils ont acquise. Ce programme permet aux gestionnaires et aux spécialistes d'expérience de comprendre et de suivre les dernières percées opérées dans le domaine de la gestion. Les cours portent essentiellement sur l'application concrète de la théorie à des cas réels en gestion et en administration. Les chargés de cours du programme sont pour la plupart des spécialistes qualifiés qui dispensent un enseignement de qualité grâce à leur solide connaissance du milieu des affaires. D'autres sont des professeurs universitaires à temps plein qui jouissent d'une solide réputation dans leurs disciplines respectives. Le travail en équipe permet aux étudiants d'échanger des idées avec tout un réseau de personnes appartenant à des petites et des grandes entreprises dans les secteurs public et privé.

2.5.7.1 Critères d'admission - Diplôme en gestion

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN ENTREPRENARIAT

Le Centre d'éducation permanente, en collaboration avec le Centre Dobson d'études en entreprenariat, propose le diplôme en gestion avec concentration en entreprenariat aux étudiants titulaires d'un diplôme de premier cycle autre qu'un baccalauréat en commerce (ou l'équivalent) qui veulent acquérir les compétences nécessaires à la création d'entreprises viables. Les cours présentent un large éventail de notions théoriques et touchent aussi aux bases de l'entreprenariat, aux compétences non techniques et aux questions pratiques. Les cours sont donnés par des entrepreneurs d'expérience. Les étudiants de ce programme acquerront des outils qui augmenteront considérablement leurs chances de succès comme entrepreneurs.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CEC2 532	(3)	Business Economics (ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)

Cours obligatoires : (27 unités)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
	ini	Manharthan Deinstein an di Amelia atiana

- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CPL2 553 (3) Small Business Management

Cours complémentaire : (3 unités)

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMR2 543 (3) Service Marketing
- CMR2 556 (3) Buyer Behaviour
- CMR2 566 (3) International Marketing
- CPL2 510 (3) Communication and Networking Skills
- CPL2 524 (3) Introduction: International Business
- CPL2 533 (3) Developing Leadership Skills

Ou tout autre cours de niveau 500 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.2 Critères d'admission - Diplôme en gestion -Concentration en entreprenariat

Outre les critères d'admission énoncés à la section 2.5.1 « Critères d'admission – Programmes de diplôme », les étudiants

doivent posséder un diplôme de premier cycle autre qu'un baccalauréat en commerce ou l'équivalent.

CONCENTRATION EN SOINS DE LA SANTÉ

Un coup d'œil aux journaux nous apprend très vite qu'il existe un besoin de gestion efficace et concrète dans le secteur de la santé. Vous pourrez approfondir vos connaissances dans les domaines de la gestion des services de santé et services sociaux, des systèmes de soins de santé et des aspects financiers des soins de santé.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

Cours asso	CIES	•	
CEC2 532	(3)	Business Economics	
	• •	(ou l'exemption par un examen)	
CMS2 500	(3)	Mathematics for Management	
002 000	(0)	(ou l'exemption par un examen)	
		· · · · ,	
	atoir	r es : (27 unités)	
CACC 520	(3)	Accounting for Management	
CACC 523	(3)	Financial Aspects of Health Care	
CFIN 512	(3)	Corporate Finance	
CHLC 500	(3)	Health Care Systems	
CHLC 552	(3)		
CMR2 542	(3)	Marketing Principles and Applications	
CMS2 521	(3)	Applied Management Statistics	
CORG 551	(3)	Behaviour in Organizations	
CORG 553	(3)	Employee and Labour Relations	
	• •		
Cours complémentaire : (3 unités)			
CCLW 511	(3)	Law 1	
CGM2 510	(3)	Project Management: Tools & Techniques	
CHLC 590	(3)	Topics in Health Care	
CMIS 541	(3)	Information Systems for Managers	
CORG 554	(3)	Managing Occupational Health and Safety	
CPL2 510	(3)	Communication and Networking Skills	
CPL2 552	(3)	Strategic Management	
CPL2 553	(3)	Small Business Management	
	• •	rs de niveau 500 offert et approuvé par les	
Ou tout autre cours de niveau 500 offert et approuve par les			

Ou tout autre cours de niveau 500 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.3 Critères d'admission - Diplôme en gestion -Concentration en soins de la santé

Voir la section section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN RESSOURCES HUMAINES

Les étudiants qui suivent ce programme apprennent à intégrer les fonctions en ressources humaines à la stratégie d'affaires globale d'une entreprise ou d'un organisme. Le programme comporte des cours sur les aspects clés de la gestion et des cours spécialisés en gestion des ressources humaines (GRH) pour les gestionnaires qui veulent jouer un rôle plus actif dans ce domaine. De plus en plus, les praticiens des RH sont appelés à connaître d'autres aspects de la gestion et à prendre en main leur propre perfectionnement professionnel. Ce programme permet, d'une part, d'acquérir des connaissances générales en gestion, et d'autre part, d'approfondir certaines fonctions des RH. Le praticien des RH a ainsi la chance de connaître les grands facteurs commerciaux et les liens stratégiques qui influent sur l'exercice de ses fonctions.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CEC2 532	(3)	Business Economics
		(ou l'exemption par un examen)

CMS2 500	(3)	Mathematics for Management
		(ou l'exemption par un examen)

Cours obligatoires : (27 unités)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

	(3) (3)	Strategic Human Resources Management Staffing Organizations	
	(3)	Developing Human Resources	
Cours compl	lém	entaire : (3 unités)	
CGM2 510	(3)	Project Management: Tools & Techniques	
CORG 553	(3)	Employee and Labour Relations	
CORG 554	(3)	Managing Occupational Health and Safety	
CORG 565	(3)	Managing Human Resources Management	
		Information	
CORG 570	(3)	International Human Resources Management	
CORG 590	(3)	Topics in Human Resources Management	
CPL2 532	(3)	Leading Change	
CPL2 534	(3)	Transcultural Leadership	
Ou tout autre cours de niveau 500 ou 600 offert et approuvé par			

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.4 Critères d'admission - Diplôme en gestion -Concentration en ressources humaines

Outre les critères d'admission énoncés à la section 2.5.1 « Critères d'admission - Programmes de diplôme », les étudiants doivent posséder un diplôme de premier cycle autre qu'un baccalauréat en commerce ou l'équivalent.

CONCENTRATION EN COMMERCE INTERNATIONAL

Dans le marché d'aujourd'hui, les frontières ne constituent plus un obstacle au commerce et les entreprises prospères agissent dans le monde entier. Si vous désirez comprendre tous les aspects de la finance internationale et des relations commerciales à l'échelle mondiale, si vous voulez tout savoir sur le marketing international et les relations entre le Canada et les États-Unis, cette spécialisation saura répondre à vos interrogations.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

C	EC2 532	(3)	Business Economics (ou l'exemption par un examen)		
С	MS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)		
С	ours oblig	atoir	es : (21 unités)		
С	ACC 520	(3)	Accounting for Management		
С	FIN 512	(3)	Corporate Finance		
С	MR2 542	(3)	Marketing Principles and Applications		
С	MS2 521	(3)	Applied Management Statistics		
С	ORG 551	(3)	Behaviour in Organizations		
С	FIN 540	(3)	Introduction to International Finance		
С	PL2 524	(3)	Introduction: International Business		
-	Cours complémentaires : (9 unités)				
C	ours com	plem	entaires : (9 unites)		
			entaires : (9 unites)		
6		mi les			
6 C	unités par	mi les (3)	s cours suivants :		
6 C C	unités pari MR2 566	mi les (3)	cours suivants : International Marketing International Business Policy		
6 C C C	unités pari MR2 566 PL2 554 PL2 561	mi les (3) (3) (3)	cours suivants : International Marketing International Business Policy		
6 C C 3	unités pari MR2 566 PL2 554 PL2 561	mi les (3) (3) (3)	e cours suivants : International Marketing International Business Policy North America and Global Economy		
6 C C 3 C	unités pari MR2 566 PL2 554 PL2 561 unités pari	mi les (3) (3) (3) (3) mi les	cours suivants : International Marketing International Business Policy North America and Global Economy cours suivants : Law 1		
	unités pari MR2 566 PL2 554 PL2 561 unités pari CLW 511	mi les (3) (3) (3) mi les (3)	cours suivants : International Marketing International Business Policy North America and Global Economy cours suivants : Law 1 Project Management: Tools & Techniques		
	unités pari MR2 566 PL2 554 PL2 561 unités pari CLW 511 GM2 510	mi les (3) (3) (3) mi les (3) (3)	cours suivants : International Marketing International Business Policy North America and Global Economy cours suivants : Law 1 Project Management: Tools & Techniques Information Systems for Managers		
	unités pari MR2 566 PL2 554 PL2 561 unités pari CLW 511 GM2 510 MIS 541	mi les (3) (3) (3) mi les (3) (3) (3) (3)	cours suivants : International Marketing International Business Policy North America and Global Economy cours suivants : Law 1 Project Management: Tools & Techniques Information Systems for Managers		
	unités pari MR2 566 PL2 554 PL2 561 unités pari CLW 511 GM2 510 MIS 541 ORG 570	mi les (3) (3) (3) mi les (3) (3) (3) (3)	cours suivants : International Marketing International Business Policy North America and Global Economy cours suivants : Law 1 Project Management: Tools & Techniques Information Systems for Managers International Human Resources Management		

Small Business Management CPL2 553 (3)

(3) Topics in International Business CPI 2 590

Ou tout autre cours de niveau 500 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.5 Critères d'admission - Diplôme en gestion -**Concentration en commerce international**

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN COMMERCE SUR INTERNET

Ce programme permet à l'étudiant d'acquérir des connaissances et des compétences dans le domaine du commerce sur Internet, de se doter d'outils pour faire face à la transformation radicale des pratiques d'affaires opérées par Internet et de s'adapter aux exigences d'un nouveau marché en évolution rapide.

Nota 1 : Le cours externe CMIS 541 Information Systems for Managers est préalable au cours CMIS 544 Internet Business and Social Technologies et doit être suivi antérieurement. Les étudiants qui souhaitent présenter une demande de reconnaissance d'équivalences pour des cours préalables ou associés doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

Nota 2 : Les cours préalables ou associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

00010 0000	0.00	•	
CEC2 532	(3)	Business Economics	
CMS2 500	(3)	(ou l'exemption par un examen) Mathematics for Management (ou l'exemption par un examen)	
Cours obligatoires : (27 unités)			
CACC 520	(3)	Accounting for Management	
CFIN 512	(3)	Corporate Finance	
CMIS 530	(3)	Web Analytics for Internet Business	
CMIS 542	(3)	Electronic Marketplaces and Social	

al Media CMIS 543 (3) Internet Business Analysis and Design

- CMIS 544 (3) Internet Business and Social Technologies
- CMR2 542 Marketing Principles and Applications (3)
- CMS2 521 **Applied Management Statistics** (3)
- CORG 551 (3) Behaviour in Organizations

Cours complémentaire : (3 unités)

CCLW 540	(3)	E-Business Law	
CCS2 500	(3)	Design of Efficient Algorithms	
CCS2 505	(3)	Applications Programming	
CCS2 510	(3)	Computer Network and Internet Security	
CCS2 530	(3)	Database and Information Systems	
CCS2 535	(3)	Project 2	
CCS2 550	(3)	Graphics, Visualization and Animation	
CCS2 590	(3)	Topics in Information Technology	
CGM2 510	(3)	Project Management: Tools & Techniques	
CMIS 535	(3)	Topics in E-Business	
Ou tout autre cours de niveau 500 ou 600 offert et approuvé par			
les Études professionnelles et de gestion.			

2.5.7.6 Critères d'admission - Diplôme en gestion -Concentration en commerce sur Internet

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN LEADERSHIP

Vous possédez peut-être de nombreuses compétences, mais un gestionnaire efficace doit faire preuve d'un leadership bien affirmé pour diriger une équipe. Si vous recherchez des connaissances en ce domaine qui vont au-delà des séminaires de fins de semaine et des sessions de formation pratique, inscrivez-vous à cette spécialité. Cinq cours uniques en leur genre vous apprendront à développer des techniques de pouvoir et de persuasion et à les mettre en pratique, à devenir un agent de changement et à éveiller les talents de leadership chez les membres de votre personnel.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés : CEC2 532

Business Economics (3)

(ou l'exemption par un examen) CMS2 500 (3)

Mathematics for Management (ou l'exemption par un examen)

Cours obligatoires : (27 unités)

- CACC 520 Accounting for Management (3) **CFIN 512** (3) Corporate Finance
- CMR2 542 Marketing Principles and Applications (3)
- CMS2 521 **Applied Management Statistics** (3)
- Behaviour in Organizations CORG 551 (3)
- Leadership Theory and Practice CPL2 531 (3)
- CPL2 532 (3) Leading Change
- CPL2 533 **Developing Leadership Skills** (3)
- CPL2 534 (3) Transcultural Leadership
- Cours complémentaire : (3 unités)
- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 Information Systems for Managers (3)
- CPL2 552 (3) Strategic Management
- CPL2 553 Small Business Management (3)
- CPL2 595 (3) Topics in Leadership
- Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.7 Critères d'admission - Diplôme en gestion -**Concentration en leadership**

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN MARKETING

Les vieilles recettes ont souvent perdu toute leur efficacité. Les entreprises se doivent de répondre aux exigences plus raffinées du consommateur actuel. Grâce à cette spécialisation, vous acquerrez de solides connaissances de niveau supérieur dans des disciplines telles que la recherche et les communications en marketing, le comportement des consommateurs et le marketing des services.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associás ·

Cours asso	cies		
CEC2 532	(3)	Business Economics	
	. ,	(ou l'exemption par un examen)	
CMS2 500	(3)	Mathematics for Management	
	(-)	(ou l'exemption par un examen)	
		es : (27 unités)	
CACC 520	(-)		
CFIN 512	(3)	Corporate Finance	
CMR2 542	(3)	Marketing Principles and Applications	
CMR2 548	(3)	Processes of Marketing Research	
CMR2 556	(3)	Buyer Behaviour	
CMR2 564	(3)	Marketing Communications - Strategic	
	. ,	Approach	
CMR2 566	(3)	International Marketing	
CMS2 521	(3)		
CORG 551	(3)	Behaviour in Organizations	
Cours com	plém	entaire : (3 unités)	
CCLW 511	(3)	Law 1	
CGM2 510	(3)	Project Management: Tools & Techniques	
CMIS 541	(3)	, ,	
CMR2 543		Service Marketing	
CMR2 590		Topics in Marketing	
CPL2 552	(3)		
CPL2 552	(3)	Small Business Management	
		0	
Ou tout autre cours de niveau 500 ou 600 offert et approuvé par			
ies Etudes p	profes	sionnelles et de gestion.	
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2.5.7.8 Critères d'admission - Diplôme en gestion -Concentration en marketing

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN GESTION DES OPÉRATIONS

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Quand votre travail touche aux aspects de l'exploitation quotidienne d'une entreprise, vos talents ont une incidence directe sur les résultats. Grâce à cette spécialité en gestion des opérations, vous acquerrez des connaissances approfondies sur les systèmes manufacturiers, la gestion des opérations, la gestion des technologies et la gestion intégrale de la qualité.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CEC2 532	(3)	Business Economics
		(ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management
		(ou l'exemption par un examen)
Cours oblig	jatoir	es : (27 unités)
CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Cours complémentaire · (3 unités)

00013 00111	JICIII	
CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.9 Critères d'admission - Diplôme en gestion -Concentration en gestion des opérations

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN RELATIONS PUBLIQUES

Cette concentration permet aux étudiants de se familiariser avec les grands domaines de spécialisation en relations publiques afin d'améliorer l'efficacité de leur communication de façon générale ou à l'heure de superviser ou de travailler en étroite collaboration avec d'autres communicateurs en entreprise. Si le programme permet d'acquérir certaines compétences, il est surtout axé sur les aspects stratégiques des relations publiques. Nous recommandons aux étudiants qui pensent faire carrière en relations publiques de suivre le programme de diplôme en gestion des relations publiques pour mieux se préparer sur le plan professionel. Comme les étudiants inscrits au programme de diplôme en gestion (concentration en relations publiques) suivent les mêmes cours que ceux qui se destinent aux relations publiques, ils ont la chance de partager leurs expériences d'apprentissage avec de futurs praticiens des relations publiques. En outre, les chargés de cours sont tous des praticiens d'expérience qui travaillent sur le terrain et qui présenteront aux étudiants des conférenciers et des exemples réels issus du milieu.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CEC2 532	(3)	Business Economics
		(ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management
		(ou l'exemption par un examen)

Cours obligatoires : (27 unités)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics

- Behaviour in Organizations CORG 551 (3) CPRL 510 (3) Fundamentals of Public Relations **CPRL 520 Applied Public Relations Communication** (3)**CPRL 530** (3) Internal Stakeholder Communication CPRL 531 Media Context and Applications (3) Cours complémentaire : (3 unités) CGM2 510 Project Management: Tools & Techniques (3) **CPRL 515** (3)Fund-raising and Philanthropy
- CPRL 532 (3) Public Relations Event Management

CPRL 535 (3) Government Relations and Public Opinion

CPRL 542 (3) Financial Communications

CPRL 543 (3) Diversity and Community Relations

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.7.10 Critères d'admission - Diplôme en gestion -Concentration en relations publiques

Outre les critères d'admission énoncés à la section 2.5.1

« Critères d'admission – Programmes de diplôme », les étudiants doivent posséder un diplôme de premier cycle autre qu'un baccalauréat en commerce ou l'équivalent.

CONCENTRATION EN FISCALITÉ

Destiné aux étudiants qui ne possèdent pas de connaissances préalables approfondies en fiscalité, ce programme présente la fiscalité dans un contexte commercial général et traite notamment du rôle de la planification fiscale dans le processus de prise de décisions commerciales. L'incidence profonde de la fiscalité sur l'entreprise sera mise en évidence et l'étudiant, sans devenir un spécialiste en fiscalité, apprendra à tenir compte de facteurs fiscaux dans la prise de décisions commerciales.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CEC2 532	(3)	Business Economics (ou l'exemption par un examen)		
CMS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)		
Cours oblig	jatoir	r es : (24 unités)		
CACC 520	(3)	Accounting for Management		
CCLW 511	(3)	Law 1		
CCTX 511		Taxation 1		
CCTX 532		Taxation 2		
CFIN 512	(3)	Corporate Finance		
CMR2 542	(3)			
CMS2 521		Applied Management Statistics		
CORG 551	(3)	Behaviour in Organizations		
Cours complémentaires : (6 unités)				
CCFC 516	(3)	Forensic Accounting		
CCFC 521	(3)	Corporate Governance		
CCFC 522		Strategic Financial Management		
CCLW 643	(3)	U.S. Taxation		
CCLW 644	(3)	Corporate Reorganizations		
CCTX 640	(3)	Taxation of Real Estate		
CCTX 641	(3)	Federal and Provincial Taxes		
CCTX 643		Taxation of International Operations		
CGM2 510	(3)	Project Management: Tools & Techniques		

2.5.7.11 Critères d'admission - Diplôme en gestion -Concentration en fiscalité

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

CONCENTRATION EN TRÉSORERIE - FINANCES

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Si vous travaillez actuellement dans le domaine ou si vous envisagez d'y entreprendre une carrière, la concentration en Trésorerie - Finances vous permettra d'acquérir des notions approfondies sur la gestion financière de l'entreprise et de la trésorerie, ainsi qu'en finance internationale et en analyse des investissements.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

Cours asso	cies	-
CEC2 532	(3)	Business Economics
		(ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management
		(ou l'exemption par un examen)
Cours oblig	jatoir	r es : (27 unités)
CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
Cours com	plém	entaire : (3 unités)
CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Treasury- Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
Ou tout autr	e cou	rs de niveau 500 ou 600 offert et approuvé p
		i i i i i i i i i i i i i i i i i i i

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les *Études professionnelles et de gestion*.

2.5.7.12 Critères d'admission - Diplôme en gestion -Concentration en trésorerie - finances

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

2.5.8 Diplôme en gestion - Général (30 unités)

Ce programme permet aux étudiants d'acquérir une solide formation de base en affaires qui ouvre la voie à des études plus approfondies en gestion. Il porte sur un éventail de disciplines et constitue une introduction aux principaux domaines fonctionnels de la gestion. Il s'adresse aux futurs entrepreneurs et à ceux qui se préparent ou qui aspirent à assumer des fonctions générales dans le domaine de la gestion.

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associés :

CEC2 532	(3)	Business Economics
	(2)	(ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)
Cours oblig	otoir	
		es : (21 unités)
CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management
Cours com	plém	entaires (9 unités) parmi les suivants :
CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	· ·	Communication and Networking Skills
	· ·	rs de niveau 500 offert et approuvé par les
,		nnelles et de gestion.
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2581 Cr	itòra	e d'admission au dinlôme en destion -

2.5.8.1 Critères d'admission au diplôme en gestion -Général

Voir la section 2.5.1 « Critères d'admission – Programmes de diplôme ».

2.5.9 Diplôme en gestion des relations publiques (30 unités)

Ce programme s'adresse à ceux qui désirent travailler en relations publiques et en communications, aux gestionnaires responsables des activités de RP et des communications ou aux praticiens qui souhaitent parfaire leur formation. Les étudiants peuvent se familiariser avec plusieurs domaines de spécialité et ainsi se préparer à faire carrière dans les secteurs des servicesconseils, des entreprises ou des organismes sans but lucratif. Le programme permet d'acquérir des compétences, mais il est surtout axé sur les aspects stratégiques des relations publiques. Les chargés de cours sont tous des praticiens d'expérience qui travaillent sur le terrain et qui présenteront aux étudiants des conférenciers et des exemples réels issus du milieu. La Société canadienne des relations publiques inc. (SCRP), par l'entremise de la Société des professionnels en relations publiques du Québec, son organisme membre, et l'Association internationale des professionnels de la communication (AIPC) sont représentées au sein du comité chargé du programme. Il est fortement recommandé aux participants d'adhérer à ces associations professionnelles à titre de membres étudiants.

Cours obligatoires : (21 unités)

- CPRL 510 (3) Fundamentals of Public Relations
- CPRL 520 (3) Applied Public Relations Communication
- CPRL 530 (3) Internal Stakeholder Communication
- CPRL 531 (3) Media Context and Applications
- CPRL 535 (3) Government Relations and Public Opinion
- CPRL 540 (3) Communication Planning
- CPRL 541 (3) Ethics in Public Relations

Cours complémentaires : (9 unités)

De 3 à 9 unités parmi les cours suivants :

- CPRL 515 (3) Fund-raising and Philanthropy
- CPRL 532 (3) Public Relations Event Management
- CPRL 542 (3) Financial Communications
- CPRL 543 (3) Diversity and Community Relations
- CPRL 590 (3) Topics in Public Relations

De 0 à 6 unités parmi les cours suivants :

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMR2 542 (3) Marketing Principles and Applications
- CORG 551 (3) Behaviour in Organizations
- CPL2 534 (3) Transcultural Leadership
- CPL2 553 (3) Small Business Management

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les *Études professionnelles et de gestion*.

2.5.9.1 Critères d'admission au diplôme en gestion des relations publiques

Outre les critères d'admission énoncés à la section 2.5.1

« Critères d'admission – Programmes de diplôme », les étudiants doivent avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

2.5.10 Diplôme en gestion des opérations et de la chaîne d'approvisionnement (30 unités)

Ce certificat vise à doter les étudiants d'outils d'analyse de haut niveau afin d'acquérir une compréhension approfondie des opérations de la chaîne d'approvisionnement. Les étudiants pourront se spécialiser dans les domaines de la gestion de la qualité, la production allégée, le soutien logistique et la gestion de projets. Les contenus de cours comprennent une partie du champ des connaissances servant à accéder au titre de « Green Belt » ou du Project Management Institute.

Nota : Les étudiants doivent suivre un cours externe, préalable au programme et énoncé ci-après, avant de suivre certains cours obligatoires de leur programme. Les étudiants qui veulent demander une reconnaissance d'équivalences pour les cours préalables doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

Cours préalable :

CMSC 101 (3) College Algebra and Functions

Cours obligatoires : (30 unités)

CGM2 510	(3)	Project Management: Tools & Techniques
CMS2 505	(3)	Quantitative Analysis Tools in Decision
		Making
CMS2 515	(3)	Operations Management
CMS2 524	(3)	Management of Service Operations
CMS2 525	(3)	Supply Chain Management
CMS2 530	(3)	Simulation Analysis and Modeling
CMS2 531	(3)	Re-Engineering and Integration of Business
		Systems
CMS2 532	(3)	Lean Operations Systems
CMS2 540	(3)	Six-Sigma Quality Management
CMS2 550	(3)	Supply Chain Field Project

2.5.10.1 Critères d'admission - Diplôme en gestion des opérations et de la chaîne d'approvisionnement

Outre les critères d'admission énoncés à la section 2.5.1

« Critères d'admission – Programmes de diplôme », les étudiants doivent détenir un diplôme de premier cycle dans un programme de leur choix et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

2.5.11 Certificats d'études supérieures

Des certificats d'études supérieures sont offerts dans douze spécialités : expertise comptable, entreprenariat, soins de la santé, gestion des ressources humaines, commerce international, commerce sur Internet, leadership, marketing, gestion des opérations, gestion des relations publiques, fiscalité et trésorerie finances.

Les programmes sont offerts par le Centre d'éducation permanente sous la houlette du Bureau des études supérieures et postdoctorales et de la Faculté de gestion Desautels. Les certificats d'études supérieures comportent quatre cours obligatoires de 3 unités et un cours complémentaire de 3 unités.

Si vous détenez déjà un diplôme de premier cycle en commerce qui vous a donné une solide base théorique en sciences commerciales, ces programmes de 15 unités vous conviennent particulièrement. En effet, ils dispensent en très peu de temps les notions spécialisées nécessaires dans le monde actuel des affaires en constante évolution.

2.5.11.1 Critères d'admission aux certificats d'études supérieures

Pour être admissible à un certificat d'études supérieures assorti de 15 unités, le candidat doit être titulaire d'un diplôme de premier cycle en commerce ou l'équivalent (à moins d'indication contraire) reconnu par le Bureau des études supérieures et postdoctorales. Les candidats qui détiennent un autre diplôme peuvent suivre un programme de propédeutique pour être admis au certificat d'études supérieures. Les candidats à l'admission doivent prendre note que les titres ou acquis universitaires obtenus auprès d'établissements non canadiens seront évalués à des fins d'équivalence. Ainsi, un système de conversion de notes s'appliquera aux programmes ayant des systèmes de notation autres que celui de l'Université McGill. Toute moyenne cumulative de diplôme de premier cycle ou des résultats universitaires présentés sous une forme autre que celle d'une échelle de moyenne pondérée cumulative (MPC) de 4,0 sera par conséquent convertie sur une échelle de moyenne pondérée cumulative de 4,0.

Si votre MPC est inférieure à la moyenne minimale exigée pour l'admission à un programme, veuillez vous reporter à la section 2.10 « Programmes des Études professionnelles et de gestion exigeant une MPC minimale » pour de plus amples renseignements.

2.5.12 Certificat d'études supérieures en expertise comptable (15 unités)

Cours obligatoires : (15 unités)			
CCFC 515	(3)	Issues in Professional Practice 1	
CCFC 520	(3)	Issues in Professional Practice 2	
CCFC 521	(3)	Corporate Governance	
CCFC 522	(3)	Strategic Financial Management	

CCFC 523 (3) Public Accountancy

2.5.12.1 Critères d'admission au certificat d'études supérieures en expertise comptable

Outre les critères d'admission énoncés à la section 2.5.11.1 « Critères d'admission aux certificats d'études supérieures », le

candidat doit être titulaire d'un diplôme de premier cycle en commerce (comptabilité) et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein; ou d'un grade de premier cycle dans un autre champ d'études avec un MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein ainsi qu'un certificat en comptabilité; ou d'un grade de premier cycle dans un autre champ d'études et un certificat en comptabilité avec une MPC minimale de 3,0 sur 4,0; ou d'un diplôme en comptabilité.

2.5.13 Certificat d'études supérieures en entreprenariat (15 unités)

Cours obligatoires : (12 unités)

- CEN2 500 (3) Principles of Éntrepreneurship
- CEN2 505 (3) Product Commercialization
- CEN2 510 (3) Practical Entrepreneurship Management
- CPL2 553 (3) Small Business Management

Cours complémentaire : (3 unités)

CCLW 511 (3) Law 1

- CGM2 510 (3) Project Management: Tools & Techniques
- CMR2 543 (3) Service Marketing
- CMR2 556 (3) Buyer Behaviour
- CPL2 510 (3) Communication and Networking Skills
- CMR2 566 (3) International Marketing
- CPL2 524 (3) Introduction: International Business
- CPL2 533 (3) Developing Leadership Skills

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les *Études professionnelles et de gestion.*

2.5.13.1 Critères d'admission au certificat d'études supérieures en entreprenariat

Outre les critères d'admission énoncés à la section 2.5.11.1 « Critères d'admission aux certificats d'études supérieures », les étudiants doivent détenir un diplôme de premier cycle en commerce et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

2.5.14 Certificat d'études supérieures en gestion des soins de la santé (15 unités)

Cours obligatoires : (12 unités)

CACC 523	(3)	Financial Aspects of Health Care
CHLC 500	(3)	Health Care Systems

CHLC 552 (3) Legal Aspects: Health and Social Services

CORG 553 (3) Employee and Labour Relations

Cours complémentaire : (3 unités)

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CHLC 590	(3)	Topics in Health Care

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les *Études professionnelles et de gestion.*

2.5.15 Certificat d'études supérieures en gestion des ressources humaines (15 unités)

Nota : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours associé :

CORG 551	(3)	Behaviour in Organizations (ou l'exemption par un examen)
Cours oblig	atoir	es : (12 unités)
CORG 555		Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards
Cours com	olém	entaire : (3 unités)
CGM2 510	(3)	Project Management: Tools & Techniques
CORG 552	(3)	Finance and Accounting Principles for HR
		Management
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management
		Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Transcultural Leadership
Ou tout autre	e cou	rs de niveau 500 ou 600 offert et approuvé par
les Études p	rofes	sionnelles et de gestion.

2.5.15.1 Critères d'admission au certificat d'études supérieures en gestion des ressources humaines

Outre les critères d'admission énoncés à la section 2.5.11.1

« Critères d'admission aux certificats d'études supérieures », les étudiants doivent détenir un diplôme de premier ou de deuxième cycle (ou l'équivalent) et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

2.5.16 Certificat d'études supérieures en commerce international (15 unités)

Cours obligatoires : (6 unités)

CFIN 540	(3)	Introduction	to	International Finance

		• •										
CPL2 5	524	(3) I	ntro	du	ction:	Inte	rnati	iona	ai i	Busin	ies	s

Cours complémentaires : (6 à 9 unités)

Outre les cours mentionnés ci-dessus, deux cours parmi les suivants :

CMR2 566	(3)	International Marketing			
CPL2 554	(3)	International Business Policy			
CPL2 561	(3)	North America and Global Economy			
Cours complémentaire : (de 0 à 3 unités)					
CCLW 511	(3)	Law 1			

CGM2 510	(3)	Project Management: Tools & Techniques			
CMIS 541	(3)	Information Systems for Managers			
CORG 570	(3)	International Human Resources Management			
CPL2 510	(3)	Communication and Networking Skills			
CPL2 552	(3)	Strategic Management			
CPL2 553	(3)	Small Business Management			
CPL2 590	(3)	Topics in International Business			
Ou tout autre cours de niveau 500 ou 600 offert et approuvé par					

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.17 Certificat d'études supérieures en commerce sur Internet (15 unités)

Nota : Le cours externe CMIS 541 Information Systems for Managers est préalable au cours CMIS 544 Internet Business and Social Technologies et doit être suivi antérieurement. Les étudiants qui souhaitent présenter une demande de reconnaissance d'équivalences pour des cours préalables ou associés doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

Nota 2 : Les cours préalables ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours obligatoires : (12 unités)

CMIS 530	(3)	Web Analytics for Internet Business					
CMIS 542	(3)	Electronic Marketplaces and Social Media					
CMIS 543	(3)	Internet Business Analysis and Design					
CMIS 544	(3)	Internet Business and Social Technologies					
Cours com	Cours complémentaire : (3 unités)						
CCLW 540	(3)	E-Business Law					
CCS2 500	(3)	Design of Efficient Algorithms					
CCS2 505	(3)	Applications Programming					

Applications Programming CCS2 510 (3) Computer Network and Internet Security CCS2 530 (3) Database and Information Systems CCS2 535 (3)Project 2 CCS2 550 (3) Graphics, Visualization and Animation (3) **Topics in Information Technology** CCS2 590 CGM2 510 (3) Project Management: Tools & Techniques Topics in E-Business CMIS 535 (3) CPL2 510 (3) Communication and Networking Skills

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.17.1 Critères d'admission au certificat d'études supérieures en commerce sur Internet

Outre les critères d'admission énoncés à la section 2.5.11.1 « Critères d'admission aux certificats d'études supérieures », les étudiants qui souhaitent être admis au certificat d'études supérieures en commerce sur Internet assorti de 15 unités doivent détenir un diplôme de premier cycle en commerce (ou l'équivalent), un diplôme de premier cycle en informatique, en génie logiciel ou en génie informatique et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

2.5.18 Certificat d'études supérieures en leadership (15 unités)

Nota: Les cours préalables ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

Cours préalables :

CORG 551 (3) Behaviour in Organizations (ou l'exemption par un examen)

Cours obligatoires : (12 unités)

- CPL2 531 (3) Leadership Theory and Practice
- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Transcultural Leadership

Cours complémentaire : (3 unités)

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CPL2 595 (3) Topics in Leadership

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les *Études professionnelles et de gestion*.

2.5.18.1 Critères d'admission au certificat d'études supérieures en leadership

Outre les critères d'admission énoncés à la section 2.5.11.1 « Critères d'admission aux certificats d'études supérieures », les étudiants qui souhaitent être admis au certificat d'études supérieures en leadership assorti de 15 unités, doivent détenir un diplôme de premier cycle dans une discipline reconnue par le Bureau des études supérieures et postdoctorales de McGill et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein. Ils doivent aussi satisfaire aux exigences linguistiques (voir la section 2.6.2 « Preuve de compétence en anglais »).

2.5.19 Certificat d'études supérieures en marketing (15 unités)

Cours obligatoires : (12 unités)

	,	
CMR2 548	(3)	Processes of Marketing Research
CMR2 564	(3)	Marketing Communications - Strategic
		Approach
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
Cours com	plém	entaire : (3 unités)
CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
	ini	

CPL2 553 (3) Small Business Management

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les *Études professionnelles et de gestion.*

2.5.20 Certificat d'études supérieures en gestion des opérations (15 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Cours obligatoires : (12 unités)

- CMS2 514 (3) Analysis: Manufacturing Systems
- CMS2 515 (3) Operations Management
- CMS2 516 (3) Total Quality Management
- CMS2 518 (3) Current Manufacturing Strategies

Cours complémentaire : (3 unités)

- CCLW 511 (3) Law 1
- CGM2 510 (3) Project Management: Tools & Techniques
- CMIS 541 (3) Information Systems for Managers
- CMS2 590 (3) Topics in Operations Management
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.21 Certificat d'études supérieures en gestion des relations publiques (15 unités)

Cours obligatoires : (12 unités)

- CPRL 510 (3) Fundamentals of Public Relations
- CPRL 520 (3) Applied Public Relations Communication
- CPRL 530 (3) Internal Stakeholder Communication
- CPRL 531 (3) Media Context and Applications

Cours complémentaire : (3 unités)

- CGM2 510 (3) Project Management: Tools & Techniques
- CPRL 515 (3) Fund-raising and Philanthropy
- CPRL 532 (3) Public Relations Event Management
- CPRL 535 (3) Government Relations and Public Opinion
- CPRL 542 (3) Financial Communications
- CPRL 543 (3) Diversity and Community Relations

2.5.21.1 Critères d'admission au certificat d'études supérieures en gestion des relations publiques

Outre les critères d'admission énoncés à la section 2.5.11.1

« Critères d'admission aux certificats d'études supérieures », les étudiants doivent détenir un diplôme de premier cycle en commerce (ou l'équivalent) et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

2.5.22 Certificat d'études supérieures en fiscalité (15 unités)

Ce programme donne une solide base théorique en sciences commerciales et dispense les notions spécialisées nécessaires dans le monde actuel des affaires en constante évolution.

Cours obligatoires : (9 unités)

CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Cours complémentaires : (6 unités)

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

2.5.22.1 Critères d'admission au certificat d'études supérieures en fiscalité

Outre les critères d'admission énoncés à la section 2.5.11.1 « Critères d'admission aux certificats d'études supérieures », les étudiants doivent détenir un diplôme de premier cycle en commerce et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

2.5.23 Certificat d'études supérieures en trésorerie finances (15 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Cours obligatoires : (12 unités)

Cours complémentaire : (3 unités)				
CFIN 540	(3)	Introduction to International Finance		
CFIN 530	(3)	Investment Analysis		
CFIN 525	(3)	Treasury Management		
CFIN 522	(3)	Applied Topics: Corporate Finance		

CCLW 511 (3)Law 1

- CFIN 590 (3) **Topics in Treasury Finance**
- Project Management: Tools & Techniques CGM2 510 (3)
- CMIS 541 Information Systems for Managers (3)
- CPL2 552 (3)Strategic Management
- CPL2 553 (3) Small Business Management

Ou tout autre cours de niveau 500 ou 600 offert et approuvé par les Études professionnelles et de gestion.

2.5.24 Diplôme d'études supérieures en fiscalité (30 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année universitaire 2010-2011.

Si vous vous intéressez à la fiscalité, veuillez consulter la section consacrée au diplôme en gestion avec spécialité en fiscalité et plus particulièrement la section 2.5.7.11 « Critères d'admission -Diplôme en gestion - Concentration en fiscalité ».

Le diplôme d'études supérieures en fiscalité est offert par le Centre d'éducation permanente sous la houette du Bureau des études supérieures et postdoctorales. Ce programme de dix cours (30 unités) offre une large gamme de cours de deuxième cycle sur les fiscalités canadienne, américaine et internationale. Dès le premier jour, on vous enseignera des notions que vous pourrez immédiatement mettre en pratique, que vous exerciez dans un cabinet, une entreprise ou un organisme gouvernemental.

Le programme de propédeutique suivant doit être complété par les titulaires d'un diplôme autre qu'un diplôme de C.A. ou de droit :

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics
CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

Le programme de propédeutique abrégé suivant doit être complété par les avocats :

CACC 520	(3)	Accounting for Management
	ini	

- CCTX 511 (3) Taxation 1
- **CCTX 532** (3) Taxation 2

CFIN 512 **Corporate Finance** (3)

Programme de diplôme (pour les comptables agréés et ceux qui ont réussi le programme de propédeutique ou le programme de propédeutique abrégé) :

Vous devez réussir les dix cours suivants (assortis de 3 unités chacun) pour obtenir le diplôme :

CCLW 640	(3)	Tax Aspects of Litigation	
CCLW 641	(3)	Taxation Research Methodology	
CCLW 643	(3)	U.S. Taxation	
CCLW 644	(3)	Corporate Reorganizations	
CCLW 645	(3)	Taxation: Partnerships and Trusts	
CCTX 640	(3)	Taxation of Real Estate	
CCTX 641	(3)	Federal and Provincial Taxes	
CCTX 642	(3)	Interpretation of Taxation Policy	
CCTX 643	(3)	Taxation of International Operations	
CCTX 644	(3)	Tax Aspects: Creative Financing	

2.5.24.1 Critères d'admission au diplôme d'études supérieures en fiscalité

Pour les titulaires d'un diplôme autre que celui de C.A. ou de droit

Les étudiants doivent être diplômés d'une université reconnue et avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études universitaires à temps plein. Les étudiants devront d'abord mener à bien le programme de propédeutique et obtenir une note de passage égale ou supérieure à B- (65 %). Des dispenses seront généralement accordées aux étudiants qui ont obtenu d'excellents résultats universitaires dans des cours équivalents suivis dans le cadre du programme de propédeutique depuis moins de cinq ans.

Si vous avez obtenu un baccalauréat dans un autre champ d'études, vous devrez probablement suivre un programme de propédeutique de huit cours (24 unités) afin d'acquérir les bases préalables pour le diplôme d'études supérieures en fiscalité. Pour connaître les exigences qui s'appliquent à votre situation, veuillez prendre rendez-vous avec l'un de nos conseillers pédagogiques.

Pour les avocats et notaires (Programme de propédeutique abrégé)

Les étudiants doivent être diplômés d'une université reconnue et avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études universitaires à temps plein. Les étudiants devront d'abord mener à bien le programme de propédeutique et obtenir une note de passage égale ou supérieure à B- (65 %).

Si vous êtes avocat ou notaire ou si vous détenez un baccalauréat en commerce d'une université canadienne, vous devrez peutêtre suivre un programme de propédeutique abrégé de quatre ou cing cours.

Pour les comptables agréés et ceux qui ont réussi le programme de propédeutique ou le programme de propédeutique abrégé

Les étudiants doivent être diplômés d'une université reconnue et avoir le titre de comptable agréé. Les comptables agréés pourront être tenus de suivre quelques cours du programme de propédeutique s'ils ne les ont pas déjà suivis dans le cadre de leurs études universitaires. Voir la section 2.6.1 « Formalités d'admission à tous les programmes ».

2.6 Exigences générales

Généralement, les diplômes offerts par les Études professionnelles et de gestion sont composés de dix cours. Toutefois, certains programmes comportent des cours associés et préalables que l'étudiant doit suivre pour obtenir le certificat ou le diplôme.

Les étudiants qui croient avoir suivi l'équivalent d'un ou plusieurs cours associés au programme ou l'équivalent d'un ou plusieurs cours préalables qui ne font pas partie du programme pour lequel ils ont fait une demande, peuvent passer l'examen d'exemption.

Cet examen vise les étudiants qui ne présentent pas les acquis scolaires requis, mais qui croient avoir le niveau de connaissances exigé.

Les étudiants qui réussissent cet examen n'auront pas à suivre le cours visé par l'examen. Ceux qui échouent à l'examen ne pourront le reprendre; ils devront plutôt s'inscrire au cours visé par l'examen. Les étudiants seront informés par écrit des résultats du test. Les étudiants peuvent se procurer un formulaire de demande auprès du Bureau des affaires étudiantes ou le télécharger à l'adresse suivante : www.mcgill.ca/conted/studentres/forms.

Tout candidat peut soumettre un formulaire de demande d'examen au Bureau des affaires étudiantes par la poste ou en personne (les courriels et télécopies ne sont pas acceptés). La demande doit être accompagnée des frais d'admission de 50 \$ CA (non remboursables, payables par carte de crédit, carte de débit, chèque certifié ou mandat). Les étudiants qui veulent voir la liste des cours auxquels un examen d'exemption s'applique peuvent consulter le formulaire de demande. Pour de plus amples renseignements sur l'examen d'exemption, les étudiants peuvent communiquer avec les Études professionnelles et de gestion.

Les examens d'exemption auront lieu aux dates suivantes :

Mercredi	le 4 août 2010
Jeudi	le 5 août 2010
Mercredi	le 24 novembre 2010
Jeudi	le 25 novembre 2010
Mercredi	le 30 mars 2011
Jeudi	le 31 mars 2011

Nota : Le Centre se réserve le droit de changer les dates d'examen et de modifier les droits d'inscription sans préavis.

2.6.1 Formalités d'admission à tous les programmes

Pour obtenir de plus amples renseignements, voir la section 11 « Modalités d'inscription ».

2.6.2 Preuve de compétence en anglais

À l'Université McGill, la langue d'enseignement est essentiellement l'anglais. Les étudiants peuvent toutefois rédiger leurs travaux écrits en français, à l'exception des cours où la connaissance de la langue fait partie des objectifs du cours. Les candidats doivent démontrer leur compétence en anglais avant l'admission, peu importe leur statut de citoyenneté ou leur pays d'origine. L'Université McGill impose ces exigences linguistiques afin que tous les étudiants admis puissent réussir leur programme d'études. L'Université se réserve le droit d'exiger une preuve de compétence en anglais, si nécessaire. Les paragraphes suivants précisent sous quelles conditions la preuve de maîtrise de l'anglais est exigée.

Si vous répondez « oui » à l'une des six questions suivantes, vous n'êtes **PAS** nécessairement tenu de fournir une preuve de votre maîtrise de l'anglais. Vous devrez toutefois soumettre la documentation requise pour appuyer votre réponse.

- Avez-vous vécu et fréquenté l'école, pendant au moins quatre ans, dans un pays où l'anglais est la langue officielle reconnue ?
- Avez-vous obtenu votre diplôme de secondaire V et d'études collégiales dans un cégep français au Québec ?
- Avez-vous obtenu votre diplôme d'études collégiales dans un cégep anglais au Québec, en 2003 ou après cette date ?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en français (section anglaise ou américaine) ?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en anglais de niveau A avec un résultat final de 5 ou plus ?
- Avez-vous terminé ou terminerez-vous un cours d'anglais britannique A-Level et obtenu une note finale de C ou plus ?
- Avez-vous terminé un cours d'anglais britannique GCSE, IGCSE ou GCE 0-Level de langue anglaise, anglais langue maternelle ou anglais langue seconde et obtenu une note finale de B ou plus ?

Si vous avez répondu « non » aux questions précédentes, mais que vous répondez « oui » à l'une ou l'autre des questions suivantes, vous serez tenu de fournir la documentation appuyant votre réponse et vous devrez **peut-être** fournir une preuve de compétence en anglais :

- Considérez-vous l'anglais comme votre langue maternelle ?
- Avez-vous suivi des cours dans un établissement agréé, pour une période consécutive d'au moins quatre ans (dans un pays non anglophone) où l'anglais était la langue officielle d'enseignement ?
- Avez-vous obtenu votre diplôme de premier cycle dans un établissement agréé où l'anglais était la langue officielle d'enseignement de votre programme d'études et ce, pendant au moins trois ans ?
- Avez-vous obtenu votre diplôme d'études supérieures dans un établissement agréé où l'anglais était la langue officielle d'enseignement de votre programme d'études et ce, pendant au moins deux ans ?

Les candidats aux *Études professionnelles et de gestion* qui ne remplissent pas l'une ou l'autre des conditions susmentionnées doivent démontrer leur connaissance de l'anglais en recourant à l'**une** des options suivantes :

iBT	PBT	CBT		
(version Internet)	(version papier)			
90 sur l'ensemble du test (une note minimale de 21 pour cha- cune des quatre composantes du test (lecture, rédaction, com- préhension verbale et expression orale)	577	233		
* Le CBT n'est plus offert. Les résultats continueront toutefois d'être acceptés tant qu'ils seront jugés valides par ETS.				
Nota : Aucune version institutionnelle du TOEFL n'est acceptée.				

1. Test TOEFL (*Test of English as a Foreign Language*) avec une note minimale de :

- 2. IELTS (International English language Testing System) avec une note par tranche minimale de 6,5.
- MELAB (University of Michigan English Language Test) avec une note minimale de 85 %.
- 4. APIEL (Advanced Placement International English Language) avec une note minimale de 4.

- 5. McGill CCE TELP (*McGill CCE Test of English Language Proficiency*) Test de maîtrise de la langue anglaise du Centre d'éducation permanente de McGill avec un résultat correspondant à la catégorie A.
- Certificat de compétence en anglais ou certificat de compétence en anglais - communication professionnelle de McGill complété avec succès.
- University of Cambridge ESOL Certificate in Advanced English (CAE) - Certificat avancé de langue anglaise de l'Université Cambridge avec une note minimale de B (bien).
- University of Cambridge ESOL Certificate in Proficiency in English (CPE) - Certificate de maîtrise de l'anglais de l'Université de Cambridge avec une note minimale de C (passable).
- 9. Test d'anglais *Edexcel London Test of English* de niveau 4 avec une note globale minimale de « Merit Pass ».
- 10.Test d'anglais *Edexcel London Test of English* de niveau 5 avec une note globale minimale de « Pass ».

NOTA : Il incombe à l'étudiant de s'assurer que les résultats des tests soient expédiés directement à l'Université par le service qui administre le test. Les copies des résultats du candidat ne seront pas acceptées comme preuve de maîtrise de l'anglais. Vous devez vous assurer que les résultats officiels des tests soient envoyés, dans le format requis, au Bureau des affaires étudiants (admissions) du Centre d'éducation permanente, 688, rue Sherbrooke Ouest, 11^e étage, Montréal, Québec, H3A 3R1. Pour les tests TOEFL et APIEL, le code institutionel de McGill est le 0935-00.

2.6.2.1 Études intégrées de langue anglaise et professionnelles

Les études intégrées de langue anglaise et professionnelles (EILAP) visent à faciliter la présentation d'une demande conjointe aux programmes en place menant au certificat de compétence en anglais (Programmes de langues anglaise et française) ainsi qu'à un ou à plusieurs certificats ou diplômes émis par les *Études professionnelles et de gestion*. Les étudiants qui présentent une demande pour le programme de leur choix en passant par les EILAP devront soumettre une seule demande pour les deux domaines d'études. Les EILAP sont offertes tant aux étudiants locaux qu'étrangers. Pour en savoir plus, veuillez consulter notre site Internet à l'adresse suivante : www.mcgill.ca/conted/langprg/ ielps.

2.6.3 Études indépendantes

Pour obtenir de plus amples renseignements, voir la section 11.8 « Étudiants à statut particulier ». Les étudiants qui ne souhaitent pas être admis à un programme d'études supérieures peuvent s'inscrire à titre d'« étudiants à statut particulier » aux cours qui conviennent à leurs besoins, sous réserve qu'ils réunissent les conditions préalables et répondent aux critères d'admission. Un étudiant à statut particulier suit des cours réguliers assortis d'unités, mais il n'est pas considéré comme candidat à un diplôme ou à un certificat d'études supérieures. Le nombre de cours que ces étudiants sont autorisés à suivre peut être limité. Les étudiants doivent poser leur candidature à un programme avant d'avoir terminé quatre cours.

2.6.4 Conseillers pédagogiques

Les étudiants qui désirent rencontrer un conseiller pédagogique des *Études professionnelles et de gestion* peuvent composer le 514-398-1030 durant les heures de bureau pour prendre rendezvous. Veuillez noter que ce service est offert uniquement sur rendez-vous.

2.6.5 Reconnaissance d'équivalences aux programmes de diplôme

Un étudiant peut se voir reconnaître jusqu'à 30 % d'équivalences pour les cours qu'il a suivis dans le cadre d'un programme menant à un grade dans une autre université depuis moins de cinq ans.

Les étudiants peuvent déposer une demande d'admission et s'inscrire à plus d'un programme à la fois. Lorsque deux cours se chevauchent, l'étudiant peut obtenir des unités jusqu'à concurrence de trois cours (9 unités). L'étudiant peut être dispensé des cours qui se chevauchent au-delà de 9 unités, mais il doit choisir des cours de remplacement, moyennant l'autorisation des *Études professionnelles et de gestion.*

Les étudiants qui déposent une demande d'admission à un programme de grade ou de diplôme après avoir terminé un programme de certificat peuvent obtenir une reconnaissance d'équivalences à la discrétion du vice-doyen de la faculté qui offre le programme de grade ou de diplôme en question.

Les étudiants à statut particulier peuvent demander d'être admis à un programme de diplôme s'ils n'ont pas terminé plus de quatre cours (12 unités) au Centre d'éducation permanente. Les étudiants sont tenus de compléter au moins cinq cours (15 unités) du programme au Centre après y avoir été admis.

Diplôme en gestion

Les étudiants qui ont suivi des cours d'études supérieures équivalents et obtenu une note minimale de B- dans une université reconnue peuvent solliciter un transfert d'unités. Pour le diplôme en gestion, 9 unités (trois cours) au maximum peuvent être accordées aux étudiants qui ont suivi des cours de deuxième cycle en dehors du programme auquel ils sont inscrits. Ces cours doivent avoir été suivis depuis moins de cinq ans. Les étudiants sont tenus de suivre les cours restants à McGill pour se voir conférer le diplôme en gestion.

Certificats d'études supérieures

Les étudiants qui ont suivi des cours d'études supérieures équivalents et obtenu une note minimale de B- dans une université reconnue peuvent recevoir un maximum de 3 unités (un cours). Les étudiants doivent suivre 12 unités (quatre cours) dans le certificat d'études supérieures à McGill. Les étudiants complétant deux certificats d'études supérieures ne peuvent compter qu'un seul cours commun (3 unités) entre ces deux certificats.

2.6.5.1 Examens de reprise pour tous les programmes

Nota : Il n'y a pas d'examen de reprise pour les cours offerts par les *Études professionnelles et de gestion* (c.-à-d. lorsqu'un étudiant échoue à un cours, il doit le reprendre).

2.6.6 Règlements relatifs aux résultats universitaires

PROGRAMMES DE DIPLÔME

- Les étudiants doivent obtenir une note minimale de B- à chaque cours, que ce soit un cours obligatoire, à option, associé, préalable ou extérieur au programme auquel ils sont inscrits. Les étudiants ne sont pas autorisés à échouer à plus de deux cours. Au troisième échec, ils sont tenus d'abandonner le programme immédiatement. À cet égard, une note entraînant un échec (ou une note insatisfaisante) est une note inférieure à B-. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.
- 2. Les étudiants ont quatre années au maximum pour mener à bien le diplôme en gestion.

CERTIFICATS D'ÉTUDES SUPÉRIEURES

 Les étudiants doivent obtenir une note minimale de B- à chaque cours, y compris les cours associés et préalables. Les étudiants ne sont pas autorisés à échouer à plus d'un cours du programme. Au deuxième échec, ils sont tenus d'abandonner le programme immédiatement. À cet égard, une note entraînant un échec (ou note insatisfaisante) est une note inférieure à B-. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le décompte du nombre total de notes insatisfaisantes. 2. Les étudiants ont deux années au maximum pour mener à bien un certificat d'études supérieures.

ÉTUDIANTS À STATUT PARTICULIER

 Les étudiants à statut particulier doivent obtenir une note minimale de B- à chaque cours, y compris les cours associés et préalables. Ils ne peuvent avoir plus de deux notes insatisfaisantes à leur dossier. À la troisième, ils sont tenus d'abandonner leurs études aux *Études professionnelles et de gestion*. À cet égard, une note insatisfaisante est une note inférieure à B-. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.

L'étudiant qui ne respecte pas les normes minimales fixées par les *Études professionnelles et de gestion* ne peut plus poursuivre son programme; son inscription sera alors annulée. Lorsqu'un étudiant est invité à abandonner le programme, il ne sera pas autorisé à s'inscrire à d'autres cours ou programmes offerts par les *Études professionnelles et de gestion* ni à se prévaloir de privilèges de report de cours au trimestre suivant.

Le Čentre d'éducation permanente de l'Université McGill reconnaît aux étudiants le droit de contester les décisions universitaires sur le fond et sur la forme, y compris celles qui concernent le maintien d'un étudiant dans un programme ou l'application des règlements et des normes universitaires à un étudiant. Un appel officiel peut être interjeté par écrit auprès du comité d'appel des *Études professionnelles et de gestion.* La demande doit être accompagnée de documents justifiant la réintégration.

DURÉE LIMITE DES ÉTUDES

L'étudiant inscrit à un seul diplôme commandant 30 unités doit terminer son programme dans les quatre ans suivant sa première inscription. L'étudiant inscrit à un seul certificat d'études supérieures commandant 15 unités doit terminer son programme dans les deux ans suivant sa première inscription. La durée limite sera rajustée pour les étudiants qui obtiennent une reconnaissance d'équivalences ou qui passent d'un programme à un autre. Les étudiants qui dépassent ces durées limites peuvent demander une prorogation, par écrit, au conseiller des programmes d'études supérieures. Leur programme d'études révisé devra être approuvé par le directeur.

Les étudiants qui ne s'inscrivent à aucun cours de leur programme pendant un an devront présenter une nouvelle demande d'admission et répondre aux nouvelles exigences du programme, le cas échéant.

Cours associé

Ce terme désigne les cours universitaires requis qui doivent être suivis avant ou en même temps que les autres cours du programme.

Cours associés pour les programmes

Certains programmes exigent un certain nombre de cours associés. Il est possible aux étudiants de s'en acquitter après leur admission au programme.

Conditions préalables des cours

Certains cours sont exclusivement réservés aux étudiants qui ont atteint un certain niveau de connaissances, sanctionné par d'autres cours. Les cours ou conditions préalables sont précisés dans la description de chaque cours. Les étudiants sont tenus de respecter ces conditions. Si vous ne réunissez pas les conditions préalables d'un cours, vous ne pourrez vous y inscrire. Les étudiants qui ont des doutes sur les conditions préalables d'un cours doivent se renseigner auprès du Centre.

Charge de cours

Tous nos programmes sont structurés de manière à pouvoir être suivis à temps partiel. C'est pourquoi il est déconseillé de s'inscrire à plus de deux cours par trimestre. Si toutefois un étudiant a des motifs valables de vouloir suivre une charge de cours à temps complet, les conditions suivantes s'appliquent :

• L'étudiant sera autorisé, si l'horaire le permet, à s'inscrire à

une charge complète lors de son premier trimestre d'études.
Si l'étudiant subit un échec, sa charge de cours sera réduite à trois cours le trimestre suivant.

- Si l'étudiant subit deux échecs, sa charge de cours sera réduite à deux cours le trimestre suivant.
- Si l'étudiant subit trois échecs, il sera tenu d'abandonner ses études.

Un échec équivaut à un cours dont la note est inférieure à B-(65 %).

Séances d'information

Des séances d'information sont organisées avant chaque période d'inscription. Veuillez vous reporter au site Internet du Centre pour en connaître les dates précises. Ces séances vous donneront l'occasion de vous renseigner sur des cours et des programmes donnés. Des conseillers pédagogiques seront sur place pour vous expliquer les exigences des programmes, les modalités d'admission, etc. Si vous envisagez de suivre des cours au prochain trimestre, nous vous suggérons fortement d'assister à ces séances.

2.6.7 Inscription aux cours d'études supérieures

Pour obtenir de plus amples renseignements, voir la section 11.8.2 « Cours d'études supérieures ».

2.7 Génie - études supérieures

Avec le concours de la Faculté de génie, les Études professionnelles et de gestion dispense des cours de deuxième cycle qui peuvent être comptabilisés dans le cadre du programme de maîtrise en génie.

Ces cours ne peuvent être comptabilisés que si :

- 1. Les étudiants ont été officiellement admis au programme; et
- Le directeur du programme d'études supérieures du département concerné a approuvé l'inclusion de ce cours dans leur programme.

Les étudiants qui souhaitent recevoir des précisions sur les critères d'admission sont priés de s'adresser au Bureau des études supérieures et postdoctorales. Pour tout renseignement sur les programmes, veuillez vous adresser au département qui vous intéresse.

Ordre des ingénieurs du Québec

Les étudiants qui souhaitent suivre des cours pour se préparer aux examens professionnels de l'Ordre des ingénieurs du Québec sont priés de s'adresser à l'Ordre à l'adresse suivante :

L'Ordre des ingénieurs du Québec Gare Windsor 1100, rue de la Gauchetière Ouest, bureau 350 Montréal (Québec) H3B 2S2 Téléphone : 514-845-6141

2.8 Exigences linguistiques s'appliquant aux ordres professionnels

Pour plus de renseignements, veuillez vous reporter à la section 12.8 « Exigences linguistiques s'appliquant aux ordres professionnels ».

2.9 Descriptions des cours

2.9.1 Programmes d'études supérieures

Pour obtenir la liste des cours, voir la section 10 « Information sur les cours, règlements et descriptions ».

2.10 Programmes des Études professionnelles et de gestion exigeant une MPC minimale

Si votre MPC est inférieure à la moyenne minimale exigée pour l'admission au programme, veuillez joindre, avec votre demande d'admission et votre relevé de notes, les documents énoncés ci-après afin que votre candidature soit prise en considération.

- a) Lettre d'intention : Une lettre d'une ou deux pages, à interligne simple, rédigée en anglais ou en français, et expliquant les points suivants :
 - · Ce qui vous intéresse dans ce programme;
 - Vos connaissances pertinentes au programme;
 - Vos champs d'intérêt dans le domaine d'études et les raisons qui motivent votre choix à notre programme d'études;
 - Comment vous planifiez incorporer cette formation dans votre emploi actuel ou dans votre profession future;
 - Une description de votre expérience professionnelle et sa pertinence, le cas échéant, au programme choisi;
 - Prix reçus et autres contributions;
 - Toute autre information pertinente à votre demande d'admission.

b) Curriculum vitae

c) Deux lettres de recommandation : Minimum une lettre provenant d'un employeur (actuel ou antérieur).

Les documents d'appoint doivent être envoyés à l'adresse suivante :

Bureau des affaires étudiantes Admissions et collation des grades Centre d'éducation permanente 688, rue Sherbrooke Ouest, bureau 1125 Montréal (Québec) H3A 3R1 CANADA

DELF et DALF

Obtenez votre certification de français au CEP

Souhaitez-vous étudier dans une université en France ou dans un autre pays francophone ? Aimeriez-vous travailler dans un milieu francophone en Europe ? L'Université McGill est le centre d'examens au Québec pour la délivrance de certifications de langue française. Toute personne intéressée par une attestation officielle de compétence en français langue seconde ou langue étrangère peut obtenir le Diplôme d'études de langue française (DELF) ou le Diplôme approfondi de langue française (DALF) au CEP de McGill. L'obtention du DELF ou du DALF permet d'être admis dans une université française sans autre épreuve linguistique. Ces diplômes sont reconnus par le Conseil de l'Europe, par les employeurs européens et par les universités d'autres pays francophones.



« Quand j'ai décidé de retourner aux études, j'aimais la souplesse des cours du soir. Je voulais voir si j'étais sur la bonne voie sans devoir nécessairement démissionner du poste que j'occupais à temps plein. Ce fut d'ailleurs le bon choix pour moi, car j'ai non seulement obtenu

le certificat de traduction, mais aussi le diplôme d'études supérieures en traduction, un parcours d'études reconnu par l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) pour devenir traducteur agréé. Depuis que je suis diplômée, j'ai recommandé le CEP à d'autres, en particulier aux personnes qui souhaitent améliorer leurs compétences en anglais. Les Études de traduction comprennent, d'une part, des professeurs talentueux et dévoués et, d'autre part, des étudiants qui font preuve de sérieux dans leurs études. La vaste gamme de programmes offerts devraient plaire à plusieurs.

Mon cheminement prouve qu'il n'est jamais trop tard pour retourner aux études. Mon père, dans sa quarantaine et sans diplôme secondaire, est aussi retourné à l'école et est devenu un professeur dans son domaine. Son succès, et le CEP, ont rendu le mien possible. »

Isabelle Pouliot, *diplômée*, *Études de traduction*

3 DELF (Diplôme d'études en langue française) / DALF (Diplôme approfondi de langue française)

3.1 Coordonnées

Diplôme d'études en langue française Diplôme approfondi de langue française Téléphone : 514-398-1484 Télécopieur : 514-398-1769 Site Internet : www.mcgill.ca/conted/acad/translation Courriel : translation.conted@mcgill.ca

3.2 Personnel administratif

James Archibald; B.A. (McG.), B.A. (Montr.), M. ès L., Dr. 3^e cycle (Lille), Ph. D. (Montr.) Directeur de programme, Études de traduction

3.3 Introduction

L'Université McGill est le centre d'examens du DELF et du DALF pour le Québec. Le Diplôme d'études en langue française (DELF), composé de deux niveaux, et le Diplôme approfondi de langue française (DALF) sont délivrés par le ministère de l'Éducation nationale (France) pour attester les compétences en français des candidats étrangers. Ces diplômes sont reconnus par le Conseil de l'Europe et le ministère de l'Immigration et des Communautés culturelles du Québec.

Le DALF atteste la capacité à suivre efficacement les cours d'une université française ou francophone et dispense des tests linguistiques d'entrée dans les universités françaises.

La qualité du DELF et du DALF est reconnue par les employeurs français et européens. Il existe des centres d'examen DELF et DALF dans 130 pays.

Toute personne désireuse de passer les examens DELF et DALF doit s'inscrire au Centre d'examens de l'Université McGill.

Centre d'examens du Québec Traduction 688, rue Sherbrooke Ouest, bureau 1181 Montréal (Québec) H3A 3R1 Téléphone : 514-398-1484 Télécopieur : 514-398-1769

3.4 Diplôme d'études en langue française (DELF) - Diplôme approfondi de langue française (DALF)

Ces diplômes, délivrés par le ministère de l'Éducation nationale (France) sont accessible à toute personne étudiant le français ou intéressée par une attestation officielle de compétence en français langue seconde ou étrangère. L'obtention du DALF permet d'être admis dans une université française sans autre test linguistique.

3.4.1 Description

Le DELF 1^{er} niveau atteste l'acquisition des compétences de base en français, c'est-à-dire l'aptitude à communiquer en français dans toutes les situations courantes de la vie quotidienne.

DELF, 1^{er} niveau :

2 unités : - A1 - A2

Le DELF 2^e niveau correspond à un approfondissement de ces compétences : il comprend une connaissance générale de la civilisation francophone (française, québécoise, etc.) et une introduction à l'usage spécialisé du français dans une discipline choisie par le candidat ou la candidate.

DELF, 2^e niveau :

2 unités :	- B1
	- B2

3.4.2 Conditions

Le DELF est constitué d'unités dites capitalisables, c'est-àdire que vous pouvez les obtenir indépendamment l'une de l'autre dans le ou les pays de votre choix. Chaque unité correspond approximativement à une centaine d'heures d'apprentissage et est sanctionnée par un diplôme. Les notes sont définitives et sans appel. L'obtention des deux

premières unités permet la délivrance du diplôme DELF 1^{er} degré. L'obtention des unités B1 et B2 permet la délivrance du diplôme DELF 2^e niveau.

Vous pouvez obtenir les différentes unités à votre rythme : celles que vous aurez déjà obtenues demeureront dans votre dossier. Si vous le souhaitez, vous pouvez échelonner la passation de ces unités sur plusieurs années ou, au contraire, vous présenter à plusieurs unités pendant une même session (par exemple, les deux unités du DELF 1^{er} niveau). Aucun diplôme antérieur n'est exigé pour l'inscription aux examens DELF et DALF, ni aucune justification de préparation spécifique ou de niveau.

Les formulaires d'inscription sont disponibles au Centre d'examens du Centre d'éducation permanente de l'Université McGill, au 688, rue Sherbrooke Ouest, Montréal, H3A 3R1. Téléphone : 514-398-1484; Télécopieur : 514-398-1769; Courriel : translation.conted@mcgill.ca.

Pour en savoir plus sur le DELF ou le DALF, consultez les sites Internet suivants :

France - Centre international d'études pédagogiques : www.ciep.fr/delfdalf

McGill : www.mcgill.ca/conted/langprg/delfdalf

Équivalences : DELF - DALF

DELF - DALF	Conseil de l'Europe	ALTE*
DALF	C2	5
DALF	C1	4
DELF 2 ^e niveau Unités A5 et A6	B2	3
DELF 1 ^{er} niveau Unités A3 et A4	B1	2
DELF : unité A2	A2	1
DELF : unité A1	A1	
* * * * * * *	–	

* Association of Language Testers in Europe

Sciences de l'éducation

Élargissez vos horizons de l'enseignement

À mesure que les réalités scolaires et culturelles évoluent, les professeurs et autres agents d'éducation en milieu de travail ont la possibilité d'apprendre de nouvelles stratégies et d'élargir leurs perspectives professionnelles grâce à des études guidées par des spécialistes de l'éducation à McGill. L'unité des sciences de l'éducation du CEP, conjointement avec la Faculté des sciences de l'éducation, offre de nombreuses possibilités de perfectionnement professionnel pour l'approfondissement de connaissances déjà acquises et l'élaboration de nouveaux savoirs dans divers champs d'études, notamment l'orientation appliquée à l'enseignement, l'éducation pour les Premières nations, y compris les enjeux linguistiques et culturels, l'intégration scolaire, les relations humaines et l'éducation à la vie familiale. Ces programmes et cours enrichissants sont des outils idéaux pour les individus désirant améliorer leurs compétences, grâce à des études à temps partiel.



« Étudier au CEP m'a donné confiance comme enseignante. Mes cours, notamment Conselling Role of the Teacher, Career Education and Guidance, et Assessment for Instruction, m'ont ouvert l'esprit et m'ont conduit à diversifier mes approches d'enseignement et

d'apprentissage. Ces études complètent à merveille les connaissances acquises pendant mon B. Éd.

La pertinence de ces cours est telle que je peux littéralement me rendre au travail et appliquer directement les théories que j'ai apprises en classe la veille. Sur le plan administratif, les directeurs de programme fournissent un excellent soutien pédagogique. Ils sont disponibles pour conseiller les étudiants avec honnêteté et les aider à faire le meilleur choix de cours possible.

Je recommanderais le CEP à tous ceux et celles qui recherchent une activité de perfectionnement professionnel. Les cours offerts dans mon programme, par exemple, peuvent améliorer le travail de tous les enseignants, sans compétition ni horaires inopportuns. J'ai non seulement appris de mes professeurs dynamiques, mais aussi de mes camarades de classe et de leurs diverses expériences. »

Binish Khan, étudiante, Sciences de l'éducation

4.1 Coordonnées

Faculté des sciences de l'éducation 3700, rue McTavish, bureau 243 Montréal (Québec) H3A 1Y2 Téléphone : 514-398-7042 Télécopieur : 514-398-4679 Site Internet : www.mcgill.ca/conted/acad/education Courriel : sao.education@mcgill.ca

4.2 Pourquoi étudier en sciences de l'éducation au CEP ?

Enseignez-vous à temps plein ? Aimeriez-vous améliorer vos compétences, apprendre de nouvelles stratégies d'enseignement ou acquérir de l'expérience dans un champ d'études spécialisé ? L'unité des sciences de l'éducation du CEP offre du perfectionnement professionnel grâce à des études à temps partiel. Les programmes du CEP permettent aux agents d'éducation d'élargir leurs connaissances et leurs compétences en se familiarisant avec de nouvelles spécialisations issues des sciences de l'éducation.

Offert conjointement avec la Faculté des sciences de l'éducation de McGill, les programmes approfondis du CEP exposent les enseignants, animateurs et conseillers d'orientation en milieu de travail aux enjeux clés des sciences de l'éducation, dans leurs champs d'application les plus captivants. Les programmes tels que relations humaines et éducation à la vie familiale, orientation appliquée à l'enseignement et intégration scolaire peuvent élargir les horizons professionnelles tout en aidant les agents d'éducation à mieux gérer les réalités des salles de cours en évolution.

Le Bureau de la formation des maîtres inuits et des Premières nations offre une myriade de programmes en enseignement, alphabétisation et culture pour les autochtones. La Faculté des sciences de l'éducation, en collaboration avec diverses communautés et établissements autochtones, offre des programmes au sein des communautés ou sur le campus. Les programmes de formation des maîtres du Bureau de la formation des maîtres inuits et des Premières nations mènent à une première certification pour enseignants, au baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement, et au perfectionnement professionnel.

4.3 Perfectionnement professionnel

L'unité des sciences du l'éducation du CEP propose des programmes et des cours enrichissants aux clientèles suivantes :

- Leaders en éducation
- Enseignants à l'école primaire et intermédiaire
- Animateurs sociaux, en milieu hospitalier et autres services
- Conseillers en personnel dans les écoles
- Spécialistes de l'éducation des adultes ou éducateurs spécialisés
- Conseillers pédagogiques

4.4 Programmes de perfectionnement professionnel des enseignants

La Faculté des sciences de l'éducation offre les programmes suivants :

- « Diplôme en relations humaines et éducation à la vie familiale (30 unités) », page 52
- « Certificat d'études supérieures en orientation appliquée à l'enseignement (15 unités) », page 52
- « Certificat en intégration scolaire (30 unités) », page 53
- Certificat en éducation pour les Premières nations et les Inuits (60 unités) », page 54
 Certificat en alphabétisation des autochtones (30 unités) »,
- Certificat en apprapelisation des autochtones (30 unites) »
 page 54
 Certificat en enseignement intermédicire dens los
- « Certificat en enseignement intermédiaire dans les communautés autochtones (30 unités) », page 54
- « Certificat en leadership pédagogique pour les Premières nations et les Inuits (30 unités) », page 54
- Baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement (enseignement primaire) (90 unités) », page 54
- Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement (30 unités) », page 54
- « Certificat en formation de conseillers pédagogiques et des Premières nations (30 unités) », page 54

4.5 Critères et modalités d'admission

Les demandes d'admission aux programmes d'éducation permanente de la Faculté des sciences de l'éducation peuvent être présentées en ligne à l'adresse suivante : http://francais.mcgill.ca/applying. Votre demande ne sera prise en compte que si l'ensemble des critères d'admission sont réunis. Veuillez remplir le formulaire de demande d'admission et soumettre toutes les pièces justificatives demandées au département concerné de la Faculté des sciences de l'éducation, 3700 rue McTavish, Montréal (Québec) H3A 1Y2.

Pour des renseignements concernant l'admission, les candidats aux programmes pour les Premières nations et les Inuits doivent communiquer avec le Bureau de la formation des maîtres inuits et des Premières nations au 514-398-4533.

Documents exigés

En plus des documents exigés figurant sur le site Internet des demandes d'admission, veuillez vous reporter aux exigences spécifiques de chaque programme. Toute demande d'admission doit être accompagnée d'un relevé de notes officiel, des droits d'examen de la demande de 65 \$ (non remboursables), d'une preuve de citoyenneté canadienne, du code permanent et d'une preuve de résidence afin de pouvoir bénéficier des droits de scolarité applicables aux étudiants du Québec.

Dates limites de dépôt des demandes d'admission

Trimestre d'automne : 1^{er} juin Trimestre d'hiver : 1^{er} octobre Trimestre de printemps-été : 1^{er} février

4.6 Programmes

4.6.1 Baccalauréat en sciences de l'éducation (enseignement professionnel) (90 unités)

Les admissions à ce programme sont suspendues pour le moment.

Éléments du programme

Concentration professionnelle - 30 unités. Cours portant sur les méthodes d'enseignement, les théories de l'apprentissage, la psychologie et la philosophie de l'éducation et la pratique de l'enseignement « sur le terrain ».

Cours obligatoires pour obtenir le permis d'enseignement :

EDET 360	(3)	Methods of Teaching Business Education
		ou
EDET 373	(3)	Methods of Teaching Technical Subjects
EDPT 204	(3)	Educational Media
EDEM 405	(3)	Policy Issues in Quebec Education
EDEC 202	(3)	Effective Communication
EDPE 300	(3)	Educational Psychology
		ou
EDPE 320	(3)	Adult Learning and Teaching
EDPE 377	(3)	Adolescence and the Process of Education
EDET 376	(3)	Educational Evaluation in Vocational
		Education (Cours préalable : EDET 360
		ou EDET 373)
	(0)	ou
EDPE 304	(3)	Measurement and Evaluation
EDET 395	(3)	Principles and Foundations of Vocational Education
		ou
EDET 398	(3)	Special Project in Vocational Education
EDFE 478	(6)	Field Experience (Teaching Practice)
		(Cours préalables : P.T.A. et EDET 360/373)
EDFE 374	(3)	Field Experience (Teaching Practice)
	. ,	(Cours préalable : EDFE 478)

Total = 30 unités

Concentration spécialisée (30 unités) - Cours directement reliés à la discipline d'enseignement choisie.

Sélections de département (15 unités) - Cours d'enseignement professionnel complétant les concentrations professionnelles.

Cours optionnels (15 unités) - Cours choisis en consultation avec un conseiller et dont les unités sont comptabilisées en vue de l'obtention du diplôme.

4.6.2 Diplôme en relations humaines et éducation à la vie familiale (30 unités)

Ce programme s'adresse aux personnes qui souhaitent diriger des programmes d'éducation à la vie familiale dans des écoles, des hôpitaux, des institutions religieuses et des centres de services sociaux. Il est également conçu pour ceux et celles qui, bien que qualifiés dans leur domaines professionnels respectifs, souhaitent acquérir des compétences complémentaires en communication humaine, en animation de groupe et en techniques d'entrevue.

Critères d'admission

- 1. Diplôme de premier cycle, avec une moyenne pondérée cumulative d'au moins 2,7 sur 4,0.
- 2. Deux lettres de recommandation.
- 3. Une lettre de motivation à caractère autobiographique.
- 4. Score minimal de 550 au TOEFL pour les étudiants étrangers dont l'anglais n'est pas la langue maternelle et qui n'ont pas obtenu de diplôme universitaire reconnu d'un établissement dont la langue d'enseignement est l'anglais. Le Département se réserve le droit de solliciter un entretien avec tout candidat.

Le programme nécessite l'obtention d'un total de 30 unités. Les étudiants sont priés de prendre rendez-vous avec leur conseiller pédagogique pour le choix des cours.

Pour plus de renseignements, s'adresser au coordonnateur du programme, Département de psychopédagogie et de counseling au 514-398-4248.

Cours obligatoires : (21 unités)

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(-)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development
	(2)	

Cours complémentaires : (9 unités)

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 565	(3)	Psychosocial Aspects of Cancer
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

D'autres cours complémentaires peuvent éventuellement être approuvés par le directeur du programme.

4.6.3 Certificat d'études supérieures en orientation appliquée à l'enseignement (15 unités)

L'objectif de ce programme est de renforcer les connaissances et les compétences des enseignants en relations interpersonnelles, communication, techniques d'entrevue, organisation de groupes et leadership, intervention en cas de crise, ainsi qu'en réflexion et planification professionnelles. Dans chacun de ces domaines de compétence, le programme apprend aux participants à reconnaître les situations où il convient de se tourner vers un conseiller personnel ou professionnel, un psychologue ou un autre professionnel. Le programme concerne l'enseignement primaire et secondaire.

Ce certificat d'études supérieures ne donne pas aux diplômés le droit d'exercer le counseling ou la psychologie à titre professionnel (c'est-à-dire de mener des évaluations psychologiques ou d'offrir des services de psychothérapie), ou de prendre le titre de conseiller ou de psychologue car ce sont des titres réservés. Les programmes conduisant à l'obtention du titre de conseiller ou de psychologue sont décrits à la section Counseling et psychologie de l'éducation (Counseling et psychologie scolaire et appliquée) ou Psychologie (Psychologie clinique) de l'annuaire des études supérieures et postdoctorales.

Critères d'admission

- Diplôme de premier cycle avec une moyenne pondérée cumulative d'au moins 3,0 sur 4,0 (certains cours auront lieu avec des étudiants de diplôme ou de 2^e et 3^e cycles, par conséquent les étudiants doivent faire preuve d'un niveau de connaissances équivalent au cours de leurs études de premier cycle).
- 2. Brevet d'enseignement, poste dans l'enseignement ou dans un service aux étudiants dans une école ou un organisme communautaire au service d'enfants ou d'adolescents ou autres justificatifs pour l'admission au programme (dans tous les cas, le programme se réserve le droit de juger du caractère approprié de toute autre qualification qu'un certificat d'enseignement).
- Lettre de trois à cinq pages présentant l'expérience de travail avec les enfants et les adolescents, les aspirations professionnelles et les motifs de la demande d'admission au programme.

- 4. Au moins deux lettres de recommandation précisant les aptitudes aux études, la qualification relative au travail avec les enfants et les adolescents dans un rôle d'aidant et le caractère général du candidat.
- 5. Score minimal de 550 au TOEFL pour les étudiants étrangers dont l'anglais n'est pas la langue maternelle et qui n'ont pas obtenu un diplôme universitaire reconnu d'un établissement dont la langue d'enseignement est l'anglais.
- 6. Le Département se réserve le droit de solliciter un entretien avec tout candidat.

Exigences du programme

Cours obligatoires : (6 unités)

EDPC 542	(3)	Counselling Role of the Teacher
EDPC 562	(3)	Career Education and Guidance*

Cours complémentaires : (9 unités)

Au choix parmi les cours suivants :

	(2)	Halping Palationahipa*	
EDPC 501	(3)	Helping Relationships*	

- Group Processes and Individuals* (3) EDPC 502
- EDPC 504 (3) Practicum: Interviewing Skills*
- EDPC 505 (3) Crisis Intervention Processes*
- Practicum: Group Leadership Skills* **EDPC 507** (3)
- EDPI 543 (3) Family, School and Community*

* Ces cours ou d'autres peuvent être offerts une année sur deux.

Pour plus de renseignements, s'adresser au coordonnateur du programme, Département de psychopédagogie et de counseling au 514-398-4248.

4.6.4 Certificat en intégration scolaire (30 unités)

Ce programme de 30 unités est conçu pour préparer les enseignants à travailler efficacement avec des étudiants qui présentent des besoins spéciaux. Il s'adresse aux enseignants qui interviennent dans des classes normales, aux éducateurs spécialisés, aux éducateurs pour adultes et autres professionnels de l'éducation. Le programme propose une série de cours qui permettront d'adapter le programme d'études et l'enseignement aux étudiants qui présentent des aptitudes et des modes d'apprentissage variés et des besoins particuliers. Il s'efforce de répondre aux besoins des éducateurs qui doivent adapter leurs interventions à la réalité des établissements scolaires d'aujourd'hui : a) pour les enseignants de programmes généraux; enseigner aux étudiants qui présentent des besoins variés dans des classes hétérogènes et b) pour les éducateurs spécialisés; collaborer avec d'autres professionnels intervenant auprès d'étudiants exceptionnels.

Critères d'admission

Pour pouvoir être admis au programme de certificat, les candidats doivent remplir les conditions suivantes :

- 1. Être titulaires :
 - a) d'un diplôme d'études collégiales (DEC) ET soumettre une lettre de l'établissement d'enseignement confirmant que le candidat est titulaire d'un poste d'enseignant, d'un poste de professionnel non enseignant ou d'adjoint d'enseignement ou indiquant que ce dernier participe à titre de parent ou membre de la communauté aux activités de l'école; ou
 - b) d'un certificat d'enseignement du Québec (permis d'enseigner) ou l'équivalent;
 - ou
 - c) être un étudiant adulte de plus de 21 ans ET soumettre une lettre de l'établissement d'enseignement confirmant que le candidat est titulaire d'un poste d'enseignant, d'un poste de professionnel non enseignant ou d'adjoint d'enseignement ou indiquant que ce dernier participe à titre de parent ou membre de la communauté aux activités de l'école. Les étudiants qui présentent ce profil n'ont pas besoin d'être titulaire d'un DEC. Deux pièces d'identité doivent être annexées à la demande.

- 2. Une lettre de recommandation.
- 3. Une lettre de motivation précisant l'intérêt pour le programme.
- 4 Score minimal de 550 au TOEFL pour les étudiants étrangers dont l'anglais n'est pas la langue maternelle et qui n'ont pas obtenu un diplôme universitaire reconnu d'un établissement dont la langue d'enseignement est l'anglais.
- 5. Le Département se réserve le droit de solliciter un entretien avec tout candidat.

Pour tout complément d'information sur les pièces justificatives exigées, se reporter à la section 11.5 « Changement de programme ».

Cours obligatoires : (24 un	ités)
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EDPI 309	(3)	Exceptional Students
EDPI 341	(3)	Instruction in Inclusive Schools
	(2)	Accommont for Instruction

- **EDPI 344** Assessment for Instruction (3)
- **EDPI 440** (3) Managing the Inclusive Classroom EDPI 441
 - (3) Students with Behavior Difficulties
- EDPI 442 (3) Students with Learning Difficulties EDPI 526 Talented and Gifted Students
- (3) EDPI 543 Family, School and Community (3)
- Cours complémentaires : (6 unités)

Au choix parmi les cours suivants

Au Choix pai		S COULS SUIVAILS.
EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 447	(3)	Special Topics
EDPI 448	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 536	(3)	Practicum Gifted Education 1
EDPI 537	(3)	Practicum Gifted Education 2
EDPI 539	(3)	Field Work 1: Exceptional Students
EDPI 540	(3)	Field Work 2: Exceptional Students

D'autres cours complémentaires peuvent éventuellement être approuvés par le directeur du programme. D'autres renseignements peuvent être obtenus auprès du coordonnateur du programme, Dean Thomson, en composant le 514-398-4248. Les cours indiqués ci-dessus ne sont pas nécessairement offerts régulièrement. Prière de vérifier la disponibilité des cours sur Minerva.

4.6.5 Programmes pour les Premières nations et les Inuits

Formation des maîtres inuits et des Premières nations

La Faculté des sciences de l'éducation collabore avec diverses communautés et établissements autochtones afin d'offrir des programmes dont les cours sont donnés à McGill ou hors-campus. En collaboration avec la Commission scolaire Kativik, la Commission scolaire crie, le Kahnawake Education Centre, le Kanehsatake Education Centre et plusieurs autres communautés autochtones au Québec, le Bureau de la formation des maîtres inuits et des Premières nations offre des programmes en enseignement sur le terrain au sein des communautés. Ces programmes visent l'obtention d'un brevet d'enseignement et d'un baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement. Le Bureau travaille également de concert avec les départements afin de répondre aux besoins de formation spécifiques des autochtones.

Pour de plus amples renseignements, communiquez avec le Bureau de la formation des maîtres inuits et des Premières nations au 514-398-4533.

Pour des descriptions détaillées des exigences relatives à ces programmes, se reporter à la section de la Faculté des sciences de l'éducation dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) au site www.mcgill.ca/study.

4.6.5.1 Certificat en éducation pour les Premières nations et les Inuits (60 unités)

Ce programme de 60 unités donne aux Algonquins, Cris, Inuits, Micmacs et Mohawks la possibilité de devenir des enseignants titulaires d'un brevet d'enseignement. Il est offert à temps partiel dans les communautés autochtones du Québec, en collaboration avec la Commission scolaire crie, la Commission scolaire Kativik et différentes autorités micmaques, mohawks et algonquines en matière d'éducation.

Les diplômés de ce programme du Québec obtiendront un brevet d'enseignement, délivré par le ministère de l'Éducation, du Loisir et du Sport (MELS), pour enseigner au niveau primaire dans les écoles des Premières nations et inuites.

4.6.5.2 Certificat en alphabétisation des autochtones (30 unités)

Ce programme de 30 unités s'adresse aux étudiants algonquins, cris, inuits, micmacs et Mohawks qui souhaitent approfondir leurs connaissances des langues autochtones, notamment sous forme écrite. Il s'adresse essentiellement à ceux qui se destinent à l'enseignement des langues autochtones et il n'est offert qu'en partenariat avec les communautés concernées.

4.6.5.3 Certificat en enseignement intermédiaire dans les communautés autochtones (30 unités)

Ce programme de 30 unités vise l'acquisition des compétences et aptitudes que doivent posséder les enseignants autochtones dans des écoles intermédiaires de leur communauté. Il ne conduit pas à l'obtention d'un brevet d'enseignement provincial. Il prépare plutôt les enseignants autochtones bilingues ou ayant une connaissance de la langue autochtone et qui sont déjà enseignants à pratiquer l'enseignement à ce niveau d'une manière qui soit appropriée sur le plan du développement et le plan culturel. Le programme porte sur les besoins psychologiques, émotionnels et sociaux particuliers des adolescents autochtones; le rôle des enseignants est de faciliter la transition entre l'école primaire et l'école secondaire.

4.6.5.4 Certificat en leadership pédagogique pour les Premières nations et les Inuits (30 unités)

Ce programme de 30 unités est conçu pour les organismes des Premières nations et inuits qui souhaitent renforcer leur rôle de leaders au sein de la communauté enseignante. Le programme porte sur l'acquisition des compétences de base que doivent posséder les leaders dans le domaine de l'éducation pour la prise de décisions et la résolution de problèmes; la promotion de la réflexion permettant d'établir des partenariats avec les parents et d'étendre le rayonnement communautaire; la promotion de l'apprentissage holistique, des cycles de développement de l'enfant et du rôle des leaders enseignants dans le renforcement de ce développement; le maintien de la continuité des valeurs communautaires et culturelles et des aspirations au sein de la structure administrative de l'école et des autres milieux éducatifs; et la connaissance des objectifs pédagogiques et du cadre administratif du système éducatif.

4.6.5.5 Baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement (enseignement primaire) (90 unités)

Ce programme de 90 unités est conçu pour les enseignants qui possèdent déjà un brevet d'enseignement au niveau primaire et qui souhaitent acquérir un diplôme de baccalauréat en sciences de l'éducation. Normalement, il faut obtenir un minimum de 60 unités dans le cadre du programme, dont 30 au maximum peuvent être transférées d'autres établissements. Les unités peuvent être transférées de programmes sanctionnés par des certificats en technologies de l'éducation, enseignement des langues secondes, éducation intégrée ou alphabétisation des populations autochtones suivis en parallèle. Des unités peuvent également être transférées du certificat en éducation pour les Premières nations et les Inuits, qui doit normalement être terminé avant le B. Éd.

Les étudiants qui s'inscrivent au baccalauréat en sciences de l'éducation pour les professeurs titulaires d'un brevet d'enseignement après un certificat en éducation pour les Premières nations et les Inuits doivent obtenir un total de 120 unités, de 60 dans le cadre du certificat et de 60 dans le cadre du baccalauréat en sciences de l'éducation.

Ce programme ne mène pas à d'autres brevets supérieurs.

4.6.5.6 Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement (30 unités)

Ce programme de 30 unités fournit la formation dont les enseignants ont besoin pour renforcer leur efficacité au sein des communautés des Premières nations et inuites. Il porte sur les sujets qui intéressent plus particulièrement les écoles des Premières nations et inuites, tels que la socialisation culturelle, l'apprentissage coopératif, l'enseignement des langues secondes et l'élaboration des programmes d'études.

4.6.5.7 Certificat en formation de conseillers pédagogiques et des Premières nations (30 unités)

Ce programme est offert par le Département de psychopédagogie et de counseling, par l'intermédiaire du Bureau de la formation des maîtres inuits et des Premières nations. Ce programme assorti de 30 unités est conçu pour donner aux conseillers des écoles autochtones une formation qui leur permettra de découvrir les principes et la pratique des services de personnel tels qu'ils sont appliqués au milieu de l'éducation; de perfectionner leurs compétences personnelles et de modifier ou adapter leurs services et leur contenu pour mieux tenir compte des besoins culturels et éducatifs des étudiants autochtones; d'encourager les conseillers des étudiants autochtones à exercer un rôle de leadership dans l'élaboration de programmes éducatifs qui répondent aux besoins sociaux de leurs communautés; de remettre à niveau leurs connaissances universitaires et de se perfectionner sur le plan professionnel: et d'élaborer et diffuser, en anglais et dans la langue d'enseignement, les connaissances professionnelles et théoriques sur les besoins et services dont les étudiants ont besoin dans les communautés des Premières nations et inuites. Les titulaires de ce certificat pourront exercer des postes de conseillers scolaires et pédagogiques au sein des organismes d'éducation autochtones.

4.7 Règlements universitaires

Il appartient aux étudiants de lire, de comprendre et de respecter les règlements et procédures évoqués dans cet annuaire.

Résultats universitaires

La note minimale C est exigée pour tous les cours obligatoires. La note D sera autorisée pour un cours optionnel qui ne constitue pas un cours préalable aux autres cours du programme. Les étudiants ne peuvent reprendre un cours qu'ils ont échoué qu'une seule fois. Une moyenne pondérée cumulative minimale de 2,0 est exigée pour l'obtention du diplôme.

Durée des études

Le délai normalement accordé pour mener à bien un programme de 30 unités est de cinq ans dans le cas d'un programme à temps partiel, et de 28 mois dans le cas d'un programme à temps plein. Les étudiants qui dépassent ce délai peuvent présenter par écrit une demande de prolongation que le directeur peut approuver dans certains cas. Les étudiants qui ne s'inscrivent à aucun cours de leur programme pendant un an doivent présenter une nouvelle demande d'admission et éventuellement satisfaire aux nouveaux critères en vigueur.

La durée des études nécessaires à l'obtention du certificat en éducation pour les Premières nations et les Inuits de 60 unités ne peut dépasser douze ans. L'Université se réserve le droit de demander à un étudiant de reprendre un cours après un délai de cinq ans si elle juge qu'une interruption trop longue est survenue au cours de ses études.

Stages d'enseignement

Si le programme comprend un stage obligatoire (pratique ou d'enseignement), l'étudiant doit obtenir la mention Succès (S). L'étudiant qui échoue à ce volet doit se retirer du programme, mais peut présenter une nouvelle demande d'admission au comité des affaires étudiantes de premier cycle. L'étudiant doit présenter un dossier scolaire satisfaisant pour obtenir un stage.

Reconnaissances d'équivalences et transferts d'unités

Pour obtenir une reconnaissance d'équivalences ou des transferts d'unités, les étudiants doivent apporter la preuve qu'ils ont suivi des cours équivalents à l'Université McGill ou ailleurs. Nous rappelons aux étudiants que les cours qu'ils ont suivis il y a plus de cinq (5) ans ne peuvent entrer en ligne de compte pour une reconnaissance d'équivalences. Ils doivent, pour ce faire, obtenir l'autorisation du directeur de leur programme. Neuf unités au maximum peuvent ainsi être reconnues. L'étudiant doit en outre avoir obtenu la note minimale C aux cours visés.

Conseillers

Des conseillers pédagogiques sont à la disposition des étudiants dans chaque département concerné.

4.8 Descriptions des cours

Pour les descriptions des cours proposés dans le cadre de ces programmes, veuillez vous reporter à la section « All Courses » dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) au site www.mcgill.ca/study et à l'horaire des cours.

Programmes de langue anglaise

Ouvrir la voie à de nouvelles possibilités grâce à l'anglais au CEP

Les *Programmes de langues anglaise et française* (PLAF) du CEP offrent une formation en langue anglaise de haute qualité afin de satisfaire aux besoins d'une vaste clientèle, notamment les professionnels, les nouveaux étudiants ou arrivants à Montréal, et les nouveaux étudiants inscrits à McGill ou provenant de l'étranger. Les programmes à temps plein et à temps partiel des PLAF aident les apprenants à maîtriser l'anglais, tant à l'oral qu'à l'écrit, et mènent au certificat de compétence de McGill. Grâce aux ressources technologiques les plus récentes et à des méthodes d'enseignement efficaces et stimulantes, l'équipe d'enseignants dynamiques des PLAF aide les apprenants à améliorer leur anglais aussi rapidement et efficacement que possible, en ouvrant la voie à de nouvelles possibilités professionelles, intellectuelles et culturelles tant au Québec qu'ailleurs.



« Je me suis inscrite au certificat de compétence en anglais langue et culture du CEP à McGill dans le but d'améliorer mes compétences et ma confiance en moi au moment de m'exprimer en anglais. Et j'ai atteint mon objectif. Les professeurs m'ont d'ailleurs

grandement aidée à surmonter quelquesuns des problèmes les plus importants que j'avais.

Un des aspects les plus agréables et enrichissants de ce programme : la chance de rencontrer et d'échanger avec des gens provenant de diverses cultures. Nous avons eu d'excellentes discussions et j'ai appris à connaître beaucoup d'autres étudiants et leur pays d'origine, tout en améliorant mon anglais. Durant ces activités, nos professeurs nous encourageaient vraiment à nous exprimer et nous corrigeaient au moment opportun. Ils étaient patients et attentifs.

Je recommanderais ce programme à tous ceux et celles qui souhaitent améliorer leur anglais. Étudier au CEP a été pour moi une excellente décision. Les cours étaient réellement dynamiques et efficaces, et je crois que j'ai maintenant la confiance et les compétences linguistiques voulues pour obtenir un emploi. Ce programme a décidément amélioré mon employabilité. »

Rumi Takagi, diplômée, Programmes de langues anglaise et française

5 Programmes de langues anglaise et française (programmes de langue anglaise)

5.1 Coordonnées

Programmes de langues anglaise et française (anglais) Téléphone : 514-398-3069 Télécopieur : 514-398-1769 Internet : www.mcgill.ca/conted/acad/eflp Courriel : language.conted@mcgill.ca

5.2 Personnel administratif

Hervé de Fontenay; B.A. (Montr.), M.A. (McG.)

Directeur

À préciser Directeur adjoint

Effie Dracopoulos; B.A. (Concor.), M. Éd. (TÉLUQ) Coordonnatrice, programmes de langue anglaise

Kevin Callahan; B.A. (Tor.), M.A. (Concor.), Cert. TESL (McG.)

Coordonnateur, programme intensif d'anglais

Verena Waterstradt; B. Adm. (Allem.) Administratrice de programme

Adriana Starnino (*en congé*) Subashini Kakkasseri (*par intérim*)

ar intérim) Coordonnatrice administrative

À préciser

Coordonnateur administratif

Pour obtenir les toutes dernières informations sur nos programmes et nos cours, veuillez consulter notre site Internet : www.mcgill.ca/conted/acad/eflp.

5.3 Pourquoi étudier l'anglais ou le français au CEP ?

Souhaitez-vous progresser dans votre carrière ou à l'école ? Aimeriez-vous vous intégrer davantage au sein de la société québécoise ou être admissible à certains programmes de McGill ? Grâce à des chargés de cours dynamiques et un milieu d'apprentissage stimulant, les *Programmes de langues anglaise et française* proposent des méthodes éprouvées pour le développement d'habiletés linguistiques. Des milliers de professionnels actifs, de nouveaux montréalais et étudiants provenant de plus de 60 pays peuvent témoigner à quel point les programmes de langues à temps plein et à temps partiel des PLAF ont joué le rôle d'un catalyseur dans leur vie.

Les personnes intéressées par des programmes d'immersion à temps plein en anglais ou en français (d'une durée de 6 semaines) peuvent s'inscrire aux programmes intensifs de langue et de culture des PLAF offerts à l'automne, à l'hiver et en été. Les professionnels et autres personnes désirant améliorer leurs compétences en communication orale et écrite à temps partiel ont la possibilité de suivre des cours, les soirs de la semaine ou les samedis. Tous les programmes des PLAF mènent au certificat de compétence de McGill et améliorent les perspectives de carrière tout en multipliant les débouchés académiques et culturels.

En plus des cours réguliers de langue seconde, les PLAF conçoivent et offrent une formation sur mesure en anglais et en français visant des groupes appartenant autant à la communauté locale qu'internationale. Ces programmes spéciaux, élaborés sur mesure, ont pour but de répondre aux besoins particuliers en langues et en communication de sociétés, organisations, agences gouvernementales ou établissements publics ou privés. Peu importe vos besoins connexes au français ou à l'anglais, l'unité des PLAF fait ses preuves dans l'atteinte de résultats exceptionnels.

5.4 Perfectionnement professionnel et possibilités d'avancement sur le plan académique ou culturel

Les *Programmes de langues anglaise et française* du CEP proposent une formation enrichissante en langue seconde pour les clientèles suivantes :

Étudiants étrangers

- Gens d'affaires
- · Professeurs à l'école primaire ou secondaire
- Enseignants au cégep ou à l'université
- Individus mutés à Montréal
- Nouveaux immigrants
- Nouveaux étudiants à McGill
- Étudiants aux EPG ou issus d'autres programmes du CEP

5.5 Certificat de compétence - anglais pour la communication professionnelle (30 unités)

Ce programme à temps partiel assorti de 30 unités s'adresse à toute la communauté, y compris les employés de l'Université McGill. Il a été conçu pour permettre aux étudiants d'acquérir, tant à l'oral qu'à l'écrit, les connaissances, les techniques et le savoir-faire dont ils ont besoin pour évoluer avec aisance dans un milieu professionnel anglophone.

Le programme est constitué de dix cours assortis de 3 unités chacun; il équivaut donc à une année d'études universitaires à temps plein. Il commence au niveau intermédiaire bas (cours CEEN 211 et CEEN 212). Les étudiants de niveau débutant ou élémentaire en anglais doivent suivre un ou des cours préalables non assortis d'unités avant de pouvoir être admis au programme. La structure du programme se divise en deux parties :

- Le module non assorti d'unités comprend trois cours préalables : un cours de niveau débutant et deux cours de niveau élémentaire, d'une durée de 60 heures chacun.
- Le module assorti d'unités est composé de dix cours de 39 heures, assorti de 3 unités chacun. Il s'agit des cours de niveau 200, 300 et 400.

Le programme est offert trois fois par année. À l'automne et à l'hiver, le module non assorti d'unités dure 12 semaines et le module assorti d'unités, 13 semaines. Au printemps, les deux modules durent 9 semaines. Les cours sont offerts le soir durant la semaine et le samedi matin.

Les étudiants inscrits dans un cours assorti ou non d'unités ont un accès exclusif, sur l'interface WebCT/Vista, à du matériel pédagogique en ligne leur donnant la possibilité de participer à des projets virtuels ou de renforcer, en dehors de la classe, leur apprentissage de la langue à leur propre rythme. Les outils de communication intégrés à WebCT/Vista aident à consolider davantage l'appui pédagogique du chargé de cours.

Le programme mène, sous certaines conditions, au certificat de compétence - anglais pour la communication professionnelle (consultez la section 5.5.2 « Règlements universitaires » ci-dessous). Le niveau de ce certificat correspond au niveau avancé sur l'échelle de l'American Council on the Teaching of Foreign Languages (ACTFL).

Pour plus de renseignements sur les dates des trimestres, veuillez consulter la section « Dates à retenir pour l'année universitaire 2010 - 2011 » ou http://francais.mcgill.ca/ importantdates.

5.5.1 Structure du programme

0.0.1 01140	
	ssorti d'unités - cours préalables unités d'EP) Basic English (Anglais de base)
CEGL 104 (11	,
CEGL 106 (11	unités d'EP) Elementary English 2 (Anglais élémentaire 2)
Module assor	ti d'unités - cours obligatoires (30 unités)
CEEN 211 (3)	
CEEN 212 (3)	
CEEN 221 (3)	
CEEN 222 (3)	English Communication Practice 2 (voir note *1)
CEEN 331 (3)	Functional English Grammar/Writing 3 (voir note *2)
CEEN 332 (3)	English Communication Practice 3 (voir note *2)
CEEN 411 (3)	English Grammar and Writing Techniques (voir note *3)
CEEN 412 (3)	English Oral Communication Techniques (voir note *3)
CEEN 421 (3)	English Written Communication Contexts
CEEN 422 (3)	English Oral Communication Contexts
Cours complé	mentaires
CEEN 401 (3)	
CEEN 402 (3)	English Communication and Cultural Patterns

Notes :

*1 Les étudiants qui commencent leurs études par les cours CEEN 221 et CEEN 222 et qui veulent être admis au certificat de compétence - anglais pour la communication professionnelle doivent suivre les deux cours complémentaires (CEEN 401 et CEEN 402) ou des cours équivalents approuvés par les *Programmes de langues anglaise et française* afin de satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour tout supplément d'information, veuillez communiquer avec les *Programmes de langues anglaise et française*.

*2 Les étudiants qui commencent leurs études par les cours CEEN 331 et CEEN 332 et qui veulent être admis au *certificat de compétence - anglais pour la communication professionnelle* doivent passer deux examens d'équivalence qui correspondent aux cours du niveau inférieur (CEEN 221 / CEEN 222) et suivre deux cours complémentaires (CEEN 401 et CEEN 402) ou des cours équivalents approuvés par les *Programmes de langues anglaise et française* afin de satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour plus de renseignements, veuillez communiquer avec les *Programmes de langues anglaise et française*.

*3 Les étudiants qui commencent leurs études par les cours CEEN 411 et CEEN 412 ne sont pas admissibles au *certificat de compétence - anglais pour la communication professionnelle.* Toutefois, ils peuvent obtenir une *attestation de compétence avancée en anglais* s'ils s'inscrivent comme « étudiants à statut particulier » et réussissent les quatre (4) cours du niveau avancé (CEEN 411, CEEN 412, CEEN 421 et CEEN 422) avec une note minimale de B- (65 %).

5.5.2 Règlements universitaires

Critères d'admission

Pour être admis au *certificat de compétence - anglais pour la communication professionnelle*, les étudiants doivent :

 Passer le test de classement et avoir un niveau de compétence égal ou inférieur au niveau intermédiaire élevé (CEEN 331 / CEEN 332); veuillez consulter la section 5.5.3 intitulée « Test de classement » pour plus de renseignements sur ce test;

- Être titulaires d'un diplôme de cégep (DEC ou l'équivalent) et être âgé d'au moins 18 ans;
- Les étudiants de 21 ans ou plus qui n'ont pas fait d'études collégiales peuvent être admis à titre d'étudiants adultes;
- Les étudiants qui ont entre 18 et 21 ans qui n'ont pas fait d'études collégiales (DEC ou l'équivalent) peuvent être admis à un programme de propédeutique établi par les *Programmes de langues anglaise et française*. S'ils suivent ce programme avec succès, ils peuvent être admis officiellement au programme du certificat;
- Les étudiants de moins de 18 ans qui n'ont pas de diplôme d'études collégiales ne peuvent ni être admis au programme de certificat ni s'inscrire à des cours.

Formalités d'admission

Pour plus de renseignements, se reporter à la section 11.3 « Formalités d'admission ».

Tous les étudiants qui désirent être admis au *certificat de compétence - anglais pour la communication professionnelle* doivent soumettre les résultats qu'ils ont obtenus au test de classement. Les étudiants qui sont admissibles au programme sont fortement encouragés à soumettre un formulaire de demande d'admission pendant leur premier trimestre d'études.

Nombre minimum de cours suivis et reconnaissance d'équivalences

- Les étudiants sont tenus de suivre à l'Université McGill au moins 70 % de l'ensemble du programme.
- Un étudiant peut se faire reconnaître jusqu'à neuf (9) unités pour des cours universitaires équivalents réussis au cours des cinq années précédant la demande.
- Les étudiants peuvent s'absenter du programme pendant trois trimestres consécutifs sans avoir à déposer une nouvelle demande d'admission ou à repasser le test de classement.

Durée des études

Les étudiants doivent normalement terminer tous les cours du programme dans une période de quatre ans suivant leur admission. Les étudiants qui dépassent cette limite peuvent demander une prolongation par écrit, laquelle peut être accordée dans certains cas particuliers si le directeur le permet.

Exigences du programme

Les étudiants doivent obtenir une note minimale de C (55 %) pour la réussite d'un cours et l'obtention des 3 unités correspondantes. Selon les politiques internes en vigueur concernant les programmes, ils doivent toutefois obtenir une note minimale de B-(65 %) pour tous les cours du programme afin de passer au niveau supérieur.

Les étudiants sont tenus d'assister aux cours et de ne pas manquer plus d'un tiers des classes.

Un étudiant ne peut obtenir plus de deux notes insatisfaisantes pour un même cours ou plus de trois notes insatisfaisantes dans le programme. Les étudiants dont le dossier comporte plus de trois notes insatisfaisantes seront tenus d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences des cours et des programmes, faute de quoi ils ne seront pas autorisés à poursuivre le cours ou le programme auquel ils sont inscrits.

Pour se voir conférer leur diplôme, les étudiants doivent avoir satisfait à toutes les exigences du programme et obtenu une moyenne pondérée cumulative (MPC) d'au moins 2,0. Cette moyenne tient compte de tous les cours du programme (y compris les notes supplémentaires et insatisfaisantes).

Étudiants à statut particulier

Les étudiants qui souhaitent suivre quelques cours sans toutefois être admis au programme peuvent s'inscrire à titre d'« étudiants à statut particulier » s'ils ont passé le test de classement ou s'ils ont suivi et réussi les cours préalables. Les cours assortis d'unités que suit l'étudiant à statut particulier ne sont pas comptabilisés en vue de l'obtention du *certificat de compétence - anglais pour la* communication professionnelle. Le Centre d'éducation permanente n'est aucunement obligé de tenir compte de ces cours dans le calcul des unités d'un programme. Le nombre de cours que peut suivre un étudiant à statut particulier peut être limité. Les étudiants sont invités à déposer une demande d'admission au certificat de compétence - anglais pour la communication professionnelle avant d'avoir terminé quatre (4) cours.

Même s'ils ne sont pas officiellement admis au programme, les étudiants à statut particulier doivent faire preuve de sérieux dans leurs études. Ils doivent en outre se soumettre aux exigences du programme, telles que stipulées dans la section 5.5.2 intitulée « Règlements universitaires ».

5.5.3 Test de classement

Tous les nouveaux étudiants doivent passer un test de classement. L'objectif de ce test est de déterminer le niveau de compétence en anglais de l'étudiant. Le test est valable pour une durée d'une année. Les étudiants qui n'ont pas suivi de cours depuis un an ou plus doivent repasser le test.

Le test de classement dure environ deux heures et a généralement lieu dans l'auditorium du Pavillon Frank Dawson Adams (3450, rue Université).

Compte tenu du grand nombre de candidats qui viennent passer le test, les candidats sont priés de se présenter 20 minutes à l'avance et de se munir de deux pièces d'identité avec photo, un crayon à mine bien taillé ainsi qu'une gomme à effacer.

Les droits pour chaque test s'élèvent à 25 \$ (non remboursables), et les étudiants doivent s'en acquitter lors de l'inscription ou lors de la collecte de leurs résultats. Les résultats du test sont disponibles trois jours ouvrables après la date du test ou au moment de l'inscription. Pour pouvoir s'inscrire à un cours, les nouveaux étudiants sont priés de prendre rendez-vous.

Pour plus de renseignements concernant les dates du test de classement, veuillez consulter notre site Internet : www.mcgill.ca/ conted/acad/infosessions.

5.5.4 Formation sur mesure en langue anglaise

Les *Programmes de langues anglaise et française* de l'Université McGill proposent une formation sur mesure en langue anglaise à des fins professionnelles ou de formation.

Nos programmes élaborés sur mesure permettent de répondre à des besoins spécifiques en langue et en communications de communautés locales et internationales. Nous invitons les personnes appartenant aux groupes suivants à s'inscrire à nos programmes :

- Employés d'entreprises, d'agences gouvernementales, d'organismes et d'établissements divers;
- Professeurs aux niveaux primaire, secondaire ou du cégep, ainsi que les enseignants au niveau universitaire nécessitant l'anglais pour enseigner;
- Autres professionnels faisant usage de l'anglais en milieu de travail ou qui en auront éventuellement besoin;
- Diplômés d'écoles secondaires ou étudiants à l'université.

Pour de plus amples renseignements, veuillez consulter notre site Internet : www.mcgill.ca/conted/acad/eflp.

5.6 Programme intensif d'anglais : certificat de compétence en anglais langue et culture

Le certificat de compétence en anglais - langue et culture a été conçu afin d'offrir une formation intégrée et approfondie en anglais langue seconde ou anglais langue étrangère. Ce certificat comporte huit niveaux (de débutant à avancé) et comprend des objectifs d'apprentissage précis ainsi que des stratégies pédagogiques propres à chacun des niveaux pour apprendre à lire, à écrire, à comprendre et à parler l'anglais ainsi que des modules culturels spéciaux dans certains niveaux. Ce programme vise l'acquisition de compétences en langue et en communications ainsi que des connaissances pragmatiques et socioculturelles essentielles afin de permettre aux étudiants de s'intégrer dans un environnement professionnel, universitaire et social anglophone.

En classe et au laboratoire de langue, les professeurs consacrent du temps au développement et aux besoins linguistiques spécifiques de chaque étudiant. Une clinique de phonétique corrective permet à ceux qui le désirent de travailler cet aspect particulier de l'apprentissage de l'anglais. Des groupes peu nombreux permettent aux étudiants de profiter au maximum de l'enseignement et de partager une expérience unique d'apprentissage avec des camarades de classe qui viennent de partout dans le monde. L'horaire des cours est de 9 h 30 à 15 h 30, du lundi au vendredi. Six sessions de cours sont offertes chaque année tout au long des trimestres d'été, d'automne et d'hiver.

Nous offrons huit niveaux d'apprentissage, de débutant à avancé. Le niveau d'entrée de l'étudiant sera déterminé par les résultats au test de classement qui a lieu environ une semaine avant le début des cours. La réussite des deux niveaux avancés avec une note minimale de B- (65 %) permet l'admissibilité au *certificat de compétence en anglais - langue et culture.* Ce programme satisfait aux critères linguistiques d'admission aux programmes de premier cycle ainsi que d'études supérieures de l'Université McGill.

Le paiement intégral des droits de scolarité pour une session doit accompagner votre demande d'admission au programme. Les droits applicables aux sessions suivantes pourront être acquittés ultérieurement, aux dates indiquées par l'Université. Les droits de scolarité ne couvrent pas les coûts relatifs au matériel pédagogique, à l'assurance-maladie, au transport, à l'hébergement ni aux sorties de classe.

Veuillez noter que le règlement par carte de crédit n'est accepté qu'en personne. (Les paiements par téléphone ou courrier ne sont pas acceptés). Les demandes d'admission peuvent être envoyées au Bureau des affaires étudiantes par courrier, télécopieur, ou service de messagerie.

5.6.1 Structure du programme

Chacun des cours ci-dessous représente un « niveau » parmi les huit niveaux du programme.

Cours obligatoires (160 UEP)

CEGL 213	(20 UEP) Intensive English - Elementary 1
CEGL 223	(20 UEP) Intensive English - Elementary 2
CEGL 313	(20 UEP) Intensive English - Intermediate 1
CEGL 323	(20 UEP) Intensive English - Intermediate 2
CEGL 333	(20 UEP) Intensive English - Intermediate 3
CEGL 355	(20 UEP) Intensive English - Bridge to Proficiency
CEGL 413	(20 UEP) Intensive English - Advanced A
CEGL 423	(20 UEP) Intensive English - Advanced B

5.6.2 Règlements universitaires

Critères d'admission

- Les étudiants doivent être agés de 18 ans et plus;
- Les étudiants doivent avoir complété leur diplôme de fin d'études secondaires ou l'équivalent;
- Les étudiants doivent passer un test de classement afin d'évaluer leur niveau de connaissance. Ce test est valide pour une période maximale d'une année. Au-delà de cette période, les étudiants sont tenus de passer le test à nouveau.

Formalités d'admission

Pour s'inscrire *certificat de compétence en anglais - langue et culture*, les étudiants doivent remplir un formulaire d'inscription et le retourner accompagné :

- du montant des droits d'admission (80 \$ non remboursables) et des droits de scolarité en devises canadiennes. Le règlement peut être fait par Visa ou MasterCard, par chèque visé ou par mandat libellé à l'ordre de l'Université McGill;
- d'une pièce d'identité (passeport ou certificat de naissance). Le candidat doit être âgé de 18 ans ou plus;
- d'un diplôme de fin d'études secondaires ou l'équivalent;

 du paiement, pour toutes les sessions, de l'assurance-maladie auprès de la Croix Bleue (pour les étudiants étrangers).

L'admission au programme se fait par ordre d'arrivée. **Ceci est un programme contingenté.** Les étudiants doivent se présenter au plus tard le troisième jour de classe pour garder leur place, faute de quoi, ils devront renoncer à leur inscription. Pour annuler l'inscription à la session en cours, les étudiants doivent faire parvenir une demande à cet effet par écrit **avant la fin de la deuxième journée de cours** au Bureau des affaires étudiantes. Un remboursement des droits de scolarité, moins des frais d'annulation de 200 \$ CA sera émis. Ces frais sont sujets à changement sans préavis. Le chèque de remboursement sera envoyé par la poste dans un délai de quatre à six semaines.

Pour plus de renseignements sur les dates des sessions, veuillez consulter les sites suivants : http://francais.mcgill.ca/ importantdates ou www.mcgill.ca/conted/langprg/fulltimeenglish/ sessdate.

Exigences du programme

Les étudiants doivent obtenir une note minimale de C (55 %) pour réussir un cours. Selon les politiques internes en vigueur concernant les programmes, ils doivent toutefois obtenir une note minimale de B- (65 %) et assister au moins à 80 % des cours pour passer au niveau supérieur.

Un étudiant inscrit à un programme de certificat de compétence ne pourra obtenir plus de deux notes insatisfaisantes par cours (ou par niveau). Si l'étudiant a plus de trois notes insatisfaisantes à son dossier, il sera tenu d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences préalables au programme, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits. Les étudiants sont tenus de communiquer en anglais dans la salle de classe et sur les lieux de l'Université, à l'exception du niveau élémentaire 1 durant les premières semaines de cours. Les étudiants débutant au niveau élémentaire 1 doivent avoir une certaine connaissance de base en anglais.

Conditions relatives à l'obtention du certificat de compétence en anglais - langue et culture de McGill

 Les étudiants doivent compléter les deux niveaux avancés du programme avec une note minimale de B- (65 %).

5.6.3 Tests de classement pour le certificat de compétence en anglais - langue et culture

Le test de classement vise à déterminer la compétence linguistique des étudiants. Les résultats du test sont valides pour une durée d'une année. Le fait de passer un test de classement n'assure pas une place dans les cours. Tout nouvel étudiant doit passer un test de classement avant de pouvoir s'inscrire aux *Programmes de langues anglaise et française* cours. Les étudiants qui n'ont pas suivi de cours aux depuis plus d'un an doivent repasser un test de classement.

5.6.4 Étudiants étrangers

Si vous n'êtes pas citoyen canadien ou résident permanent et souhaitez étudier pendant plus d'une session, vous devez faire une demande pour un an afin d'obtenir **un permis d'études et un certificat d'acceptation du Québec**.

Les étudiants qui prévoient compléter leurs études pendant une session n'ont besoin que d'un visa de résident temporaire.

L'Université McGill ne délivre aucun document relatif à l'immigration. Nous conseillons aux étudiants d'entamer les procédures le plus tôt possible et de faire preuve de patience. Pour d'autres précisions, communiquer avec le Bureau des affaires étudiantes ou adressez-vous à l'ambassade ou au consulat du Canada dans votre pays de résidence.

Par réglement du Sénat de l'Université, **TOUS** les étudiants étrangers et les personnes à charge sont tenus d'adhérer au régime d'assurance-maladie de la Croix-Bleue de l'Université. L'assurance offerte par l'Université McGill répond aux exigences d'Immigration Québec relatives aux étudiants étrangers. Les étudiants ressortissants et résidents d'un des pays mentionnés ci-dessous, et qui sont inscrits à temps plein à l'un de nos programmes, sont admissibles à l'assurance-maladie du Québec. Ils ne sont pas tenus, par conséquent, d'adhérer au régime d'assurance-maladie auprès de la Croix Bleue : ressortissants de la France, du Danemark, de la Suède, de la Norvège, de la Finlande, du Luxembourg et du Portugal. Dans ces cas, les étudiants doivent faire une demande à l'assurance-maladie de Québec et soumettre la preuve au Bureau des affaires étudiantes.

Les étudiants qui s'inscrivent à plus d'une session doivent adhérer à l'assurance-maladie pour toute l'année universitaire. La totalité des frais d'assurance doit être ajoutée à la somme correspondante au montant des droits de scolarité de l'étudiant, lesquelles doivent être acquittées en un seul chèque libellé à l'ordre de l'Université McGill. L'accès aux services de santé de McGill sera permis seulement si les frais supplémentaires exigés pour ces services ont été acquittés.

5.6.5 Hébergement

Les Programmes de langues anglaise et française peuvent proposer aux étudiants un organisme qui pourra les aider à trouver une pension dans une famille anglophone, une occasion idéale de parler anglais dans un environnement familial. Le Service de logement hors-campus peut également fournir de l'information sur les possibilités d'hébergement à proximité du campus. Les résidences universitaires ne sont accessibles aux étudiants que pendant la session d'été. Pour plus d'information, visitez le site Internet suivant : www.mcgill.ca/conted/applyregister/siesif/ engint/#FAQ ou communiquez avec les Programmes de langues anglaise et française.

5.7 Descriptions des cours

Pour obtenir la liste des cours, voir la section 10 « Information sur les cours, règlements et descriptions ».

Programmes de langue française

Ouvrir la voie à de nouvelles possibilités grâce au français au CEP

Les *Programmes de langues anglaise et française* (PLAF) du CEP offrent une formation en langue française de haute qualité afin de satisfaire aux besoins d'une vaste clientèle, notamment les professionnels ou les nouveaux étudiants et arrivants à Montréal désirant faciliter leur intégration au sein de la communauté québécoise ou toute autre communauté francophone. Les programmes à temps plein et à temps partiel des PLAF aident les apprenants à maîtriser le français, tant à l'oral qu'à l'écrit, et mènent au certificat de compétence de McGill. Grâce aux ressources en technologies les plus récentes et à des méthodes d'enseignement efficaces et stimulantes, l'équipe d'enseignants dynamiques des PLAF aide les apprenants à améliorer leur français aussi rapidement et efficacement que possible, en ouvrant la voie à de nouvelles possibilités professionnelles, intellectuelles et culturelles tant au Québec qu'ailleurs.



« En tant qu'étudiante aux programmes intensifs d'anglais et de français, je suis d'avis que tous mes professeurs étaient dévoués et bien préparés en classe ; quant au personnel d'administration du CEP, il est formidable. En classe, j'ai particulièrement apprécié

la variété des techniques d'enseignement et la diversité du matériel utilisé, allant de la grammaire, à la lecture et aux travaux écrits en passant par des expériences pratiques, comme les entrevues, les discussions et les projets de découverte.

Pendant mes études au CEP, j'ai rencontré beaucoup de gens intéressants lors d'activités culturelles, notamment les dîners internationaux où nous passions de bons moments autour de la table à partager des histoires liées à nos cultures. Je me suis aussi fait un très bon ami – un camarade dans un cours de français – autre point culminant de mon expérience au Centre.

Améliorer mes compétences en français et en anglais m'a beaucoup aidé à m'adapter à la vie à Montréal, en plus de me préparer aux études supérieures. Je n'ai aucune hésitation à recommander le CEP à quiconque désire apprendre une nouvelle langue ou améliorer ses compétences linguistiques. Le CEP comprend une merveilleuse communauté, toujours prête à vous aider à profiter au maximum de vos études. »

Bethsabeth Paz, diplômée, Programmes de langues anglaise et française

6 Programmes de langues anglaise et française (programmes de langue française)

6.1 Coordonnées

Programmes de langues anglaise et française (français) Téléphone : 514-398-1202 Télécopieur : 514-398-1769 Site Internet : www.mcgill.ca/conted/acad/eflp Courriel : language.conted@mcgill.ca

6.2 Personnel administratif

Hervé de Fontenay; B.A. (Montr.), M.A. (McG.)

Directeur

À préciser

Directeur adjoint

Marie-Claude Beauchamp; B.A., M.A., B. Éd. (McG.) Coordonnatrice, programmes de langue française

Verena Waterstradt; B. Adm. (Allem.) Administratrice de programme

France Bruneau

Coordonnatrice administrative

Alejandra Torres

Coordonnatrice administrative

Pour obtenir les toutes dernières informations sur nos programmes et nos cours, veuillez consulter notre site Internet : www.mcgill.ca/conted/acad/eflp.

6.3 Pourquoi étudier l'anglais ou le français au CEP ?

Souhaitez-vous progresser dans votre carrière ou à l'école ? Aimeriez-vous vous intégrer davantage au sein de la société québécoise ou être admissible à certains programmes de McGill ? Grâce à des chargés de cours dynamiques et un milieu d'apprentissage stimulant, les *Programmes de langues anglaise et française* proposent des méthodes éprouvées pour le développement d'habiletés linguistiques. Des milliers de professionnels actifs, de nouveaux montréalais et étudiants provenant de plus de 60 pays peuvent témoigner à quel point les programmes de langues à temps plein et à temps partiel des PLAF ont joué le rôle d'un catalyseur dans leur vie.

Les personnes intéressées par des programmes d'immersion à temps plein en anglais ou en français (d'une durée de 6 semaines) peuvent s'inscrire aux programmes intensifs de langue et de culture des PLAF offerts à l'automne, à l'hiver et en été. Les professionnels et autres personnes désirant améliorer leurs compétences en communication orale et écrite à temps partiel ont la possibilité de suivre des cours, les soirs de la semaine ou les samedis. Tous les programmes des PLAF mènent au certificat de compétence de McGill et améliorent les perspectives de carrière tout en multipliant les débouchés académiques et culturels.

En plus des cours réguliers de langue seconde, les PLAF conçoivent et offrent une formation sur mesure en anglais et en français visant des groupes appartenant autant à la communauté locale qu'internationale. Ces programmes spéciaux, élaborés sur mesure, ont pour but de répondre aux besoins particuliers en langues et en communication de sociétés, organisations, agences gouvernementales ou établissements publics ou privés. Peu importe vos besoins connexes au français ou à l'anglais, l'unité des PLAF a fait ses preuves dans l'atteinte de résultats exceptionnels.

6.4 Perfectionnement professionnel et possibilités d'avancement sur le plan académique ou culturel

Les *Programmes de langues anglaise et française* du CEP proposent une formation enrichissante en langue seconde pour les clientèles suivantes :

- Étudiants étrangers
- Gens d'affaires
- · Professeurs à l'école primaire ou secondaire
- · Enseignants au cégep ou à l'université
- Individus mutés à Montréal
- Nouveaux immigrants
- Nouveaux étudiants à McGill
- Étudiants aux EPG ou issus d'autres programmes du CEP

6.5 Certificat de compétence – français pour la communication professionnelle (30 unités)

Ce programme à temps partiel assorti de 30 unités s'adresse à toute la communauté, y compris les employés de l'Université McGill. Il a été conçu pour permettre aux étudiants d'acquérir, à l'oral comme à l'écrit, les connaissances linguistiques et de communication dont ils ont besoin pour évoluer avec aisance dans un milieu professionnel francophone.

Le programme est constitué de dix cours assortis de 3 unités chacun; il équivaut donc à une année d'études universitaires à temps plein. Il commence au niveau intermédiaire bas (cours CEFN 211 et CEFN 212). Les étudiants de niveau débutant ou élémentaire en français doivent suivre un ou des cours préalables non assortis d'unités avant de pouvoir être admis au programme. La structure du programme se divise en deux parties :

- Le module non assorti d'unités comprend trois cours préalables : un cours de niveau débutant et deux cours de niveau élémentaire, d'une durée de 60 heures chacun.
- Le module assorti d'unités est composé de dix cours de 39 heures, assorti de trois unités chacun. Il s'agit des cours de niveau 200, 300 et 400.

Le programme est offert trois fois par année. À l'automne et à l'hiver, le module non assorti d'unités dure 12 semaines et le module assorti d'unités, 13 semaines. Au printemps, les deux modules durent 9 semaines. Les cours sont offerts le soir pendant la semaine et le samedi matin.

Les étudiants inscrits dans un cours assorti ou non d'unités ont un accès exclusif, sur l'interface WebCT/Vista, à du matériel pédagogique en ligne leur donnant la possibilité de participer à des projets virtuels ou de renforcer, en dehors de la classe, leur apprentissage de la langue. Les outils de communication intégrés à WebCT/Vista aident à consolider davantage l'appui pédagogique du chargé de cours.

Le programme mène, sous certaines conditions, au certificat de compétence - français pour la communication professionnelle (consultez la section 6.5.2 « Règlements universitaires » ci-dessous). Le niveau de ce certificat correspond au niveau avancé sur l'échelle de l'American Council on the Teaching of Foreign Languages (ACTFL).

Pour plus de renseignements sur les dates des trimestres, veuillez consulter la section « Dates à retenir pour l'année universitaire 2010 - 2011 » ou http://francais.mcgill.ca/ importantdates.

6.5.1 Structure du programme

CFRN 102 CFRN 104	(11 ເ (11 ເ	nités d'EP) B nités d'EP) E	cours préalables asic French lementary French 1 lementary French 2	
Module ass	sorti d	l'unités - cour	s obligatoires (30 unités)	
CEFN 211	(3)		ench Grammar/Writing 1	
CEFN 212	(3)		nunication Practice 1	
CEFN 221	(3)		ench Grammar/Writing 2	
CEFN 222	(3)	· ·	nunication Practice 2	
CEFN 331	(3)		ench Grammar/Writing 3	
CEFN 332	(3)		nunication Practice 3	
CEFN 411	(3)	French Gram	mar/Writing Techniques	
CEFN 412	(3)	French Oral C (voir note *3	communication Techniques	
CEFN 421	(3)	French Writte	n Communication Contexts	
CEFN 422	(3)		Communication Contexts	
Cours complémentaires				

Cours complémentaires

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

Notes :

*1 Les étudiants qui commencent leurs études par les cours CEFN 221 et CEFN 222 et qui veulent être admis au *certificat de compétence - français pour la communication professionnelle* doivent suivre deux cours complémentaires (CEFN 401 et CEFN 402) ou des cours équivalents approuvés par les *Programmes de langues anglaise et française* afin de satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour tout supplément d'information, veuillez communiquer avec les *Programmes de langues anglaise et française*.

*2 Les étudiants qui commencent leurs études par les cours CEFN 331 et CEFN 332 et qui veulent être admis au *certificat de compétence - français pour la communication professionnelle* doivent passer deux examens d'équivalence qui correspondent aux cours du niveau inférieur (CEFN 221 / CEFN 222) et suivre deux cours complémentaires (CEFN 401 et CEFN 402) ou des cours équivalents approuvés par les *Programmes de langues anglaise et française* afin de satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour tout supplément d'information, veuillez communiquer avec les *Programmes de langues anglaise et française*.

*3 Les étudiants qui commencent leurs études par les cours CEFN 411 et CEFN 412 ne sont pas admissibles au *certificat de compétence - français pour la communication professionnelle.* Toutefois, ils peuvent obtenir une *attestation de compétence avancée en français* s'ils s'inscrivent comme « étudiants à statut particulier » et réussissent les quatre (4) cours du niveau avancé (CEFN 411, CEFN 412, CEFN 421 et CEFN 422) avec une note ninimale de B- (65 %).

6.5.2 Règlements universitaires

Critères d'admission

Pour être admis au *certificat de compétence - français pour la communication professionnelle*, les étudiants doivent :

- Passer le test de classement et avoir un niveau de compétence égal ou inférieur au niveau intermédiaire élevé (CEFN 331 / CEFN 332) (veuillez consulter la section 6.5.3 intitulée « Test de classement » pour plus de renseignements sur ce test);
- Être titulaires d'un diplôme de cégep (DEC ou l'équivalent) et être âgé d'au moins 18 ans;

- Les étudiants de 21 ans ou plus qui n'ont pas fait d'études collégiales peuvent être admis à titre d'étudiants adultes;
- Les étudiants qui ont entre 18 et 21 ans mais qui n'ont pas fait d'études collégiales peuvent être admis à un programme de propédeutique établi par les *Programmes de langues anglaise et française*. S'ils suivent ce programme avec succès, ils peuvent être admis officiellement au programme du certificat;
- Les étudiants de moins de 18 ans qui n'ont pas de diplôme d'études collégiales ne peuvent ni être admis au programme du certificat ni s'inscrire à des cours.

Formalités d'admission

Pour plus de renseignements, se reporter à la section 11.3 « Formalités d'admission ».

Tous les étudiants qui désirent être admis au *certificat de compétence - français pour la communication professionnelle* doivent soumettre les résultats qu'ils ont obtenus au test de classement. Les étudiants qui sont admissibles au programme sont fortement encouragés à soumettre un formulaire de demande d'admission pendant leur premier trimestre d'études.

Nombre minimum de cours suivis et reconnaissance d'équivalences

- Les étudiants sont tenus de suivre à l'Université McGill au moins 70 % de l'ensemble du programme.
- Un étudiant peut se faire reconnaître jusqu'à neuf (9) unités pour des cours universitaires équivalents réussis au cours des cinq années précédant la demande.
- Les étudiants peuvent s'absenter du programme pendant trois trimestres consécutifs sans avoir à déposer une nouvelle demande d'admission ou à repasser le test de classement.

Durée des études

Les étudiants doivent normalement terminer tous les cours du programme dans une période de quatre ans suivant leur admission. Les étudiants qui dépassent cette limite peuvent demander une prolongation par écrit, laquelle peut être accordée dans certains cas particuliers si le directeur le permet.

Exigences du programme

Pour passer à un niveau supérieur, les étudiants doivent avoir obtenu une note minimale de C (55 %) pour la réussite d'un cours et l'obtention des 3 unités correspondantes. Selon les politiques internes en vigueur concernant les programmes, ils doivent toutefois obtenir une note minimale de B- (65 %) pour tous les cours du programme afin de passer au niveau supérieur.

Les étudiants sont tenus d'assister aux cours et de ne pas manquer plus d'un tiers des classes.

Un étudiant ne peut obtenir plus de deux notes insatisfaisantes pour un même cours ou plus de trois notes insatisfaisantes dans le programme. Les étudiants dont le dossier comporte plus de trois notes insatisfaisantes seront tenus d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences des cours et des programmes, faute de quoi ils ne seront pas autorisés à poursuivre le cours ou le programme auquel ils sont inscrits.

Pour se voir conférer leur diplôme, les étudiants doivent avoir satisfait à toutes les exigences du programme et obtenu une moyenne pondérée cumulative (MPC) d'au moins 2,0. Cette moyenne tient compte de tous les cours du programme (y compris les notes supplémentaires et insatisfaisantes).

Étudiants à statut particulier

Les étudiants qui souhaitent suivre quelques cours sans toutefois être admis au programme peuvent s'inscrire à titre d'« étudiants à statut particulier » s'ils ont passé le test de clasement ou s'ils ont suivi et réussi les cours préalables. Les cours assortis d'unités que suit l'étudiant à statut particulier ne sont pas comptabilisés en vue de l'obtention du *certificat de compétence - français pour la communication professionnelle*. Le Centre d'éducation permanente n'est aucunement obligé de tenir compte de ces cours dans le calcul des crédits d'un programme. Le nombre de cours que peut suivre un étudiant à statut particulier peut être limité. Les étudiants sont invités à déposer une demande d'admission au certificat de compétence - français pour la communication professionnelle avant d'avoir terminé quatre (4) cours.

Même s'ils ne sont pas officiellement admis au programme, les étudiants à statut particulier doivent faire preuve de sérieux dans leurs études. Ils doivent en outre se soumettre aux exigences du programme, telles que stipulées dans la section 6.5.2 « Règlements universitaires ».

6.5.3 Test de classement

Tous les nouveaux étudiants doivent passer un test de classement. L'objectif de ce test est de déterminer le niveau de compétence en français de l'étudiant. Le test est valable pour une durée d'une année. Les étudiants qui n'ont pas suivi de cours depuis un an ou plus doivent repasser le test.

Les étudiants qui n'ont aucune connaissance de la langue peuvent signer une décharge attestant leur niveau débutant en français. Les étudiants qui signeront ce formulaire après avoir lu attentivement son contenu seront inscrits dans le cours de français de base. Toutefois, le directeur a le droit de transférer l'étudiant dans un autre niveau si cette attestation ne reflète pas le véritable niveau de l'étudiant.

Le test de classement dure environ deux heures et a généralement lieu dans l'auditorium du Pavillon Frank Dawson Adams (3450, rue Université).

Compte tenu du grand nombre de candidats qui viennent passer le test, les étudiants sont priés de se présenter 20 minutes à l'avance et de se munir de deux pièces d'identité avec photo, un crayon à mine bien taillé ainsi qu'une gomme à effacer.

Les droits pour chaque test s'élèvent à 25 \$ (non remboursables), et les étudiants doivent s'en acquitter lors de l'inscription ou lors de la collecte de leurs résultats. Les résultats du test sont disponibles trois jours ouvrables après la date du test ou au moment de l'inscription. Pour s'inscrire à un cours, les nouveaux étudiants sont priés de prendre rendez-vous.

Pour plus de renseignements concernant les dates du test de classement, veuillez consulter notre site Internet : www.mcgill.ca/ conted/acad/infosessions.

6.5.4 Formation sur mesure en langue française

Les *Programmes de langues anglaise et française* de l'Université McGill proposent une formation sur mesure en langue française à des fins professionnelles ou de formation.

Nos programmes élaborés sur mesure permettent de répondre aux besoins spécifiques en langue et en communications de communautés locales et internationales. Nous invitons les personnes appartenant aux groupes suivants à s'inscrire à nos programmes :

- Employés d'entreprises, d'agences gouvernementales, d'organismes et d'établissements divers;
- Professeurs aux niveaux primaire, secondaire ou du cégep, ainsi que les enseignants au niveau universitaire nécessitant le français pour enseigner;
- Autres professionnels faisant usage du français en milieu de travail ou qui en auront éventuellement besoin;
- · Diplômés d'écoles secondaires ou étudiants à l'université.

Pour de plus amples renseignements, veuillez consulter notre site Internet : www.mcgill.ca/conted/acad/eflp.

6.6 Programme intensif de français : certificat de compétence en français langue et culture

Le certificat de compétence en français - langue et culture a été conçu afin d'offrir une formation intégrée et approfondie en français langue seconde ou français langue étrangère. Ce certificat comporte cinq niveaux (de débutant à avancé) et comprend des objectifs et des stratégies d'apprentissage pour lire, écrire, comprendre et parler l'anglais ainsi que des modules culturels spéciaux dans certains niveaux. Ce programme vise l'acquisition de compétences en langue et en communications ainsi que des connaissances pragmatiques et socioculturelles essentielles afin de permettre aux étudiants de s'intégrer facilement dans un environnement professionnel et social francophone.

Les cours sont répartis sur cinq niveaux, du niveau débutant au niveau avancé. L'horaire des cours est de 9 h à 15 h, du lundi au vendredi. Six sessions de cours sont offertes chaque année tout au long des trimestres d'été, d'automne et d'hiver. Le niveau d'entrée de l'étudiant sera déterminé par les résultats au test de classement qui a lieu environ une semaine avant le début des cours. La réussite des deux niveaux avancés avec une note minimale de B- (65 %) permet l'admissibilité au *certificat de compétence en français - langue et culture*. Ce programme comprend également deux cours complémentaires conçus pour répondre aux besoins spécifiques de l'étudiant. Ces cours seront seulement offerts si les résultats au test de classement démontrent un besoin particulier pour suivre ce cours.

Les cours ont lieu durant la journée. Des groupes peu nombreux permettent aux étudiants de profiter au maximum de l'enseignement et de partager une expérience unique d'apprentissage avec des camarades de classe qui viennent de partout dans le monde. Des activités culturelles sont proposées pendant la semaine après les cours.

Le paiement intégral des droits de scolarité pour une session doit accompagner la demande d'admission au programme. Les droits applicables aux sessions suivantes pourront être acquittés ultérieurement, aux dates indiquées par l'Université. Les droits de scolarité ne couvrent pas les coûts relatifs au matériel pédagogique, à l'assurance-maladie, au transport, à l'hébergement ni aux sorties de classe.

Veuillez noter que le règlement par carte de crédit n'est accepté qu'en personne. (Les paiements par téléphone ou courrier ne sont pas acceptés). Les demandes d'admission peuvent être envoyées au Bureau des affaires étudiantes par courrier, télécopieur, ou service de messagerie.

6.6.1 Structure du programme

Chacun des cours ci-dessous représente un « niveau » parmi les cinq niveaux du programme.

Cours obligatoires (100 UEP)

CFRN 203*	(20 UEP)	Intensive French - Beginner
		(voir Nota)
CFRN 323	(20 UEP)	Intensive French - Elementary
CFRN 333	(20 UEP)	Intensive French - Intermediate 1
CFRN 343**	(20 UEP)	Intensive French - Intermediate 2
		(voir Nota)
CFRN 423	(20 UEP)	Intensive French - Advanced
Nota :		

* CFRN 223 (20 UEP) Intensive French - Elementary Low

* CFRN 223 doit être suivi si l'étudiant obtient une note entre 55 et 64 % pour le cours CFRN 203 OU peut être suivi pour remplacer le cours CFRN 203 avec la permission du directeur de programme.

** CFRN 355(20 UEP) Intensive French - Intermediate High

** CFRN 355 doit être suivi si l'étudiant obtient une note entre 55 et 64 % pour le cours CFRN 343 OU peut être suivi pour remplacer le cours CFRN 343 avec la permission du directeur de programme.

6.6.2 Règlements universitaires

Critères d'admission

- Les étudiants doivent être agés de 18 ans et plus;
- Les étudiants doivent avoir complété leur diplôme de fin d'études secondaires ou l'équivalent;
- Les étudiants doivent passer un test de classement afin d'évaluer leur niveau de connaissance. Ce test est valide pour

une période maximale d'une année. Au-delà de cette période, les étudiants sont tenus de passer le test à nouveau.

Formalités d'admission

Pour s'inscrire au *certificat de compétence en français - langue et culture*, les étudiants doivent remplir un formulaire d'inscription et le retourner accompagné :

- du montant des droits d'admission (80 \$ non remboursables) et des droits de scolarité en devises canadiennes. Le règlement peut être fait par Visa ou MasterCard, par chèque visé ou par mandat libellé à l'ordre de l'Université McGill;
- d'une pièce d'identité (passeport ou certificat de naissance). Le candidat doit être âgé d'au moins 18 ans;
- d'un diplôme de fin d'études secondaires ou l'équivalent;
- du paiement, pour toutes les sessions, de l'assurancemaladie auprès de la Croix Bleue (pour les étudiants étrangers).

L'admission au programme se fait par ordre d'arrivée. **Ceci est un programme contingenté.** Les étudiants doivent se présenter au plus tard le troisième jour de classe pour garder leur place, faute de quoi, ils devront renoncer à leur inscription. Pour annuler l'inscription à la session en cours, les étudiants doivent faire parvenir une demande à cet effet par écrit **avant la fin de la deuxième journée de cours** au Bureau des affaires étudiantes. Un remboursement des droits de scolarité, moins des frais d'annulation de 200 \$ CA sera émis. Ces frais sont sujets à changement sans préavis. Le chèque de remboursement sera envoyé par la poste dans un délai de quatre à six semaines.

Pour plus de renseignements sur les dates des sessions, veuillez consulter les sites suivants : http://francais.mcgill.ca/ importantdates ou www.mcgill.ca/conted/langprg/fulltimefrench/ sessdate.

Exigences du programme

Les étudiants doivent obtenir une note minimale de C (55 %) pour réussir un cours. Selon les politiques internes en vigueur concernant les programmes, ils doivent toutefois obtenir une note minimale de B- (65 %) et assister au moins à 80 % des classes pour passer au cours de niveau supérieur.

Un étudiant ne peut obtenir plus de deux notes insatisfaisantes par cours (ou par niveau). Si l'étudiant a plus de trois notes insatisfaisantes à son dossier, il sera tenu d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences préalables au programme, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits. Les programmes de langue française comprennent certaines règles internes à respecter. La seule langue de communication en classe et dans les locaux est le français, sauf pendant les premières semaines au niveau débutant.

Une participation active est exigée en classe.

Conditions relatives à l'obtention du certificat de compétence en français - langue et culture :

 Les étudiants doivent compléter les cours CRFN 343 (ou CFRN 355) et CFRN 423 avec une note minimale de B-(65 %).

6.6.3 Tests de classement pour le certificat de compétence en français - langue et culture

Tous les nouveaux étudiants doivent subir un test de classement. L'objectif de ce test est de déterminer le niveau de compétence en français de l'étudiant et de cibler ses besoins. Le test a lieu environ une semaine avant le début des cours; pour le passer, il faut être admis au programme. Les résultats du test sont valides pour une durée d'une année. Le fait de passer un test de classement n'assure pas une place dans les cours. Les étudiants qui n'ont pas suivi de cours aux *Programmes de langues anglaise et française* depuis plus d'un an doivent repasser un test de classement.

6.6.4 Étudiants étrangers

Si vous n'êtes pas citoyen canadien ou résident permanent et souhaitez étudier pendant plus d'une session, vous devez faire une demande pour un an afin d'obtenir **un permis d'études et un certificat d'acceptation du Québec**.

Les étudiants qui prévoient compléter leurs études pendant une session n'ont besoin que d'un visa de résident temporaire.

L'Université McGill ne délivre aucun document relatif à l'immigration. Nous conseillons aux étudiants d'entamer les procédures le plus tôt possible et de faire preuve de patience. Pour d'autres précisions, communiquer avec le Bureau des affaires étudiantes ou adressez-vous à l'ambassade ou au consulat du Canada dans votre pays de résidence.

Par règlement du Sénat de l'Université, **TOUS** les étudiants étrangers et les personnes à charge sont tenus d'adhérer au régime d'assurance-maladie de la Croix-Bleue de l'Université. L'assurance offerte par l'Université McGill répond aux exigences d'Immigration Québec relatives aux étudiants étrangers.

Les étudiants ressortissants et résidents d'un des pays mentionnés ci-dessous, et qui sont inscrits à temps plein à l'un de nos programmes, sont admissibles à l'assurance-maladie du Québec. Ils ne sont pas tenus, par conséquent, d'adhérer au régime d'assurance-maladie auprès de la Croix Bleue : ressortissants de la France, du Danemark, de la Suède, de la Norvège, de la Finlande, du Luxembourg et du Portugal. Dans ces cas, les étudiants doivent faire une demande à l'assurance-maladie de Québec et soumettre la preuve au Bureau des affaires étudiantes.

Les étudiants qui s'inscrivent à plus d'une session doivent adhérer à l'assurance-maladie pour toute l'année universitaire. La totalité des frais d'assurance doit être ajoutée à la somme correspondante au montant des droits de scolarité de l'étudiant, lesquelles doivent être acquittées en un seul chèque libellé à l'ordre de l'Université McGill. L'accès aux services de santé de McGill sera permis seulement si les frais supplémentaires exigés pour ces services ont été acquittés.

6.6.5 Hébergement

Les Programmes de langues anglaise et française peut proposer aux étudiants un organisme qui pourra les aider à trouver une pension dans une famille francophone, une façon agréable de découvrir l'hospitalité québécoise et de parler français. Le Service de logement hors-campus peut également fournir de l'information sur les possibilités d'hébergement à proximité du campus. Les résidences universitaires ne sont accessibles aux étudiants que pendant le trimestre d'été. Pour plus d'information, visitez le site Internet suivant : www.mcgill.ca/conted/applyregister/siesif/ freint/#FAQ ou communiquez avec les Programmes de langues anglaise et française.

6.7 Descriptions des cours

Pour la liste complète des cours, prière de se reporter à la section 10 « Information sur les cours, règlements et descriptions ».

Études de traduction

Allez de l'avant grâce aux Études de traduction au CEP

Les *Études de traduction* du CEP offrent une vaste gamme de programmes et de cours pour répondre aux besoins des traducteurs et des spécialistes en langues désirant améliorer leurs perspectives de carrière tout en étudiant à temps partiel. Au premier cycle, les étudiants peuvent obtenir un certificat en traduction avec des options en langues française, anglaise ou espagnole. Quant aux études supérieures, elles peuvent mener à l'obtention d'un diplôme d'études supérieures en traduction avec des options en langues française, anglaise ou espagnole. En outre, les *Études de traduction* proposent un programme en espagnol comprenant quatre niveaux d'études menant au certificat de compétence en espagnol, ainsi que des cours de portugais. Les personnes désirant une attestation officielle de compétence en français langue seconde ou langue étrangère peuvent obtenir un diplôme DALF ou DELF.



« Ce que j'aime le plus de mon programme ce sont les professeurs. Ils assument leur rôle de mentors tout en s'adressant à nous en tant que collègues. Non seulement accordent-ils une grande importance à notre progression en tant que traducteurs, mais aussi à

l'épanouissement de nos vies personnelles et professionnelles. Par exemple, si votre travail ou la maladie d'un enfant vous empêchent d'assister au cours, vous pouvez toujours soumettre un travail par courriel.

Aussi, j'apprécie particulièrement nos laboratoires et le fait qu'ils soient dotés d'équipements de grande qualité. Les tableaux blancs interactifs SMART sont très utiles. De plus, les ordinateurs fonctionnent avec les logiciels les plus récents qui nous donnent accès à l'ensemble des ressources offertes dans les bibliothèques. Quant à WebCT, notre plate-forme d'apprentissage en ligne, elle est fort pratique. Les professeurs s'en servent afin de rester en contact avec les étudiants grâce à l'affichage de travaux à rendre, de commentaires, et l'annonce de conférences ou même la transmission d'avis généraux à la classe.

Un des nombreux avantages du programme en traduction est qu'il nous permet de créer un réseau professionnel qui nous sera très utile quand viendra le moment d'intégrer le marché du travail. En ce qui me concerne, mes camarades de classe et moi formons une véritable famille hispanophone. Même si la traduction est avant tout un travail solitaire, j'aurai toujours besoin de quelqu'un pour réviser mon travail ! »

Valerie Bello, étudiante, Études de traduction

7 Études de traduction

7.1 Coordonnées

Études de traduction Téléphone : 514-398-1484 Télécopieur : 514-398-1769 Site Internet : www.mcgill.ca/conted/acad/translation Courriel : translation.conted@mcgill.ca

7.2 Personnel administratif

James Archibald; B.A. (McG.), B.A. (Montr.), M. ès L., Dr. 3^e cycle (Lille), Ph. D. (Montr.) Directeur de programme, Études de traduction

Heberto Fernandez; B. Sc. (Univ. de Los Andes), Ph. D. (Montr.)

Coordonnateur, programmes de langues portugaise et espagnole

7.3 Pourquoi étudier la traduction au CEP ?

Maîtrisez-vous parfaitement l'anglais, le français et peut-être aussi l'espagnol ? Avez-vous une affinité particulière pour l'analyse du langage et l'expression écrite ? Les *Études de traduction* du CEP offrent des certificats et des diplômes qui vous procureront les compétences et l'expérience nécessaire pour réussir en tant que traducteur. Les programmes des *Études de traduction* mettent l'accent sur les principes de la traduction, l'analyse du langage et la traduction pratique de textes issus de domaines variés. Ces programmes vous préparent aux défis et aux gratifications d'une carrière en traduction.

Afin de satisfaire aux besoins des professionnels actifs sur le marché du travail et des individus désirant amorcer une nouvelle carrière, les cours du certificat et du diplôme d'études supérieures en traduction sont offerts le soir. Le nombre d'apprenants est limité à 25 par classe. Ceux-ci y développeront les connaissances et les compétences fondamentales du domaine de la traduction, en traduisant à partir de l'anglais, du français ou de l'espagnol et vice versa. Aux études supérieures, les étudiants produisent un portfolio de leurs projets de traduction à des fins d'évaluation. Cet outil pourra également leur servir d'atout additionnel quand viendra le moment de faire leur entrée dans l'industrie linguistique en tant que traducteur qualifié.

Pour les personnes qui souhaitent améliorer leurs compétences en espagnol ou en portugais, les *Études de traduction* proposent un programme en espagnol comprenant quatre niveaux d'études menant au certificat de compétence en espagnol, et des cours débutants et intermédiaires en portugais.

7.4 Perfectionnement professionnel et perspectives d'emploi

Les *Études de traduction* du CEP proposent de la formation enrichissante en langues et en traduction pour les clientèles suivantes :

- Traducteurs techniques et non spécialisés
- Spécialistes dans l'industrie de la langue
- Traducteurs dans les domaines juridique, médical et scientifique
- Journalistes et écrivains bilingues
- Spécialistes en relations publiques
- Spécialistes de l'industrie du voyage

- Étudiants espagnols et portugais
- Personnes à la recherche d'une attestation de langue française

7.5 Programmes et cours

PROGRAMMES ET COURS NON ASSORTIS D'UNITÉS

Espagnol Portugais

COURS POST-CERTIFICAT

Espagnol, conversation avancée Espagnol des affaires Traduction espagnole

PROGRAMMES ASSORTIS D'UNITÉS

- Certificat en traduction
- (anglais-français, français-anglais, espagnol-français, espagnol-anglais, français/anglais-espagnol)
- Diplôme d'études supérieures en traduction (anglais-français, français-anglais, espagnol-français, espagnol-anglais)

7.6 Tests de classement pour les cours à temps partiel d'espagnol

Pour plus de renseignements, veuillez consulter le site suivant : www.mcgill.ca/conted/acad/translation.

Les nouveaux étudiants qui souhaitent s'inscrire à un cours d'espagnol autre que celui de niveau 1 doivent d'abord passer un test de classement. Les tests d'espagnol, d'environ une heure, ont lieu au 688, rue Sherbrooke Ouest. Compte tenu du grand nombre de candidats inscrits à chaque test, vous êtes prié de vous présenter de 10 à 15 minutes à l'avance. Veuillez apporter un crayon à mine HB bien taillé ainsi qu'une gomme à effacer. Les droits pour chaque test s'élèvent à 25 \$ (non remboursables), payables au moment de l'inscription. Les résultats du test de classement sont disponibles lors de l'inscription. Veuillez noter que les inscriptions se font sur rendez-vous seulement, celui-ci devant être fixé au plus tôt deux jours après le test de classement.

DATES POUR LES TESTS DE CLASSEMENT

Pour obtenir de plus amples renseignements, visitez le site suivant : www.mcgill.ca/conted/acad/translation.

7.6.1 Programmes et cours d'espagnol et de portugais

7.6.1.1 Exigences des programmes - cours d'espagnol et de portugais

Toute personne âgée d'au moins 18 ans et réunissant les conditions préalables peut s'inscrire aux cours et aux programmes de langues offerts. Les étudiants doivent obtenir une note minimale de \mathbf{C} pour passer au cours de niveau supérieur. Un étudiant inscrit dans un programme de certificat de compétence ne pourra obtenir plus de trois notes insatisfaisantes. Dans le cas contraire, il devra abandonner le programme.

Les étudiants sont tenus de s'assurer qu'ils ont satisfait à toutes les exigences des cours préalables, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits.

7.6.2 Certificat de compétence en espagnol

Le Centre d'éducation permanente offre un certificat de compétence en espagnol dont les cours de niveau 1 à 4 sont offerts à temps partiel, le soir ou la fin de semaine (45 heures). Pour obtenir ce certificat de compétence, les étudiants doivent répondre aux exigences suivantes :

- Réussir les deux derniers niveaux du programme au Centre d'éducation permanente de McGill;
- b) Obtenir une note minimale de B+ au cours de niveau 4;
- c) Au moins assister aux 2/3 des cours.

Les étudiants qui ont déjà étudié l'espagnol dans un autre établissement peuvent être dispensés d'un ou deux niveaux, selon les connaissances acquises.

7.7 Programmes de traduction

Les *Études de traduction* offrent deux programmes de traduction uniques :

- Le certificat en traduction (anglais-français, français-anglais, espagnol-français, espagnol-anglais, français/anglaisespagnol); Ce programme de premier cycle est assorti de 30 unités. Les cours sont offerts le soir (39 heures).
- Le diplôme d'études supérieures en traduction (anglaisfrançais, français-anglais, espagnol-français et espagnolanglais); Ce programme d'études supérieures est assorti de 30 unités. Les cours sont offerts le soir (39 heures).

7.7.1 Certificat en traduction (30 unités) (anglais-français, français-anglais) (espagnol-français, espagnol-anglais) (français/anglais-espagnol)

7.7.1.1 Objectifs du programme

Le programme de certificat en traduction vise à initier les étudiants aux fondements de la traduction. Le programme équivaut à un an d'université à temps plein et exige la réussite d'un total de 30 unités (dix cours). Les étudiants qui n'ont pas réussi l'examen d'admission devront suivre un ou plusieurs cours préparatoires (non assortis d'unités).

Le cours de stylistique comparée vise à sensibiliser les étudiants aux usages de la langue et aux problèmes de traduction; les cours de traduction offrent d'autre part une expérience pratique de la traduction de textes tirés de domaines variés. Au cours de la première partie du programme de certificat, le même temps est consacré à la traduction dans les langues choisies. Au cours de la dernière partie du programme, les étudiants sont séparés selon la langue de spécialisation qu'ils ont choisie.

7.7.1.2 Structure du programme

OPTIONS DE LANGUES ANGLAISE ET FRANÇAISE

Examen d'admission

Cours préparatoire(s) :				
CCTR 222	(10 unités EP)	English Usage for Translators		
CCTR 223	(10 unités EP)	Le bon usage pour traducteurs		

Cours obligatoires : (27 unités)

- CCTR 225 (3) French Translation 1
- CCTR 226 (3) English Translation 1
- CCTR 232* (3) Documentation and Terminology
- CCTR 310* (3) Comparative Stylistics 2
- CCTR 325 (3) French Translation 2
- CCTR 326 (3) English Translation 2

9 unités dans l'une des options suivantes :

Option anglais-français

- CCTR 233 (3) Techniques : Rédaction pour traducteurs
- CCTR 433 (3) French Translation 3 CCTR 435 (3) French Translation 4

ou

Option français-anglais

CCTR 234 (3) Writing Techniques for Translators CCTR 434 (3) English Translation 3 CCTR 436 (3) English Translation 4

Cours complémentaire : (3 unités)

Un cours parmi les suivants :				
CCTR 230*	(3)	Précis-Writing / Contraction de textes		
CCTR 330*	(3)	Text Revision/Révision: Texte 01		
CCTR 331*	(3)	Translation Theory/Practice		
CCTR 333	(3)	Spanish/French Translation		
CCTR 334	(3)	Spanish Translation (into English)		
CCTR 337	(3)	Translation: German Into French		
CCTR 338	(3)	Translation: German Into English		
CCTR 360	(3)	Translation into Spanish		
CCTR 401	(3)	Independent Studies: Translation		
CCTR 441	(3)	Traduction Littéraire - Français		
CCTR 442	(3)	Traduction Littéraire - Anglais		
CCTR 500	(3)	Translation Practicum		
		Nota : Approbation des <i>Études de traduction</i> et grade de 1 ^{er} cycle requis.		
EDEC 202	(3)	Effective Communication		
* Cours bilingue				

OPTION LANGUE ESPAGNOLE

Examen d'admission

Cours obligatoires : pour toutes les concentrations

(21 unités)		
CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology
CCTR 317	(3)	Comparative Stylistics:
		Spanish/English/French
CCTR 331	(3)	Translation: Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Cours complémentaires : (9 unités)

6 unités dans l'un des groupes suivants :

De l'espagnol au français

CCTR 233 (3) Techniques : Rédaction pour traducteurs

CCTR 333 (3) Spanish Translation (into French)

- De l'espagnol à l'anglais
- CCTR 234 (3) Writing Techniques for Translators
- CCTR 334 (3) Spanish Translation (into English)

ou

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Du français ou de l'anglais à l'espagnol

CCTR 237 (3) Writing Techniques (Spanish)

CTR 438 (3)	Spanish Translation 4
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3 unités parmi les cours suivants :

- CCTR 230 (3) Précis-Writing / Contraction de textes
- CCTR 337 (3) Translation: German Into French
- CCTR 338 (3) Translation: German Into English
- CCTR 401 (3) Independent Studies: Translation
- CCTR 441 (3) Traduction Littéraire Français
- CCTR 442 (3) Traduction Littéraire Anglais CCTR 500 (3) Translation Practicum **Nota :** Approbation des *Études de traduction* et grade de 1^{er} cycle requis. EDEC 202 (3) Effective Communication

7.7.1.3 Critères généraux

CONDITIONS D'ADMISSION

Pour être admis au programme de certificat en traduction, les étudiants :

- doivent posséder une très bonne connaissance de l'anglais, du français et/ou de l'espagnol, particulièrement à l'écrit;
- 2) doivent réussir l'examen d'admission;

- doivent être titulaires d'un diplôme de cégep (DEC ou l'équivalent).
- Les étudiants de 21 ans ou plus qui n'ont pas fait d'études collégiales peuvent être admis à titre d'étudiants adultes.
- 5) Les étudiants âgés de 18 à 21 ans qui n'ont pas de diplôme de cégep ou l'équivalent peuvent être admis à un programme de propédeutique déterminé par les Études de traduction. Les étudiants qui réussissent ce programme sont ensuite normalement admis au programme de certificat.

FORMALITÉS D'ADMISSION

Pour plus de renseignements, voir la section 11.3 « Formalités d'admission ».

NOMBRE MINIMUM DE COURS SUIVIS ET RECONNAISSANCE D'ÉQUIVALENCES

Les étudiants sont tenus de suivre au moins 70 % de l'ensemble du programme à l'Université McGill. Un étudiant peut se voir reconnaître jusqu'à 9 unités d'équivalences pour des études universitaires réussies depuis moins de cinq ans. Les étudiants peuvent s'absenter du programme pendant une période maximale d'un an sans avoir à déposer une nouvelle demande d'admission.

DURÉE DES ÉTUDES

Le programme ne doit normalement pas prendre plus de quatre ans après l'admission. Les étudiants qui dépassent cette limite peuvent demander par écrit une prolongation, laquelle peut être consentie dans certains cas particuliers, moyennant l'approbation du directeur.

RÉSULTATS UNIVERSITAIRES EXIGÉS

- Les étudiants doivent obtenir une note minimale de B- à chaque cours du programme.
- 2) Les étudiants qui obtiennent plus d'une note insuffisante sont tenus d'abandonner le programme.
- 3) Pour se voir conférer leur certificat, les étudiants doivent obtenir une moyenne pondérée cumulative (MPC) minimale de 3,0 sur 4,0 au programme (calculée d'après l'ensemble des cours, y compris les notes insatisfaisantes et les échecs).
- 4) Au moins assister aux 2/3 des cours.

EXAMENS DE REPRISE

Les étudiants peuvent demander un examen de reprise pour un cours qu'ils ont échoué à condition que leur note finale se situe entre 45 % et 64 %. Cependant, on ne peut demander plus d'un examen de reprise par cours. La note initiale ainsi que la note obtenue à l'examen de reprise paraîtront sur le relevé de notes de l'étudiant; les deux notes compteront dans le calcul de la moyenne globale pour le programme.

Les étudiants qui souhaitent passer un examen de reprise doivent en faire la demande au Centre dans les 60 jours ouvrables suivant leur dernier cours. Au moment de la demande, des frais de 25 \$, non remboursables, doivent être acquittés.

CERTIFICATS SUPPLÉMENTAIRES

Les étudiants qui ont obtenu le certificat en traduction et qui désirent s'inscrire à un certificat dans une autre langue de spécialisation peuvent se voir reconnaître jusqu'à 9 unités d'équivalences (trois cours) pour des cours déjà complétés au programme.

ÉTUDIANTS À STATUS PARTICULIER

Pour plus de renseignements, voir la section 11.8 « Étudiants à statut particulier ».

 Les étudiants à statut particulier peuvent suivre les cours du programme à condition d'avoir réussi l'examen d'admission. Le nombre de cours qu'ils peuvent suivre est limité. Les étudiants sont invités à s'inscrire au programme avant d'avoir réussi quatre cours. Toutefois, le Centre d'éducation permanente n'est pas contraint de tenir compte des unités obtenues par les étudiants à statut particulier dans le calcul des unités d'un programme de certificat.

- 2) Même s'ils ne sont pas officiellement admis au programme, les étudiants à statut particulier sont tenus de faire preuve de sérieux dans leurs études. Les étudiants à statut particulier ne peuvent reprendre un cours qu'une seule fois.
- Les étudiants à statut particulier qui suivent des cours dans le cadre du certificat en traduction obéissent aux mêmes exigences que celles qui sont énumérées à la rubrique
 « RÉSULTATS UNIVERSITAIRES EXIGÉS », section 7.7.1.3
 - « Critères généraux ».

7.7.2 Diplôme d'études supérieures en traduction (30 unités) (anglais-français, français-anglais) (espagnol-français, espagnol-anglais)

7.7.2.1 Objectifs du programme

Le diplôme d'études supérieures en traduction offre une formation universitaire dans le domaine de la traduction au niveau professionnel. Le cumul du diplôme et du certificat en traduction ou son équivalent donne accès au titre professionnel délivré par l'Ordre des traducteurs, terminologues et interprètes agréés du Québec.

7.7.2.2 Structure du programme

Examens d'admission : anglais, français et espagnol, le cas échéant. Chaque cours, sauf l'examen de synthèse, a une valeur de 3 unités.

Option anglais - français (30 unités)

Cours obligatoires : (18 unités)			
CCTR 501	(3)	Traductologie	
CCTR 510	(3)	Computer Assisted Translation / Informatique	
		en traduction	
CCTR 520	(3)	Applied Research: Lexicography / Recherche en lexicographie	
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction	
CCTR 527	(3)	History of Translation / Histoire de la traduction	
CCTR 529	(3)	Text Revision / Révision: Texte 02	
Cours complémentaires : (12 unités)			
12 unités à choisir comme suit :			
9 unités parmi les cours suivants :			
CCTR 511	(3)	Traduction spécialisée 1	
CCTR 513	(3)	Traduction spécialisée 2	
CCTR 515	(3)	Les Classiques Anglais	
CCTR 517	(3)	Histoire Différentielle: Français	
3 unitée parmi les cours suivante :			

- 3 unités parmi les cours suivants :
- CCTR 500 (3) Translation Practicum CCTR 519 (3) Guided Cultural Reading / Lectures culturelles dirigées CCTR 528 (3) Current Cultural Topics / Questions d'actualité
- CCTR 528 (3) Current Cultural Topics / Questions d'actualité
- ou 3 unités parmi les cours dans une troisième langue :
- CCTR 333 (3) Spanish Translation (into French)
- CCTR 337 (3) Translation: German Into French

Examen de synthèse obligatoire :

La dernière composante du programme consiste à la			
présentation du portfolio des meilleurs travaux de l'étudiant.			
CCTR 551	(0)	Comprehensive Evaluation / Evaluation globale	

Option français - anglais (30 unités)

- Cours obligatoires : (18 unités)
- CCTR 502 (3) Translation Studies
- CCTR 510 (3) Computer Assisted Translation / Informatique en traduction
- CCTR 520 (3) Applied Research: Lexicography / Recherche en lexicographie
- CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction
- CCTR 527 (3) History of Translation / Histoire de la traduction
- CCTR 529 (3) Text Revision / Révision: Texte 02

Cours complémentaires : (12 unités)

12 unités à choisir comme suit :

9 unités par CCTR 512 CCTR 514 CCTR 516 CCTR 518	rmi les (3) (3) (3) (3)	cours suivants : Specialized Translation 1 Specialized Translation 2 The French Canon in Translation Differential History of English
3 unités par	mi les	cours suivants :
CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics / Questions d'actualité
ou 3 unités CCTR 334 CCTR 338	parmi (3) (3)	les cours dans une troisième langue : Spanish Translation (into English) Translation: German Into English

Examen de synthèse obligatoire :

La dernière composante du programme consiste à la

présentation du portfolio des meilleurs travaux de l'étudiant. CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

Option espagnol - français (30 credits)

Cours obligatoires : (18 unités)			
CCTR 5	01 (3)	Traductologie	
CCTR 5	10 (3)	Computer Assisted Translation / Informatique en traduction	
CCTR 5	20 (3)	Applied Research: Lexicography / Recherche en lexicographie	
CCTR 5	23 (3)	Text Revision in Spanish / Révision de textes en Espagnol	
CCTR 5	26 (3)	Linguistics for Translation / La linguistique et la traduction	
CCTR 5	27 (3)	History of Translation / Histoire de la traduction	

Cours complémentaires : (12 unités)

12 unités à choisir comme suit :

	0110101		
9 unités par	mi les	s cours suivants :	
CCTR 521	(3)	Advanced Comparative Stylistics	
CCTR 522	(3)	Advanced Précis - Writing (Spanish)	
CCTR 524	(3)	Differential History of Spanish	
CCTR 525	(3)	The Spanish Canon in Translation	
3 unités par	mi les	s cours suivants :	
CCTR 500	(3)	Translation Practicum	
CCTR 511	(3)	Traduction spécialisée 1	
CCTR 513	(3)	Traduction spécialisée 2	
CCTR 515	(3)	Les Classiques Anglais	
CCTR 517	(3)	Histoire Différentielle: Français	
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles	
		dirigées	
CCTR 528	(3)	Current Cultural Topics / Questions d'actualité	
Franciscus de completere de la construcción de			

Examen de synthèse obligatoire :

La dernière composante du programme consiste à la

présentation du portfolio des meilleurs travaux de l'étudiant. CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

Option espagnol - anglais (30 unités)

Cours obligatoires : (18 unités)

CCTR 502	(3)	Translation Studies
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography / Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish / Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation / Histoire de la traduction

CCTR 527 (3) History of Translation / Histoire de la traduction

Cours complémentaires : (12 unités)

12 unités à choisir comme suit :

9 unités par CCTR 521 CCTR 522 CCTR 524 CCTR 525	mi les (3) (3) (3) (3) (3)	cours suivants : Advanced Comparative Stylistics Advanced Précis - Writing (Spanish) Differential History of Spanish The Spanish Canon in Translation		
3 unités parmi les cours suivants :				
CCTR 500	(3)	Translation Practicum		
CCTR 512	(3)	Specialized Translation 1		
CCTR 514	(3)	Specialized Translation 2		
CCTR 516	(3)	The French Canon in Translation		
CCTR 518	(3)	Differential History of English		
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées		
CCTR 528	(3)	Current Cultural Topics / Questions d'actualité		
Examen de synthèse obligatoire :				

La dernière composante du programme consiste à la présentation du portfolio des meilleurs travaux de l'étudiant. CCTR 551 (0) Comprehensive Evaluation / Évaluation globale

7.7.2.3 Critères généraux

Le diplôme d'études supérieures se divise en trois grandes parties. La première consiste en des cours obligatoires; la deuxième en des cours complémentaires et la troisième en la création d'un dossier qui fait l'objet d'un examen de synthèse.

Les étudiants doivent réussir six cours obligatoires. En marge des cours obligatoires, les candidats doivent choisir quatre cours complémentaires dans leur option de spécialisation. Les étudiants qui ont choisi l'option langue espagnole doivent suivre le cours obligatoire CCTR 523 *Révision de textes en espagnol* et au moins trois cours complémentaires langue espagnole. Les étudiants qui ont une connaissance suffisante d'une troisième langue peuvent s'inscrire à un des cours (3 unités) de la liste de cours de traduction, troisième langue, offerts dans le cadre du programme de certificat. Toutefois, les étudiants de l'option langue espagnole du programme de diplôme ne pourront pas suivre les cours de traduction espagnole du programme de certificat en traduction en échange d'unités.

Lorsqu'ils auront satisfait aux exigences de leur programme d'études, les étudiants devront présenter un portfolio de leurs travaux pour qu'il soit évalué. Sous la direction d'un conseiller, les étudiants prépareront à cette fin un portfolio des meilleurs travaux qu'ils ont présentés dans leurs cours. À l'aide des connaissances acquises pendant leurs études, les étudiants décriront leur évolution et replaceront chacun des cours qu'ils ont suivis dans son contexte. Par ailleurs, le portfolio permet aux étudiants de montrer le travail qu'ils ont accompli dans leur troisième langue.

CONDITIONS D'ADMISSION

Pour être admis au diplôme d'études supérieures en traduction :

- Les candidats doivent posséder une très bonne connaissance des deux langues de leur concentration : anglais-français, espagnol-français ou espagnol-anglais, selon le cas. Les étudiants de l'option langue espagnole doivent avoir une connaissance passive de la troisième langue.
- 2) Les candidats doivent être titulaires d'un diplôme de premier cycle d'une université reconnue et avoir obtenu une moyenne pondérée cumulative (MPC) de 3,0* ou plus dans le cadre d'un programme de concentration en traduction comprenant au moins 30 unités. Si le diplôme obtenu relève d'une autre discipline, les candidats devront suivre les cours du programme de propédeutique en traduction, que ce soit partiellement ou dans leur intégralité. Les cours du programme de propédeutique sont ceux du certificat en traduction.
- * Si votre MPC est inférieure à la moyenne exigée ci-haut, veuillez joindre, avec votre demande d'admission et votre relevé de notes, les documents énoncés ci-après afin que votre candidature soit prise en considération.

- a) Lettre d'intention : Une lettre d'une ou deux pages, à interligne simple, rédigée en anglais ou en français, et expliquant les points suivants :
 - Ce qui vous intéresse dans ce programme;
 - Vos connaissances pertinentes au programme;
 - Vos champs d'intérêt en traduction et les raisons qui motivent votre choix à notre programme d'études;
 - Comment vous planifiez incorporer cette formation dans votre emploi actuel ou dans votre profession future;
 - Une description de votre expérience professionnelle et sa pertinence, le cas échéant, au programme choisi;
 - Prix reçus et autres contributions;
 - Toute autre information pertinente à votre demande d'admission.
- b) Curriculum vitae
- c) Deux lettres de recommandation : Minimum une lettre provenant d'un employeur (actuel ou antérieur).
- Les documents d'appoint doivent être envoyés à l'adresse suivante :

Bureau des affaires étudiantes Admissions et collation des grades Centre d'éducation permanente 688, rue Sherbrooke Ouest, bureau 1125 Montréal, Québec, H3A 3R1, Canada

3) SI vous avez étudié à l'extérieur du Canada, nous vous encourageons fortement à faire une demande de reconnaissance de votre diplôme auprès du ministère de l'Immigration et Communautés culturelles, par le biais de l'« Évaluation comparative des études effectuées hors du Québec ». Pour de plus amples renseignements, veuillez communiquer avec eux par téléphone au 514-864-9191 ou en ligne via leur site : www.immigration-quebec.gouv.qc.ca/fr/education/evaluation-comparative/index.html.

Si vous avez complété avec succès un diplôme de premier cycle dans un établissement agréé à l'extérieur du Canada et souhaitez faire une demande d'admission audit programme pour lequel une MPC minimum est requise, prière de consulter le site suivant pour le calcul des moyennes des diplômes étrangers : http://francais.mcgill.ca/gradapplicants/apply/ prepare/requirements/internationaldegree.

4) Les candidats doivent réussir l'examen d'admission (consultez le site www.mcgill.ca/conted/acad/translation).

FORMALITÉS D'ADMISSION

Pour plus de renseignements, voir la section 11.3 « Formalités d'admission ».

NOMBRE MINIMUM DE COURS SUIVIS ET RECONNAISSANCE D'EQUIVALENCES

Les étudiants sont tenus de suivre au moins 70 % de l'ensemble du programme à l'Université McGill. Un étudiant peut se faire reconnaître jusqu'à 9 unités d'équivalences pour des études universitaires équivalentes réussies depuis moins de cinq ans.

Les étudiants qui ont obtenu une reconnaissance d'équivalences ou des exemptions ne sont pas autorisés à s'inscrire aux cours visés par la reconnaissance d'équivalences ou l'exemption.

Une description officielle des cours suivis ailleurs et des notes obtenues doit accompagner la demande de reconnaissance d'équivalences.

DURÉE DES ÉTUDES

Le programme doit normalement être terminé dans les quatre années suivant l'admission. Les étudiants qui dépassent cette limite peuvent demander par écrit une prolongation, laquelle peut être consentie dans certains cas particuliers, moyennant l'approbation du directeur.

RÉSULTATS UNIVERSITAIRES ÉXIGÉS

 Les étudiants doivent obtenir au moins une note minimale de B- à chaque cours prévu au programme. Cette exigence est conforme au système de notation des programmes d'études supérieures en vigueur à l'Université. Pour en savoir plus, voir la section 12 « Politiques de l'Université et information d'ordre général ».

- 2) Les étudiants ne peuvent reprendre un cours qu'une seule fois.
- 3) Les étudiants qui obtiennent plus d'une note insuffisante au programme sont tenus d'abandonner celui-ci.
- 4) Les étudiants doivent au moins assister aux 2/3 des cours.
- 5) Après avoir réussi à tous leurs cours, les étudiants doivent se présenter à un examen de synthèse.

EXAMENS DE REPRISE

Les étudiants peuvent demander un examen de reprise dans un cours où ils ont échoué à condition que leur note finale se situe entre 45 % et 64 %. La note initiale ainsi que la note obtenue à l'examen de reprise paraîtront sur le relevé de l'étudiant; les deux notes compteront dans le calcul de la moyenne globale pour le programme.

Les étudiants qui souhaitent passer un examen de reprise doivent en faire la demande au Centre dans les 60 jours ouvrables suivant leur dernier cours. Au moment de la demande, des frais de 25 \$, non remboursables, doivent être acquittés.

ÉTUDIANTS À STATUT PARTICULIER

Les membres de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec ou les étudiants suffisamment qualifiés qui ne souhaitent suivre que certains cours sans être nécessairement admis au diplôme d'études supérieures en traduction peuvent s'inscrire à titre d'étudiants à statut particulier, avec la permission des *Études de traduction*. Les cours assortis d'unités que suit l'étudiant à statut particulier ne sont pas comptabilisés dans le cadre du diplôme d'études supérieures en traduction. Les étudiants à statut particulier ne peuvent suivre que quatre cours et sont invités à s'inscrire au programme avant d'avoir terminé quatre cours.

7.7.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec

L'Ordre des traducteurs, terminologues et interprètes agréés du Québec est un ordre à titre réservé qui regroupe près de 1 900 membres aux compétences reconnues.

Dans le cadre de son mandat de protection du public, l'Ordre se donne pour mission d'assurer et de promouvoir la compétence et le professionnalisme de ses membres dans les domaines de la traduction, de la terminologie et de l'interprétation.

Les détenteurs du certificat en traduction et du diplôme d'études supérieures en traduction désireux de s'inscrire comme étudiants à l'OTTIAQ ou de présenter une demande d'agrément en traduction sont priés de communiquer avec la coordonnatrice à l'agrément au 514-845-4411 ou 1-800-265-4815, poste 223.

OTTIAQ 2021, av. Union, bureau 1108 Montréal (Québec) H3A 2S9 Télécopieur : 514-845-9903 Courriel : info@ottiaq.org

7.8 Descriptions des cours

Pour obtenir la liste des cours assortis d'unités, voir la section 10 « Information sur les cours, règlements et descriptions ».

Études générales

Le chemin vers le perfectionnement professionnel et la croissance personnelle

Les *Études générales* du CEP offrent une vaste gamme de programmes et de cours pour satisfaire les besoins du monde des affaires et de la collectivité scientifique, ainsi que ceux du grand public. Si vous êtes intéressé à poursuivre une activité de perfectionnement professionnel ou à explorer un intérêt particulier, les *Études générales* offrent de fascinants séminaires, des ateliers et des cours de formation souples adaptés au marché, tous enseignés par des spécialistes provenant notamment des secteurs suivants : biotechnologies et pharmaceutiques, analyse d'affaires, propriété intellectuelle, mines, gestion de projet et art oratoire.



« Depuis plus de dix ans, je travaille à la gestion de projets auprès de plusieurs organismes. Depuis 2007, j'enseigne le cours Project Management, le même que j'avais suivi il y a bien des années quand j'étais étudiant. Outre mon travail à McGill, je dirige des

projets TI dans une importante banque canadienne.

La clientèle étudiante est vraiment ce que je préfère de mon enseignement au CEP. Les étudiants sont tellement motivés à apprendre. Ils proviennent de différents milieux avec des expériences uniques, ce qui veut dire que nous avons souvent l'occasion de discuter de problèmes variés, connexes à la gestion de projet et qui proviennent de situations concrètes. C'est formidable d'établir des liens entre la théorie et ses applications dans diverses industries.

Que vous étudiiez à temps plein ou à temps partiel, je crois que le CEP est un excellent choix pour améliorer l'ensemble de vos compétences et favoriser un avancement professionnel. J'ai été initié à la gestion de projet et à ses avantages quand j'étudiais au CEP, ce qui a contribué au lancement de ma carrière. Alors, quand j'affirme que le CEP peut vraiment ouvrir des portes, je l'ai vécu personnellement. »

Christian Champenois, chargé de cours, Études générales

8 Études générales

8.1 Coordonnées

Études générales Téléphone : 514-398-5454 Télécopieur : 514-398-5224 Site Internet : www.mcgill.ca/conted/acad/generalstudies Courriel : gs.conted@mcgill.ca

8.2 Personnel administratif

Aldo Cerantola; B. Sc.A. (Laval)

Directeur

Jasna Hancevic; B. Com. (McG.), M. Sc. (UQAM) Administratrice de programme

Monica Kiil; B.A. (Alberta) Coordonnatrice des affaires étudiantes

8.3 Pourquoi étudier les études générales au CEP ?

Axé sur le perfectionnement professionnel, les Études générales offrent des cours approfondis et innovateurs, enseignés par des experts de divers secteurs. Ces cours stimulants s'articulent autour de la carrière et mettent l'emphase sur les compétences professionnelles clés, les innovations technologiques, les progrès scientifiques et les changements liés aux pratiques des entreprises. Ces cours transmettent des connaissances et des compétences de grande valeur pour les spécialistes du secteur industriel et des affaires.

Les programmes afférents aux affaires proposés par les Études générales comprennent la gestion de projets, l'art de parler en public, la facilitation, ainsi que l'analyse globale d'affaires. Pour le milieu scientifique, les *Études générales* offrent des cours approfondis qui abordent des sujets s'appliquant aux industries biotechnologiques, pharmaceutiques et minières. En outre, les cours peuvent être conçus sur mesure et adaptés aux besoins particuliers d'une organisation.

En concomitance avec d'autres facultés et instituts de McGill, les *Études générales* proposent une toute récente gamme d'activités de formation spécialisée et enrichissante dans les domaines de la religion, de la science et de la culture. Dans le but de satisfaire aux besoins de chacun, les options d'études vont des programmes de 13 semaines jusqu'aux conférences et séries d'ateliers intensifs qui s'échelonnent sur une période plus courte.

8.4 Perfectionnement professionnel

Les Études générales offrent des programmes, cours, ateliers, conférences et séminaires enrichissants visant les groupes suivants :

- Spécialistes et analystes d'affaires
- · Animateurs communautaires
- · Gestionnaires de projets et de contrats
- Spécialistes en distribution, en construction et en fabrication
- Ingénieurs et géologues
- Experts dans le domaine du spectacle, d'Internet, des logiciels et de l'édition
- Avocats, experts des services juridiques et du secteur public

- Spécialistes en marketing et développement d'images de marques
- Spécialistes de l'industrie minière

8.5 Information d'ordre général

8.5.1 Inscription

Les étudiants en renouvellement d'inscription qui désirent prendre des cours assortis d'unités doivent s'inscrire en ligne au moyen du système Minerva. Les nouveaux étudiants qui désirent s'inscrire doivent soumettre le formulaire d'inscription en personne, par courriel, par télécopieur ou par la poste accompagné des pièces justificatives. Les formulaires d'inscription peuvent être téléchargés à partir du site Internet des *Études générales* s'appliquant aux programmes ou aux cours visés. Pour de plus amples renseignements, veuillez vous reporter à la section 12.3 « Inscription ».

Toute personne de 18 ans ou plus peut s'inscrire à des cours non assortis d'unités, des séminaires et des ateliers. Veuillez consulter la liste des cours et des programmes sur le site suivant : www.mcgill.ca/conted/acad/generalstudies ou composer le 514-398-5454 pour plus de renseignements.

8.5.2 Droits

Les frais relatifs aux cours non assortis d'unités, les séminaires et les ateliers doivent être réglés au moment de l'inscription et peuvent être acquittés par chèque, mandat ou carte de crédit Visa ou MasterCard. Pour de plus amples renseignements sur les droits s'appliquant aux cours assortis ou non d'unités, veuillez vous reporter à la section 12.4 « Droits ».

8.5.3 Annulation et abandon de cours

Les Études générales se réservent le droit d'annuler des cours si le nombre d'inscriptions est jugé insuffisant avant le début du premier cours. Pour consulter la politique sur l'annulation des cours assortis d'unités, veuillez vous reporter à la section 12.3.4 « Abandons de cours et remboursements ».

Dans le cas des cours non assortis d'unités menant à l'obtention d'unités d'éducation permanente, les étudiants qui souhaitent annuler leur inscription aux cours doivent aviser les *Études générales* de leur intention par écrit. Des frais d'annulation seront facturés à la suite du premier jour de cours. (Pour connaître le montant des droits à débourser, veuillez vous reporter au site Internet des *Études générales* www.mcgill.ca/conted/acad/generalstudies). L'absence aux cours ne constitue ni une annulation ni un abandon de cours.

Dans le cas des séminaires et des ateliers, les étudiants qui désirent annuler leur inscription doivent en aviser les *Études générales* par écrit au moins sept jours avant le début du cours. Si le préavis de sept jours n'est pas respecté, des frais d'administration de 100 \$ seront exigés pour l'annulation de l'inscription. L'étudiant qui ne donne aucun avis avant le début du programme et n'assiste pas au cours est tenu d'acquitter la totalité des frais relatifs au cours. Un remplaçant qualifié pourra prendre la place de l'étudiant en cas d'annulation. Veuillez nous informer de votre intention de vous faire remplacer par quelqu'un d'autre avant le début du cours.

8.5.4 Notation et évaluation

Un processus d'évaluation est prévu pour tous les cours assortis d'unités ou menant à l'obtention d'unités d'éducation permanente. Si vous ne désirez pas recevoir d'évaluation, veuillez remplir le formulaire de demande d'exemption d'évaluation avant le troisième cours. La note NE (AUCUNE ÉVALUATION) sera portée à votre dossier. Il n'y a pas d'évaluation prévue pour les ateliers et les séminaires; toutefois, l'étudiant reçoit une attestation ou un certificat de participation à la fin de l'atelier ou du séminaire.

8.5.5 Examens de reprise

Dans certains cas, les étudiants des *Études générales* peuvent être autorisés à passer un examen de reprise.

8.5.6 Associations professionnelles

Un grand nombre de nos cours et ateliers sont reconnus par des organismes extérieurs délivrant leurs propres titres, diplômes ou certificats professionnels.

Pour de plus amples renseignements, veuillez vous reporter à la section 11.9 « Associations professionnelles ».

8.6 Cours offerts

8.6.1 Cours assortis d'unités

CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
RELG 254	(3)	Introduction to Sikhism
SOIL 342	(3)	Organic Soil Fertilization

Veuillez vous reporter à la section 10 « Information sur les cours, règlements et descriptions ».

8.6.2 Cours non assortis d'unités

CBUS 204	Effective Public Speaking
CBUS 208D1/D2	Facilitation for Results
CBUS 210D1/D2	Comprehensive Business Analysis
CENG 221D1/D2	Project Management
CENG 222	Risk Assessment: Ore Reserves/Mine Planning
CENG 223	Project Management: Bridging Theory and Practice

Veuillez vous reporter à la section 10 « Information sur les cours, règlements et descriptions ».

8.6.3 Séminaires de perfectionnement professionnel

Propriété intellectuelle

COURS D'ÉTÉ SUR LA PROPRIÉTÉ INTELLECTUELLE

Les Études générales offrent une série de cours d'été sur les brevets, marques de commerce et droits d'auteur, qui sont parrainés conjointement par l'Institut de la propriété intellectuelle du Canada (IPIC) et le Centre d'éducation permanente de l'Université McGill. L'IPIC est une association professionnelle qui se consacre aux questions liées à la protection des droits en matière de propriété intellectuelle (brevets, marques de commerce, droits d'auteur et dessin industriel).

Pour consulter une brochure à jour, veuillez vous rendre sur le site Internet suivant : www.mcgill.ca/conted/prodep/intel. Pour de plus amples renseignements sur l'IPIC, rendez-vous à l'adresse : www.ipic.ca.

UNDERSTANDING PATENTS - AN INTRODUCTORY COURSE

An intensive, practical course which offers insights and strategies relating to patent issues. It is intended for patent agents in training, new patent agents, in-house contract managers, notaries, inhouse counsel, and lawyers who practice or intend to practice privately or corporately in the patent field. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in patent and intellectual property is recommended.

UNDERSTANDING TRADEMARKS - AN INTRODUCTORY COURSE An intensive, practical course which offers valuable insights and strategies relating to trademark issues. It is intended primarily for trademark agents and trainees, in-house trademark managers, notaries, in-house counsel, and lawyers who practice or intend to practice privately or corporately in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University.

THE TRADEMARKS PRACTITIONER - AN INTRODUCTORY COURSE An intensive, practical course encompassing a number of modules which can be taken in totality or separately. This course extends and refines insights and strategies relating to trademark issues covered in the introductory course. For experienced trademark agents, managers, notaries, in-house counsel and lawyers who specialize in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Participants should have at least three to five years experience in the area of trademark law.

UNDERSTANDING THE BUSINESS OF COPYRIGHT An intensive practical course that offers valuable business focused insights and strategies regarding the protection and enforcement of copyright. Designed primarily for business managers and in house counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts, lawyers, trademark agents, licensing executives, government policy makers; academics and librarians. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in the copyright field recommended.

Secteur pharmaceutique

YCBU N11 INTRODUCTION TO THE PHARMACEUTICAL INDUSTRY IN CANADA 2-day Seminar (12 hours). Introduce the participant to the structure and operations of the pharmaceutical industry in Canada, focusing on brand-name, research-dependent companies as well as providing an overview of bio-pharmaceutical firms and generic manufacturers.

YCBU N12 DEMYSTIFYING CLINICAL RESEARCH 2-day Seminar (14 hours). Basic understanding of the concepts and methods used in clinical research to interpret results related to design and analysis routinely presented in scientific literature. Basic concepts in pharmacology, biostatistics and data interpretation. Intended for non-clinical research professionals.

8.6.4 Enrichissement personnel et culturel

Un nouveau domaine de programme propose des événements, des conférences et des ateliers captivants pour les esprits curieux, et vise à promouvoir l'art, l'écriture, la religion, le cinéma et plus encore ! Veuillez vous reporter à notre site Internet pour de plus amples renseignements : www.mcgill.ca/conted/pace.

8.6.5 Série de conférences CREOR

En collaboration avec la Faculté d'études religieuses et le Centre de recherche sur la religion (CREOR), une série de sept conférences portant sur la religion, la globalisation et le dialogue sera offerte en octobre et en novembre 2010. Les conférences, d'une durée d'une heure, auront lieu en soirée et seront suivies de discussions libres, d'une durée d'une demi-heure, sur le campus de McGill. Pour de plus amples renseignements concernant le lieu, le sujet des conférences, les dates ou les détails concernant l'inscription, veuillez consulter le site : www.mcgill.ca/conted/special/ religionseminar.

Institut d'études à la retraite de McGill

Savourez le plaisir d'une formation continue pour la vie

Vous êtes à la retraite ou vous prévoyez l'être d'ici peu ? L'*Institut d'études à la retraite de McGill* (IERM) est en mesure de vous offrir la stimulation intellectuelle dont vous avez besoin et des activités sociales dynamiques pour favoriser votre croissance personnelle. L'IERM organise ses activités grâce à des bénévoles qui encadrent un apprentissage autogéré par les pairs. Les animateurs guident de petits groupes vers la découverte de sujets fascinants dans les domaines des arts et de la musique, des sciences et de la société, de la littérature, de l'histoire et de la religion, de l'actualité internationale et plus encore. Venez participer à notre milieu d'apprentissage dynamique qui comprend des membres passionnés issus de divers secteurs, des gens d'affaires, des personnes au foyer, des médecins, des professeurs, des artistes et des ingénieurs, âgés de 50 à 95 ans. L'expérience enrichissante de l'IERM vous donne accès aux bibliothèques et autres services offerts par McGill, en plus des activités sociales et éducatives organisées par l'Institut.



« Après ma retraite, je désirais suivre des études du genre formation continue. L'Institut d'études à la retraite de McGill (IERM) m'intriguait en raison d'une vaste sélection de sujets d'études offerts, tels les sciences, la musique, le voyage et plus encore.

Depuis que je me suis inscrit à l'IERM, je suis aussi devenu bénévole pour guider un groupe d'études sur le jazz. Nous écoutons beaucoup de musique et étudions l'évolution de genres spécifiques, la biographie des musiciens ou la manière dont les groupes se sont formés. En plus, je me suis engagé dans la planification pédagogique, en participant aux comités de programme d'études et d'audiovisuel. Plusieurs aspects de l'IERM me plaisent, notamment les amitiés qui se créent, l'ouverture d'esprit des membres à l'heure de partager leurs connaissances et leurs expériences, sans compter l'apprentissage d'une vaste gamme de sujets d'un groupe de gens aussi diversifiés.

Je recommande fortement l'Institut à tous ceux et celles qui sont curieux et désireux d'apprendre. Amenez vos amis, vos voisins et anciens collègues. C'est une manière formidable de remplir le vide après la retraite et cela vous permet d'apprendre, tout en contribuant à un milieu sans stress et qui en vaut vraiment la peine. »

Roch DesRochers, animateur, Institut d'études à la retraite de McGill

9 Institut d'études à la retraite de McGill

9.1 Coordonnées

Institut d'études à la retraite de McGill (IERM) 688, rue Sherbrooke Ouest, bureau 229 Montréal (Québec) H3A 3R1 Téléphone : 514-398-8234 Coordonnatrice : 514-398-6152 Télécopieur : 514-398-2757 Site Internet : www.mcgill.ca/conted/milr Courriel : milr.conted@mcgill.ca

Les groupes d'études se réunissent pendant la journée dans les locaux de l'Institut, au 2^e étage du 688, rue Sherbrooke Ouest (angle Université), à quelques pas de la station de métro McGill ou de l'arrêt d'autobus 24. Des groupes d'études se tiennent également au campus Macdonald.

9.2 Personnel administratif

Carolynn Rafman; B.F.A. (Concor.), M.A. (McG.) Coordonnatrice de programme

9.3 Pourquoi étudier à l'Institut d'études à la retraite de McGill (IERM) ?

Notre société se retrouve au coeur de changements démographiques importants et un nombre record de gens approchent la retraite. Aujourd'hui plus que jamais auparavant, nous sommes conscients que la stimulation intellectuelle et les activités de groupe sont des éléments clés pour le maintien d'un mode de vie sain au fil des ans. Souhaitezvous apprendre davantage sur des sujets qui vous ont toujours fasciné, étudier pour le simple plaisir d'apprendre ou enrichir votre vie en rencontrant d'autres personnes qui partagent vos intérêts ? L'IERM est idéal pour vous.

L'Institut regroupe une communauté d'animateurs dévoués et d'apprenants provenant de formations et expériences de vie variées, engagés sur la voie de l'épanouissement personnel par le biais d'un apprentissage par les pairs qui encourage une participation active à l'intérieur de petits groupes d'études. Les membres sont vivement incités à s'impliquer, à effectuer des recherches et à utiliser les bibliothèques de McGill. Il n'y a aucun cours préalable, pas de limite d'âge, pas d'examens, pas de notes et le coût est abordable.

Les groupes d'études, offerts dans le cadre de trimestres de cinq à dix semaines à l'automne, à l'hiver et au printemps, en plus des conférences du vendredi et du samedi, et du programme d'été intitulé « Vive le mercredi », incluent une vaste gamme d'activités sociales et un programme d'apprentissage varié qui plairont à tous. Pendant plus de 20 ans, l'IERM a contribué au rajeunissement et à l'éveil de la communauté à la retraite de Montréal. Nous vous invitons à vous joindre à nous pour vivre une expérience gratifiante sur un nouveau chemin de croissance personnelle.

9.3.1 Groupes d'études par thèmes

Chaque trimestre, environ 25 à 60 groupes d'études sur un large éventail de sujets sont proposés :

Création littéraire	Littérature
Art et architecture	Science et société
Histoire	Études culturelles
Actualité	Développement international
Musique	Études en cinéma

Psychologie Philosophie Compétences en informatique et autres sujets

Le comité des programmes d'études accepte toujours de nouvelles propositions pour les groupes d'études et assiste en ce sens les membres ou les animateurs dans la préparation de tels projets.

9.3.2 Calendrier du programme

Les groupes d'études se réunissent durant un trimestre de dix semaines (à raison de deux heures par semaine par sujet) à l'automne, à l'hiver et au printemps.

Les dates des trimestres pour l'année 2010-2011 ont été établies comme suit (à titre indicatif seulement) :

Du 20 septembre au 26 novembre;

Du 17 janvier au 25 mars;

Du 11 avril au 17 juin.

9.3.3 Autogestion

L'IERM est autogéré par un conseil élu par les membres. Celui-ci travaille de concert avec le Centre d'éducation permanente de l'Université McGill. De nombreux membres apportent leur contribution aux travaux des divers comités du conseil. Ces comités s'occupent des programmes d'études, des finances, de la planification, des évènements spéciaux, du bulletin, des technologies de l'information et des communications. D'autres membres contribuent également à la gestion quotidienne de l'Institut.

L'IERM est régi par un règlement approuvé par le Sénat et le Conseil des gouverneurs de l'Université. Pour en savoir plus, consultez le guide à l'intention des membres de l'Institut d'études à la retraite de McGill.

9.3.4 Activités sociales

Au sein de chaque groupe d'études, vous rencontrerez d'autres adultes qui partagent les mêmes intérêts et sont animés par la même curiosité que vous. De plus, un certain nombre d'activités sociales et éducatives sont organisées pour tous les membres durant les trimestres d'automne, d'hiver et de printemps. Ces activités permettent de faire plus ample connaissance avec des personnes qui, comme vous, ont l'esprit curieux et sont résolues à l'utiliser.

Parmi les activités sociales organisées figurent des conférences données par des professeurs de McGill, des samedis musicaux, des sorties au campus Macdonald et au Jardin Botanique et des repas du temps des fêtes.

9.3.5 Cotisations

En raison de l'esprit communautaire de l'IERM et des activités extérieures aux groupes d'études, les membres paient une cotisation trimestrielle plutôt que les droits d'inscription à chacun des groupes d'études. Cette cotisation leur permet de se joindre à un ou deux groupes d'études, d'avoir l'accès privilégié aux bibliothèques de McGill et à Internet et de participer à d'autres activités offertes par l'Institut.

La cotisation pour 2009-2010 s'élevait à 85 \$ par trimestre. Une cotisation de membre associé est également proposée à raison de 20 \$ à ceux qui ne peuvent prendre part aux groupes d'études mais souhaitent figurer sur la liste d'envoi, recevoir le bulletin, suivre les cours ou participer aux activités sociales.

Nota : Les cotisations sont révisées annuellement. Les cotisations de 2010-2011 n'étaient pas encore établies au moment de la publication de cet annuaire.

9.3.6 Inscription

Un calendrier détaillé des groupes d'études sera disponible sur notre site Internet avant le début de chaque trimestre. L'inscription se fait par la poste ou en personne.

Vous pouvez consulter le calendrier sur notre site Internet : www.mcgill.ca/conted/milr. Pour recevoir le programme complet et les instructions d'inscription par la poste, veuillez téléphoner au 514-398-8234, envoyer un message au numéro de télécopieur suivant : 514-398-2757 ou nous écrire à l'adresse suivante : milr.conted@mcgill.ca.

Cours



« J'ai choisi le CEP parce que mon cours en sciences de l'éducation m'a servi à la fois sur les plans personnel et professionnel. Ce cours du soir s'adaptait parfaitement à mon horaire. En plus, l'inscription par Internet m'a paru très simple et l'emplacement des cours était pratique. L'excellente réputation de McGill a certes rendu ma décision facile.

Tout au long de mes études, j'ai apprécié le fait que je partageais la

salle de cours avec d'autres étudiants qui, comme moi, travaillaient pendant le jour. Je crois que notre situation professionnelle influençait grandement notre perception et notre appréciation du cours. Notre professeur prenait également cette situation en considération au moment de donner les travaux.

Ce cours m'a permis d'évoluer sur plusieurs plans, tout en poursuivant mon travail à temps plein. Je prévois suivre d'autres cours.

Je recommanderais certainement le CEP à tous ceux et celles qui occupent un emploi. Les cours offerts constituent un moyen idéal en termes de temps et d'argent pour poursuivre des études. Je vous remercie d'offrir cette possibilité à la communauté professionnelle. »

Leah Kosatsky, B.A., étudiante, Sciences de l'éducation

10 Information sur les cours, règlements et descriptions

On demande aux étudiants de consulter également la section 12.3 « Inscription » et la section 12.5 « Dossier étudiant ».

L'Université se réserve le droit de modifier sans préavis les renseignements contenus dans l'annuaire, notamment l'information concernant la révision ou l'annulation de certains cours ou programmes.

Au moment de la publication de l'annuaire, on examinait la possibilité d'offrir de nouveaux cours et d'apporter des modifications à certains cours offerts. On demande aux étudiants qui s'apprêtent à s'inscrire de consulter l'horaire des cours à l'adresse

http://francais.mcgill.ca/students/courses pour obtenir l'information la plus à jour sur les cours offerts en 2010-2011.

Les cours indiqués ne sont pas tous offerts chaque année.

10.1 Numérotation des cours

Chaque cours de McGill possède un numéro propre de sept caractères.

Les quatre premiers caractères (code de sujet)

renvoient à l'unité d'enseignement offrant le cours.

Ces codes ont été mis en place en septembre 2002 et ont remplacé les codes d'unité d'enseignement utilisés auparavant. Vous trouverez la liste complète des codes d'unité d'enseignement et de leur code de sujet équivalent à l'adresse www.mcgill.ca/studentrecords/transcripts dans la section « Grading and pre-2002 course numbering ».

Les trois chiffres suivant le code de sujet

correspondent au cours lui-même et le premier de ces chiffres indique le niveau du cours.

- Les cours des niveaux 100, 200, 300 et 400 s'adressent aux étudiants de premier cycle. Dans la plupart des programmes, les étudiants s'inscrivent habituellement aux cours des niveaux 300 et 400 pendant leurs deux dernières années d'études.
- Les cours de niveau 500 s'adressent aux étudiants des cycles supérieurs, mais les étudiants admissibles finissant leur premier cycle peuvent également s'y inscrire.
- Les cours des niveaux 600 et 700 s'adressent uniquement aux étudiants des cycles supérieurs.

Deux caractères supplémentaires (D1, D2, N1, N2, J1, J2 ou J3) figurant après les sept caractères du numéro du cours indiquent qu'il s'agit d'un cours s'échelonnant sur plusieurs trimestres.

10.2 Cours s'échelonnant sur plusieurs trimestres

La plupart des cours offerts à McGill durent un seul trimestre (automne, hiver ou été) et les notes officielles de même que les unités correspondantes sont inscrites sur le relevé de notes à la fin du trimestre en question. Les cours se déroulant à l'intérieur d'un seul trimestre possèdent un numéro de cours de sept caractères.

Cependant, une unité d'enseignement peut décider que le contenu d'un cours ne peut pas être présentée en un seul trimestre et qu'il est préférable de l'échelonner sur deux ou trois trimestres. Le numéro du cours est alors suivi de deux caractères supplémentaires.

Dans certains cas, le même cours peut être offert en un seul trimestre ou en plusieurs trimestres. Le contenu du cours et le nombre d'unités attribuées sont les mêmes si ce cours s'échelonne sur un trimestre ou sur plusieurs trimestres; seul l'horaire diffère. Par ailleurs, les étudiants ne peuvent pas obtenir des unités deux fois pour le même cours. Les cours dont les numéros se terminent par D1 et D2 s'échelonnent sur deux trimestres consécutifs (généralement l'automne et l'hiver). Les étudiants doivent s'inscrire dans le même groupe pour les volets D1 et D2. Lorsqu'un étudiant s'inscrit à un cours D1 offert l'automne sur Minerva, il est automatiquement inscrit au volet D2 offert l'hiver. Les unités correspondantes seront attribuées uniquement si les deux volets (D1 et D2) sont réussis au cours de deux trimestres consécutifs (l'automne 2010 et l'hiver 2011, par exemple).

Les cours dont les numéros se terminent par N1 et N2 s'échelonnent sur deux trimestres non consécutifs (l'hiver et l'automne). Les étudiants doivent s'inscrire dans le même groupe pour les volets N1 et N2. Les unités correspondantes seront attribuées uniquement si les deux volets (N1 et N2) sont réussis dans une période de douze mois.

Les cours dont les numéros se terminent par J1, J2 et J3 s'échelonnent sur trois trimestres consécutifs. Les étudiants doivent s'inscrire dans le même groupe pour les trois volets (J1, J2 et J3). Les unités correspondantes seront attribuées uniquement si les trois volets sont réussis.

Conditions importantes concernant les cours offerts sur plusieurs trimestres

- Les étudiants doivent être inscrits à chacun des volets du cours s'échelonnant sur plusieurs trimestres. Ils doivent s'assurer d'être inscrits dans le même groupe pour chacun des trimestres.
- Les étudiants doivent réussir chacun des volets du cours dans l'ordre. Les unités sont attribuées après la réussite de l'ensemble des volets du cours; aucune unité n'est attribuée pour la réussite partielle d'un cours.

10.3 Terminologie propre aux cours

Préalable : Le cours A est préalable au cours B si la réussite du cours A est exigée avant l'inscription au cours B.

Cours associé: Le cours A est connexe au cours B si le cours A doit être suivi en même temps que le cours B ou s'il a été réussi avant l'inscription au cours B.

Unités: Le nombre d'unités correspondant à chaque cours est indiqué entre parenthèses à côté du nom du cours. Dans le cas des cours D1 et D2, le nombre d'unités attribuées est indiqué après le numéro du cours. Pour plus de renseignements à ce sujet, consultez la section 12.5.2 « Système d'unités ».

Nomenclature des cours dans les descriptions des programmes de l'éducation permanente

Cours obligatoires : Cours exigés pour la réussite d'un programme. Tous les étudiants inscrits à un programme doivent réussir ce(s) cours à moins d'obtenir des exemptions.

Cours complémentaires : Cours choisis à partir d'une liste restrictive, d'un domaine ou d'une discipline en particulier. Dans le cas de quelques programmes, les étudiants doivent s'inscrire à un certain nombre de cours complémentaires pour satisfaire aux exigences du programme.

Remarque : Les cours complémentaires ne sont pas des cours à option. La différence entre les cours obligatoires et complémentaires réside dans le fait que ces derniers offrent un certain choix, si restreint soit-il. Ainsi, les étudiants doivent choisir entre deux (ou plusieurs) des cours indiqués dans les sections Cours complémentaires de leur programme, mais ils peuvent choisir UNIQUEMENT parmi les cours indiqués.

Cours à option : Cours pouvant être choisis librement (parfois après l'approbation du conseiller de l'unité d'enseignement ou du Bureau des affaires étudiantes).

Symboles des cours

Parfois, le symbole ci-dessous se trouve devant les cours de l'annuaire :

□ Cela signifie que le nombre d'inscriptions à ce cours est limité.

Annulation de cours

L'Université peut annuler des cours en cas d'urgence. Si une telle décision dépend des conditions météorologiques, elle ne sera habituellement pas prise avant 15 h le jour du cours. L'annulation de cours de l'éducation permanente sera annoncée à la radio (stations CBM et CJAD) dans la mesure du possible. Vous pouvez vous renseigner à ce sujet au 514-398-6200. Si un cours est annulé, il sera reporté à une date convenant aux étudiants et au chargé de cours.

Cours annulés

Si le Centre d'éducation permanente annule un cours, vous avez droit au remboursement complet de vos droits de scolarité. La marche à suivre pour obtenir votre remboursement est décrite dans la section 12.3.4 « Abandons de cours et remboursements ».

Évaluation des cours

Afin de répondre aux besoins des étudiants, le Centre demande continuellement de la rétroaction au sujet de ses cours.

Le système Mercury est le système électronique d'évaluation des cours de McGill. À la fin de chaque trimestre, on vous demandera de donner votre opinion dans Mercury sur le(s) cours que vous avez suivis. Les évaluations et les commentaires fournis dans ce système sont strictement confidentiels.

WebCT

WebCT est le système de gestion de l'apprentissage de McGill. À titre d'étudiant, vous utiliserez ce système pour accéder au contenu de vos cours et aux services liés à chacun d'eux. Les fonctions disponibles varient d'un professeur à un autre. Les cours sur WebCT comprennent habituellement le plan de cours et les notes du professeur, mais on peut également y retrouver des éléments tels que :

- · l'horaire du cours
- des babillards électroniques et des salons de clavardage en temps réel
- des documents PowerPoint
- · des enregistrements audio ou vidéo des cours magistraux
- · des exercices et des tests
- · vos résultats aux évaluations
- la soumission électronique de travaux

À partir de la page *my*McGill, cliquez sur le nom du cours dans la section des cours offerts aux étudiants. Vous aurez alors accès à la page MyWebCT.

Remarque : Consultez toujours votre page WebCT avant de vous présenter à un cours. Vous pourriez trouver des renseignements de dernière minute comme des changements de local, des annulations de cours, des dates d'examen, etc.

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Certains cours ne sont pas offerts chaque année et des changements ultérieurs à la publication de cet annuaire sont possibles. Pour les tout derniers renseignements sur les cours offerts, veuillez consulter l'horaire des cours au site suivant: <u>http://trancais.mcgill.ca/students/courses/calendars</u>

□Cela signifie que le nombre d'inscriptions à ce cours est limité.

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Cela signifie que le nombre d'inscriptions à ce cours est limité.

Études professionnelles et de gestion

ACCT 351 Intermediate Financial Accounting 1.

(3) (Prerequisite: MGCR 211) An examination of the theoretical foundation for financial reporting and revenue recognition. The tools of accounting, including a review of the accounting process and compound interest concepts. Asset recognition, measurement and disclosure. Partnership accounting.

ACCT 352 Intermediate Financial Accounting 2.

(3) (Prerequisites: ACCT 351 and MGCR 341 or ACCT 311 and MGCR 341) A continuation of Intermediate Financial Accounting 1. An examination of liability recognition, measurement and disclosure, including leases, pension costs and corporate income tax. Shareholders' equity, dilutive securities and earnings per share. The statement of changes in financial position, basic financial statement analysis and full disclosure in financial reporting.

ACCT 354 Financial Statement Analysis.

(3) (Prerequisites: MGCR 211 and MGCR 341) Interpretative nature of the conceptual framework underlying a multitude of financial reporting standards, including the impact of alternative accounting methods, management biases and stakeholder interests in the analysis and valuation of the firm.

ACCT 361 Intermediate Management Accounting 1.

(3) (Prerequisite: MGCR 211) The role of management accounting information to support internal management decisions and to provide performance incentives.

ACCT 362 Intermediate Management Accounting 2.

(3) (Prerequisites: ACCT 361 or ACCT 313) An examination of a number of recurring issues in the area of decision-making and control, including cost allocation, alternative costing systems, and innovations in costing and performance measurement.

ACCT 385 Principles of Taxation.

(3) (Prerequisite: MGCR 211) An introduction to the concepts underlying the Canadian tax system and how they are applied in relation to the taxation of individuals and businesses.

ACCT 453 Advanced Financial Accounting.

(3) (Prerequisites: ACCT 352 or ACCT 312) Reporting relevant financial information subsequent to long term intercorporate investments. The preparation of consolidated financial statements with emphasis on their economic substance rather than legal form.

ACCT 455 Development of Accounting Thought.

(3) (Prerequisites: ACCT 352 or ACCT 312) The conceptual underpinning of accounting thought, including its historical development and the modifications that have occurred over time. A review of accounting literature and its relevance to practice.

ACCT 463 Advanced Management Accounting.

(3) (Prerequisites: ACCT 362 or ACCT 415) The theoretical frameworks for the examination and evaluation of management accounting and control systems. The technical aspects of accounting along with behavioural issues of management control.

ACCT 475 Principles of Auditing.

(3) (Prerequisites: ACCT 352 or ACCT 312) An introduction to basic auditing concepts and internal controls of an accounting system. Topics include current auditing standards, ethical conduct, legal liability, planning of an audit, sampling techniques, non-audit engagements, the study and evaluation of internal controls in an accounting system.

ACCT 476 Internal Auditing.

(3) (Prerequisites: ACCT 475) The modern internal audit approach including operational and management audit practices within the internal audit framework. Topics include objectives of an internal audit, communication by internal auditors, planning audit projects, audit of EDP systems, audit testing, operational areas.

ACCT 477 External Auditing.

(3) (Prerequisites: ACCT 475) The theory of auditing



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□Cela signifie que le nombre d'inscriptions à ce cours est limité.

financial statements and the various complexities encountered in these audit environments. A thorough study of auditing standards, ethical conduct, communication by auditors, auditing in an EDP environment, audit of a small business, other reports and services provided by auditors and public accountants.

ACCT 486 Business Taxation 2.

(3) (Prerequisite: ACCT 385) A study of the Income Tax Act as it applies to the taxation of individuals and corporations, including capital cost allowances, capital gains, corporate reorganisations, trusts and partnerships and administrative regulations. A review of consumption taxes.

BUSA 364 Business Law 1.

(3) (Restriction: This course cannot be double-counted from the Certificate in Management.) (Continuing Education: requirement for CMA, CGA, the Canadian Institute of Management) An introduction to the legal system and basic legal principles affecting business. Tort negligence, contracts, forms of business organization, creditors' rights and bankruptcy.

BUSA 368 Business Law 2.

(3) (Prerequisite: BUSA 364) (Continuing Education: CGA requirement) An outline of the application of law to professional negligence, product liability, competition, corporate governance and employment. Review of particular contracts; sale, agency, mortgages, lease, insurance.

BUSA 400 Independent Studies in Management.

(3) (Prerequisite: U3 students only. CGPA of at least 3.00 required.) (Prerequisite (Continuing Education): Permission of the Director.) Research reading or field projects, permitting independent study under the guidance of a Faculty member. Projects to be arranged individually with instructors. A detailed student proposal must be submitted to the instructor and the Director during the first week of term.

BUSA 464 Management of Small Enterprises.

(3) (Prerequisite: MGCR 341) The distinctive characteristics, risks, opportunities and rewards inherent in the ownership and management of a small enterprise. It will assist students in judging the appropriateness of an entrepreneurial career and in selecting and timing a specific venture.

CACC 520 Accounting for Management.

(3) (Corequisite: 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.

CACC 521 Accounting for Finance.

(3) This course examines accounting in a finance context, how to prepare, interpret, and make decisions based on accounting information. The course examines the process of recording and reporting accounting transactions, the elements of financial statements, and the preparation of various financial statements.

CACC 523 Financial Aspects of Health Care.

(3) (Prerequisite: CHLC 500 and Core program) Methods of budgeting in the health care system and evaluating health care investment proposals. Problems of benefit measurement and optimal public investment in relation to fiscal and political constraints. This includes the role of governmental expenditures, the public debt, private contributions in the health care system.

CACC 540 E-Business Security.

(3) (Prerequisite: CMIS 544) Introduction to the risks associated with electronic business, ways in which all levels of an organization need to be involved in the security issues as

well as the tools and techniques that can be implemented to address security concerns.

CCAU 511 Auditing 1.

(3) (Prerequisite: CCFC 512) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy.) An introduction to: the nature and purpose of auditing, appointment, remuneration, powers, duties and responsibilities of an auditor; internal control; audit programs, financial statement presentation; procedures for verification of items in financial statements; audit reports.

CCAU 520 External Auditing.

(3) (Prerequisites: CCAU 511 and CCFC 512) An examination of the external auditor's legal rights and responsibilities in carrying out the external audit function with particular attention to current auditing standards and any current developments affecting them.

CCAU 525 Operational Auditing.

(3) (Prerequisite: CCAU 511) Appraisal of the internal control structure with the aim of providing management with recommendations on how to design, develop and implement findings will be examined taking into account the objectives and responsibilities of the internal audit function, its relationship with other units of the organization, various techniques and tools available.

CCCS 300 Programming Techniques 1. (3) (Prerequisite: CMSC 101) (Corequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures, including modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

CCCS 301 Programming Techniques 2.

(3) (Prerequisite: CCCS 300) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

CCCS 310 Web Development.

(3) (Prerequisite: CCCS 300) Development of web sites and web-based applications using page markup, style sheets, and client-side scripting. Emphasis will be placed on developing pages that support current standards and accessibility requirements, as well as multimedia, cross-platform development, and site deployment.

CCCS 315 Data Structures and Algorithms.

(3) (Prerequisite: CCCS 300) Programming techniques used to implement algorithms on computers with an object oriented programming language through the careful design of data structures which support the efficient manipulation of data.

CCCS 320 User Interface Design.

(3) (Prerequisite: CCCS 300) Principles and techniques of user interface design and prototyping.

CCCS 321 Operating Systems Administration.

(3) (Corequisite: MGCR 331) Operating systems such as Windows and LINUX/UNIX environments, administration of computer servers, usage of script languages in various operating systems, back up procedures and remote access, communication protocol used among different systems, managing information and system security.

CCCS 325 Mobile Application Development.

(3) (Prerequisite: CCCS 300) Examines the limitations and technical challenges of current mobile devices and wireless communications by using up-to-date software development tools and application programming interfaces. Develop small realistic applications for mobile devices by using a standard software development environment.

CCCS 330 Database Systems & Internet Applications.

(3) (Prerequisites: CCCS 310 and CCCS 315) Concepts behind the commonly used database management systems, database application development with a focus on Internet applications, discussions of data mining, decision support, Internet security, object-oriented databases, manipulation of information through simple and complex Structured Query Language (SQL) queries, access to data through Internet-mediated technologies.

CCCS 425 Web Services.

(3) (Prerequisites: CCCS 301 and CCCS 310) Design, implementation, and deployment of web services-based solutions to solve common problems in the distributed application domain.

CCCS 431 Networking Fundamentals.

(3) (Prerequisite: CCCS 321) Fundamental concepts and practices of network principles, technical and managerial aspects of data communications, overview of local area and wide-area networks, network topology, network protocols, Internet/intranets, client/server communication, and file sharing.

CCCS 441 Network Security & Implementation.

(3) (Prerequisite: CCCS 431) Overall security processes of multi-vendor networks with hands on skills in areas including security technologies, products and solutions, anti-virus, firewall design and configuration.

CCFC 511 Financial Accounting 1.

(3) (Prerequisite: MGCR 211) Theoretical and practical foundation of financial reporting, specifically focusing on the accounting concepts, the accounting process, revenue and asset recognition, their measurement and disclosure.

CCFC 512 Financial Accounting 2.

(3) (Prerequisite: CCFC 511) A detailed review of the accounting for current and long term assets and liabilities, intangibles and shareholders' equity; determination of accounting income and the treatment of prior period adjustments and extraordinary items; working capital and flow of funds; financial statement presentation; partnerships. Current practices and the relevant CICA recommendations will be reviewed in terms of theoretical concepts and principles.

CCFC 513 Financial Accounting 3.

(3) (Prerequisite: CCFC 512) The underlying concepts and accounting treatment of intercorporate investments, business combinations, purchases and pooling of interests, including a detailed examination of the CICA recommendations. Reorganizations; valuation of business enterprises; branches, domestic and foreign; consignments; installment sales; estate and trust accounting.

CCFC 514 Accounting Theory and Practice.

(3) (Prerequisite: CCFC 512; MGCR 331) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) The study of conceptual underpinnings of current accounting thought and their application to the current practice. An in-depth study of current Canadian accounting standards and practices with an emphasis on financial reporting.

CCFC 515 Issues in Professional Practice 1.

(3) (Corequisite: CCFC 520) Practical and concrete application of certain accounting aspects with a view to solving problems faced by businesses by developing the skills required to take decisive action in various business situations, including mergers and acquisitions, asset/business valuations, financial analyses, companies in difficulty and tax/estate planning.

CCFC 516 Forensic Accounting.

(3) (Prerequisite(s): ACCT 475 or CCAU 511 or Departmental Approval) Forensic accounting including legislative and regulatory approaches to economic crime; accountants' professional legal responsibilities concerning error and fraud detection during engagements; and fraud prevention, detection and management.

CCFC 520 Issues in Professional Practice 2.

(3) (Corequisite: CCFC 515) Skills required to provide advisory and public accounting services specifically addressing ethical issues for public accountants, engagement risks and strategies, financial reporting requirements and new developments in GAAP and GAAS.

CCFC 521 Corporate Governance.

(3) (Corequisite: CCFC 522) (Prerequisite(s): (BUSA 364

or CCLW 511) and MGCR 211 or Departmental Approval) How existing corporate governance systems, wealth creation, business viability and living standards are interconnected. Shareholder power, stakeholder rights and privileges, and who ultimately holds power and how such power should be delegated are also addressed.

CCFC 522 Strategic Financial Management.

(3) (Corequisite: CCFC 521) (Prerequisite(s): (BUSA 364 or CCLW 511) and MGCR 211 or Departmental Approval) Strategic financial management skills focusing on growth strategies, financing structures, financial risk management, control mechanism design and performance evaluations from the perspective of the professional accountant internal to the organization.

CCFC 523 Public Accountancy.

(3) (Prerequisite: ACCT 475 or CCAU 511) The course prepares students for public accounting responsibilities. Topics include diagnostic analysis of financial information integrity, accounting manipulations, asset measurement and technological hazards, mandate planning, risk assessment, gathering and evaluating audit evidence and reporting results of engagement. Case studies will be used to study public accountancy.

CCFC 590 Topics in Accounting and Auditing.

(3) (Prerequisites: CCAU 511 and CCFC 514) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the accounting and auditing areas selected from current issues or themes in literature.

CCLW 511 Law 1.

(3) 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.

CCLW 540 E-Business Law.

(3) Effect of various laws and regulations on electronic business conducted on the Internet and elsewhere by examining intellectual property law, law of contracts, telecommunications law, broadcasting law, certain aspects of criminal law, electronic business law, privacy law as well as, certain aspects of tort law (such as online defamation).

CCLW 640 Tax Aspects of Litigation.

(3) In-depth study of the relevant tax issues specific to litigation support services. Topics include measurements and treatment of damages; damages for breach of contract and tort; the process of civil action; personal injury; wrongful dismissal; real estate; disputes between corporations and their shareholders; disputes between members of partnerships; bankruptcies; separation and divorce; appeals; structured settlements. Cases will be used to illustrate concepts.

CCLW 641 Taxation Research Methodology.

(3) Familiarization with primary sources of income tax law, interpretations, circulars, court case decisions and research indices. Exercises and casework will be used extensively to gather, organize and integrate research data, interpret information and communicate results. Casework will focus on business, personal and property tax law. Knowledge of the use of research databases is essential.

CCLW 643 U.S. Taxation.

(3) U.S. Federal, State and local taxation. Topics include individuals; corporations; corporate distribution techniques; corporate reorganizations; tax-free transactions; purchase and sale of businesses; corporations; real estate; partnerships; estate and gift tax; and current developments.

CCLW 644 Corporate Reorganizations.

(3) A study of the theoretical and technical bases of tax issues surrounding corporate reorganizations and distribution of surplus. Topics include in-depth analysis of rollovers; paid up capital; butterfly transactions; amalgamations and windups; losses; takeovers and purchase and sale of business; partnership rollovers; international rollovers; judicial restraints on tax planning for reorganizations; estate planning for individuals and partnerships; trusts; and executive compensation and retirement planning.

CCLW 645 Taxation: Partnerships and Trusts.

(3) The following topics will be covered within a business decision making framework: the structure and development of partnership vehicles and trusts from a legal and tax perspective; computation of income; transfer of property to and from partnerships and trusts; tax free rollovers; the effect of death, retirement and non resident status; review of specific tax rules and deeming provisions; tax planning and implementation.

CCMA 511 Managerial Accounting 1.

(3) (Prerequisite: CCFC 512 or MGCR 211) Introduction to cost accounting. Elements of cost; job order and process cost systems; budgeting; standard costs and analysis of variances; cost/volume/profit relationships; variable costing; relevant costs.

CCMA 522 Managerial Accounting 2.

(3) (Prerequisite: CCMA 511) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) Building on Managerial Accounting I, this course examines the processes used by management to make decisions relating to business operations; investments; financing (including income tax implications); bankruptcy; liquidation and receivership. Business and Securities Valuation Techniques and considerations; are included.

CCMA 523 Managerial Accounting 3.

(3) (Prerequisite: CCMA 522) Core management control problems, the management control systems available to address those problems, and important situational factors that can cause managers to choose one set of management controls over another are examined. Coverage of management controls is extended to situations that deserve special attention.

CCOM 205 Communication in Management 1.

(3) (Because this course uses a workshop format, attendance at first class is desirable.) (Continuing Education: 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.

CCOM 207 Communication in Public Relations.

(3) (Restriction: Students in Public Relations Management Certificate only.) Identifying, analyzing, and solving communication problems in a variety of public relations contexts. Emphasis on news releases, media kits, informational and promotional materials, and oral presentations.

CCS2 500 Design of Efficient Algorithms.

(3) Basic elements of algorithms, time and space performance, optimization criteria and methods, as well as basic data structures (vectors, arrays, structures, lists, trees, stacks, queues), their characteristics, behaviour and applicability to different problem types. Illustrative examples chosen from standard computer problems such as searching, sorting and memory allocation.

CCS2 505 Applications Programming.

(3) Tools and techniques in designing and implementing enterprise software applications by using modern programming



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□ Cela signifie que le nombre d'inscriptions à ce cours est limité.

languages on an advance software development framework.

CCS2 510 Computer Network and Internet Security.

(3) Basic principles, design and performance of computer networks. Theory and technology, including network security models, cryptography protocols and standards, network security threats and types of attacks, security counter-measure strategies and tools, firewalls, access control and platform-specific security issues.

CCS2 515 Software Engineering.

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) The software engineering process, tools that facilitate design and construction of software, as well as the management of team software development.

CCS2 520 Life of Projects.

(3) (Corequisites: CCS2 505, CCS2 510) Project solicitation, acquisition, management and assessment, including engineering and legal issues related to successfully completing a software project.

CCS2 525 Project 1.

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) Proposal for project design, development, implementation and "release".

CCS2 530 Database and Information Systems.

(3) (Prerequisite: CCS2 505.) Computers as information systems: databases and information representation models, concurrent assess and data integrity, system management issues related to availability, correctness, security and distribution of information. Use of popular commercial applications. Remote access to services and data via Internet-mediated technologies.

CCS2 535 Project 2.

(3) (Prerequisite: CCS2 505.) Project design, development, implementation and "release".

CCS2 550 Graphics, Visualization and Animation.

(3) (Prerequisite: CCS2 505.) Interfaces and interaction, elements of computer graphics systems, algorithms used to perform simple and complex graphical operations, and techniques for effective visualizing of data using standard and non-standard graphical interfaces, computer vision and techniques used in the process of creating computer animations.

CCS2 552 Internet Services & Solutions.

(3) (Prerequisite: CCS2 530) Exploration of typical Internet-based service applications from conception to operation including analysis, design, implementation and deployment.

CCS2 555 Computer Modeling & Simulation.

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) System and application concepts for handling computer simulation of real world processes and phenomena in both simulation-time and real-time using general and special-purpose computing resources.

CCS2 590 Topics in Information Technology.

(3) (Prerequisite: CCS2 505.) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the information technology area selected from current issues or themes in literature.

CCTX 511 Taxation 1.

(3) (Prerequisite: MGCR 211) Basic principles of tax law; residence, meaning and computation of taxable income; computation of personal tax; foreign tax credits; capital gains; partnerships; trusts; administration and enforcement; case decisions; Revenue Department bulletins, circulars and rulings; appeals.

CCTX 532 Taxation 2.

(3) (Prerequisite: CCTX 511) (CGA Requirement) (This course is offered by the Faculty of Management) The theory, techniques and considerations in federal corporate taxation will be analyzed. Federal sales tax; provincial sales tax and current issues in taxation will also be discussed.

CCTX 540 U.S. Taxation.

(3) (Prerequisites: ACCT 412 and ACCT 441) Examination of U.S. taxation at the federal, state and local level from the perspectives of both the individual and the corporation.

CCTX 640 Taxation of Real Estate.

(3) All aspects of real estate will be examined from a

resident's and non-resident's perspective, including: distinguishing property from business income; acquisition; development, owning, operating and renting; sales and other dispositions; personal use; forms and methods of ownership; reorganizations; estate planning; syndication; G.A.A.R; and G.S.T.

CCTX 641 Federal and Provincial Taxes.

(3) Special emphasis on differences between Federal and Provincial income tax. Extensive coverage of the Goods and Services Tax (G.S.T.); sales, property and capital taxes. G.S.T. will be covered in depth in all areas including a sectorial review, tax-planning opportunities, remittance requirements and penalties, intercorporate transactions and cross-border transactions.

CCTX 642 Interpretation of Tax Policy.

(3) Examination of problems and future developments of taxation in Canada; presentation of legislative mechanisms and procedures used in Canada to establish and implement tax policies; use of taxation to promote incentives and disincentives of private activities; use of the tax system to achieve policy goals of society; general anti-avoidance rules; study of the history, assumptions, social and economic impact of taxation.

CCTX 643 Taxation of International Operations.

(3) Within a business decision-making framework, analysis of the relevant tax savings opportunities available to corporations and individuals planning to operate or invest in foreign jurisdictions. Topics include investment structures; cross border transactions; foreign tax credits; withholding taxes; consolidated companies; profit-reduction techniques; foreign affiliates; tax treaties; exchange controls; reorganizations/liquidations; offshore companies; and foreign

trusts.

CCTX 644 Tax Aspects: Creative Financing.

(3) Coverage of current financial instruments and techniques available in the marketplace within the context of business decision-making and individual tax planning. Topics include deductibility of interest and financing fees; swaps, hedges; foreign currency and discount obligations; common shares; preferred shares; taxable preferred shares; international debt financing; Canadian investments in the U.S.; foreign investment in Canadian businesses; restructuring; leases; tax shelters; small business financing.

CEC1 206 Transportation Economics.

(3) (Prerequisite: CMSC 101) Economic analysis and its application to freight transportation to develop ability to apply economic analysis to specific situations in transportation industry. Perspective and tools to critically assess implications of economic policy and regulation related to transportation within Canadian context.

CEC2 532 Business Economics.

(3) 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.

CEN2 500 Principles of Entrepreneurship.

(3) Essential principals and tools of entrepreneurship dealing with idea generation, valuation techniques, funding, data sources, intellectual property, legalities and business plan development.

CEN2 505 Product Commercialization.

(3) Sales preparation, techniques, approaches and management will be presented as well as product or service validation through prospecting, initial meetings with clients, closing and

follow up. Customer satisfaction will be emphasized.

CEN2 510 Practical Entrepreneurship Management.

(3) (Prerequisite: CEN2 500) (Note: The course includes live case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders).) Practical aspects of leadership, funding, exporting, off-shoring and globalization, corporate responsibility, managing in difficult times, communication, green benefits, intellectual property, succession planning and current business issues.

CENT 300 Fundamentals of Entrepreneurship.

(3) (Corequisite: CCOM 205) Fundamental concepts of entrepreneurship and the tools required for evaluation and start-up of a new venture. Basic financial aspects are addressed through demystifying financial statements, valuation techniques, seeking and using money, banks, government services, grants and patents. Current events are an integral part so as to encourage ethical entrepreneurship.

CENT 305 Product Validation and Sales.

(3) Essential skills required in presenting and selling a business plan, a product or a service to investors or customers including: proof of concept, validation by survey or focus group, elevator pitch, beta sites, sales preparation, initiating and closing sales, customer satisfaction and managing growth.

CENT 434 Entrepreneurship Issues Management.

(3) (Prerequisite: CENT 300) (Note: The course includes live case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders).) Issues relating to leadership, communication, sustainability, financing, globalization, stewardship, GAAP, social responsibility, family business and succession, intellectual property and contemporary management events.

CFIN 200 Retirement Planning.

(3) This course addresses the various elements in the retirement planning process such as pension planning instruments, public and private pension plans, insurance, income tax, estate planning, and wills.

CFIN 300 Fundamentals of Financial Markets and Institutions.

(3) This course provides an introductory overview of the various financial markets and financial institutions. The focus will be on bonds, money, equity, foreign exchange, commodity, and derivatives, as well as the three main types of financial institutions: banks, insurance companies and investment firms.

CFIN 305 Investor Behaviour.

(3) (Prerequisites: CMSC 221 and MGCR 341) The emotional and psychological factors that impact investors' behaviour and decision making. Various market anomalies will be examined in the context of mean-variance efficiency theory, as well as typical forecasting errors, expert justifications and continued investor reliance on forecasting models in the context of psychological biases.

CFIN 310 Short-Term Financial Management.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) Traditional concepts of the net present valuation, 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.

CFIN 350 Alternative Investments.

(3) (Prerequisite: CFIN 300) This course defines alternative asset classes, examines the structure of the different markets and investment vehicles with a focus on investments in sustainable ventures. The performance of each asset class in relation to the traditional asset classes of equity and fixed income is analyzed.

CFIN 400 Real Estate Finance.

(3) (Prerequisites: CFIN 300 and CMSC 221 and MGCR

341) A thorough introduction to the cash flows, returns and risks of investing in and financing of real estates is provided. The basics of mortgage finance, mortgage refinancing, default risk and underwriting of individual residential properties, and analyses of leases, valuation, investment and risk of individual income producing properties are covered.

CFIN 401 Sustainable Finance and the Firm.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) The objective of this course is to understand how to assess and analyze the impact of Green House Gas regulations on corporations and their financial policies. Topics include capital budgeting, capital structure and corporate governance. Case studies will be used to illustrate sustainable corporate policies.

CFIN 402 Business Valuation and Project Finance.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) This course provides a comprehensive analysis of alternative valuation models and techniques such as discounted cash flow and relative valuation methods. These techniques are applied to the valuation of various types of firms such as financial services, start ups, private and distressed firms, and firms with negative earnings.

CFIN 403 Mergers and Acquisitions.

(3) (Prerequisites: CMSC 221 and MGCR 211 and MGCR 341) This course applies theory from corporate finance to the analysis of mergers, acquisitions, and related transactions. The objectives of this course are to introduce the area of mergers and acquisitions and to develop and strengthen the presentation and research skills necessary for the investment banking or merger arbitrage industries.

CFIN 410 Investment and Portfolio Management.

(3) (Prerequisites: CFIN 300 and CMSC 221 and MGCR 341) This course covers financial instruments such as stocks and bonds, formation and management of investment portfolios and evaluation of portfolio performance. Finance theories and investment practices relating to such additional topics as global portfolio diversification, investments by means of Initial Public Offerings, hedge funds, private equity and derivatives are presented.

CFIN 420 Mutual Funds.

(3) (Prerequisites: CFIN 300 and MGCR 211 and MGCR 341) This course examines the process of investing in mutual funds, sales of funds, and management of funds, including valuation and accounting. Additional topics include the special characteristics of hedge funds, ethical considerations and key regulations for mutual funds.

CFIN 421 Asset Liability Management.

(3) (Prerequisites: CMSC 221 and MGCR 341) This course introduces the basic Asset Liability Management concepts of currency exposure, interest rate risk, and liquidity risk. It also introduces some basic tools to manage risks in banks and insurance firms.

CFIN 500 Financial Markets and Institutions.

(3) This course will focus on how the three main types of financial institutions, banks, insurance companies, and investment firms, facilitate the flow of funds through the economy. In addition, various financial markets including bond, money, equity, foreign exchange, commodity, and derivatives, are examined.

CFIN 501 Retirement, Estate and Tax Planning.

(3) The objective of this course is to discuss the various elements in the retirement planning process such as pension planning instruments, public and private pension plans, insurance, income tax, estate planning, and wills.

CFIN 507 Analysis of Financial Statements.

(3) (Prerequisite: CACC 521) This course addresses financial statement analysis and related topics, including impact on firm valuation of alternative accounting methods, management biases, and stakeholder interests. The course also strengthens and develops analytical skills through real world examples and cases.

CFIN 512 Corporate Finance.

(3) (Prerequisite: CACC 520 or CCFC 511 and CMS2

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□Cela signifie que le nombre d'inscriptions à ce cours est limité.

521) Fundamental finance theory as applied to the firm's short and long-term financing and investment decisions and the sources of funds available to it (stocks, bonds, derivatives). Exposure to critical concepts of "firm value maximization" emphasizing capital budgeting, cost of capital, capital structure, derivatives, dividend policy, risk and return.

CFIN 515 Behavioural Finance.

(3) (Prerequisite: CFIN 512) The course will introduce various documented psychological biases that impact human behaviour and decision making. These documented market anomalies will be examined and assessed in the context of mean-variance efficiency theory. Typical forecasting errors, expert justifications and continued investor reliance on forecasting models will be examined.

CFIN 522 Applied Topics: Corporate Finance.

(3) (Prerequisite: CFIN 512) (CGA Requirement) (CMA Requirement) Concepts and techniques developed in earlier courses are extended and/or applied to problems faced by managers in Corporate Finance. Such problems include: working capital management, capital budgeting, capital structure, dividend policy, cost of capital and mergers and acquisitions. Stresses the application of theory and techniques; and makes extensive use of case studies.

CFIN 525 Treasury Management.

(3) (Prerequisite: CFIN 512) This course deals with the key aspects of short-term financial management. Describes a framework for decision making followed by a brief introduction to the Canadian banking and payments system from the perspective of the corporate treasurer. Corporate cash planning and forecasting will also be studied, followed by description of collection and disbursement systems in Canada. Strategies for the management of short-term investment and borrowing portfolios are described, including the available instruments for management of interest rate and foreign exchange risk.

CFIN 528 Strategic Asset and Liability Management.

(3) (Prerequisite: CFIN 512) This course examines the essential concepts in Asset Liability Management in banks and insurance companies, focusing on managing risks such as liquidity risk, interest rate risk, credit risk, and operational risk. It also looks at strategic tools to manage these risks.

CFIN 530 Investment Analysis.

(3) (Prerequisites: CEC2 532 and CFIN 512) Deals with security analysis and investment techniques covering the different types and classes of securities. The sources of information, methods of compiling statistics, and assessment of comparative values are discussed, together with portfolio objectives and differing philosophies of investment management. Broad economic trends and international political climates affecting security values are analyzed.

CFIN 540 Introduction to International Finance.

(3) (Prerequisite: CFIN 512) The international financial environment as it affects the multinational manager. In-depth study of the various balance of payments concepts, adjustment of the external balance, and the international monetary systems, will be followed by a review of theory and institutional aspects of the foreign exchange and the international markets.

CFIN 550 Analysis of Fixed-Income Securities.

(3) (Prerequisites: CACC 521 and CFIN 500 and CFIN 512) This course addresses investments and trading strategies concerning popular fixed income securities, and risk management of fixed income portfolios. Additional topics include the structure, pricing and risks of securitized products and credit derivatives. Students will also be expected to read and present current research papers in this area.

CFIN 552 Firm Valuation.

(3) (Prerequisites: CACC 521 and CFIN 512) This course provides a comprehensive analysis of alternative valuation models and techniques such as discounted cash flow, and relative and contingent claims valuation methods. These techniques are applied to the valuation of various types of firms such as financial services, start ups, private, distressed firms, and firms with negative earnings.

CFIN 553 Corporate Mergers and Acquisitions.

(3) (Prerequisites: CACC 521 and CFIN 512) The mergers and acquisitions field is introduced and presentation and

research skills for the investment banking or merger arbitrage industries are developed and strengthened. Theory from corporate finance is applied to the analysis of mergers, acquisitions, and related transactions. Methodology for preparation of a job interview product is also presented.

CFIN 560 Mutual Funds Finance.

(3) (Prerequisites: CACC 521 and CFIN 500 and CFIN 512) This course examines the entire process of investing in mutual funds, sales of funds, and management of funds including valuation and accounting. Additional topics include the special characteristics of hedge funds, ethical considerations and key regulations for mutual funds.

CFIN 561 Sustainable Investments.

(3) (Prerequisite: CFIN 500) The course addresses the nuances of sustainable investments, how they affect the performance of the respective investment, and how sustainable investments measure up from a risk-return analytical framework. It will take the perspective of investors for optimally allocating capital across various asset classes including classes of sustainable investments.

CFIN 562 Finance and Sustainable Enterprise.

(3) (Prerequisites: CACC 521 and CFIN 512) The course will assess the impact of environmental regulations on corporate financial policies, such as capital budgeting and capital structure, their input variables and considerations, corporate governance and Real Options from a binomial decision tree perspective. Time will also be devoted to studying cases of sustainable corporate financial policies.

CFIN 590 Topics in Treasury-Finance.

(3) (Prerequisite: CFIN 522 or CFIN 525 or CFIN 530 or CFIN 540) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the treasury-finance area selected from current issues or themes in literature.

CFIN 595 Derivatives and Risk Management Tools.

(3) (Prerequisites: CFIN 500 and CFIN 512) This course develops and illustrates the no-arbitrage approach to the valuation of popular derivatives like forwards, futures and options for risk management purposes. Additional topics include an introduction to exotic options, emerging instruments, and the Nobel winning Black-Scholes option pricing model.

CGM2 510 Project Management: Tools & Techniques.

(3) (Restriction(s): Open to students currently in a program. Not open to Special Students.) 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.

CGM2 590 Topics in Management.

(3) (Prerequisites: CACC 520, CFIN 512 and CMR2 542) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the management area selected from current issues or themes in literature.

CGMG 282 Introduction to Business.

(3) (This course is required by students fulfilling the C.I.M requirements.) 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.

CHLC 351 Social Service System.

(3) (Prerequisite: EDEC 202 or EDEC 205 or CCOM 205) This course will provide an overview of private and public social services within Quebec and its evolution over the last century. Will examine the structures, functions and relations of social organizations. Students will achieve an understanding of the nature of the social services and the subjective impact of seeking and providing help.

CHLC 401 Evaluation of Health and Social Services.

(3) (Prerequisite: CHLC 500) The responsibility of agency management for the timely appraisal of activities. Topics include: program definition and quality of service, evaluation methods, problems and limitations of evaluation research, assessment of project feasibility, the distribution and operational uses of quality control information, internal and external points of view, politics of evaluation, relation to budgeting and to self-evaluation.

CHLC 500 Health Care Systems.

(3) Present Canadian health care system: its components, organization, financing and management uncertainties with emphasis on the Quebec health care system. Interaction between health care, the private sector and other social systems. Essential skills and knowledge required of managers in health care system.

CHLC 552 Legal Aspects: Health and Social Services.

(3) (Prerequisite: CHLC 500) Health care system in Quebec, the federal and provincial law relevant to it. Explores relationships between civil and criminal law, law and medicine, law and ethics. Major legislation, case law and legal writings will be presented. Addresses human rights, professional responsibility, civil, criminal liability and dilemmas raised by new technologies.

CHLC 590 Topics in Health Care.

(3) (Prerequisite: CHLC 500) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the health care area selected from current issues or themes in literature.

CMIS 422 Information System Security.

(3) (Prerequisite: MGCR 331) Fundamental concepts relating to the design of secure information systems. Identification and assessment of security risks at the application, network, and physical levels. Use of cryptography and other techniques to provide necessary level of security.

CMIS 431 Systems Implementation.

(3) (Corequisite(s): INSY 437 or CCCS 330.) Implementation phase of the software development life cycle. Software tools and practical techniques used to design and implement the results of systems analysis.

CMIS 520 Accounting Information Support Systems.

(3) (Prerequisites: MGCR 211, CMIS 541 or MGCR 331) Principles of accounting information systems and the influence of technology in the accounting process, allowing for the design, evaluation and implementation of such systems.

CMIS 530 Web Analytics for Internet Business.

(3) Understanding of the web analytics terminology. Fundamental techniques for measuring a website's success and effectiveness. Analyse web visitor traffic and data to meet a website's objectives and to improve online marketing.

CMIS 535 Topics in E-Business.

(3) (Prerequisite: CMIS 541) (Note: Content will vary from year to year.) Current issues in electronic business.

CMIS 541 Information Systems for Managers.

(3) Introduces the importance of Information Systems (IS) in organizations 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.

CMIS 542 Electronic Marketplaces and Social Media.

(3) Introduction to electronic marketplaces and their evolving role in e-business focusing predominantly on the use of general

and vertical marketplaces by businesses. Social media marketing including new channels of marketing, advertising and communication will also be discussed.

CMIS 543 Internet Business Analysis and Design.

(3) (Prerequisite: CMIS 530.) Tools and techniques to effectively design and advertise online. Measurement of results from marketing campaigns. Improve web user experience by optimising information architecture, navigation and website search engines. Management strategies in tracking and reporting of website activities and practical skills for successful web deployment will also be covered.

CMIS 544 Internet Business and Social Technologies.

(3) (Prerequisite: CMIS 541) Exploration of technologies' role as an integral part of current social and work structures. Introduction to Enterprise Resource Planning systems. Examine how technologies such as mobile devices, blogs, instant messaging and other information management systems can be used to develop and enhance work and social life.

CMIS 546 E-Business Operations.

(3) (Prerequisite: CMIS 543) Introduction to the issues involved in managing and operating a transactional web site including change management, content management, customer relationship management, site measurement, payment processing and fulfillment.

CMIS 547 E-Business Project Management.

(3) (Prerequisite: CMIS 542) Effective management of project scope, schedule, resources, change control, risk management and communications.

CMIS 560 E-Business Seminar and Project.

(3) (Prerequisites: CMIS 543, CMIS 547 and CMR2 550) Design and implementation of a practical, integrated and real project.

CMR2 542 Marketing Principles and Applications.

(3) 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 marketing institutions. Lectures and case studies on an individual basis and/or involving team work will be used.

CMR2 543 Service Marketing.

(3) (Prerequisite: CMR2 542) This course constitutes an in-depth examination of marketing as applied to the service sector of the economy and distinguishes between the marketing of products and that of services. The market-focused orientation of service organizations in both the private and public sectors will be studied, and the potential impact of this orientation on organizations competing to survive in service markets will be defined. The course develops understanding of service organizations and the ways in which a well-planned and organized marketing effort may have an impact on the development of such organizations. The course will focus primarily on the North American service market and will include case studies on both Canadian and American service organizations.

CMR2 548 Processes of Marketing Research.

(3) (Prerequisites: CMR2 542 and CMS2 521) The process of marketing research is fundamental to the marketing manager's ability to obtain useful information upon which to base marketing decisions. The course develops a practical understanding of that process from a cost-benefit perspective. The acquisition of skills in all phases of the research process, including problem definition, data collection methods and sample design among others, is a major focus of the course.

CMR2 550 E-Business Marketing Strategies.

(3) (Prerequisite: CMR2 548) Strategic marketing issues associated with the expanding world of electronic business.

CMR2 556 Buyer Behaviour.

(3) (Prerequisites: CMR2 542 and CMS2 521) This course



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focuses on the behaviour of the consumer in the marketplace and the research approaches used to gain an understanding of that behaviour. Once sensitized to issues of human behaviour in this context, students develop a deeper understanding of the basic processes specific to consumer behaviour.

CMR2 564 Marketing Communications - Strategic Approach.

(3) (Prerequisite: CMR2 542) Marketing communications has a determining effect on transactions between buyers and sellers. In this context, students learn how advertising strategies are rooted in the connection linking marketing research, product definition and techniques of product positioning. Once students have developed an understanding of total communication strategies, specialty advertising and source communication tactics are examined. There is, moreover, a practical emphasis on the techniques of carry over effects of consumer-oriented advertising in the industrial/institutional context.

CMR2 566 International Marketing.

(3) (Prerequisites: CMR2 542 and CMS2 521) Marketing management considerations of a company seeking to extend beyond the confines of its domestic market. A review of product, pricing, channels of distribution and communications policies to develop an optimum strategy (between adapting completely to each local environment and standardizing across them) for arriving at an integrated and profitable operation. Particular attention to international marketing and exporting in the Canadian context.

CMR2 590 Topics in Marketing.

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the marketing area selected from current issues or themes in literature.

CMS2 500 Mathematics for Management.

(3) (Prerequisite: CMSC 000) (Note: "Mathematics for Management" must be completed in the first semester of the Diploma in Management program.) Basic mathematics needed for business applications, including graphs of functions, series summation, mathematics of finance, annuity, discounted cash flow, internal rate of return, permutations, combinations, maxima and minima of functions with business applications in optimization, introductory statistics and probability

CMS2 505 Quantitative Analysis Tools in Decision Making.

(3) (Prerequisite: CMSC 101) This course provides applications-oriented operations research modeling tools, such as: linear programming, integer programming, network modeling, and queuing theory. Use of spreadsheet/modeling software is an integral part of this course.

CMS2 514 Analysis: Manufacturing Systems.

(3) (Prerequisite: CMS2 515) This course presents a framework for design and control of modern production and inventory systems, and bridges the gap between theory and practice of production and inventory management. The course develops analytical concepts in the area and highlights their applications in the manufacturing industry. The course is divided into three segments. The first segment looks at the production planning process and discusses in detail the resource allocation issues. The second segment deals with analysis and operation of inventory systems. The third segment integrates production planning and inventory control and looks at various integrated models for determining replenishment quantities and production lots.

CMS2 515 Operations Management.

(3) (Prerequisite: Core program) 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 516 Total Quality Management.

(3) (Prerequisite: CMS2 515) The objective of this course is to bring together several key concepts related to Total Quality Management. The topics include: Top Management Commitment,

Leadership Style, Bench Marking, Employee Involvement, Human Resource Utilization, Employee Motivation, Quality Function Deployment, Statistical Techniques for Quality Improvement, including the seven tools of quality, statistical process control, design of experiments, Taguchi's methods and quality in the service industry.

CMS2 518 Current Manufacturing Strategies.

(3) (Prerequisite: CMS2 515) Design, management and improvement of operations: examination of systems used to coordinate processes, focusing on the use and management of technology as part of such systems.

CMS2 521 Applied Management Statistics.

(3) (Prerequisite: 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 524 Management of Service Operations.

(3) (Prerequisite: CMS2 515) The course takes an operations point of view to look at companies and industries in the services sector. It builds on conceptual frameworks and cases from a wide range of service operations, selected from health care, hospitality, internet services, transportation, retailing, financial services, humanitarian services, government services, and others.

CMS2 525 Supply Chain Management.

(3) (Prerequisites: CMS2 505 and CMS2 515) This is an applications-oriented course in supply chain strategy and macro-processes of supply chain management such as supplier relations management, customer relations management, logistics and distribution. Use of operations research models and computer software will be an integral part of this course.

CMS2 530 Simulation Analysis and Modeling.

(3) (Corequisite: CMS2 525) This course focuses on the theory and practice of simulation modeling and analysis with applications in supply chain manufacturing and service operations. Use of spreadsheets and simulation modeling software is an integral part of this course.

CMS2 531 Re-Engineering and Integration of Business Systems.

(3) (Prerequisite: CMS2 525) Information systems used in supply chains are presented in the context of enterprise resource planning (ERP) systems with applications in manufacturing, retailing and distribution services sectors. Core business processes and transactions pertaining to supply chain management are identified and discussed in terms of relevant ERP modules.

CMS2 532 Lean Operations Systems.

(3) (Prerequisite: CMS2 515) (Corequisite: CMS2 525) The course focuses on the objectives and ways of the Lean Operations System and provides descriptions of the customer-oriented lean techniques, such as, just-in-time, total quality management, problem solving, materials management and load leveling. Lean management patterns like the Deming's Plan Do Check Act wheel are highlighted.

CMS2 540 Six-Sigma Quality Management.

(3) (Prerequisite: CMS2 532) The course includes a coherent and integrated description of the Six-Sigma methodology, from the problem definition phase to the control phase that demonstrates the stability of the solution. In addition, the course clarifies the relation of Six-Sigma to LEAN and summarizes the patterns to deploy Six Sigma in an organization.

CMS2 550 Supply Chain Field Project.

(3) (Prerequisites: CMS2 515, CMS2 525, CMS2 531, CMS2 532 and (CMS2 524 or CMS2 540)) This course is built around a team project involving modeling, use of lean/six sigma techniques and/or use of information systems to optimize processes across the entire enterprise/supply chain. The project could be in services (health care, banking/insurance, etc.), logistics (distribution, retailing, 3PL), or manufacturing (sourcing, production/operations planning, inventory deployment, etc).

CMS2 590 Topics in Operations Management.

(3) (Prerequisite: CMS2 514 or CMS2 516) (Note: Content

will vary from year to year.) Specialized course covering an advanced topic in the operations management area selected from current issues or themes in literature.

CMSC 000 Foundations of Mathematics.

(12 CE Units) (\$250.00) Operations with real numbers, polynomials, first-degree equations and applied word problems. Factoring, fractions, exponents, roots and radicals. Systems of linear equations and linear inequalities. Absolute values, equations and inequalities. Quadratic equations, applied problems.

CMSC 101 College Algebra and Functions.

(3) (Prerequisite: CMSC 000 Foundations of Mathematics or Diagnostic Test) Linear and quadratic functions, exponential and logarithmic functions, applications. Sequences and series, mathematics of finance. Permutations and combinations. Introduction to probability. Matrices and systems of linear equations.

CMSC 203 Survey of Basic Mathematics 1.

(3) (Prerequisite: CMSC 101) Review of analytic geometry, limits, continuity, the derivative, differentiation rules, curve sketching, application to economics, elasticity, problems in optimization, related rates, the differential, log and exponential, continuous compounding, partial differentiation, method of Lagrange multipliers, method of least squares.

CMSC 204 Survey of Basic Mathematics 2.

(3) (Prerequisite: CMSC 203) Integration, separable differential equations, definite integrals, improper integrals, applications to probability density functions; double integrals, infinite series and Taylor approximations; the algebra of matrices and determinants, systems of linear equations, Gaussian reduction, linear dependence and independence of vectors.

CMSC 221 Applied Quantitative Methods.

(3) (Prerequisite: CMSC 000 (or the Exemption by Examination test)) This course will cover the fundamentals of mathematics and algebra, and introduce statistical and quantitative techniques with a focus on applications related to the field of finance, such as simple and multiple linear regressions, financial forecasting method and generation of Pro-Forma Financial statements.

CORG 450 Workplace Health and Safety.

(3) Basic components of effective health and safety policies, programs and current legislation (CSST, WHMIS, safety committees) focusing on proactive management to ensure employees have clearly defined accountabilities for accident prevention: hazardous materials, loss prevention, workers' compensation claims, employee assistance plans, work life quality, preventative health issues, and ergonomic standards.

CORG 551 Behaviour in Organizations.

(3) 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 552 Finance and Accounting Principles for HR Management. (3) (Restrictions: Restricted to students in the Diploma in

(3) (Restrictions: Restricted to students in the Diporta in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Understanding financial statements and financial consequences of human resources management (HRM) decision-making on an organization and its bottom-line; examination of HRM implications of strategic finance issues: due diligence in mergers/acquisitions, financial commitments and liabilities associated with equity disputes and labour contract negotiations; legal and ethical implications of quantitative HRM issues.

CORG 553 Employee and Labour Relations.

(3) (Restrictions: Restricted to students in the Diploma in

Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Industrial relations framework, its legal, political, social, economic, ecological and ethical subsystems. Processes governing union-management relations, collective bargaining and dispute resolution, and the roles of executives, supervisors, employees, employee representatives, HR-IR professionals in effective employee relations in unionized and non-unionized environments.

CORG 554 Managing Occupational Health and Safety.

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) How to develop, implement and manage effective health and safety programs; competencies and roles of employees, supervisors, executives and HR; strategic, legal and ethical implications of legislation, risk behaviour; socio-psychological aspects of mental and physical health and safety issues; communications and training strategies.

CORG 555 Strategic Human Resources Management.

(3) (Prerequisite: CORG 551) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) 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.

CORG 560 Staffing Organizations.

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) HR planning and succession planning; organizational and job analysis; recruitment and selection processes which enhance individual performance and organizational effectiveness; recruitment and selection planning; validation and evaluation measurements. Strategic, legal and ethical implications of staffing practices and decisions will be analyzed.

CORG 561 Developing Human Resources.

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Human performance technology and organizational learning models address individual, team and organizational performance problems: diagnosing workplace situations, identifying causes, selecting appropriate interventions, implementing change, and evaluating results; increasing client capability delivering results while considering internal and external factors affecting performance (competing pressures and resource constraints); strategic, legal and ethical implications.

CORG 562 Total Compensation and Rewards.

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Strategic compensation management within a behavioural framework to understand rewards and motivation, work satisfaction and performance. Use of financial and non-financial rewards to attract, retain and motivate. Legal, economic, ethical and culture-fit issues in the design and implementation of direct and indirect compensation policies and systems.

CORG 565 Managing Human Resources Management Information. (3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to



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students in the Diploma in Human Resources Management, Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) How to measure human resources management value and effectiveness; data sources relevant to strategic, operational, legal and ethical HR decisions: acquiring and analyzing data from HRIS, internet, surveys; methods to ensure validity of HR metrics. Survey of specialized computerized HRM applications.

CORG 570 International Human Resources Management.

(3) (Prerequisites: CORG 560 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Managing the global workforce; focus on the strategic and legal impact of global competition, and cross-national human resources management (HRM) issues; management of expatriates; global mindsets which impact HRM policies and the various HR functional areas (e.g. staffing, compensation, management development); ethical issues in international management.

CORG 590 Topics in Human Resources Management.

(3) (Prerequisites: CORG 555 and CORG 560 and CORG 561 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management. Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) (Note: Content will vary from year to year.) Specialized course covering advanced topics in the human resources management area selected from current issues or themes in literature.

CPD2 505 Risk Management and Insurance.

(3) This course explores the fundamentals of risk management and covers the theory and practices of insurance, policy construction and interpretation for major classes of commercial and personal insurance and emphasizes the importance of decision-making criteria in selecting among various alternatives available.

CPDV 301 Risk Management.

(3) This course emphasizes the importance of decision-making criteria in selecting among the various alternatives available in risk management. Management techniques treated are: the risk management concepts and objectives; risk management in an organization and its effect on profits; risk management techniques; risk identification and analysis; forecasting and comparing risks; property risks; income risks; liability risks; personnel loss risks; probability analysis; risk management decision-making and capital budgeting methods.

CPDV 302 Risk Control.

(3) (Prerequisite: CPDV 301) This course specifically explores the selection, implementation and monitoring of risk control techniques which are essential in preventing or minimizing potential losses before they occur. Fault tree study, statistical analysis, contractual liability reviews and in-house safety programs are detailed. The course will examine the two dimensions of loss, frequency and severity, with particular attention on losses to property, people, net income and liability.

CPDV 303 Risk Financing.

(3) (Prerequisite: CPDV 301) This course explores the fundamentals of risk financing as they relate to the risk management process. The identification, implementation and monitoring of Risk Financing Techniques will be analyzed within the following guidelines: framework for risk financing; criteria for risk financing technique selection; insurance as a risk financing technique; financing property, net income, liability and personnel losses; accounting and some income tax aspects of accidental losses; implementing risk retention available options, including use of affiliated insurers; insurance pricing, selection of insurers and their representatives; risk cost allocation.

CPDV 305 General Insurance 1.

(3) This course will cover the theory and practices of

insurance, policy construction and interpretation for major classes of personal insurance. Topics covered include: general concepts; the broker/agent, the insurer, the law; automobile and habitational insurance.

CPDV 306 General Insurance 2.

(3) This course will cover the theory and practices of insurance, policy construction and interpretation for major classes of commercial insurance. Topics covered include: liability insurance and commercial property and multi-peril coverages.

CPDV 400 Risks and Capital for Banks 1.

(3) (Prerequisites: CFIN 300 and CMSC 221 and MGCR 341) This course covers classification of financial risks in banking, the concepts of risk-based regulatory and economic capital, and the evolution of the Basel II regulatory process. The basic relevant statistical tools including the Value at Risk measure, the measurement of market and interest rate risks will be presented.

CPDV 402 Risks and Capital for Banks 2.

(3) (Prerequisite: CPDV 400) This course deals with the measurement of credit and operational risks and the Top of the House regulatory and economic capital. Case studies of the 2008-2009 financial crisis, stress testing and back testing of bank capital, and model validation will be discussed.

CPL2 510 Communication and Networking Skills.

(3) 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) (Core Program) 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 531 Leadership Theory and Practice.

(3) (Prerequisite: Core program) Leadership theory and practice, including a broad survey of leadership theories and the factors responsible for leadership effectiveness.

CPL2 532 Leading Change.

(3) (Prerequisite: CORG 551) Leading and managing change issues, including the leader as a change agent and the change process itself. Various models of change and change leadership will be reviewed, as well as follower reluctance or resistance to change and strategies that leaders can use to gain follower commitment.

CPL2 533 Developing Leadership Skills.

(3) (Prerequisite: CORG 551) Role of leadership training and development in personal and organizational effectiveness. Assessing and developing personal leadership skills; developing leaders in organizational settings.

CPL2 534 Transcultural Leadership.

(3) Exploring leadership within a global and diverse context. A variety of trends that have made managing workforce diversity an essential competency for future leaders are reviewed, as are the emerging skills that managers need to develop to succeed in a global environment.

CPL2 552 Strategic Management.

(3) (Prerequisite: Advanced student) 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.

CPL2 553 Small Business Management.

(3) (Prerequisites: CACC 520 and CMR2 542) This course will focus on the concepts and activities of entrepreneurship in

the small business environment. Through the analysis of small business situations and the study of related case material, students will learn the fundamental actions required in practice to start and manage a small business. Skill acquisition will be oriented toward learning to prepare a business plan.

CPL2 554 International Business Policy.

(3) (Prerequisite: CPL2 524) Development and application of conceptual approaches to general management policy and strategy formulation in multinational enterprises. Alternative forms of international business involvement; location strategy; technology transfer; ownership strategy; planning for international divestment. Emphasis on developing practical skills, using case studies and simulated negotiating exercises.

CPL2 561 North America and Global Economy.

(3) (Prerequisite: CPL2 524) Analysis, based on theory and practice, of corporate strategies in the Canada-United States-Mexico context. Public policy impact on corporate decision-making and alternative public policy options. Experience by major industrial sectors examined and compared with global strategies. Case studies.

CPL2 590 Topics in International Business.

(3) (Prerequisite: CPL2 524) (Note: Content vary from year to year.) Specialized course covering an advanced topic in the international business area selected from current issues or themes in literature.

CPL2 595 Topics in Leadership.

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the leadership area selected from current issues or themes in literature.

CPRL 220 Fundamentals of Fund-Raising.

(3) Current status of fund-raising and philanthropy in Canada. Donor motivations, strategies for attracting support from different donor audiences, development of fund-raising campaigns for not-for-profits, charitable foundations, para-public and public-sector organizations. Role of donor organizations. Theoretical knowledge, technical skills and ethical considerations.

CPRL 223 Basics of Public Relations.

(3) An overview of public relations theory, principles and practice, including the development of the discipline and its role in society, its function in different organizations, and the techniques used in the different sub-specialties of the field.

CPRL 224 Applied Public Relations Methods.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Analyze, plan, design and execute projects that extend and hone writing and presentation skills in a self-directed manner.

CPRL 225 Media Relations.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Techniques used by organizations to communicate with stakeholders through public information media will be examined, including the media's context, objective and constraints using current issues in media.

CPRL 226 Corporate Communications.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Issues and conditions affecting the communication of corporate issues and identity will be examined including corporate branding, financial communications, social responsibility, the reciprocal effects of internal and external publics, and planning and production of corporate communication vehicles.

CPRL 227 Internal Communication.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) An examination of how internal communication strategies are designed and implemented to ensure people within an organization work together effectively and efficiently to support the organization's business plan, including the definition and purpose of internal communications that add value, as well as the communication needs of internal stakeholders.

CPRL 228 Event Management.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223)

Effective use of public and media events for communication and relationship-building with key stakeholders, including research, identification of publics, design, timelines, logistics, protocol, speeches and programs, and dealing with suppliers, as well as promotion and evaluation of the event.

CPRL 320 Public Relations Research.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) A managerial perspective on the integration of research into the communications process for program development, monitoring and evaluation covering the types and uses of quantitative and qualitative research methods, and the application of research findings.

CPRL 321 PR Issues Management.

(3) (Prerequisites: EDEC 207 or CCOM 207; CPRL 223) Mechanisms by which organizations participate in the public policy process will be examined through an understanding of the social and political contexts where public issues occur and the inherent communication processes at all levels and specifically dealing with the roles of lobbying, media relations and social responsibility.

CPRL 322 Cases in Public Relations.

(3) (Prerequisites: CPRL 224 and CPRL 225 and CPRL 226 or CPRL 227 and CPRL 320 and CPRL 321; or contact department for registration approval) (Note: Students in their last semester may take CPRL 322 concurrently with the other courses they need to complete the certificate.) Preparation of communication plans for organizations and current situations will provide the opportunity to apply the knowledge gained throughout the program. In addition, recent developments and methods in key areas of practice will be addressed.

CPRL 510 Fundamentals of Public Relations.

(3) Survey and history of public relations practice, its various sub-specialties and its role in the organizational structure. Theories of communication and applications of theoretical knowledge in the field. Recent trends and best practices in both private and not-for-profit sectors. Professional ethics and associations.

CPRL 515 Fund-raising and Philanthropy.

(3) The organization as donor and as fund-raiser. Social, legal and regulatory context of fund-raising and corporate giving. Role and structure of foundations, government agencies and other donor organizations. Corporate community support. Fund-raising campaigns (planning and methods), donor relations, working with volunteer leadership, information management, ethics and accountability.

CPRL 520 Applied Public Relations Communication.

(3) (Prerequisite: CPRL 510) (Note: Given in a workshop setting, this course will allow students to improve their skills through practice, instructor feedback and peer evaluation. Owing to the nature of the subject matter, assignments must be submitted in English.) Identification, analysis and solution of communication problems in a variety of public relations contexts. Emphasis on planning, audience, research, content, effectiveness, language, editing and design of communication tools. Practical approaches to print and Internet communication, oral presentations, and writing for media.

CPRL 530 Internal Stakeholder Communication.

(3) (Prerequisites: CPRL 510 and CPRL 520) Communication with the full range of internal stakeholders, including employees, management, Board, volunteers and foundations, as well as audiences specific to the organization such as patients, students, members, etc. Topics include organizational culture, labour relations, mobilization of stakeholders and issues/change management (i.e. mergers, acquisitions, partnerships).

CPRL 531 Media Context and Applications.

(3) (Prerequisites: CPRL 510 and CPRL 520) Context in which media operate (regulation, ownership, practical constraints).Building relationships with journalists. Media theory and current trends in media uses and technology. Strategies and tools for communicating through media, including message development, spokesperson training and media events.



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Crisis and risk communications.

CPRL 532 Public Relations Event Management.

(3) (Prerequisites: CPRL 510 and CPRL 520) Management of events in support of strategic organizational objectives for relations with investors, clients, employees, government, media or community. Special events as part of public awareness or fund-raising programs. Topics include planning, budgeting, financial support, logistics, protocol, working with suppliers and partners, promotion and evaluation.

CPRL 535 Government Relations and Public Opinion.

(3) (Prerequisite: CPRL 531) Government relations for organizations, at both the political and public service level, including lobbying, advocacy, and regulatory issues. Coalition building. Public opinion from a variety of angles, such as research methods and theory, as well as its relation to government and to information media. Media and democracy.

CPRL 540 Communication Planning.

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Students will interact with practitioners in the field. Considerable time will be required outside of classroom hours, as students will work in teams against tight deadlines. It is recommended that students not take on a heavy course load during the term they take this course.) Communication plans in real situations. Topics include environmental scanning, audits, strategy and implementation of plan, including timelines, budgeting, working with suppliers and consulting skills. Emphasis on evaluation and return on investment of communication.

CPRL 541 Ethics in Public Relations.

(3) (Prerequisites: CPRL 530 AND CPRL 531) Public relations practitioner's role and influence in the ethical organization: corporate social responsibility, laws and regulations on governance, and public accountability. Legal and ethical behaviour related to sustainable development and globalization. The ethical public relations practitioner: professionalism, codes of ethics, issues in practice.

CPRL 542 Financial Communications.

(3) (Prerequisites: CPRL 530 AND CPRL 531) Nature and function of capital markets, regulations of public trading, decision-making by institutional and retail investors and the role of the analyst. Functions of the financial communicator: road shows, financial statements, press releases, corporate presentations, annual reports and shareholder meetings. Corporate governance issues.

CPRL 543 Diversity and Community Relations.

(3) (Prerequisites: CPRL 530 AND CPRL 531) Managing the relationships of organizations with local and cultural communities, including neighbours, grass roots associations, local government, and local and ethnic media. Areas of concern range from diversity within the workplace and trans-cultural leadership to globalization issues. Applications include town hall meetings, plant tours, neighbourhood events and community investment strategies.

CPRL 590 Topics in Public Relations.

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the public relations management area selected from current issues or themes in literature.

CTPT 200 Introduction to Supply Chain Management.

(3) This course provides an overall perspective of various functions that exist within supply chains; macro processes and drivers as well as performance indicators along a supply chain are emphasized. Coordination issues are dealt with using a simulation game involving various supply chain stakeholders.

CTPT 201 Sourcing.

(3) This course is a comprehensive review of sourcing, an important area of supply chain management. It covers four major components of sourcing: the in-house or outsource decisions, the supplier selection and evaluation processes, contract management and procurement processes. Case studies are used to illustrate implementation issues in sourcing.

CTPT 202 Production and Inventory Planning and Control 1. (3) This course focuses on the study of material flow processes

by which products are created and delivered to customers. Topics include, demand management, forecasting, sales and operations planning, order, planning and production planning topics. Real-life examples, case studies and guest speakers are an integral part of course delivery.

CTPT 205 Principles of Logistics 1.

(3) (Corequisites: CMSC 101 and CCOM 205) Introduction to day-to-day management and control of the logistics function and how traffic and transportation, inventory management, packaging, customer service, communication systems and order processing activities impact an integrated organizational environment.

CTPT 206 Transportation Management and Economics.

(3) This course focuses on freight transportation, with emphasis on trucking, rail and marine modes including intermodal. Furthermore, it focuses on management of the transportation function from a carrier perspective, including a basic understanding of the structure and regulation of the transportation industry and analysis of specific case examples.

CTPT 207 Transportation Law and Policy.

(3) (Prerequisite: CTPT 206) Evolution of federal transportation policy, including the primary laws and tribunals the government uses to control and structure the Canadian transportation industry in a global context: airlines, railways, marine and trucking; the Canada Transportation Act and the legal consequences of the National Transportation Policy and international transport policy.

CTPT 208 Fundamentals of Logistics.

(3) This course addresses the infrastructure required to support logistics activities and the flow of goods and information, including: traffic and transportation, warehousing, materials handling, inventory concepts, Logistics Information Systems, performance indicators, customer service and order processing.

CTPT 220 Strategic Logistics.

(3) (Prerequisite: CTPT 225) Basic principles of logistics and applying them to the role of marketing channels of distribution as a tool employed by marketers to compete with other companies. Focuses on important issues in logistics and market channel management and their relationship to strategic marketing.

CTPT 225 Principles of Logistics 2.

(3) (Prerequisite: CTPT 205) Infrastructure required to support logistics activities and flow, specifically warehousing, materials handling, packaging, logistics information systems, performance indicators, implementation strategies and how these elements interact to form an integrated logistics process.

CTPT 310 Production and Inventory Planning and Control 2.

(3) (Prerequisite: CTPT 202) This course emphasizes inventory management, just in time manufacturing/lean production and total quality management topics. Real-life examples, case studies and guest speakers are an integral part of course delivery in highlighting implementation issues in the functions covered.

CTPT 311 Supply Chain Risk Management.

(3) (Prerequisite: CTPT 200) This course focuses on the use of available risk management techniques to deal with uncertainty in supply chains, covering issues such as identification of risks, analysis of risks, responding to risks including risk control and risk financing methods, operational and financial hedging and creating resilient supply chains.

CTPT 347 Transportation Management.

(3) (Prerequisite: EDEC 205) Structure and regulation of Canadian transportation industry, operational characteristics of modes of transportation, and competitive relationship between the modes and markets they serve. Examination of how carriers manage themselves including use of key performance indicators and role of transportation within logistics function and management of the supply chain.

CTPT 410 International Trade and Logistics.

(3) (Corequisite: CTPT 207) Fundamentals required to successfully bring goods to market on a global scale, primarily focusing on logistics trade environment, obstacles and documentation required in international trade, with a focus on parties involved in import/export, legislative and liability, terms of trade, international cargo/cargo security and

commercial documentation.

CTPT 430 Fundamentals of Integrated Business Systems.

(3) (Prerequisites: CTPT 200, (CTPT 201 and CTPT 202) or (CTPT 206 and CTPT 208)) This course examines supply chain information systems in the context of enterprise resource planning (ERP) systems with applications in the manufacturing, retailing and distribution services sectors. Core business processes and transactions pertaining to supply chain management are identified and discussed in terms of relevant ERP modules.

CTPT 440 Supply Chain Management.

 (3) (Prerequisites: CTPT 207 and CTPT 220 and CTPT 347) Addresses various aspects of Supply Chain Management focusing on the critical components, challenges and issues.
 Topics include demand planning, network design, e-business and integrated logistics management.

ECON 295 Macroeconomic Policy.

(3) (Corequisite: MGCR 293) (Restriction: For B.Com. students) (Restriction: Not open to students who have taken or are taking ECON 330 or ECON 352) (Continuing Education: requirement for CMA, CGA, I.C.B., the EA of AACI, and the CRA) (Continuing Education: 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.

EDPC 501 Helping Relationships.

(3) (Offered through Continuing Education.) A course in the basic principles of human relationships and communication skills, approached from a theoretical and experimental viewpoint. An emphasis will be given to training in basic listening skills, interviewing techniques, and the interpretation of non-verbal behaviour and communication.

EDPC 504 Practicum: Interviewing Skills.

(3) (Offered through Continuing Education.) (Prerequisite: EDPC 501) This course will enable students to become practitioners in the field of Applied Social Sciences. Theoretical principles of the helping relationship will be applied in particular situations. Demonstration, lecture, role-playing and psychodrama techniques will be used.

FINE 342 Finance 2.

(3) (Restriction: For Finance Concentration/Major/Honours) (Prerequisite: MGCR 341) (Restriction: Only one of FINE 342 or FINE 343 can be counted for credit) In-depth study of corporate finance, risk, diversification, portfolio analysis, and capital market theory.

FINE 343 Managerial Finance.

(3) (Restriction: For non-Finance students) (Prerequisite: MGCR 341) (Restriction: Only one of FINE 342 or FINE 343 can be counted for credit) (Continuing education: requirement for CGA, CMA, the Institute of Internal Auditors and the Canadian Institute of Management (in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.)) A second course in Finance for students not pursuing the Finance Concentration. Topics include short and long term asset and liability management, risk and diversification, and the nature of capital markets. Cases, lectures, projects and discussions.

FINE 443 Applied Corporate Finance.

(3) (Prerequisite: FINE 342) Concepts and techniques are

applied to problems faced by managers in Corporate Finance, such as working capital management, capital budgeting, capital structure, dividend policy, cost of capital, and mergers and acquisition. Application of theory and techniques through case studies.

FINE 448 Financial Derivatives.

(3) (Prerequisite: MGSC 272 or equivalent) The course will concentrate on both the analytical and practical aspects of investments in options and futures. The first part of the course concentrates on option and futures valuation, considering both discrete and continuous time models. The second part of the course concentrates on the practical aspects of options and futures trading.

FINE 451 Fixed Income Analysis.

(3) (Prerequisite: FINE 441) Fixed income financial instruments and their uses for both financial engineering and risk management (at the trading desk and aggregate firm level). This will involve coverage of fixed income mathematics, risk management concepts, term structure modeling, derivatives valuation and credit risk analysis.

INDR 294 Introduction to Labour-Management Relations.

(3) An introduction to labour-management relations, the structure, function and government of labour unions, labour legislation, the collective bargaining process, and the public interest in industrial relations.

INDR 494 Labour Law.

(3) (Prerequisite: INDR 294) (Restriction: Management: Open to Labour-Management Relations Major students in U3) Introduction to the basic concepts of labour law relevant to the practice of industrial relations. Historical development of labour law in certain social and legal systems and the culmination in the legislative enactments and jurisprudence of Canadian jurisdictions and certain comparative foreign models.

INDR 496 Collective Bargaining.

(3) (Prerequisite: INDR 294) Principles of collective bargaining in Canada and abroad. Problem oriented. Mock collective bargaining sessions provide an opportunity for students to apply knowledge gained.

INSY 331 Managing Information Technology.

 (3) (Prerequisite: MGCR 331) Tools and concepts necessary to manage information systems in an organization: hardware/software/telecom administration, knowledge discovery/management, web-technologies, and computer security. Focuses on both mechanical aspects of IT and conceptual understanding with regard to impact on business organizations.

INSY 332 Accounting Information Systems.

(3) (Prerequisites: MGCR 331 and MGCR 211) (Continuing Education: requirement for CGA, CMA and the Institute of Internal Auditors) Accounting cycles and information flows and the systems that manage those flows. Principals of systems development and data management as relates to accounting information. Relationship between accounting applications and transaction processing systems. Practical experience with accounting packages.

INSY 333 Systems Analysis and Modeling.

(3) (Prerequisite: MGCR 331) First two phases of the software development life cycle. Techniques used to conduct system requirement analysis, practical application of the analyst role in identifying operational problems, defining information system requirements, working with technical and non-technical staff, and making recommendations for system improvement.

INSY 341 Developing Business Applications.

(3) (Prerequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures. Discusses



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modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

INSY 342 Advanced Application Development.

(3) (Prerequisite: INSY 341) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

INSY 431 System Design and Implementation.

(3) (Prerequisite: INSY 333) (Prerequisite-Continuing Education: CCCS 300, INSY 333, INSY 437) Latter phases of the software development life cycle. Techniques used to design and implement the results of the systems analysis. Practical application of IS team roles.

INSY 432 Information Technology in Business.

(3) (Prerequisite: INSY 333) Discusses the role of the information systems department within an organization, information systems resource management, staff organization and leadership, strategic systems, planning, and end-user computing. Focuses on key IT trends in industries such as banking, insurance, manufacturing, retailing & distribution, and health.

INSY 434 Advanced Topics.

(3) (Prerequisite: MGCR 331) Current topics in the area of information systems.

INSY 437 Managing Data & Databases.

(3) (Prerequisite: INSY 333) (Management: students are encouraged to take this course as early as possible in their program.) Management of organizational data, implementation of database management systems, and the roles and responsibilities of data management personnel. Explores different models of data representation with an emphasis on the relational model; simple and complex SQL queries.

INSY 438 Interface Design & Prototyping.

(3) (Prerequisites: INSY 333 & INSY 341) (Corequisite: INSY 342) (Prerequisite-Continuing Education: CCCS 300) Practical and theoretical interface design & prototyping principles and tools. Practical application of principles in an event-driven development environment.

INSY 444 Managing Knowledge with Information Technology.

(3) (Prerequisite: MGCR 331) Types of organizational knowledge and their value for organizations, analyzing knowledge processes, and assessing tools and technologies for managing knowledge.

INSY 450 Information Systems Project Management.

(3) (Prerequisite: MGCR 331) Practical principles of project management essential to successful IS development projects or other complex undertakings within an organization; includes methods for defining, planning, and scheduling activities and resources. Discusses managerial and behavioural issues.

INSY 454 Technological Foundation for E-Commerce.

(3) (Prerequisite: MGCR 331) (Restriction: A basic understanding of HTML is necessary.) Technology trends and vocabulary pertaining to current technology developments in E-Commerce. Practical IT skills in web application design, including ASP, XML, etc. Discusses business issues affected by the introduction of e-technologies.

MGCR 211 Introduction to Financial Accounting. (3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) The role of financial accounting in the reporting of the financial performance of a business. The principles, components and uses of financial accounting and reporting from a user's perspective, including the recording of accounting transactions and events, the examination of the elements of financial statements, the preparation of financial statements and the analysis of financial results.

MGCR 222 Introduction to Organizational Behaviour.

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) Individual motivation and communication style; group dynamics as related to problem solving and decision making, leadership style, work structuring and the larger environment. Interdependence of individual, group and organization task and structure.

MGCR 273 Introductory Management Statistics.

(3) (Prerequisite: CMSC 101 College Algebra and Functions or Diagnostic Test) (Requirement for the Institute of Internal Auditors, CMA and CGA) 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, simple linear regression, non-parametric statistics. Use of computer statistics package (no computer background needed). Application to problems in business and management.

MGCR 274 Statistical Methods in Management.

(3) (Prerequisites: CMSC 204; MGCR 273) (Requirement for the Institute of Internal Auditors) Review in greater depth some topics introduced in Introductory Management Statistics. Further Topics: covariance, Bayes's Theorem, probability distributions, Power and OC curves, various tests, testing data for normality and particular distributions, multiple regression including polynomial and stepwise regression, diagnostics, indicator variables, autocorrelation, time series. Use of computer statistics package.

MGCR 293 Managerial Economics.

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the CRA) The course focuses on the application of economic theory to management problems and the economic foundations of marketing, finance, and production. Attention is given to the following topics: price and cost analysis; demand and supply analysis, conditions of competition.

MGCR 331 Information Systems.

(3) (Restriction: Fall sections restricted to BCom students.) (Continuing Education: requirement for the Institute of Internal Auditors, CMA, CGA) (Prerequisite (Continuing Education): CMSC 101 College Algebra and Functions or equivalent Basic computer skills including DOS, Spreadsheets and Word-processing and Database.) (A special seminar will be available to those students who do not possess the above basic computer skills, at the students' own expense.) Introduction to principles and concepts of information systems in organizations. Topics include information technology, transaction processing systems, decision support systems, database and systems development. Students are required to have background preparation on basic micro computer skills including spreadsheet and word-processing.

MGCR 341 Finance 1.

(3) (Prerequisite: MGCR 271 or equivalent) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) An introduction to the principles, issues, and institutions of Finance. Topics include valuation, risk, capital investment, financial structure, cost of capital, working capital management, financial markets, and securities.

MGCR 352 Marketing Management 1.

(3) (Continuing Education: requirement for the Institute of Internal Auditors, and the Canadian Institute of Management) Introduction to marketing principles, focusing on problem solving and decision making. Topics include: the marketing concept; marketing strategies; buyer behaviour; Canadian demographics; internal and external constraints; product; promotion; distribution; price. Lectures, text material and case studies.

MGCR 360 Social Context of Business.

(3) This course examines how business interacts with the larger society. It explores the development of modern capitalist society, and the dilemmas that organizations face in acting in a socially responsible manner. Students will examine these issues with reference to sustainable development, business ethics, globalization and developing countries, and political activity.

MGCR 382 International Business.

(3) An introduction to the world of international business. Economic foundations of international trade and investment. The international trade, finance, and regulatory frameworks. Relations between international companies and nation-states,

including costs and benefits of foreign investment and alternative controls and responses. Effects of local environmental characteristics on the operations of multi-national enterprises.

MGCR 423 Organizational Policy.

(3) (Restriction: Open to U2, U3 students only) (Continuing Education: requirement for CMA, CGA, the Institute of Internal Auditors, and the Canadian Institute of Management - in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.) Focus on the primary functions of general management: the formation of a corporate strategy that relates the company's opportunities to its resources, competence, and leadership style. Measures to improve organization effectiveness.

MGCR 472 Operations Management.

(3) (Prerequisite: MGCR 271 or equivalent) (Requirement for the Canadian Institute of Management) Design, planning, establishment, control, and improvement of the activities/processes that create a firm's final products and/or services. The interaction of operations with other business areas will also be discussed. Topics include forecasting, product and process design, waiting lines, capacity planning, inventory management and total quality management.

MGPO 450 Ethics in Management.

(3) (Restriction: U2 and U3 students only) An examination of the economic, legal and ethical responsibilities of managers in both private and public organizations. Through readings, case studies, discussions and projects the class evaluates alternative ethical systems and norms of behaviour and draws conclusions as to the right, proper and just decisions and actions in the face of moral dilemmas. The focus of this course is on the decision process, values and consistency of values of the individual and on the impact of systems control and incentives on managerial morality.

MGSC 272 Advanced Business Statistics.

(3) (Prerequisite: MGCR 271) (Restriction: Not open to students who have taken MGCR 272) A practical managerial approach to advanced simple and multiple regression analysis, with application in finance, economics and business, including a review of probability theory, an introduction to methods of least squares and maximum likelihood estimation, autoregressive forecasting models and analysis of variance.

MGSC 373 Operations Research 1.

(3) (Prerequisite: MGCR 271) (Prerequisite (CE): MGCR 273) (Restriction: Not open to students who have taken MGCR 373) (Note: Continuing Education: CMA Requirement) A realistic experience of analytical models which have been successfully applied in several areas of managerial decision-making like marketing, finance and IS. Emphasis on the formulation of problems, their solution approaches, limitations, underlying assumptions and practical use. Topics include: decision analysis, project management, simulation, linear and integer programming, sensitivity analysis.

MRKT 354 Marketing Management 2.

(3) (Prerequisite: MGCR 352) The decision areas in marketing. Emphasis on the use of marketing theory and concepts in the solution of realistic marketing problems. Decision making in a marketing context using cases, some of which will be computer assisted, and readings.

MRKT 355 Services Marketing.

(3) (Prerequisite: MGCR 352) Services are fleeting and involve direct contact between the supplier and the buyer.

Inventories disappear every time an aircraft takes off or the night passes for an hotel. Yet services have become the largest sector in modern Western economy and their importance shows every sign of continuing to grow. This course focuses on the key differences between product and services marketing and the skills that are necessary for the services sector.

MRKT 357 Marketing Planning 1.

(3) (Prerequisites: MRKT 354, MRKT 451, and MRKT 452 (Continuing Education: or Departmental approval)) (Restriction: Management: U3 students only) Marketing Planning is designed as a capstone to previous marketing courses; Structured approach to developing a marketing plan, proceeding from corporate mission and objectives through to detailed marketing mix programs. Lectures, discussions and cases. A field project provides marketing planning experience.

MRKT 434 Topics in Marketing 1.

(3) (Prerequisite: MGCR 352) (Corequisite (Continuing Education): MGCR 273) Current topics in marketing.

MRKT 451 Marketing Research.

(3) (Prerequisites: MGCR 352 and MGCR 271) Theoretical techniques and procedures common in marketing research. Topics include: research design, sampling, questionnaire design, coding, tabulating, data analysis (including statistical techniques). Specialized topics may encompass advertising, motivation and product research; forecasting and location theory.

MRKT 452 Consumer Behaviour.

(3) (Prerequisite: MGCR 352) A study of basic factors influencing consumer behaviour. Attention is focused on psychological, sociological and economic variables including motivation, learning, attitude, personality, small groups, social class, demographic factors and culture, to analyze their effects on purchasing behaviour.

MRKT 453 Advertising Management.

(3) (Prerequisite: MRKT 452) (Prerequisite (Continuing Education): MGCR 352; MRKT 452 or Departmental approval) (Note: Cont Ed section-check Calendar.) Surveys advertising and promotion in Canadian context. Examines activities as they relate to advertisers, the advertising agency and media. Stresses advertising by objectives as the approach to developing strategy and tactics. Real examples from current campaigns are the focal point of class discussions.

MRKT 455 Sales Management.

(3) (Prerequisite: MGCR 352) Responsibilities of the sales manager as they relate to the sales force. These include the selection of process, training alternatives, compensation and incentive plans, supervision and evaluation and budgeting and forecasting. Case studies and discussions of sales force models are used.

MRKT 456 Business to Business Marketing.

(3) (Prerequisite: MGCR 352) Decision-making and management of the marketing effort in a business to business (b-to-b) context, including the b-to-b marketing system; b-to-b purchasing; researching the b-to-b market; product, price distribution, selling and advertising decisions; strategies for business markets.

MRKT 483 International Marketing Management.

(3) (Prerequisites: MGCR 382 and MGCR 352) (Formerly MGMT 483) Marketing management considerations of a company seeking to extend beyond its domestic market. Required changes in product, pricing, channel, and communications policies. Attention to international trade and export marketing in the Canadian context.

ORGB 380 Cross Cultural Management.

(3) Cross-cultural awareness and communication skills necessary to manage in multicultural organizations. Focus on the relationship between cultural values and communication style as they affect inter and intra cultural communication of managers,



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personnel and clients of multinational and multicultural organizations.

ORGB 420 Managing Organizational Teams.

(3) (Prerequisite: MGCR 222) (Continuing Education: requirement for I.C.B.) Theory, research, and applications. Principles of team processes and effectiveness in organizational settings, specifically the theoretical developments and empirical findings of group dynamics and team effectiveness, and practical strategies and skills for successful management of organizational teams.

ORGB 421 Managing Organizational Change.

(3) (Prerequisite: MGCR 222) (Continuing Education: this course cannot be taken for credit if ORGB 522 was already completed) Organizational change theory and techniques are examined with an emphasis on techno-structural interventions such as Quality-of-Work-Life approaches. Through simulations and case-studies, the course explores initiatives in organizational change, primarily in contemporary Canadian organizations. It also includes opportunities for "hands-on" experience in work and organization redesign.

ORGB 423 Human Resources Management.

(3) (Prerequisite: MGCR 222) (Requirement for the Institute of Internal Auditors) Issues involved in personnel administration. Topics include: human resource planning, job analysis, recruitment and selection, training and development, performance appraisal, organization development and change, issues in compensation and benefits, and labour-management relations.

ORGB 424 Employment.

(3) (Prerequisite: ORGB 423) (Prerequisite (Continuing Education): ORGB 423) Reviews in sequence all aspects of the hiring of employees. Topics covered will include manpower planning, recruiting, selection, placement orientation, retirement and dehiring. Each area will be covered from legal, technical and theoretical perspectives.

ORGB 426 Human Resource Training and Development.

(3) (Prerequisite: ORGB 423) Planning, conceptualization, design, implementation and evaluation of training and career development programs. Review of the major techniques in each area. Training and development approached from a systems point of view.

ORGB 525 Compensation Management.

(3) (Prerequisite (Undergraduate): ORGB 423) (Prerequisite (Continuing Education): MGCR 222) Compensation policies and practices, consistent with motivational theories, are examined. Topics include: design and evaluation of job evaluation systems, salary structures, and performance-based pay; compensation of special employee groups; and current pay equity laws. Projects and simulations provide "hands-on" experience in the use of compensation techniques.

Programmes de langue anglaise

CEEN 211 Functional English Grammar/Writing 1.

(3) (39 hours) (Prerequisite: CEGL 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEEN 212 English Communication Practice 1.

(3) (39 hours) (Prerequisite: CEGL 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 211)

Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEEN 221 Functional English Grammar/Writing 2.

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEEN 222 English Communication Practice 2.

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEEN 331 Functional English Grammar/Writing 3.

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEEN 332 English Communication Practice 3.

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et

l'aptitude à communiquer.

CEEN 401 English Vocabulary in Context.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Focuses on English communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrasal verbs and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

CEEN 402 English Communication and Cultural Patterns.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Examines the impact of cultural patterns in communication in English. Intended for those visiting/working abroad, and/or dealing with international associates. Explores the fundamental cultural differences and business practices in the different regions of the world, and how the English language should be used in specific situations.

Destiné aux personnes qui séjournent ou travaillent à l'étranger, ou encore qui traitent avec des associés de divers pays, ce cours étudie l'effet des modèles culturels sur la communication en langue anglaise. Il inclut l'exploration des différences culturelles fondamentales et des pratiques commerciales en usage dans diverses régions du monde, de même que les différentes façons dont la langue anglaise devrait être utilisée dans des cas bien précis.

CEEN 411 English Grammar and Writing Techniques.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

CEEN 412 English Oral Communication Techniques.

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

CEEN 421 English Written Communication Contexts.

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

CEEN 422 English Oral Communication Contexts.

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

□CEGL 102 Basic English.

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of Program Director) (Due to the intensive nature of this course, the standard add/drop and withdrawal deadlines do not apply. Add/drop is the first lecture day and withdrawal is the second lecture day.) For students with little or no knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en anglais à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

CEGL 104 Elementary English 1.

(11 CE Units) (60 hours) (Prerequisite: CEGL 102 or Entrance Placement Test or Permission of the Director) (Due to the intensive nature of this course, the standard add/drop and withdrawal deadlines do not apply. Add/drop is the first lecture day and withdrawal is the second lecture day.) For students with basic knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base de l'anglais, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

CEGL 106 Elementary English 2.

(11 CE Units) (60 hours) (Prerequisite: CEGL 104 or Entrance Placement Test or Permission of the Director) (Due to the intensive nature of this course, the standard add/drop and



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□ Cela signifie que le nombre d'inscriptions à ce cours est limité.

withdrawal deadlines do not apply. Add/drop is the first lecture day and withdrawal is the second lecture day.) Instruction in listening, speaking, reading and writing English, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue anglaise. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

CEGL 213 Intensive English - Elementary 1

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): Entrance Placement Test or Permission of the Director) Designed for students who are evaluated as false beginners possessing a basic knowledge of English. Classes offer instruction in listening, reading, speaking, and writing. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in familiar situations related to daily life and familiar interactions.

CEGL 223 Intensive English - Elementary 2.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CEGL 213 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening, and reading skills in English at a high elementary level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in real life-situations related to personal life and living in an urban environment such as Montreal.

CEGL 228 Pronunciation Clinic 1.

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 102 or Permission of Director) For students with an elementary-to-low-intermediate knowledge of English who require particular pronunciation practice. A basic overview of the English phonetic system with an emphasis on segmentals, linking and rhythm. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau débutant, élémentaire ou intermédiaire bas qui ont besoin d'une formation pratique pour améliorer leur prononciation en anglais. Une introduction de base du système phonétique avec un accent particulier sur les segments, le rythme et les liaisons. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

CEGL 238 Pronunciation Clinic 2.

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 228 or CEEN 221 and CEEN 222 or permission of Director) For students with a mid-intermediate to advanced knowledge of English who wish to improve their pronunciation. A comprehensive overview of the English sound system with an emphasis on supra-segmentals, stress and intonation. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau intermédiaire moyen et élevé et de niveau avancé qui souhaitent corriger ou améliorer leur prononciation en anglais. Une révision complète du système des sons de la langue anglaise avec un accent particulier sur les supra-segments, l'accentuation et l'intonation. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

CEGL 313 Intensive English - Intermediate 1.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisites: CEGL 223, or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening and reading in English at a low-intermediate level. Course content provides students with the essential linguistic, communicative and socio-cultural skills required to initiate and respond to spontaneous interactions in a variety of real-life situations.

CEGL 323 Intensive English - Intermediate 2.

(20 CE Units) (This course is subject to limited enrolment)

(Prerequisites: CEGL 313, or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening and reading skills in English at a mid-intermediate level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to engage effectively with English language media and native speaker narration.

CEGL 333 Intensive English - Intermediate 3.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisites: CEGL 323, Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening and reading in English at a high-intermediate level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to understand nuance in public narration and critically analyze message and meaning.

CEGL 355 Intensive English - Bridge to Proficiency.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisites: CEGL 333, or Entrance Placement Test or Permission of the Director) Designed especially for students who need to consolidate and strengthen fundamental skills in English before proceeding to the advanced levels. Course content provides students with a review of learning strategies to reinforce linguistic skills and confidence, and permits the exploration of the creative power of language.

CEGL 413 Intensive English - Advanced A.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CEGL 355 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening, and reading in English at an advanced level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to succeed in an academic environment. Self-directed learning and cultural exploration are fostered.

CEGL 423 Intensive English - Advanced B.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CEGL 355 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve competency in speaking, writing, listening, and reading in English at an advanced level. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to succeed in a professional environment. Self-directed learning and cultural exploration are fostered.

Programmes de langue française

CEFN 211 Functional French Grammar/Writing 1.

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEFN 212 French Communication Practice 1.

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills. Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEFN 221 Functional French Grammar/Writing 2.

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEFN 222 French Communication Practice 2.

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEFN 331 Functional French Grammar/Writing 3.

(3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

CEFN 332 French Communication Practice 3.

 (3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

CEFN 401 French Vocabulary in Context.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332, or

Entrance Placement Test, or Permission of the Director) Focuses on French communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrases and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

CEFN 402 Persuasive French in Communication.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Development of oral and written skills necessary for efficient communication in persuasive and argumentative situations, including argumentation mechanisms, and a study of linguistic and discursive elements for the convincing transmission of complex ideas.

Ce cours vise à développer, tant à l'oral qu'à l'écrit, les compétences nécessaires pour communiquer efficacement dans des échanges argumentés. Il traite des mécanismes de l'argumentation et propose une étude des éléments linguistiques et discursifs permettant une transmission convaincante d'idées complexes.

CEFN 411 French Grammar/Writing Techniques.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

CEFN 412 French Oral Communication Techniques.

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

CEFN 421 French Written Communication Contexts.

(3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des



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□Cela signifie que le nombre d'inscriptions à ce cours est limité.

individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

□CEFN 422 French Oral Communication Contexts. (3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

CFRN 102 Basic French.

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of the Director) For students with little or no knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en français à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

CFRN 104 Elementary French 1.

(11 CE Units) (60 hours) (Prerequisite: CFRN 102 or Entrance Placement Test or Permission of the Director) For students with basic knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base du français, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

CFRN 106 Elementary French 2.

(11 CE Units) (60 hours) (Prerequisite: CFRN 104 or Entrance Placement Test or Permission of the Director) Instruction in listening, speaking, reading and writing French, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue française. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

CFRN 203 Intensive French - Beginner.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): Entrance Placement Test or Permission of the Director) Designed for students with no knowledge of French. Classes offer instruction in listening, reading, speaking, and writing. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in simple situations related to daily life and social interactions.

CFRN 223 Intensive French - Elementary Low

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): Entrance Placement Test or Permission of the Director) Designed for students who possess a basic knowledge of French. Classes offer instruction in listening, reading, speaking, and writing. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in everyday situations and simple social interactions.

CFRN 310 Specialized French for Academic/Professional Purposes.

(16 CE Units) (Prerequisite: Entrance Placement Test, or Permission of the Director) Course will develop linguistic, communicative, discursive and socio-cultural competencies at an intermediate level. Classes provide instruction in listening, speaking, reading, writing and pronunciation. Learners practice various techniques necessary for effective oral/written communication in academic/professional contexts. The course also aims at increasing students' awareness of Quebec academic/professional contexts.

CFRN 323 Intensive French - Elementary.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite(s): CFRN 203 or CFRN 223 or Entrance Placement Test or Permission of the Director) Designed for students wishing to acquire a high elementary level in speaking, writing, listening and reading in French. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in various real-life situations related to personal and social life.

CFRN 333 Intensive French - Intermediate 1.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite: CFRN 323, or Entrance Placement Test or Permission of the Director) Designed for students wishing to acquire a mid-intermediate level in speaking, writing, listening and reading in French. Course content provides students with the essential linguistic, communicative, and socio-cultural skills required to function in real-life, personal, and work-related situations.

CFRN 343 Intensive French - Intermediate 2.

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite: CFRN 333, or Entrance Placement Test or Permission of the Director) Designed for students wishing to acquire a high-intermediate level in speaking, writing, listening and reading in French. Course content provides students with the linguistic, communicative, and socio-cultural competencies required to function in various personal, social and work-related situations.

CFRN 355 Intensive French - Intermediate High

(20 CE Units) (This course is subject to limited enrolment) (Prerequisite: Entrance Placement Test or Permission of the Director) Designed especially for students who need to consolidate and strengthen fundamental skills in French before proceeding to the advanced level. Course content provides students with a review of learning strategies to reinforce linguistic skills and confidence, and permits the exploration of the creative power of language.

CFRN 423 Intensive French - Advanced.

(20 CE Units) (This course is subject to limited enrolment.) (Prerequisite(s): CFRN 343 or CFRN 355 or Entrance Placement Test or Permission of the Director) Designed for students wishing to achieve proficiency in speaking, writing, listening, and reading in French at an advanced level. Course content provides students with the linguistic, communicative, and socio-cultural skills required to interact successfully in most personal, social and professional situations. Self-directed learning and cultural exploration are fostered.

Études générales

CBUS 204 Effective Public Speaking.

(6 CE Units) This course is designed for business and

professional people who must deliver oral reports, papers, talks and speeches to all types of audiences and for those wanting to improve their communication skills in dealing with their employer, employees, colleagues and clients. Learn to speak effectively by developing your presentation and public speaking skills. This course is designed to help you relate your ideas clearly and effectively to audiences that are so vital to you and your organization. Weekly sessions feature theory, class participation, as well as constructive audience and instructor feedback in a friendly, relaxed and non competitive atmosphere.

CBUS 208D1 (8 CE Units), CBUS 208D2 (8 CE Units) Facilitation for Results.

(Through interactive exercises, simulations, video segments, theory and practical applications, facilitating any type of session will become simplified. This course is suited for anyone involved in facilitating group interaction: team leaders, supervisors, managers, community practioners, teachers, adult educators, marketing, management and quality consultants.) (Students must register for both CBUS 208D1 and CBUS 208D2) (No credit will be given for this course unless both CBUS 208D1 and CBUS 208D2 are successfully completed in consecutive terms) Principles for effective facilitation largely developed and tested in the real business world, including tools and techniques at our disposal to become effective facilitators. Topics include: best practices, strategic planning, team dynamics, decision making strategies, project and requirements facilitation, problem identification and solving, focus group facilitation, workshop facilitation.

CBUS 210D1 (8 CE Units), CBUS 210D2 (8 CE Units) Comprehensive Business Analysis.

(Aligned with the industry standard Business Analysis Book of Knowledge® (BABOK®), published by the widely recognized International Institute of Business Analysis® (IIBA®), reflects best practices in the different business domains. Who should attend: Business analysts, project managers, project team members, team leaders, consultants, process and enterprise analysts.) (Students must register for both CBUS 210D1 and CBUS 210D2) (No credit will be given for this course unless both CBUS 210D1 and CBUS 210D2 are successfully completed in consecutive terms) Fundamental principles of business analysis and tools and techniques available. Principles apply to projects of all sizes in the business world. Topics include: standards, planning and monitoring, requirements elicitation and analysis, enterprise analysis, solution assessment, competencies, finance 101 business analysis, Lean-6 Sigma approach to problem identification.

CENG 221D1 (8 CE Units), CENG 221D2 (8 CE Units) Project Management.

(Students must also register for CENG 221D2) (No credit will be given for this course unless both CENG 221D1 and CENG 221D2 are successfully completed in consecutive terms) This course addresses the fundamental principles of project management, and the tools and techniques at our disposal to help achieve our goals. These principles, largely developed and tested on engineering projects, are being successfully applied to projects of all sizes and types within the business world. Topics covered include: project definition and start up; planning, scheduling and estimating; approval process, including testing for alternatives; project information and control systems; resource selection and allocation, implementation; post-project evaluation; project management as a career; skills and knowledge required by professionals, including decision-making and resource allocation appropriate to project phases; integration with other disciplines, including accounting and finance. Students will have the opportunity to apply the principles they learn through lab sessions using the latest computerized project management tools.

CENG 222 Risk Assessment: Ore Reserves/Mine Planning. (16 CE Units) The new generation of conditional simulation technologies for assessing ore body uncertainty, effects on risk analysis and cash flow considerations. Emphasis on downstream applications pertinent to ore reserves, feasibility, design, development and planning stages of mining ventures, and financial optimization of relevant aspects of operations and production.

CENG 223 Project Management: Bridging Theory and Practice.

(4 CE Units) (Note: Presented as a series of 3-hour lectures, this course is designed for Project Management practitioners and managers.) Issues and risks commonly occurring in project delivery. Practical issues confronted by today's practicing project managers; practical and actionable solutions.

CHEM 183 World of Chemistry: Drugs.

(3) (Fall) (3 lecture hours/week) (Restriction: Not open to students who have taken CHEM 170.) Aspects of drugs including drug history, over the counter drugs (e.g. aspirin, cough remedies, allergy preparations), and street drugs. Significant attention will be paid to prescription drugs such as heart remedies and antibiotics.

RELG 254 Introduction to Sikhism.

(3) (Fall) An introduction to the historical and religious context in which the Sikh religion developed, its principal doctrines, practices and institutions and its evolution from its origins to the present, both inside and outside India.

SOIL 342 Organic Soil Fertilization.

(3) (Fall) (web-based course (offered online)) The need for using organic fertilizers to produce certified organic crops. Soil biology, nutrient requirements and fertilizers for organic crops; nutrient management and the soil foodweb; biocontrol opportunities.

Études de traduction

CCOM 205 Communication in Management 1.

(3) (Because this course uses a workshop format, attendance at first class is desirable.) (Continuing Education: 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.

CCOM 206 Communication in Engineering.

(3) (Limited enrolment) (Restriction: B.Eng. students who have not taken EDES 201 or EDEC 202) (Because this course uses a workshop format, attendance at first class is desirable.) Written and oral communication in Engineering (in English): strategies for generating, developing, organizing, and presenting ideas in a technical setting; problem-solving; communicating to different audiences, editing and revising; and public speaking. Course work based on academic, technical, and professional writing in engineering.

CCOM 207 Communication in Public Relations.

(3) (Restriction: Students in Public Relations Management Certificate only.) Identifying, analyzing, and solving communication problems in a variety of public relations contexts. Emphasis on news releases, media kits, informational and promotional materials, and oral presentations.



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□Cela signifie que le nombre d'inscriptions à ce cours est limité.

CCTR 222 English Usage for Translators.

(10 CE Units) (45 hrs) (\$285.00) Review of the major problems encountered by students when drafting texts in English. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard, regional and specialized vocabularies; textual analysis: structure of English texts at various levels (sentence, paragraph, etc.).

CCTR 223 Le bon usage pour traducteurs.

(10 CE Units) (45 hrs) (\$285.00) Review of the major problems encountered by students when drafting texts in French. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard, regional and specialized vocabularies; textual analysis: structure of French texts at various levels (sentence, paragraph, etc.).

CCTR 225 French Translation 1.

(3) (Restriction: Not open to students who have taken CCTR 220) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from English to French.

CCTR 226 English Translation 1.

(3) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from French to English.

CCTR 227 Spanish Translation 1.

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) An introduction to the principles of translation through careful analysis and translation of selected texts with a view to building competence in translating from English and/or French into Spanish.

CCTR 230 Précis-Writing / Contraction: texte.

(3) (Bilingual course / cours bilingue) This course is intended to give translators additional training which will be of practical use in their work. The emphasis will be on the understanding and analysis of texts in order to determine the essential elements needed in précis writing. Exercises based on varied French and English texts are intended to familiarize students with the preparation of texts of a practical nature, e.g. reports, minutes, abstracts. The objective of the course is to train students to summarize a given text accurately and concisely in a way that respects the form and sophistication of the original text and exploits the idiomatic nature of the language.

Ce cours vise à donner au traducteur une formation complémentaire utile à son travail. L'accent sera mis sur la compréhension et l'analyse du texte pour en dégager les éléments essentiels à partir desquels l'étudiant aura à rédiger un résumé. Exercices à partir de textes français et anglais variés visant à donner à l'étudiant l'habitude de rédiger des textes d'ordre pratique : comptes rendus, procès-verbaux, condensés. L'objectif sera d'arriver à une expression juste et concise respectant la forme et le niveau du texte, la correction et le caractère idiomatique de la langue.

CCTR 232 Documentation and Terminology/Documentation et terminologie.

(3) (Bilingual course / cours bilingue) Skills needed for research in documentation and terminology; on- and off-line use of databanks, Internet resources as well as various forms of records and corpora; introduction to MT (machine translation), CAT (computer-assisted translation) and localization.

CCTR 233 Techniques: Rédaction pour traducteurs.

(3) (en français) Les étudiants auront à rédiger d'une façon claire et concise en respectant les règles du code écrit. Ils apprendront à tirer profit de toutes les ressources stylistiques de la langue pour rendre leurs textes idiomatiques. Le cours portera sur différents aspects de la rédaction: publicité, rédaction commerciale, comptes rendus, communiqués de presse, et d'autres discours spécialisés.

CCTR 234 Writing Techniques for Translators.

(3) (In English) Students will practice writing clearly and

concisely, respecting the rules for written expression. They will learn to make use of all the stylistic resources of the language to make the text idiomatic and readable. The course will include various specialized discourses such as advertising, business letters, résumés, press releases, etc.

CCTR 237 Writing Techniques (Spanish).

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Practice in writing clearly and concisely, respecting the rules for written expression. Use of all the stylistic resources afforded by the language to make the text idiomatic and readable, including various specialized discourses such as advertising, business correspondence, résumés and press releases.

CCTR 310 Comparative Stylistics 2.

(3) (Bilingual course / cours bilingue) Provides linguistic and stylistic comparisons between English and French in terms of their relation to the practical study of Translation. Comparative analysis of the structures of the two languages will be used to outline the common problems of translation and to develop strategies for dealing with them. The emphasis will be placed on problems of grammar, syntax and style.

CCTR 317 Comparative Stylistics: Spanish/English/French.

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Linguistic and stylistic comparisons among English, French and Spanish in relation to the practical study of translation. Comparative structural analysis of the languages is used to outline the common problems of translation and to develop strategies for dealing with them. Emphasis on grammar, syntax and style.

CCTR 325 French Translation 2.

(3) (Prerequisites: CCTR 225 and CCTR 226 or CCTR 220, and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from English into French, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

CCTR 326 English Translation 2.

(3) (Prerequisites: CCTR 225 and CCTR 226 or CCTR 220, and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from French into English, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

CCTR 330 Text Revision/Révision: Texte 01.

(3) (Bilingual course / cours bilingue) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Condition préalable: CCTR 325 et CCTR 326 [ou CCTR 320]) This course is designed to teach students the principles of evaluating and correcting texts written in English or translated from French into English. Students will learn proofreading techniques and editorial practices. The relation between the translating and the revising of a text will be studied.

Ce cours vise à inculquer à l'étudiant des principes pour évaluer et corriger des textes rédigés en français ou traduits de l'anglais au français. On familiarisera l'étudiant aux techniques de la révision d'épreuves et au code typographique. La question des relations entre traduction et révision fera l'objet d'une étude.

CCTR 331 Translation Theory/Practice.

(3) (Bilingual course / cours bilingue) (Prerequisites: CCTR
 225 and CCTR 226 [or CCTR 220]) (Condition
 préalable: CCTR 225 et CCTR 226 [ou CCTR 220])
 Coordinated exercises in precise writing, translating, editing
 and revising. Review of contrastive grammar. Basic concepts of
 translation theory.

CCTR 333 Spanish Translation (into French).

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into French. Topics will cover areas of a general nature as well as business and administrative texts.

CCTR 334 Spanish Translation (into English).

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into English. Topics will cover areas of a general nature as well as business and administrative texts.

CCTR 337 Translation: German Into French.

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to French. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

CCTR 338 Translation: German Into English.

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to English. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

CCTR 340 Introduction to Spanish Text Revision.

(3) (Prerequisites: CCTR 333 or CCTR 334; and CCTR 317) (Note: The languages used in the course are Spanish, English and French.) Principles of evaluating and correcting texts written in Spanish or translated into Spanish from English or French. Proofreading techniques and editorial practices. Relationship between translation and text revision.

CCTR 360 Spanish Translation 2.

(3) (Prerequisite: CCTR 227; and CCTR 333 or CCTR 334) (Note: Language of instruction: Spanish) The emphasis of this course is on translation from English/French into Spanish. Material chosen for this course will cover those areas which at the moment are in greatest demand: law, material related to international agreements on the environment; computer science, etc.

Cours de traduction anglais/français-espagnol. Les documents étudiés pendant le cours couvrent des sujets particulièrement d'actualité : droit, accords internationaux sur l'environnement, informatique, etc.

CCTR 401 Independent Studies: Translation.

(3) (Prerequisite: Permission of the Program Director) (Condition préalable: autorisation du directeur du programme) Research, reading and special projects, permitting independent study under the guidance of a staff member specializing in the field of interest. Projects will have to be arranged individually with the instructors. A detailed study proposal must be submitted to the Director during the first week of class.

Recherche, lecture et projets spéciaux, permettant des études indépendantes sous la direction d'un membre du personnel spécialisé dans le domaine choisi par l'étudiant. Les projets doivent être conçus individuellement avec les chargés de cours. Projet d'étude détaillé à présenter au directeur pendant la première semaine de cours.

CCTR 433 French Translation 3.

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

CCTR 434 English Translation 3.

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR

432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

CCTR 435 French Translation 4.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

CCTR 436 English Translation 4.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

CCTR 437 Spanish Translation 3.

(3) (Prerequisites: CTR 317 and CCTR 360) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including management, finance, and international and monetary economics.

CCTR 438 Spanish Translation 4.

(3) (Prerequisite: CCTR 437) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including technical, legal, medical, and computer technology and software.

CCTR 441 Traduction Littéraire-Français.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (English into French) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

CCTR 442 Traduction Littéraire-Anglais.

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (French into English) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

CCTR 500 Translation Practicum.

(3) (Prerequisite: CCTR 232, CCTR 233 or CCTR 234, CCTR 431 or CCTR 432, or equivalent and departmental permission) (Conditions préalables: CCTR 232, CCTR 233 ou CCTR 234, CCTR 431 ou CCTR 432, ou l'équivalent et autorisation du département) Students produce translated texts in a simulated translation office. A reviser will work with students under the guidance of the course instructor. The Practicum provides access to technology and documentation while teaching basic skills in practice development.

Les étudiants traduisent des textes à un service de traduction virtuel. Un réviseur travaillera avec les étudiants, en collaboration avec le chargé de cours. Accès à certaines technologies et à de la documentation.

CCTR 501 Traductologie.

(3) The nature of this course is theoretical as well as practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from English into French will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation.



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□Cela signifie que le nombre d'inscriptions à ce cours est limité.

Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use Think-Aloud Protocols (TAP) whenever possible.

Ce cours est à la fois théorique et pratique. L'étudiant est d'abord appelé à se pencher sur les travaux de certains théoriciens et traducteurs, puis à mettre en pratique les théories les plus utiles. Les textes à traduire d'anglais en français seront soumis à une analyse visant à en dégager les particularités textuelles (propriétés morphosyntaxiques et stylistiques), mais aussi le contexte situationnel complexe, le « discours » interlingue et interculturel. Ce travail vise à montrer clairement que le traducteur participe à une activité de communication dont la portée dépasse très largement la simple dimension textuelle, prévenant ainsi le recours abusif au modèle linguistique classique de la traduction. Certains sujets comme la médiation culturelle et linguistique seront abordés. Pour leur permettre de se familiariser avec les processus cognitifs, les étudiants seront dans la mesure du possible regroupés par deux et encouragés à privilégier la réflexion à voix haute.

CCTR 502 Translation Studies.

(3) The nature of this course is theoretical as well as practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from French into English will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation. Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use TAPs whenever possible.

CCTR 510 Computer Assisted Translation / Informatique en traduction.

(3) (Prerequisites: CCTR 501 or CCTR 502) (Conditions préalables: CCTR 501 ou CCTR 502) This course prepares the student for this vital approach to translation through its hands-on introduction to and use of IT applied to translation. The course consists of three major interrelated parts. Basic information necessary for the production of present day translations: operating systems and word processing. Use of programs and techniques essential for the production of quality products: Term-banks (Termium, BTQ, Eurodicautom), Personal Term-bank (Proterm), Optical Character Readers (OCRs); Auxiliary software programs that help faster processing; Electronic mail and fax for speedier contact and transfer of information by modem; Desk-top publishing. Study of the various translation specific software programs available for Computer Aided Translation (CAT) such as ATAO, NATUREL, EDIBASE, DOCUCOMP and COMPARITE Machine Translation such as Systran, PowerTranslator, TranslationManager/2.

Grâce à son introduction pratique et à l'application des technologies de l'information à la traduction, ce cours permet à l'étudiant de se familiariser avec une méthode de traduction essentielle. Il est divisé en trois grandes parties étroitement liées. Données de base nécessaires au travail du traducteur systèmes d'exploitation et traitement de texte. Utilisation de programmes et de techniques essentielles à la production de travaux de qualité : banques de terminologie (Termium, BTQ, Eurodicautom); banque de terminologie personnelle (Proterm); lecteurs optiques de caractères; logiciels auxiliaires permettant d'accélérer le traitement; courrier électronique et télécopieur permettant d'accélérer les échanges et de procéder au transfert de données par modem; éditique. Étude de divers logiciels de traduction assistée par ordinateur (ATAO, NATUREL, EDIBASE, DOCUCOMP et COMPARITE). Systèmes de traduction automatique (Systran, PowerTranslator, TranslationManager/2).

CCTR 511 Traduction Spécialisée 1.

(3) (Prerequisite: CCTR 501) (Condition préalable: CCTR

501) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale. juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

CCTR 512 Specialized Translation 1.

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence. Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans

CCTR 513 Traduction Spécialisée 2.

un cours magistral traditionnel.

(3) (Condition préalable: CCTR 501) Analyse de plusieurs langues de spécialité (médicale et scientifique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

CCTR 514 Specialized Translation 2.

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. scientific and medical, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence. Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

CCTR 515 Les Classiques Anglais.

(3) This course will expose students to the translations of major literary works written in the English language. The methodology involves a diachronic and synchronic analysis on a comparative basis. Students will be able to study the stylistic characteristics of great translators who have successfully transmitted the cultural background and stylistic characteristics of great authors, and who in that process have created "new" classics in their own right, which in turn have made a significant contribution to French culture and civilization.

Ce cours permet aux étudiants d'aborder l'étude des traductions de grandes oeuvres de la littérature anglaise. La méthodologie repose sur l'analyse diachronique et synchronique comparative. Les étudiants pourront ainsi étudier les propriétés du style de grands traducteurs qui ont su respecter le contexte culturel et le style des oeuvres de grands auteurs et ont ainsi créé de « nouveaux classiques » qui sont venus enrichir la culture et la civilisation françaises.

CCTR 516 The French Canon in Translation.

(3) This seminar focuses on translations of some of the important texts in the French cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to highlight the cultural and linguistic contributions of translations from one cultural community to another and how they may influence one's perception of the English language and culture.

CCTR 517 Histoire Différentielle: Français.

(3) Following a general introduction to the evolution of the French language from Old and Middle French through the French of the 16th, 17th, 18th and 19th centuries, the main focus of this course will be on the geographical variations and recent changes in the French language as it is used today within the countries of the French-speaking world (francophonie and créolophonie). Students will analyze the cultural context of the language in a variety of texts. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

Après une introduction générale portant sur l'évolution de la langue française (le vieux et le moyen français, le français des XVIe, XVIIe, XVIIIe et XIXe siècles), ce cours porte principalement sur les variantes géographiques et l'évolution récente du français aujourd'hui en usage dans les pays francophones (francophonie et créolophonie). L'étudiant pourra analyser le contexte culturel de la langue d'un éventail de textes. Des extraits de textes représentant un vaste éventail de régions et de périodes permettent aux étudiants de se familiariser directement avec cet aspect de la traduction.

CCTR 518 Differential History of English.

(3) This course offers a brief chronological survey of the linguistic development of the English language. Although students will study the language from Middle English onwards, and some initial attention will be paid to the prehistory of English (the Indo-European and Germanic languages) and Old English, the main focus will be on the lexical and grammatical changes of Present Day English and the regional varieties that have developed throughout the English-speaking world, as these

are especially pertinent to the contemporary translator. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

CCTR 519 Guided Cultural Reading / Lectures culturelles dirigées.

(3) Under the guidance of the lecturer, students will establish their corpus based on a reading list. During class meetings students will present oral analyses and evaluations of the works they studied, taking into account their particular area of interest. Topics will cover among others national and international social, political and religious institutions and issues.

Sous la direction du chargé de cours, l'étudiant choisit ses lectures sur une liste. En classe, les étudiants font à tour de rôle des exposés oraux où ils analysent et évaluent les oeuvres étudiées en tenant compte de leur champ d'intérêt particulier. Les textes étudiés portent notamment sur des institutions et questions sociales, politiques et religieuses nationales et internationales.

CCTR 520 Applied Research: Lexicography/Recherche en lexicographie.

(3) (Prerequisites: CCTR 501 or CCTR 502 and CCTR 510) (N.B. Each student can do research in his or her chosen field of concentration) (Conditions préalables : CCTR 501 ou CCTR 502 et CCTR 510) (Nota: Chaque étudiant peut faire sa recherche dans son champ de concentration) The material of this course can be divided into three major parts: The study of the basic structures of the lexicon, lexical units, word formation, lexical norms and standardization. A comparative study of certain aspects of the English and French lexicons and their varieties in the context of translation in Canada. Research in a specialized language domain normally considered beyond the scope of general language lexicons.

Ce cours comporte trois grands volets : Étude des structures fondamentales du lexique, des unités lexicales, de la formation des mots, des normes lexicales et de la normalisation. Étude comparative de certains aspects des lexiques anglais et français et de leurs variantes dans le contexte de la traduction telle qu'elle se pratique au Canada. Recherche dans une langue de spécialité sortant du cadre des lexiques généraux.

CCTR 521 Advanced Comparative Sylistics.

(3) The course provides an in-depth analysis of Spanish stylistics in comparison with English and French. The analysis of the structures of the Spanish language will be used to outline common problems of translation and to help students develop strategies for solving them. Students who are proficient in either English or French will be asked to do comparative studies of Spanish and their target language. Active participation in workgroups (oral and written) is essential since students will apply in practice what they have seen in theory. Objectives: To perfect students' knowledge of such concepts as language level, barbarisms, false cognates, and principles of correct usage; to provide an in-depth study of translation procedures and mechanisms, emphasizing the stylistic differences in language pairs; to examine and compare the underlying structures of Spanish and the target language used by the student.

Stylistique comparée de l'espagnol (niveau avancé). Ce cours propose une analyse approfondie de la stylistique comparée de l'espagnol et de l'anglais et du français. L'analyse des structures de l'espagnol permet de dégager des problèmes de traduction communs afin d'aider les étudiants à mettre au point des stratégies pour les résoudre. Les étudiants doivent réaliser diverses études comparatives de l'espagnol et de leur langue cible. La participation active à des groupes de travail (travaux oraux et écrits) est essentielle, car les étudiants doivent mettre en pratique ce qu'ils ont appris dans le cadre des cours théoriques. Objectifs : Permettre à l'étudiant d'approfondir certaines notions comme les niveaux de langue, les barbarismes, les faux-amis et les règles du bon usage. Permettre l'étude approfondie des procédés et mécanismes de traduction et surtout



Certains cours ne sont pas offerts chaque année et des changements ultérieurs à la publication de cet annuaire sont possibles. Pour les tout derniers renseignements sur les cours offerts, veuillez consulter l'horaire des cours au site suivant: <u>http://francais.mcgill.ca/students/courses/calendars</u>

□ Cela signifie que le nombre d'inscriptions à ce cours est limité.

des différences stylistiques que présentent les deux langues choisies. Examiner et comparer les structures sous-jacentes de l'espagnol et de la langue cible choisie par l'étudiant.

CCTR 522 Advanced Précis - Writing (Spanish).

(3) The emphasis of this course will be on the understanding and in-depth analysis of a variety of texts of various areas in order to determine which are the essential elements needed in précis-writing. The exercises, which will be of a very practical nature, will include the summarizing of reports, minutes and abstracts. Students will learn to summarize texts accurately and concisely in a way that respects the form and rhetoric of the original text and exploits its idiomatic nature. Objectives: The student will perfect skills in analytical reading of texts for contents and structure skills in rendering the texts in a condensed form the capacity to synthesize.

Ce cours met l'accent sur la compréhension et l'analyse de textes de différents domaines pour en dégager les éléments essentiels nécessaires à la rédaction d'un résumé. Les exercices de nature très pratique consistent notamment à faire la contraction de rapports, de comptes rendus et de résumés. L'étudiant doit en arriver à une expression juste et concise qui respecte la forme et le style du texte original et en fait ressortir le caractère idiomatique. Objectifs : L'étudiant devra se perfectionner dans les domaines suivants : aptitude à analyser un texte pour en dégager le contenu et la structure; aptitude à rendre un texte en le résumant; capacité de synthèse.

CCTR 523 Text Revision in Spanish/Révision de textes en Espagnol.

(3) This course is designed to perfect the students' knowledge of the principles of evaluating and correcting texts written in Spanish and translated into English or French. Proofreading techniques and editorial practices will be studied and practiced. The relation between the translating and revising of a text will also be studied. Work will also be done using texts translated from English or French into Spanish when appropriate. Objectives: To make students fully aware of the fact that for good text revision one must take into consideration not only correct spelling and grammar, but also the message, style and targeted readers of the original text.

Ce cours doit permettre à l'étudiant de mieux se familiariser avec les principes de l'évaluation et de la correction de traductions en anglais ou en français de textes espagnols. Les techniques de correction d'épreuve et de rédaction y sont abordées et mises en pratique. On y traite également des rapports entre la traduction et la révision. Certains travaux porteront au besoin sur des traductions en espagnol de textes anglais ou français.

CCTR 524 Differential History of Spanish.

(3) Following a general introduction to the evolution of the Spanish language from the Medieval period, through the Golden Age to Modern Spanish, the main focus of this course will be on the geographical diversity of the Spanish language. Usage in Spain will be contrasted with the forms used in the different parts of Latin America. Students will also analyze the cultural context of the language in a variety of texts.

Après une introduction générale retraçant l'évolution de l'espagnol (le Moyen Âge, l'âge d'or et l'époque actuelle), le cours porte principalement sur la diversité géographique de l'espagnol. L'usage en Espagne sera comparé aux formes en usage dans différents pays d'Amérique latine. L'étudiant devra également analyser le contexte culturel de la langue de divers textes.

CCTR 525 Spanish Canon in Translation.

(3) This seminar focuses on translations of some of the important texts in the Spanish cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to demonstrate how translations can contribute to and influence, sometimes profoundly, the perception and understanding of Hispanic culture.

CCTR 526 Linguistics for Translation / La linguistique et la traduction.

(3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) This course is designed to give the student an overview of the scientific study of language and the manner in which it can be applied to translation. Students will apply their theoretical knowledge in

a series of practical exercises on the various topics. The course consists of three major parts: a) A presentation of the basic concepts of linguistics. b) A study of the mechanics of language with a particular emphasis on morphology and syntax and the use of the writing code. Application of the concepts of deep structure and surface structure to help in the decoding and encoding of texts in two different languages. c) A study of the theories of socio- and psycholinguistics as applied to translation.

Ce cours vise à donner à l'étudiant une vue d'ensemble de l'étude scientifique du langage et de ses modalités d'application à la traduction. Des exercices pratiques portant sur divers sujets permettent à l'étudiant de mettre en pratique ses connaissances théoriques. Le cours comprend trois grands volets : a) Une présentation des notions de base de la linguistique; b) Étude des mécanismes du langage et particulièrement de la morphologie, de la syntaxe et du code écrit. Application des notions de structure profonde et de structure superficielle pour faciliter le décodage et le codage de textes dans deux langues; c) Une étude des théories de la socio- et de la psycholinguistique appliquées à la traduction.

CCTR 527 History of Translation/Histoire de la traduction. (3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) In this course students will study the main trends in translation in the West from Antiquity to the present. Through a study of the most significant approaches to translation and the representatives of the different schools of thought through the ages, students will obtain an overview of the development of the profession. The course consists of two major parts: A diachronic study of language mediation and its role within the different cultures and the in-depth study of specific topics of outstanding importance within the evolution or translation.

Ce cours porte sur les grands courants de la traduction en Occident, de l'Antiquité à l'époque moderne. Fondé sur l'étude historique des courants les plus marquants et des grands représentants des différentes écoles, il propose une vue d'ensemble de l'évolution de la profession. Il comporte deux grands volets : une étude diachronique de la médiation du langage et de son rôle dans différentes cultures, l'accent étant mis sur la traduction de textes. L'étude approfondie de certaines questions précises qui revêtent une importance exceptionnelle pour l'évolution de la traduction.

CCTR 528 Current Cultural Topics.

(3) In this course the emphasis is on practical cultural studies. Students will be presented with the most recent developments in society on a variety of topics such as culture, national and international politics or popular science and technology in order to master the key vocabulary used in the different areas. The main objective of the course is to expose students to significant new topics of general interest in society with specific vocabularies in both English and French. Third languages will be accommodated whenever possible. Students will do practical work in terminology as well as field research.

Questions d'actualité : Ce cours met l'accent sur les études cu lturelles à caractère pratique. Il s'agit d'un tour d'horizon des évènements les plus récents survenus dans diverse domaines comme la culture, la politique nationale et internationale ou la vulgarisation scientifique et technologique que vise l'acquisition du vocabulaire de base de chaque domaine. L'objectif primordial du cours est de permettre aux étudiants de se familiariser avec de nouvelles questions sociales d'intérêt général et avec le vocabulaire anglais et français qui s'y rapporte. Dans la mesure du possible, on tiendra également compte d'une troisième langue. L'étudiant devra faire des travaux pratique de terminologie et mener une recherche sur le terrain.

CCTR 529 Text Revision/Révision: Texte 02.

(3) This course is designed to provide students with advanced practice in evaluating and correcting texts written in English or French. Students will perfect their proofreading techniques and editorial practices. The texts will be of a specialized nature so as to expose students to the more complicated aspects. Accuracy will be stressed. During workshop activities students will be encouraged to work in pairs and use TAPs whenever

possible.

Ce cours vise l'acquisition de techniques poussées d'évaluation et de correction de textes anglais et français. Les étudiants y perfectionneront leurs techniques de correction d'épreuves et de rédaction. Le travail portera sur des textes spécialisés afin que les étudiants puissent se familiariser avec les aspects les plus complexes du travail. L'accent sera mis sur la précision. Durant les ateliers pratiques, les étudiants seront invités à travailler deux par deux et à privilégier le plus possible la réflexion à voix haute.

CCTR 551 Comprehensive Evaluation/Évaluation globale.

(0 CE Units) (\$100.00) Upon completion of each course, the student will select the best work produced for that course. It will be set aside to form part of the "best-work" portfolio which the student will present to a graduating committee after completing all required and complementary courses. The selection of material for this purpose will be done in collaboration with the student's adviser and in such a way as to reflect all different aspects of the knowledge acquired by the student over the duration of his studies and to highlight the particular aspects and relevance of each of their courses.

À la fin de chaque cours, l'étudiant devra choisir son meilleur travail et le verser au dossier des travaux qu'il soumettra à un comité une fois qu'il aura mené à bien tous les cours obligatoires et facultatifs de son programme. Le choix de ces travaux se fait avec la collaboration du conseiller de l'étudiant; il reflète tous les versants des connaissances acquises par l'étudiant durant ses études et met en lumière les particularités et la pertinence de chaque cours suivi.

CPRT 211 Portuguese First Level.

(10 CE Units) (45 hrs) Frequent and systematic drill is used to develop rapid responses to spoken Portuguese and to enable the student to read quickly.

CPRT 221 Portuguese Second Level.

(10 CE Units) (45 hrs) (Prerequisite: CPRT 211) Conducted entirely in Portuguese and its aims are to speed up fluency, to achieve correctness of pronunciation, and to give a review of grammatical structures. Oral and written exercises will be given. Readings will be taken from modern Portuguese and Brazilian literature.

CSPN 211 Spanish 1.

(10 CE Units) (45 hrs) Designed to help students develop a basic knowledge of the Spanish language sufficient to communicate both orally and in writing in everyday situation. Differences between Latin American and Peninsular pronunciation and vocabulary will be discussed. Use of language and computer laboratories is an integral part of the course.

CSPN 221 Spanish 2.

(10 CE Units) (Prerequisite: Spanish 1 or equivalent) (45 hours) Course conducted entirely in Spanish. It aims to improve fluency, to achieve correctness in pronunciation, and to give an initial review of grammatical structures. Oral and written exercises form an integral part of the course. Cultural readings will be taken from literature (short stories), the Web, and newspapers.

CSPN 231 Spanish 3.

(10 CE Units) (Prerequisite: Spanish 2 or equivalent) (45 hours) Designed to help students acquire an Intermediate-High level of proficiency by further developing the four language skills. The course includes a wide range of activities - including electronic - to help students communicate more effectively. Spanish and Spanish-American short stories, magazine and newspaper articles will provide material for class discussions and presentations.

CSPN 241 Spanish 4.

(10 CE Units) (Prerequisite: Spanish 3 or equivalent.

Attendance requirement: Not less than 2/3 of lectures) (45 hours) While designed to allow students to reach functional competence in everyday situations, this course pays special attention to the more difficult aspects of grammar and social/business communication strategies. Readings will range from short literary texts to articles from magazines and newspapers. Computer software will be integrated whenever possible.

CSPN 352 Spanish 5: Business.

(10 CE Units) (Prerequisite: Spanish 4 or equivalent) (45 hrs) This course prepares students for successful communication in the Spanish-speaking business world. It introduces essential vocabulary in business contexts, reinforces strategies for understanding, interpreting, and responding to new information. It provides the format, style, language and protocol common to the business world, and provides abundant opportunities for interactive practice.

CSPN 353 Advanced Spanish Conversation/Espagnol,Conversation Avancée.

(10 CE Units) (45 hours) (Prerequisite: CSPN 241 or equivalent) Designed to provide students who have completed Fourth Level Spanish with the opportunity to practice the language through discussion of selected texts and topics of interest.



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□ Cela signifie que le nombre d'inscriptions à ce cours est limité.

Modalités d'inscription



« Après avoir obtenu un diplôme d'une autre université, j'ai été attiré par McGill et par sa solide réputation pour former des professionnels et des diplômés de calibre international. Afin de bien débuter ma carrière, je me suis inscrit au diplôme d'études supérieures en gestion des relations publiques du CEP et j'ai commencé par suivre les cours Applied Public Relations et Media Context and Applications.

En plus du prestige lié à une éducation à McGill, les étudiants des Études professionnelles et de gestion (EPG) bénéficient également du savoir de leurs enseignants. Les chargés de cours font preuve d'une expérience formidable et d'une compréhension remarquable de l'industrie, ce qui confère une valeur inestimable à l'éducation et à la stimulation intellectuelle des étudiants.

Lors de mes études aux EPG, je me suis lié d'amitié avec plusieurs de mes camarades et professeurs. Beaucoup d'étudiants, tout comme moi, ont récemment obtenu leur diplôme de premier cycle et s'engagent maintenant sur le chemin de carrières passionnantes.

Je recommanderais les EPG de McGill à toute personne désirant se centrer sur un créneau particulier en affaires. Les gens travaillant à temps plein ou inscrits à un programme d'études dans une autre université y trouveront maintes sources d'inspiration – le matériel scolaire et la qualité de l'enseignement sont exceptionnels. »

Rohit Gogna, étudiant aux études supérieures, Études professionnelles et de gestion

11 Modalités d'inscription

11.1 Critères d'admission

Les critères d'admission pour les programmes offerts par le Centre d'éducation permanente varient. Veuillez consulter l'unité d'enseignement appropriée pour obtenir les critères d'admission du programme auquel vous souhaitez vous inscrire.

11.2 Programmes d'études

Liste des programmes qui exigent une marche à suivre officielle pour l'admission au programme :

11.2.1 Programmes de premier cycle

11.2.1.1 Baccalauréat en commerce (temps partiel)

Pour de plus amples renseignements, voir la section 1.8 « Baccalauréat en commerce pour les étudiants à temps partiel ».

11.2.1.2 Programmes de formation professionnelle et commerciale

Pour de plus amples renseignements, voir la section 1 « Études professionnelles et de gestion (programmes de certificat de premier cycle et B. Com. à temps partiel) ».

Certificat en comptabilité

- Certificat en entreprenariat
- Certificat en finance
- Certificat en gestion des services de santé et des services sociaux
- Certificat en gestion des ressources humaines
- Certificat en gestion
- Certificat en marketing
- Certificat en relations publiques
- Certificat en gestion des risques
- Certificat en développement de logiciels
- Certificat en logistique et gestion de la chaîne d'approvisionnement
- Certificat en analyse et conception des systèmes informatiques
- Certificat en pratique du service social auprès des populations autochtones
- Certificat en pratique du service social auprès des populations nordiques

11.2.1.3 Programmes en sciences de l'éducation

Pour de plus amples renseignements, voir la section 4 « Sciences de l'éducation ».

Diplôme en relations humaines et éducation à la vie familiale Certificat en intégration scolaire

- Certificat en formation des maîtres inuits et des Premières nations
- Certificat en alphabétisation des autochtones
- Certificat en enseignement intermédiaire en milieu autochtone
- Certificat en leadership pédagogique pour les Premières nations et les Inuits
- Baccalauréat en sciences de l'éducation pour enseignants titulaires d'un brevet d'enseignement
- Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement
- Certificat en formation des conseillers pédagogiques inuits et de Premières nations

11.2.1.4 Programmes de langues anglaise et française

Pour de plus amples renseignements, voir la section 5 « Programmes de langues anglaise et française (programmes de langue anglaise) » et la section 6 « Programmes de langues anglaise et française (programmes de langue française) ».

Certificat de compétence - anglais pour la communication professionnelle

Certificat de compétence - français pour la communication professionnelle

Certificat de compétence en anglais - langue et culture Certificat de compétence en français - langue et culture

11.2.1.5 Traduction

Pour de plus amples renseignements, voir la section 7 « Études de traduction ».

Certificat en traduction - anglais-français Certificat en traduction - français-anglais Certificat en traduction - espagnol-anglais Certificat en traduction - espagnol-français Certificat en traduction - anglais/français-espagnol

11.2.1.6 Espagnol et portugais

Pour de plus amples renseignements, voir la section 7 « Études de traduction ».

Cours non assortis d'unités d'espagnol et de portugais (aucune demande d'admission n'est requise) Certificat de compétence en espagnol

11.2.2 Programmes d'études supérieures

11.2.2.1 Cours et programmes de formation professionnelle et commerciale

Pour de plus amples renseignements, voir la section 2 « Études professionnelles et de gestion (programmes d'études supérieures, diplômes et certificats d'études supérieures) ».

Diplômes en gestion dans onze spécialités :

Diplôme en gestion : Entreprenariat
Diplôme en gestion : Soins de la santé
Diplôme en gestion : Ressources humaines
Diplôme en gestion : Commerce international
Diplôme en gestion : Commerce sur Internet
Diplôme en gestion : Leadership
Diplôme en gestion : Marketing
Diplôme en gestion : Gestion des opérations
Diplôme en gestion : Relations publiques
Diplôme en gestion : Fiscalité
Diplôme en gestion : Trésorerie - finances

Certificats d'études supérieures

Certificat d'études supérieures en entreprenariat

- Certificat d'études supérieures en gestion des soins de la santé
- Certificat d'études supérieures en gestion des ressources humaines

Certificat d'études supérieures en commerce international Certificat d'études supérieures en commerce sur Internet Certificat d'études supérieures en leadership

Certificat d'études supérieures en marketing

Certificat d'études supérieures en gestion des opérations Certificat d'études supérieures en gestion des relations publiques

Certificat d'études supérieures en fiscalité

Certificat d'études supérieures en trésorerie - finances Certificat d'études supérieures en expertise comptable

Programmes de diplôme

Diplôme en comptabilité Diplôme en affaires électroniques Diplôme en finance Diplôme en gestion des ressources humaines Diplôme en gestion des ressources humaines Diplôme en gestion - Général Diplôme en gestion des relations publiques Diplôme en gestion des opérations et de la chaîne d'approvisionnement Diplôme d'études supérieures en fiscalité

11.2.2.2 Sciences de l'éducation

Pour de plus amples renseignements, voir la section 4 « Sciences de l'éducation ».

Certificat d'études supérieures en orientation appliquée à l'enseignement

11.2.2.3 Traduction

Pour de plus amples renseignements, voir la section 7 « Études de traduction ».

Diplôme d'études supérieures en traduction - anglais-français Diplôme d'études supérieures en traduction - français-anglais Diplôme d'études supérieures en traduction - espagnol-anglais Diplôme d'études supérieures en traduction - espagnol-français

11.3 Formalités d'admission

11.3.1 Baccalauréat en commerce (temps partiel)

Les inscriptions au programme de baccalauréat en commerce doivent se faire auprès de la Gestion de l'effectif étudiant. Les étudiants peuvent s'inscrire en ligne à l'adresse suivante : http://francais.mcgill.ca/applying. Vous pouvez également vous procurer les formulaires de demande d'admission au Point de Service, 3415, rue McTavish, Montréal, Québec, H3A 1Y1.

Pour de plus amples renseignements sur les dates limites et la marche à suivre concernant la soumission des dossiers, veuillez communiquer avec la Gestion de l'effectif étudiant.

11.3.2 Programmes d'éducation permanente de la Faculté des sciences de l'éducation

Les demandes d'admission aux programmes d'éducation permanente de la Faculté des sciences de l'éducation peuvent se faire en ligne à l'adresse suivante : http://francais.mcgill.ca/applying. Les étudiants doivent remplir le formulaire de demande d'admission et faire parvenir les documents exigés à l'unité d'enseignement appropriée. Pour de plus amples renseignements sur les dates limites et la marche à suivre concernant la soumission des dossiers, consultez le site Internet à l'adresse suivante : www.mcgill.ca/conted/acad/education.

Pour des renseignements sur l'admission aux programmes des Premières nations et des Inuits, les candidats doivent communiquer avec le Bureau de la formation des maîtres inuits et des Premières nations au 514-398-4533.

11.3.3 Programmes de certificats de premier cycle, et de certificats et de diplômes d'études supérieures du Centre d'éducation permanente

Le Bureau des affaires étudiantes du Centre d'éducation permanente s'occupe des admissions aux programmes officiels offerts par le Centre, à l'exception du baccalauréat en commerce et du baccalauréat en sciences de l'éducation.

Il est préférable de soumettre votre demande d'admission en ligne à l'adresse suivante : http://francais.mcgill.ca/applying. Nous disposons toutefois d'un nombre restreint de formulaires sur papier disponibles sur demande par téléphone en composant le 514-398-6200 ou par courriel à l'adresse suivante :

admissions.conted@mcgill.ca. Vous pouvez également vous en procurez une copie en personne au 688, rue Sherbrooke Ouest, 11^e étage. Les formulaires sont également disponibles en format PDF sur le site Internet.

Dates limites de dépôt des demandes pour tous les programmes :

Trimestre d'automne	1 ^{er} juin
Trimestre d'hiver	1 ^{er} octobre
Trimestre de printemps	1 ^{er} février

11.3.3.1 Droits d'admission

Des droits non remboursables de 65 dollars canadiens ou américains sont exigés et doivent être acquittés par carte de crédit Visa ou MasterCard. Ces frais couvrent notamment l'évaluation de relevés de notes pour les étudiants qui demandent une reconnaissance d'équivalences à l'admission.

Le service de paiement électronique hautement sécurisé de McGill réduit les risques associés aux paiements par cartes de crédit. Vos renseignements de carte de crédit sont transmis instantanément à la passerelle de paiement de Moneris et ne sont pas conservés à McGill. L'entreprise Moneris traite 80 % de toutes les transactions par carte de crédit au Canada. McGill ne peut traiter les demandes en ligne sans carte de crédit valide. Si vous ne pouvez pas payer par carte de crédit, vous devrez soumettre une demande sur papier. Votre paiement pourra alors être fait par chèque visé, mandat-poste ou carte bancaire.

11.3.3.2 Suivi de votre demande d'admission

Un accusé de réception de votre demande d'admission vous sera envoyé par courriel à l'adresse figurant sur celle-ci.

Votre accusé de réception vous fournira un numéro matricule de McGill ainsi qu'un NIP que vous pourrez utiliser pour ouvrir une session sur le site de Minerva, le système administratif libre-service en ligne de McGill à l'adresse suivante : http://trancais.megill.co/applving/tapvingstatus

http://francais.mcgill.ca/applying/knowingstatus.

A l'aide de Minerva, vous pourrez faire le suivi de votre demande d'admission, y compris la réception des pièces justificatives envoyées.

11.3.3.3 Documents d'appoint - programmes de premier cycle

Les documents suivants doivent être fournis pour permettre l'étude du dossier :

 Un relevé de notes non officiel (le cas échéant) et deux pièces d'identité. Les étudiants doivent prendre les dispositions nécessaires afin qu'un relevé de notes officiel, confirmant l'obtention d'un grade, soit envoyé directement de leur ancienne école ou université au Centre d'éducation permanente (voir la section 12.2.2 « Documents légaux »). Les candidats à l'admission titulaires d'un diplôme d'études collégiales (DEC) doivent fournir leur code permanent afin que l'Université McGill puisse accéder aux bulletins de notes via un système électronique d'accès aux données.

- Une preuve d'âge : Les candidats âgés de 21 ans ou plus ne possédant pas les titres scolaires préalables peuvent être admis à titre d'étudiants adultes. Deux pièces d'identité doivent être annexées.
- 3. Les résultats du TOEFL, du IELTS, de l'APIEL, du TELP ou le certificat de compétence en anglais de McGill (le cas échéant) si votre langue maternelle n'est pas l'anglais. Voir la section 1.12.2 « Preuve de compétence en anglais » ou la section 2.6.2 « Preuve de compétence en anglais ». Les candidats qui ont terminé leurs études secondaires et collégiales au Québec n'ont pas à fournir une preuve de compétence en anglais.
- Une preuve de citoyenneté canadienne ou de statut de résident permanent du Canada : voir la section 12.2.2 « Documents légaux ».
- 5. Une preuve de résidence au Québec : voir la section 12.2.2 « Documents légaux ».
- Le ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) exige un code permanent pour tous les étudiants inscrits dans une université québécoise. Voir la section 12.2.2 « Documents légaux ».

11.3.3.4 Documents d'appoint - programmes d'études supérieures

Les étudiants qui désirent s'inscrire à un programme d'études supérieures doivent être titulaires d'un grade octroyé par une université reconnue. Ce grade doit être équivalent à un diplôme de premier cycle reconnu par le ministère de l'Immigration et des Communautés culturelles. Les programmes peuvent avoir des critères d'admission supplémentaires. Veuillez consulter les critères d'admission dans la description du programme.

Les documents suivants doivent être fournis pour permettre l'étude du dossier :

- Un relevé de notes non officiel confirmant le grade obtenu ou une lettre de l'université précisant la date prévue d'obtention du diplôme (si celui-ci n'a pas encore été obtenu).
- Pour que leur demande soit prise en considération, tous les étudiants doivent faire parvenir au Bureau des affaires étudiantes (admissions), par le biais de leur ancien établissement d'enseignement, un relevé de notes officiel confirmant qu'ils sont titulaires d'un grade universitaire.
- Les résultats du TOEFL, du IELTS, de l'APIEL, du TELP ou le certificat de compétence en anglais de McGill (le cas échéant) si votre langue maternelle n'est pas l'anglais. Voir la section 2.6.2 « Preuve de compétence en anglais ». Les candidats qui ont terminé leurs études secondaires et collégiales au Québec n'ont pas à fournir une preuve de compétence en anglais.
- Une preuve de citoyenneté canadienne ou de statut de résident permanent du Canada : voir la section 12.2.2 « Documents légaux ».
- 5. Une preuve de résidence au Québec : voir la section 12.2.2 « Documents légaux ».
- Le ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) exige un code permanent pour tous les étudiants inscrits dans une université québécoise. Voir la section 12.2.2 « Documents légaux ».

Nota: Vous ne pouvez pas présenter une demande d'admission à titre d'étudiant adulte aux programmes d'études supérieures.

11.3.3.5 Échéance pour la réception de documents d'appoint pour une demande d'admission à McGill

Toute la documentation d'appoint exigée, notamment les relevés de notes, les résultats de tests, les lettres de recommandation ou les portfolios (selon le programme), doit être transmise à l'Université avant la date limite, soit le 1^{er} juin pour les admissions d'automne, le 1^{er} octobre pour les admissions d'hiver et le 1^{er} février pour les admissions du printemps.

11.3.3.6 Quels sont les documents officiels exigés pour l'admission à McGill ?

McGill exige des versions officielles de tous les relevés de notes et autres résultats scolaires provenant d'autres écoles et établissements d'enseignement; il en va de même pour les résultats de tests et d'examens. À McGill, la mention « officiel » signifie que l'Université devra, sans le moindre intermédiaire, recevoir directement les relevés de notes, les résultats de tests et d'examens produits par les écoles, les établissements d'enseignement et les commissions d'examen, dans le cas des étudiants qui passent des examens du *Advanced Level*. L'Université ne reconnaît aucun caractère officiel aux photocopies, même certifiées par un notaire, un commissaire à l'assermentation, un membre du personnel du Centre d'éducation canadien ou d'une ambassade du Canada. L'Université ne prend également pas de décisions conditionnelles fondées sur des relevés ou des équivalences sans caractère officiel.

Nous reconnaissons que, dans le cas de certains pays, il s'avère difficile de faire envoyer des relevés officiels. Nous sommes également conscients des difficultés auxquelles font face les personnes n'habitant plus le pays où elles avaient étudié. Le cas échéant, veuillez nous en faire part par écrit. S'il y a lieu, nous envisagerons la possibilité de reporter la date limite de soumission des documents d'appoint.

Pour obtenir de plus amples renseignements, dont la liste complète des documents acceptés et le formulaire d'attestation de résidence, veuillez communiquer avec le Bureau des affaires étudiantes au 514-398-6200.

11.4 Report ou refus de l'offre d'admission ?

L'offre d'admission est valide pour une année universitaire à compter de la session d'admission. Si vous ne vous inscrivez à aucun cours pendant cette période d'un an, vous devrez présenter une nouvelle demande d'admission. Si vous souhaitez refuser l'offre d'admission, veuillez communiquer avec le Bureau des affaires étudiantes par courriel afin de faire connaître votre décision : admissions.conted@mcgill.ca.

11.5 Changement de programme

Un étudiant peut demander un seul changement de programme; toute demande subséquente sera considérée comme une nouvelle admission. L'étudiant devra alors remplir un formulaire de demande d'admission et payer les droits d'admission de 65 \$. L'étudiant qui souhaite passer d'un programme à un autre doit présenter une demande écrite au Bureau des affaires étudiantes. Veuillez noter qu'un étudiant ne peut demander un changement de programme durant la session où il a été admis.

11.6 Reconnaissance d'équivalences

La reconnaissance d'équivalences est traitée au moment de l'admission, à la suite d'une demande écrite de l'étudiant, et est fondée sur les documents fournis avec la demande d'admission. Toutefois, vous pouvez toujours demander une reconnaissance d'équivalences pour des cours assortis d'unités, mais la reconnaissance d'équivalences ne sera consentie que pour les cours équivalents avec unités suivis durant les cinq dernières années au niveau approprié et si la note obtenue respecte les exigences de l'Université.

11.6.1 Demande de reconnaissance d'équivalences post-admission

Les étudiants qui demandent une reconnaissance d'équivalences après l'admission doivent remplir une « Demande de reconnaissance d'équivalences » et la présenter au Bureau des affaires étudiantes. Aucune demande ne sera examinée à moins d'être accompagnée de tous les documents requis. Veuillez noter que le processus d'évaluation demande au moins six semaines. Toutes les décisions sont définitives et sans appel. Les étudiants doivent observer la marche à suivre décrite ci-après :

- 1. Remplir toutes les sections de la demande de reconnaissance d'équivalences.
- 2. Joindre une copie non officielle du relevé de notes.
- Joindre les plans de cours détaillés officiels (précisant le matériel pédagogique utilisé, les chapitres ou sujets étudiés, etc.).

Nota: Les descriptions de cours sommaires NE sont PAS acceptables.

- 4. Prendre les dispositions nécessaires afin que les relevés de notes officiels soient envoyés par l'établissement où les cours ont été suivis directement au Bureau des affaires étudiantes du Centre d'éducation permanente.
- Il appartient aux étudiants de fournir tous les documents d'appoint supplémentaires au Bureau des affaires étudiantes du Centre d'éducation permanente.

Le formulaire de demande de reconnaissance d'équivalences est accessible en ligne à l'adresse suivante : www.mcgill.ca/ conted/studentres/forms. Il est également disponible au Bureau des affaires étudiantes.

11.6.2 Exemption par un examen (pour les étudiants des Études professionnelles et de gestion)

L'examen d'exemption vise les étudiants qui ne présentent pas les acquis scolaires requis ou la formation officielle nécessaire, mais qui croient avoir le niveau de connaissances exigé.

Les étudiants pourront passer un examen d'exemption pour les cours suivants :

- · les cours associés du programme;
 - ou
 - les cours préalables qui ne font pas partie du programme.

Les étudiants qui réussissent cet examen n'auront pas à suivre le cours visé par l'examen.

Ceux qui échouent à l'examen ne pourront le reprendre; ils devront plutôt s'inscrire au cours visé par l'examen.

Les étudiants peuvent se procurer un formulaire de demande auprès des Études professionnelles et de gestion ou le télécharger à partir de l'adresse suivante : www.mcgill.ca/conted/ studentres/forms. Les étudiants intéressés à passer l'examen d'exemption peuvent communiquer avec les Études professionnelles et de gestion pour obtenir de plus amples renseignements.

Nota : Les étudiants qui ont obtenu des unités ou des exemptions ne sont pas autorisés à s'inscrire aux cours pour lesquels ces unités ou exemptions ont été accordées. Les étudiants qui présentent une demande pour un programme de premier cycle ne pourront recevoir d'unités ou d'exemptions pour des cours équivalents avec unités, sauf si les cours en question ont été réussis avec une note minimale de C au cours des cinq dernières années. Les étudiants qui présentent une demande pour un programme d'études supérieures ne pourront recevoir d'unités ou d'exemptions pour des cours équivalents avec unités, sauf si les cours en question ont été réussis au niveau supérieur avec une note minimale de Bau cours des cinq dernières années.

11.7 Étudiants étrangers

Les services d'immigration ne délivrent de visas qu'aux étudiants inscrits à temps plein dans un programme reconnu. L'Université McGill ne délivre aucun document d'immigration. La plupart des programmes offerts par le Centre sont conçus pour des étudiants à temps partiel, bien que certains puissent être suivis à temps plein. L'inscription à temps plein à un programme assorti d'unités présuppose une charge d'au moins douze unités pertinentes par trimestre. Les programmes intensifs de langues anglaise et française constituent des cursus à temps plein.

Les candidats étrangers devraient communiquer avec le Centre d'éducation permanente pour s'assurer que le programme de leur choix peut bien être suivi à temps plein. Ils seront informés, avant l'inscription, de la séquence pédagogique à suivre pour compléter leur programme selon les échéances établies par les services d'immigration. Ils recevront également un plan d'études décrivant la séquence des cours qui devra être soumis aux autorités pour que soit délivré ou renouvelé le visa de l'étudiant. Ce plan doit être mis à jour régulièrement.

Nota : Les étudiants inscrits à des programmes intensifs de langues anglaise et française ne seront pas tenus de soumettre un plan d'études aux autorités d'immigration.

11.7.1 Modalités d'inscription - étudiants étrangers

Pour être admis à un programme, les étudiants doivent faire une demande officielle. Veuillez consulter la section 11.3 « Formalités d'admission » pour l'information relative à une demande d'admission.

Pour s'inscrire à McGill, les étudiants étrangers sont tenus d'obtenir un permis d'études des autorités d'Immigration Canada. Ce document ne peut être accordé que sur présentation du certificat d'acceptation du Québec délivré par les services d'immigration québécois.

La demande initiale d'un permis d'études ne peut se faire que de l'étranger, mais les demandes de renouvellement peuvent être faites en sol canadien.

L'admission aux programmes offerts par le Centre n'entraîne pas nécessairement l'obtention d'un certificat d'acceptation ou d'un permis d'études, dont la délivrance est laissée à l'entière discrétion des services d'immigration intéressés. L'admission aux programmes offerts par le Centre ne permet pas à l'étudiant de travailler au Canada et un permis de travail distinct doit être obtenu.

11.7.2 Formalités d'immigration

À moins que la période d'études soit d'une durée inférieure à six mois, les étudiants qui ne sont ni des citoyens canadiens ni des résidents permanents devront obtenir une autorisation officielle des services canadiens et québécois d'immigration avant de venir au Canada ou d'amorcer leurs études.

Vous devriez entreprendre vos démarches dès la réception de la lettre d'acceptation envoyée par l'Université McGill. Il faut rappeler aux étudiants étrangers qu'un délai de trois à six mois peut s'appliquer pour l'obtention d'un permis d'études. Ceux-ci doivent donc tenir compte de ce délai d'attente lorsqu'ils soumettent leur demande au Centre d'éducation permanente.

Les autorités de l'immigration exigent des candidats qu'ils prouvent la disponibilité de fonds suffisants pour toute la période de leurs études au Canada. Le CAQ (certificat d'acceptation du Québec) sera exigé pour l'inscription de tout étudiant étranger. Les étudiants étrangers disposent de deux options en matière d'immigration, selon la durée prévue de leurs études au Canada :

11.7.2.1 Visa de résident temporaire (seulement pour les programmes intensifs de langues anglaise et française)

Si vous êtes sûr que vos études ne nécessiteront pas plus de six mois consécutifs, il vous suffit de demander un visa de résident temporaire aux services canadiens de l'immigration. Veuillez noter qu'un porteur de visa de résident temporaire ne peut en aucun cas étudier au Canada pendant plus de six mois consécutifs. Ce type de visa ne peut pas être transformé en permis d'études une fois en sol canadien.

11.7.2.2 Permis d'études

Les personnes qui envisagent des études de plus de six mois consécutifs au Canada doivent obtenir le CAQ (certificat d'acceptation du Québec), délivré par Immigration Québec, et le permis d'études, délivré par Immigration Canada. La demande initiale de ces documents doit se faire avant l'arrivée en sol canadien. Pour de plus amples renseignements, vous pouvez visiter le site Internet d'Immigration Canada à l'adresse suivante : www.cic.gc.ca.

Dans un premier temps, l'étudiant doit demander le CAQ au bureau d'Immigration Québec qui dessert la région où il réside. Le formulaire de demande ainsi qu'un guide d'information sont disponibles à l'adresse suivante :

www.immigration-quebec.gouv.qc.ca. Un délai d'au moins cinq semaines est à prévoir pour l'obtention du CAQ. Les responsables d'Immigration Québec communiqueront avec le service des visas de l'ambassade ou du consulat canadien le plus proche de la localité où vit l'étudiant lorsque le CAQ aura été approuvé ou encore le posteront directement à l'étudiant. Ce dernier doit alors se rendre au service canadien des visas et y faire sa demande d'un permis d'études et d'un visa de résident temporaire, s'il y a lieu.

Notez bien la date d'expiration figurant sur le permis d'études. Dans certains cas, ce permis peut expirer avant l'inscription à la deuxième année de cours à McGill. Il est essentiel de ne pas laisser ce permis expirer. Vous devriez donc communiquer avec les services d'Immigration Québec et d'Immigration Canada de six à sept semaines avant la date d'expiration du document.

Pour de plus amples renseignements, les étudiants pourront communiquer avec l'ambassade ou le consulat du Canada dans leur pays de résidence. McGill n'est pas en mesure de prévoir la durée nécessaire à l'ensemble de vos démarches d'immigration. Nous vous conseillons toutefois d'amorcer le processus sans tarder et de faire preuve de patience.

11.7.2.3 Code permanent

Vous devrez aussi remettre des copies du CAQ et du permis d'études au Bureau des affaires étudiantes en vue de la création d'un code permanent. Veuillez noter que les étudiants acceptés dans des programmes d'une durée de moins de six mois ne sont pas tenus d'obtenir un CAQ et un permis d'études.

Le cas échéant, on leur demandera alors de remettre une copie de leur passeport et de leur acte de naissance au Bureau des affaires étudiantes en vue de la création d'un code permanent.

Services d'Immigration

Citoyenneté et Immigration Canada

www.cic.gc.ca Centre de traitement des demandes Vegreville (Alberta) T9C 1X6 CANADA Téléphone : 1-888-242-2100

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

www.immigration-quebec.gouv.qc.ca 285, rue Notre-Dame Ouest

Rez-de-chaussée, bureau G-15 Montréal (Québec) H2Y 1T8 CANADA Téléphone : 514-864-9191

Bureau canadien de l'éducation internationale (BCEI)

220, av. Laurier Ouest Bureau 1550 Ottawa (Ontario) K1P 5Z9 CANADA Téléphone : 613-237-4820

Agence des services frontaliers du Canada www.cbsa.gc.ca

Appels provenant du Canada : 1-800-461-9999 (sans frais) Appels de l'extérieur du Canada : 204-983-3500 ou 506-636-5064 (des frais d'interurbain seront facturés)

L'ambassade ou le consulat du Canada le plus proche pourra fournir tout complément d'information nécessaire sur le statut d'étudiant au Québec.

11.7.2.4 Assurance-maladie obligatoire (étudiants étrangers)

En vertu d'un règlement du Sénat de l'Université, tous les étudiants qui ne sont ni citoyens canadiens ni résidents permanents ainsi que les personnes à charge qui les accompagnent doivent adhérer à un régime d'assurance-maladie obligatoire administré par l'Université.

Les étudiants doivent consulter le site Internet des Services aux étudiants étrangers pour prendre connaissance des modalités d'inscription et obtenir d'autres précisions utiles. Toutes les demandes de renseignements au sujet de cette politique doivent être adressées aux Services aux étudiants étrangers.

Téléphone pour l'assurance-maladie : 514-398-6012 Courriel : international.health@mcgill.ca Site Internet : www.mcgill.ca/internationalstudents/health

Nota : Les étudiants inscrits à des programmes intensifs de langues anglaise et française sont priés de s'adresser au Bureau des affaires étudiantes pour obtenir d'autres précisions.

11.8 Étudiants à statut particulier

11.8.1 Cours de premier cycle

La majorité des cours de premier cycle du Centre sont offerts au grand public. Toute personne âgée de plus de 18 ans peut s'y inscrire. (Si vous avez moins de 18 ans, vous n'êtes autorisé à vous inscrire que si vous êtes déjà titulaire d'un diplôme d'études collégiales.)

Si vous souhaitez suivre des cours sans nécessairement viser l'obtention d'un grade, d'un diplôme ou d'un certificat, vous pouvez vous inscrire en tant qu'étudiant à statut particulier. Il faut toutefois que vous remplissiez les conditions préalables et les critières d'admission établis pour le cours en question.

Nota : Le nombre de cours que les étudiants à statut particulier peuvent suivre est limité. Les étudiants sont invités à s'inscrire à un programme avant d'avoir terminé quatre cours. Le Centre d'éducation permanente n'est toutefois pas contraint de tenir compte des unités obtenues par les étudiants à statut particulier dans le calcul des unités pour un programme de certificat.

Pour obtenir de plus amples renseignements sur l'inscription aux cours, veuillez consulter le site Internet à l'adresse suivante : www.mcgill.ca/conted/applyregister.

11.8.1.1 Documents à fournir pour l'inscription aux cours de premier cycle

Pour de plus amples renseignements, voir la section 12.3.3 « Autres façons de s'inscrire ».

11.8.2 Cours d'études supérieures

Pour être admis aux cours d'études supérieures, vous devez être titulaire d'un grade octroyé par une université reconnue. Ce grade doit être équivalent à un diplôme de premier cycle reconnu par les Études supérieures et postdoctorales ainsi que par le ministère de l'Immigration et des Communautés culturelles.

Nota : D'autres conditions peuvent s'appliquer aux étudiants à statut particulier, selon les cours auxquels vous vous inscrivez.

Pour obtenir de plus amples renseignements, veuillez consulter la section de l'annuaire consacrée à l'unité d'enseignement qui vous intéresse ou le site Internet suivant : www.mcgill.ca/ conted/applyregister. Les étudiants à statut particulier qui seraient intéressés à s'inscrire à des cours d'études supérieures doivent au préalable rencontrer un conseiller.

11.8.2.1 Documents à fournir pour l'inscription aux cours d'études supérieures

Pour de plus amples renseignements, voir la section 12.3.3 « Autres façons de s'inscrire ».

11.9 Associations professionnelles

Le Centre d'éducation permanente participe à des programmes de coopération avec des associations professionnelles. Plusieurs d'entre elles reconnaissent les cours et programmes d'éducation permanente comme ouvrant droit à des unités dans le cadre de leurs diplômes et certificats. Il est souhaitable et parfois obligatoire que les étudiants soient membres des associations. Les exigences professionnelles peuvent varier et les étudiants doivent prendre connaissance des règlements de leur association, surtout en ce qui concerne les notes de passage ou d'échec et autres conditions d'examen. Le Centre collabore avec les organisations suivantes :

Association des adjoints administratifs -Programme d'adjoint administratif qualifié

L'Association des adjoints administratifs est une organisation professionnelle sans but lucratif canadienne ayant trois objectifs principaux : tout d'abord, établir un niveau national de qualifications des adjoints administratifs au personnel de direction; atteindre ensuite cette norme en fournissant une formation avancée; et finalement, faire prendre conscience au personnel de direction la présence d'adjoints administratifs entièrement qualifiés.

La mission de l'organisation vise à aider les membres à se développer professionnellement, à améliorer leurs compétences en administration sur une base régulière et acquérir de nouvelles connaissances. De ce fait, les opportunités professionnelles augmentent et les contributions au milieu de travail et au sein de la communauté se multiplient.

Le programme d'adjoint administratif qualifié offre une formation de base solide pour les affaires en général. Un candidat qui souhaite s'inscrire en tant qu'étudiant doit tout d'abord être membre de l'Association des adjoints administratifs avant qu'il puisse faire une demande pour devenir un étudiant du programme d'adjoint administratif qualifié. Les détenteurs du titre d'adjoint administratif qualifié sont tenus de suivre les règles qui s'appliquent aux auxiliaires administratifs qualifiés afin de maintenir leur titre d'adjoint administratif qualifié.

Le programme se compose de trois cours obligatoires et de quatre cours complémentaires offerts auprès de 18 établissements post-secondaires à travers le Canada. Ces cours doivent être complétés avec succès dans un délai de six ans afin que les candidats puissent se qualifier pour le certificat et le titre d'adjoint administratif qualifié. Les étudiants sont tenus de compléter avec succès le programme de sept cours avec une moyenne pondérée cumulative de 60 %.

Pour tout renseignement s'appliquant aux exigences de programme, veuillez visiter notre site Internet : www.aaa.ca ou communiquer avec le registraire responsable au niveau national à l'adresse suivante : registrar@aaa.ca.

Association canadienne de gestion des achats (ACGA)

L'Association canadienne de gestion des achats et son institut affilié, la Corporation des approvisionneurs du Québec (CAQ) offrent un programme de formation reconnu en gestion de la chaîne d'approvisionnement. Organisme à but non lucratif, la Corporation des approvisionneurs du Québec (CAQ) est l'Institut québécoise de l'Association canadienne de gestion des achats (ACGA). L'ACGA comptent plus de 8 000 membres parmi ses 10 instituts au Canada.

La gestion stratégique de l'approvisionnement joue un rôle essentiel au sein de toute entreprise dont elle affecte les résultats plus que toute autre fonction. Les décisions d'achat revêtent en effet une importance stratégique et se répercutent directement sur les résultats de l'entreprise, car à ce chapitre, toute économie d'un dollar équivaut à une vente de 10 \$.

La CÁQ et l'ACGA sont les porte-parole d'une profession passionnante et progressiste : la gestion d'approvisionnement et d'achat. Ils offrent une vaste gamme de services à leurs membres : perfectionnement professionnel, formation, séminaires, ateliers et accréditation, constitution de réseaux et recherche universitaire. L'ACGA comprend un bureau sur le plan national ainsi que dix instituts à travers les provinces et territoires.

L'Association offre un certificat en gestion de la chaîne d'approvisionnement et un programme qui donne droit au titre d'APPROVISIONNEUR PROFESSIONNEL AGRÉÉ (APA). Les programmes comprennent des cours sur les achats, des modules, séminaires, ateliers et des cours généraux (comme ceux offerts ici à l'Université McGill), le tout étant agrémenté de travaux pratiques.

Les étudiants qui souhaitent s'inscrire à l'un des deux programmes ou obtenir d'autres précisions sont priés de visiter le site Internet de l'ACGA (www.pmac.ca) ou de la Corporation des approvisionneurs du Québec (www.caq.qc.ca).

Corporation des approvisionneurs du Québec 895, boul. du Séminaire Nord, bureau 302 Saint-Jean-sur-Richelieu (QC) J3A 1J2 Téléphone : 1-800-977-1877 ou 450-357-0033 Télécopieur : 450-357-0044 Courriel : info@caq.qc.ca

L'Association canadienne de la paie (ACP)

Programme de gestionnaire accrédité de la paie

Le Centre d'éducation permanente de McGill offre des cours obligatoires reconnus par l'Association canadienne de la paie (ACP) pour l'accréditation comme gestionnaire accrédité de la paie (GAP).

Le programme de gestionnaire accrédité de la paie (GAP) offert par l'Association canadienne de la paie est reconnu au niveau national en tant que standard d'excellence pour la formation de la paie.

L'APC offre deux niveaux d'accréditation : le certificat de spécialiste en conformité de la paie (SCP) et le certificat de gestionnaire accrédité de la paie (GAP). Les candidats doivent compléter avec succès les cours obligatoires. Pour de plus amples renseignements, veuillez communiquer avec l'Association canadienne de la paie au 416-487-3380, poste 272, ou par courriel à cpm@payroll.ca.

Association des gestionnaires de risques et d'assurances du Québec (AGRAQ)

Cette association est une division de Risk and Insurance Management Society (RIMS), une association professionnelle regroupant les spécialistes de la gestion des risques. L'association collabore aux programmes de certificat de McGill sanctionnés par le titre de CRM (*Canadian Risk Management*) et le titre de membres de RIMS (*RIMS Fellow*). Pour de plus amples renseignements, veuillez communiquer avec l'association ou visiter leur site Internet : www.agraq.org; courriel : info@agraq.org. Vous pouvez également communiquer avec Janice McGraw au 514-398-6251.

Association internationale des professionnels de la communication

Le chapitre montréalais de cette association reconnaît les programmes en relations publiques de McGill. Pour devenir membre ou pour recevoir de plus amples renseignements sur l'association, veuillez consulter le site Internet http://montreal.iabc.com/fr ou communiquer avec le VP pour l'adhésion des membres, Rodrigo Lima, au 514-904-4083.

Autorité des marchés financiers

Le Centre d'éducation permanente de l'Université McGill offre des cours en assurance de dommages des particuliers et des entreprises (IARD). Il s'agit de cours préparatoires aux examens administrés par l'Autorité des marchés financiers, lesquels examens sont obligatoires pour obtenir un certificat de représentant (agent ou courtier) en assurances de dommages ou un certificat d'expert en règlement de sinistres. Avant de s'inscrire aux cours offerts par McGill, il est important de s'informer sur les exigences de formation de base auprès de l'Autorité des marchés financiers en composant le 1-877-395-0337 ou en consultant l'adresse suivante : www.lautorite.qc.ca. Pour obtenir des renseignements sur les cours offerts à McGill, veuillez composer le 514-398-1030.

Institut canadien de gestion

L'Institut canadien de gestion, en collaboration avec l'Université McGill, offre des possibilités de formation et de perfectionnement qui répondent aux besoins des futurs gestionnaires désireux de relever les défis actuels. L'Institut offre également un titre professionnel aux gestionnaires qui souhaitent voir sanctionner leur engagement envers l'excellence.

Pour plus de renseignements, veuillez vous adresser au :

Conseil national de l'Institut de gestion Monsieur Pierre Henri 200-2140, boul. Marie-Victorin Longueuil, (Québec) J4G 1A9 Téléphone : 450-671-6775 Courriel : info@cim-icg.ca Site Internet : www.cim-icg.ca

Institut canadien du trafic et du transport

Un candidat ayant complété le certificat en gestion logistique et ayant satisfait aux autres conditions fixées par l'Institut canadien du trafic et du transport se qualifie pour l'adhésion à l'Institut et l'utilisation du titre de ICTT.

Les deux premiers cours, appelés *Transportation Systems* (connu sous le nom de *Distribution 1*) et *Logistics Processes* (connu sous le nom de *Distribution II*), sont offerts directement par l'ICTT. Aucune dispense ne sera accordée pour ces deux cours.

Pour tout renseignement sur les accords de coopération, veuillez vous adresser au Centre. Les étudiants qui souhaitent devenir membre ou obtenir de plus amples renseignements sur l'Institut doivent communiquer avec :

Institut canadien du trafic et du transport 10 rue King Est, bureau 400 Toronto ON M5C 1C3 Téléphone : 416-363-5696 Télécopieur : 416-363-5698 Courriel : info@citt.ca Site Internet : www.citt.ca

Institut d'assurance de dommages du Québec

L'Institut collabore aux programmes de certificat de McGill et reconnaît certains cours et programmes à des fins d'équivalences pour les titres professionnels. Pour de plus amples renseignements sur les accords de coopération, veuillez vous adresser au Centre. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur l'Institut doivent communiquer avec l'Institut au :

1200, avenue McGill College, bureau 1650 Montréal, QC H3B 4G7 Téléphone : 514-393-8156 Télécopieur : 514-393-9222 Courriel : montrealcourriel@institutdassurance.ca Site Internet : www.institutdassurance.ca

Insurance Institute of Canada

18 rue King Est, 6^e étage Toronto ON M5C 1C4 Téléphone : 416-362-8586 Télécopieur : 416-362-1126 Courriel : genmail@insuranceinstitute.ca Site Internet : www.iic-iac.org

Institut de la propriété intellectuelle du Canada (IPIC)

L'Institut de la propriété intellectuelle du Canada (IPIC) est une association professionnelle nationale en matière de brevets, de marques de commerce, de droits d'auteur et de dessins industriels. Elle regroupe plus de 1 700 membres provenant du Canada et de l'étranger. L'IPIC est la seule association professionnelle canadienne à laquelle adhèrent presque tous les agents de brevets, les agents de marques de commerce et les avocats spécialisés en propriété intellectuelle. L'Institut collabore avec McGill depuis 1994 en offrant des cours d'été sur la propriété intellectuelle. Pour obtenir de plus amples renseignements, veuillez consulter le site Internet de l'IPIC à l'adresse suivante : www.ipic.ca.

Institut international des analystes d'affaires (IIBA®)

L'Institut international des analystes d'affaires est une association indépendante à but non lucratif servant les intérêts des professionnels dans le secteur grandissant de l'analyse d'affaires. L'Institut vise les personnes oeuvrant notamment dans le domaine de l'analyse d'affaires ou de systèmes, la gestion ou l'analyse des besoins d'affaires, la gestion de projets, la consultation ou l'amélioration des processus et propose de vous aider à mieux rendre votre travail et à améliorer votre vie professionnelle.

Le Centre d'éducation permanente de l'Université McGill fait partie des organismes de formation en analyse d'affaires agréés par le IIBA®. Certains cours offerts par le Centre d'éducation permanente peuvent mener à l'obtention d'heures de perfectionnement professionnel agréés par l'Institut. Pour de plus amples renseignements sur cette association, veuillez consulter : www.theiiba.org/am.

Ordre des administrateurs agréés du Québec

L'Ordre des administrateurs agréés du Québec collabore avec les universités afin d'initier les étudiants à la pratique professionnelle de la gestion. Il offre aux étudiants l'opportunité d'interagir avec des administrateurs agréés qui ont acquis de l'expérience tout en travaillant pour obtenir le titre professionnel officiel, celui d'administrateur agréé (Adm. A).

Pour devenir membre, le candidat doit :

- Être titulaire d'un baccalauréat en administration, en commerce ou dans une discipline connexe;
- Avoir une bonne connaissance du français.
 OU
 - Étre titulaire d'un diplôme de premier cycle dans une autre discipline comprenant au moins 30 unités en gestion, en commerce ou dans une discipline semblable;
 - Avoir une bonne connaissance du français.

Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sont invités à communiquer avec le service de l'admission de l'Ordre, au :

910, rue Sherbrooke Ouest, bureau 100 Montréal (Québec) H3A 1G3 Téléphone : 514-499-0880 ou 1-800-465-0880 Télécopieur : 514-499-0892 Courriel : info@adma.qc.ca Site Internet : www.adma.qc.ca

Ordre des CGA du Québec (comptables généraux licenciés)

Pour satisfaire aux exigences d'obtention du titre professionnel des CGA du Québec, le candidat doit être titulaire

- d'un baccalauréat en commerce avec une majeure en comptabilité; ou
- un baccalauréat en commerce spécialisé en comptabilité; ou
- un baccalauréat par cumul* d'un établissement d'enseignement qui reconnaît soit un certificat en comptabilité ou un certificat en gestion de McGill afin de le combiner avec deux autres certificats de ce même établissement.

Le candidat doit également réussir le programme court de 2^e cycle en expertise professionnelle, les quatre examens nationaux et compléter un stage d'expérience pratique de 24 mois. Veuillez prendre note que les examens de compétences spécifiques, Fiscalité avancée des particuliers et des entreprises 2 (TX2), Vérification interne et contrôles internes (MU1) ou Vérification externe avancée (AU2), peuvent, sous certaines conditions, faire l'objet d'exemptions.

Pour obtenir une brochure détaillée de l'Ordre ou la liste des cours requis afin de compléter les exigences de formation, veuillez vous adresser au Centre d'éducation permanente. Les étudiants intéressés à devenir membre ou à recevoir plus de renseignements peuvent le faire en s'adressant à :

Ordre des CGA du Québec 500, Place d'armes, bureau 1800 Montréal (Québec) H2Y 2W2 Téléphone : 514-861-1823 ou 1-800-463-0163 Télécopieur : 514-861-7661 Courriel : formation@cga-quebec.org Site Internet : www.cga-quebec.org

* Veuillez prendre note que le baccalauréat par cumul n'est pas offert à l'Université McGill. Les candidats qui le souhaitent peuvent communiquer avec d'autres universités francophones du Québec afin d'obtenir des renseignements concernant la possibilité de transférer les unités obtenues lors d'un programme de certificat de McGill à un programme de baccalauréat, c'est-à-dire un baccalauréat par cumul.

Ordre des comptables en management accrédités du Québec (CMA)

Le programme de baccalauréat en commerce, concentration en comptabilité, satisfait aux exigences de l'Ordre des comptables en management accrédités du Québec et, avec les options académiques particulières, préparent les étudiants à l'Examen d'admission CMA.

Pour obtenir les brochures ou la liste des cours satisfaisant aux exigences de l'Ordre, veuillez vous adresser au Centre. Les étudiants qui veulent obtenir de plus amples renseignements peuvent communiquer avec la coordinatrice de l'admission et de la qualité, au bureau de l'Ordre au :

715, Square Victoria, 3^e étage Montréal (Québec) H2Y 2H7 Téléphone : 514-849-1155, poste 227 ou 1-800-263-5390 Télécopieur : 514-849-9674 Courriel : formation@cma-quebec.org Site Internet : www.cma-quebec.org

Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec (ORHRI)

L'Ordre des conseillers en ressources humaines agréés représente l'organisme de référence principal dans son domaine au Québec. L'Ordre regroupe près de 9 500 membres, soient des professionnels, des candidats et des étudiants, y compris 5 000 CRHA et 2 500 CRIA. Il est le seul organisme voué à la protection du public autorisé par le Code des professions à décerner ces titres professionnels. Présents dans tous les milieux, les CRHA et CRIA contribuent au développement et au maintien d'un milieu de travail sain et d'un contexte organisationnel sécuritaire et efficace qui respecte le caractère unique de chaque employé. Ils représentent également des employeurs et des employés qui exercent leurs activités dans différents secteurs de la gestion des ressources humaines, tels les relations de travail, la dotation en personnel, la formation en entreprise, la santé et la sécurité au travail, le développement organisationnel et la rémunération.

Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur l'association doivent communiquer avec l'Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec :

1200, avenue McGill College, bureau 1400 Montréal (Québec) H3B 4G7 Téléphone : 514-879-1636 Télécopieur : 514-879-1722 Courriel : info@portailrh.org Site Internet : www.portailRH.org

Ordre des traducteurs, terminologues et interprètes agréés du Québec

L'Ordre des traducteurs, terminologues et interprètes agréés du Québec est un ordre à titre réservé qui regroupe près de 1 900 membres aux compétences reconnues.

Dans le cadre de son mandat de protection du public, l'Ordre se donne pour mission d'assurer et de promouvoir la compétence et le professionnalisme de ses membres dans les domaines de la traduction, de la terminologie et de l'interprétation.

Les détenteurs du certificat en traduction et du diplôme d'études supérieures en traduction désireux de s'inscrire comme étudiant à l'OTTIAQ ou de présenter une demande d'agrément en traduction sont priés de communiquer avec la coordonnatrice à l'agrément au 514-845-4411 ou 1-800-265-4815, poste 223.

OTTIAQ 2021, av. Union, bureau 1108 Montréal (Québec) H3A 2S9 Télécopieur : 514-845-9903 Couriel : info@ottiaq.org

Project Management Institute (PMI®)

Le Project Management Institute (PMI) est une association professionnelle autonome, sans but lucratif, exonérée d'impôt qui se consacre à l'avancement de la pratique et de la science de la gestion de projets par l'application efficace et appropriée de normes avant-gardistes.

Le Centre d'éducation permanente de l'Université McGill a été évalué et approuvé pour dispenser la formation en gestion de projets par le PMI. À ce titre, certains cours et séminaires en gestion de projets offerts par le Centre peuvent ouvrir droit à des unités PDU pour les membres du PMI.

Pour obtenir de plus amples renseignements au sujet du PMI, veuillez consulter le site Internet www.pmi.org ou communiquer avec l'organisme :

Téléphone : 610-356-4600 (option 8 du menu téléphonique) Télécopieur : 610-356-4647 Courriel : customercare@pmi.org

Risk and Insurance Management Society, Inc. (RIMS)

L'Institut Risk and Insurance Management Society est l'organisme professionnel qui s'occupe de fixer les standards, de parrainer des programmes pédagogiques et de contrôler les titres professionnels du CRM (*Canadian Risk Management*) et des membres de RIMS. Pour être admissible au titre de CRM, les candidats doivent réussir trois cours de gestion des risques (estimation des risques, contrôle des risques et risques financiers). Pour être admissibles au titre de membre de RIMS, les candidats doivent suivre avec succès quatre cours universitaires : comptabilité et finance sont obligatoires; ainsi que deux cours choisis parmi commerce, économie, MIS, droit, assurance, marketing ou gestion; plus des ateliers des membres de RIMS de douze jours; ainsi que les trois cours de gestion des risques. Pour de plus amples renseignements, veuillez vous adresser à : The Global Risk Management Institute, Inc. 1065 Avenue of the Americas, 13th Floor New York, NY 10018, USA Téléphone : 212-655-6221 Télécopieur : 212-655-6042 Courriel : fjordan@rims.org

Secrétaires agréés du Canada

Les Secrétaires agréés du Canada est une division de l'Institut des secrétaires et des administrateurs agréé(e)s du Canada (ISAA), soit l'ordre professionnel à niveau international des secrétaires agréés. La division canadienne est le seul organisme en Amérique du Nord qui offre une accréditation professionnelle internationale (ACIS et FCIS) aux secrétaires corporatifs et aux professionnels et administrateurs en gouvernance corporative.

Pour devenir secrétaire agréé, les candidats qualifiés doivent compléter le programme international de l'ISAA. Le programme professionnel constitue une voie rapide utilisée par les candidats qualifiés, y compris les diplômés de l'Université McGill dans toutes les disciplines. Ce programme d'études comprend les huit domaines suivants :

- · droit corporatif
- comptabilité financière
- comptabilité de gestion
- gestion de la stratégie et des opérations
- gouvernance corporative
- administration corporative
- pratique et procédures de secrétariat corporatif
- gestion financière corporative

L'Institut suit une politique d'exemption qui comprend des critères internationaux d'évaluation. Des exemptions pour quatre matières seront accordées aux diplômés d'un grade universitaire en commerce, en administration des affaires ou en droit.

Pour plus de renseignements, veuillez communiquer avec :

Coordonnateur de la formation Secrétaires agréés du Canada 310 - 2175 Sheppard Avenue Est Toronto ON M2J 1W8 Téléphone : 416-944-9727 ou 1-800-501-3440 Courriel : education@icsacanada.org Site Internet : www.icsacanada.org

Société québécoise des professionnels en relations publiques

La Société québécoise des professionnels en relations publiques reconnaît les programmes en relations publiques de McGill. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur la société doivent communiquer avec la Société québécoise des professionnels en relations publiques :

4316, boul. St-Laurent, bureau 200 Montréal (Québec) H2W 1Z3 Téléphone : 514-845-4441 Télécopieur : 514-842-4886 Courriel : info@sqprp.ca Site Internet : www.sqprp.ca

Information d'ordre général



« J'ai toujours aimé l'école, indépendamment de ses appellations et selon moi, grâce à une approche souple qui favorise l'autonomie, les programmes de l'IERM constituent l'évolution naturelle du processus d'apprentissage tout en consolidant les assises de l'éducation de base. Je pense que bien des gens apprécient l'apprentissage axé sur l'autonomie, dimension essentielle de notre philosophie. Les réunions de groupes servent de catalyseur pour une recherche person-

nelle plus approfondie. Nous avons aussi bien du plaisir à l'IERM : il y a beaucoup de rires parallèlement à l'acquisition de nouvelles connaissances.

Le fait d'observer nos membres plus âgés prendre activement part au processus d'apprentissage avec autant de plaisir me pousse à aborder le vieillissement avec plus d'optimisme. J'aime bien les échanges intergénérationnels. De plus, le savoir et l'enthousiasme des animateurs et des autres membres m'impressionnent. C'est une expérience positive et rajeunissante.

Je recommande l'IERM à toute personne qui aime apprendre. Aucun préalable formel n'est exigé. Parmi nos membres, on retrouve à la fois des gens qui ont abandonné très tôt l'école et des professeurs émérites. Toute personne qui sent une certaine réticence à l'idée de joindre un groupe d'étude peut devenir membre associé, ce qui permet l'accès aux conférences et aux événements sociaux.

C'est une organisation tout simplement incroyable ! Nos membres me font penser à des oies en migration. Parfois on mène les autres, et parfois on les suit. Mais il demeure qu'on se soutient et s'inspire les uns les autres tout en savourant une formation continue pour la vie. »

Mhorag Ewing, membre, Institut d'études à la retraite de McGill

12.1 Politiques et information d'ordre général

12.1.1 Autorisation, reconnaissance et consentement

Si vous souhaitez être admis à l'Université, vous vous engagez à respecter scrupuleusement l'ensemble des statuts, règlements et politiques en vigueur à l'Université en général et au sein de la ou des facultés où vous avez l'intention de vous inscrire. Cet engagement concerne tout ce qui figure dans les annuaires de l'Université et dans les documents relatifs aux droits de scolarité et autres. Vos obligations débutent au moment de l'inscription et elles prennent fin de la manière prévue dans les statuts, règlements et politiques de l'Université.

Vous devez par ailleurs vérifier l'authenticité et l'exhaustivité de toute l'information fournie dans votre demande d'admission, sachant que toute fausse représentation ou tout défaut de produire les documents demandés pourrait entraîner le rejet de votre admission ou de votre inscription à l'Université.

12.1.2 Droits et responsabilités des étudiants

Le Recueil des droits et obligations de l'Étudiant est une publication conjointe du Bureau de la doyenne à la vie étudiante, et du Secrétariat de l'Université. Il comprend les règlements et politiques qui régissent vos droits et vos responsabilités en tant qu'étudiant à McGill. Vous en recevrez une copie lors de l'obtention de votre carte d'étudiant à la Gestion de l'effectif étudiant (centre-ville) ou au « ID Centre » (Centre d'obtention de la carte d'étudiant) au campus Macdonald.

Le Recueil peut être consulté sur Internet à : www.mcgill.ca/students/srr/publications.

Pour les étudiants de l'éducation permanente : Vous pouvez accédez audit recueil au site suivant : www.mcgill.ca/ students/srr/publications.

12.1.3 Politique linguistique

À McGill, la langue d'enseignement est essentiellement l'anglais. Vous avez le droit de rédiger vos examens, vos travaux, vos thèses ou vos mémoires en français ou en anglais, sauf dans les cours où l'un des objectifs est la connaissance d'une langue.

Si vous ne connaissez pas suffisamment l'anglais, nous vous conseillons de suivre un cours d'anglais langue seconde avant ou au début de vos études. Vous trouverez les renseignements relatifs aux cours de langue seconde dans la section de la Faculté des arts de la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) ainsi que dans les annuaires des Études d'été et du Centre d'éducation permanente. Des exigences particulières en langues s'appliquent aux étudiants de la Faculté des sciences de l'éducation, voir la section de la Faculté des sciences de l'éducation dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) disponible au site suivant : www.mcgill.ca/study.

Pour les étudiants de l'éducation permanente : Pour les programmes de langue anglaise, se reporter à la section 5 « Programmes de langues anglaise et française (programmes de langue anglaise) ».

12.1.4 Politique sur l'accès aux dossiers

Les relevés de compte et toute autre correspondance sont envoyés directement aux étudiants. Vous êtes seul à décider quelles personnes peuvent avoir accès à votre dossier ou à votre compte. Les agents et les membres du personnel de l'Université peuvent néanmoins avoir accès aux sections pertinentes de vos dossiers à des fins déterminées et légitimes. Vos parents ou vos commanditaires ne reçoivent aucun rapport d'évaluation ni aucun autre renseignement, à moins que vous n'en fassiez la demande expresse par écrit.

Conformément à la Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels (la « Loi sur l'accès »), les renseignements personnels, dont les relevés de notes, ne peuvent être communiqués qu'avec l'autorisation de l'étudiant. Lorsque vous présentez une demande d'admission à McGill, vous autorisez l'Université à divulguer certains renseignements personnels (nom, adresse, numéro de téléphone, adresse électronique, date de naissance, programme et statut d'étudiant) à des personnes et des organismes spécifiques.

L'autorisation se rapporte aux personnes et aux organismes suivants :

- Les bibliothèques d'autres universités du Québec avec lesquelles McGill a conclu un accord de prêts interbibliothèques (le numéro d'étudiant et le code barre peuvent également être divulgués à ces bibliothèques);
- Le ministère de l'Immigration et des Communautés culturelles, la Régie de l'assurance-maladie du Québec et le ministère de l'Éducation, du Loisir et du Sport (MELS) du Québec;
- Les autorités compétentes concernées par le financement interne ou externe des droits de l'étudiant (les dossiers financiers peuvent également être divulgués à ces autorités);
- 4. L'Association des universités et collèges du Canada;
- L'Association des registraires des universités et collèges du Canada et la Conférence des recteurs et des principaux des universités du Québec ou les institutions membres de ces organismes aux fins des admissions et de la compilation de statistiques;
- 6. Les écoles ou collèges que vous avez fréquentés;
- Les étudiants et anciens étudiants qui se sont portés volontaires pour discuter avec les étudiants admis;
- Les associations étudiantes que reconnaît l'Université McGill pour les catégories auxquelles vous appartenez en tant qu'étudiant;
- 9. L'Association des anciens étudiants de McGill;
- Les associations ou ordres professionnels (par exemple, ingénieurs ou dentistes);
- 11. Le Service de réseautique et de communication de McGill dans le but d'inscrire votre adresse électronique de McGill dans un répertoire des adresses électroniques en ligne.

Si vous choisissez de ne pas autoriser l'Université à divulguer des renseignements personnels aux organismes indiqués aux rubriques 8), 9), 10) et 11), vous devez remplir et remettre un formulaire d'opposition, disponible à la Gestion de l'effectif étudiant.

12.1.5 Communication par courrier électronique

Tous les étudiants se voient attribuer une adresse électronique de McGill (habituellement avec le format suivant : prénom.nom@mail.mcgill.ca) et une boîte aux lettres électronique. Vous pouvez visionner votre adresse électronique de McGill et établir votre mot de passe de McGill à l'aide de Minerva dans le menu personnel (*Personal menu*).

Le courrier électronique constitue l'un des moyens officiels de communication entre l'Université McGill et ses étudiants. Comme pour toutes les communications officielles de l'Université, il vous incombe de prendre connaissance des courriers urgents, et de répondre dans les délais voulus à certaines communications. Si vous choisissez de faire suivre le courriel de l'Université vers une autre adresse, vous devez vous assurer que l'autre compte est opérationnel.

Nous vous prions de consulter la Politique sur l'utilisation responsable des ressources en technologies de l'information de *McGill*, ainsi que la *Politique sur les communications par courrier électronique avec les étudiants* disponibles sous la rubrique des technologies de l'information sur le site Internet du Secrétariat de l'Université : www.mcgill.ca/secretariat/policies/ informationtechnology.

Pour plus de renseignements sur le courrier électronique des étudiants, voir www.mcgill.ca/it et la section 13.8 « Pour vos besoins en technologies de l'information (TI) ».

Pour les étudiants de l'éducation permanente : Ces services ne sont pas disponibles si vous suivez une formation de courte durée, des ateliers ou des séminaires non indiqués sur votre relevé de notes officiel de McGill.

12.1.6 Intégrité universitaire

Avant de soumettre des travaux dans le cadre de vos cours, vous devez prendre conscience que le plagiat et la fraude sont des délits extrêmement graves. Informez-vous sur ce que l'on entend par « plagiat » dans la préparation d'un essai ou d'un travail auprès de votre chargé de cours pour obtenir des directives plus précises à cet égard. Vous devriez également consulter le guide aux étudiants relatif à l'intégrité universitaire « FairPlay » accessible à l'adresse suivante : www.mcgill.ca/students/srr/honest. Vous y trouverez des liens à des guides explicatifs et des stratégies pour contrer le plagiat. Le *Code de conduite de l'étudiant et des procédures disciplinaires* comprend des rubriques sur le plagiat et la tricherie. La possession de documents non autorisés lors d'une épreuve ou d'un examen constitue une fraude. Ce Code figure dans *Le Recueil des droits et obligations de l'Étudiant* ou à l'adresse suivante : www.mcgill.ca/students/srr/publications.

Les réponses aux examens à choix multiples sont généralement vérifiées par le programme de surveillance informatique des examens. Le programme peut détecter deux étudiants ayant inscrit un type de réponse similaire à un examen à choix multiples. Les données générées par le programme peuvent être utilisées comme preuve admissible pour lancer ou corroborer une enquête ou une accusation de fraude, en vertu de l'article 16 du Code de conduite de l'étudiant et des procédures disciplinaires.

Le Bureau de la doyenne à la vie étudiante est en charge des procédures relatives à l'intégrité universitaire telle que décrite dans *Le Recueil des droits et obligations de l'Étudiant.*

12.1.7 Usage approprié des installations informatiques

Vous devez respecter la *Politique sur l'utilisation responsable des ressources en technologies de l'information de McGill*, approuvé par le Sénat de l'Université.

Ces règlements figurent sous la rubrique des technologies de l'information dans la liste des *Règlements, procédures et politiques de l'Université* du Secrétariat de l'Université au site Internet suivant : www.mcgill.ca/secretariat/policies/ informationtechnology.

12.1.8 Règlement relatif à l'usage du tabac

Selon la législation du Québec, il est interdit de fumer à l'intérieur de tout édifice public. Pour de plus amples renseignements, veuillez consulter : www.mcgill.ca/adminhandbook/policies/ smoking.

12.1.9 Assurance-maladie – étudiants étrangers

En vertu d'un règlement du Sénat, tous les étudiants (à temps plein, à temps partiel, à statut particulier, visiteurs, inscrits à un trimestre supplémentaire ou admis dans le cadre d'un échange) de même que les personnes à charge qui les accompagnent, doivent obligatoirement cotiser au régime d'assurance-maladie et accident administré par l'Université. L'Université et le ministère de l'Éducation, du Loisir, et du Sport exigent une preuve d'assurancemaladie à votre dossier. Dès votre arrivée à l'Université McGill, vous êtes tenu de vous procurer votre carte d'assurance-maladie à la Gestion de l'effectif étudiant.

Les étudiants qui répondent à certains critères peuvent être exonérés de ces droits. Si vous croyez que vous êtes admissible, vous devez soumettre la documentation valide démontrant votre admissibilité à la Gestion de l'effectif étudiant et ce, avant la date limite.

Le Point de Service 3415, rue McTavish Montréal (Québec) H3A 1Y1

Pour les modalités d'adhésion et des renseignements sur le régime d'assurance-maladie, veuillez consulter le site www.mcgill.ca/internationalstudents/health. Pour plus de renseignements concernant les tarifs, se reporter à l'adresse suivante : www.mcgill.ca/internationalstudents/health/fee.

Toute question concernant cette politique de l'Université doit être adressée aux Services des étudiants étrangers.

Assurance-maladie - étudiants étrangers Téléphone : 514-398-6012 Courriel : international.health@mcgill.ca Site Internet : www.mcgill.ca/internationalstudents/health

Pour les étudiants de l'éducation permanente : Si vous êtes inscrits aux programmes intensifs d'anglais ou de français, veuillez vous adresser au Bureau des affaires étudiantes du Centre d'éducation permanente au 514-398-6200 pour plus de renseignements sur l'assurance-maladie.

12.1.10 Assurance-maladie – résidents canadiens

Si vous êtes un étudiant canadien originaire de l'extérieur du Québec, vous devez vérifier, auprès du bureau d'assurancemaladie de votre province, la validité de votre assurance-maladie pendant vos études à McGill.

Si vous êtes un étudiant canadien qui avez vécu à l'étranger, vous pouvez ne pas être admissible à l'assurance-maladie provinciale. Pour vous assurer de bénéficier d'une assurancemaladie adéquate, vous pouvez souscrire au régime collectif offert par le Service des étudiants étrangers (www.mcgill.ca/ internationalstudents). Veuillez prendre note que cette option n'est disponible qu'au cours du premier mois de votre premier trimestre à McGill.

Tous les étudiants de premier cycle qui paient leurs droits de scolarité au tarif étudiant québécois ou canadien et qui sont membres de l'association des étudiants de l'Université McGill (AEUM) ou de l'association des étudiants du campus Macdonald (AECM) sont automatiquement couverts par le régime d'assurancemaladie et dentaire de leurs associations respectives. Pour plus de renseignements sur le coût de ces régimes, les dates à respecter ou ce qui est couvert, veuillez vous reporter au site : www.santeetudiante.com. Si vous avez des doutes concernant votre admissibilité, veuillez communiquer avec l'Alliance pour la santé étudiante au Québec (ASEQ) au 514-789-8775 (www.aseq.com).

Pour les étudiants de l'éducation permanente : En tant qu'étudiant du Centre d'éducation permanente, vous n'êtes pas membre de l'AEUM ni de l'AECM. Par conséquent, vous ne pouvez bénéficier du régime d'assurance-maladie et dentaire des associations étudiantes.

12.1.11 Minerva

Minerva est le système d'information sur Internet de McGill au service des étudiants et des membres du personnel administratif et enseignant. L'accès à Minerva s'effectue à l'aide du site suivant : http://francais.mcgill.ca/minerva en sélectionnant l'icône « Connexion à Minerva ». Une fois la connexion établie, vous pouvez :

- Soumettre une demande d'admission à McGill et faire le suivi du statut de votre demande.
- Visionner les horaires de cours, y compris les descriptions de cours et les places disponibles dans chaque section de cours.
- · Vous inscrire et effectuer des changements de cours.
- Modifier votre programme de majeure ou de mineure (sauf certaines facultés).
- Consulter vos relevés de notes non officiels et les rapports sur l'évaluation du degré d'achèvement de votre programme.
- Visualiser l'information relative à l'ouverture d'une session à McGill pour accéder à Internet et à votre courriel.
- Visionner votre code permanent, votre statut de citoyenneté et de résidence au Québec, ainsi que le montant de vos droits de scolarité.
- Mettre à jour vos coordonnées personnelles, notamment votre adresse, numéro de téléphone et les coordonnés de la personne à joindre en cas d'urgence.
- Soumettre une évaluation de cours en ligne.
- Soumettre une demande pour un programme d'échange (sauf certaines facultés).
- · Faire votre demande pour la collation des grades.
- Visionner votre statut au titre de l'obtention de votre grade ou diplôme et les précisions concernant la remise des diplômes.
- · Commander des relevés de notes officiels.
- Obtenir des reçus d'impôt.

12.1.12 myMcGill

*my*McGill est le portail de McGill qui donne aux étudiants et aux membres du personnel l'accès à une interface personnalisée et intégrée vers tous les systèmes d'information de McGill.

*my*McGill offre une expérience intégrée sur le Web qui permet, grâce à une seule connexion, un accès direct aux nombreux systèmes en ligne de McGill. Cette interface à identification unique (IU) vous permet d'avoir accès à plusieurs systèmes sans devoir entrer des mots de passe supplémentaires.

Vous pouvez accéder aux portails suivants :

- myCourses (WebCT)
- Exchange (courriel)
- Point d'accueil (http://francais.mcgill.ca)
- Bibliothèque
- Minerva
- Sports
- myFuture

Pour ouvrir une session sur *my*McGill, cliquez sur l'onglet *my*McGill situé dans le coin supérieur droit de la page d'accueil de McGill (http://francais.mcgill.ca) ou allez sur la page http://my.mcgill.ca.

12.2 Renseignements personnels

12.2.1 Mise à jour des coordonnées personnelles

Il est important de mettre à jour régulièrement votre dossier officiel, particulièrement votre adresse postale ou votre adresse de facturation, celles-ci étant utilisées tout au long de l'année par l'Université comme moyen de communication. Si toutes les adresses figurant dans votre dossier sont erronées ou incomplètes, votre courrier sera bloqué. Dès que l'adresse sera corrigée, le courrier entrant sera dûment acheminé.

Vous devez mettre à jour vos adresses, numéro(s) de téléphone et les coordonnées de la personne à contacter en cas d'urgence dans le menu personnel (*Personal Menu*) de Minerva.

Si vous habitez hors-campus et n'avez pas accès à Internet, vous pouvez apporter les changements voulus en écrivant à votre Bureau des affaires étudiantes ou à la Gestion de l'effectif étudiant. Toute demande écrite devra comporter votre signature.

Les changements nécessitant la vérification de documents officiels par l'Université (entre autres, changement de nom ou de nationalité, correction apportée à la date de naissance) devront être communiqués (le plus tôt possible) en personne à l'adresse suivante :

Le Point de Service 3415, rue McTavish Montréal (Québec) H3A 1Y1

Les étudiants du campus Macdonald peuvent faire leur demande de modification en personne au Bureau des affaires étudiantes, au pavillon Laird, bureau 106.

Pour les étudiants de l'éducation permanente : Les changements nécessitant la vérification de documents officiels par l'Université (entre autres, changement de nom ou de nationalité, correction apportée à la date de naissance) devront être communiqués (le plus tôt possible) en personne au Bureau des affaires étudiantes du Centre d'éducation permanente. Ces changements peuvent être effectués en personne seulement au Bureau des affaires étudiantes du Centre d'éducation permanente, situé au 688, rue Sherbrooke Ouest, bureau 1199.

12.2.2 Documents légaux

12.2.2.1 Pourquoi McGill vous demande de soumettre des documents légaux ?

Vos **droits de scolarité** à McGill dépendent de votre statut de résidence, selon votre statut d'étudiant québécois, canadien hors Québec ou étranger selon la section 12.2.2.2 « Quels documents devez-vous soumettre à McGill ? » ci-dessous.

Certains des documents exigés nous permettent d'obtenir votre code permanent du gouvernement du Québec. Ce code unique de 12 caractères, émis par le ministère de l'Éducation, du Loisir et des Sports (MELS) est obligatoire pour tout étudiant inscrit dans un établissement d'études au Québec.

Si vous avez déjà suivi des cours dans une école du Québec, vous possédez déjà un code permanent qui figure sur votre bulletin scolaire ou sur votre relevé de notes de cégep ou d'université. Après avoir accepté l'offre d'admission de l'Université, vous pourrez aussi vérifier sur Minerva, dans le menu personnel (*Personal menu*), si McGill a reçu votre code permanent.

Vous pouvez vérifier vos droits de scolarité et votre statut légal (y compris votre code permanent) sur Minerva. Pour ce faire, veuillez sélectionner Student Menu > Student Accounts Menu > View your Tuition and Legal Status.

12.2.2.2 Quels documents devez-vous soumettre à McGill ?

Reportez-vous à la **première** rangée du tableau ci-dessous qui correspond à votre situation. **Envoyez des copies claires et lisibles des documents qui y sont indiqués (conservez les originaux)**.

Étudiants du Québec et étudiants canadiens hors Québec

Etudiants du Quebe	c et étudiants canadiens nors Québec
Vous présentez une demande d'admis- sion à McGill après avoir suivi des cours au cégep ou vous avez déjà un dossi- er étudiant à McGill	 Vous n'avez normalement aucun document à fournir pour votre statut canadien ou québécois, car McGill peut vérifier votre statut dans votre dossier ou auprès du ministère de l'Éducation, du Loisir et du Sport (MELS). Certificat de naissance canadien ou carte
Vous présentez une demande d'admis- sion à McGill après avoir suivi des cours dans une autre uni- versité du Québec	 de citoyenneté canadienne (recto verso) ou certificat du statut d'Indien ou carte de Société Makivik ou dossier de statut de résident permanent (Note 3); Pour votre statut de résidence au Québec, aucun document n'est géné- ralement requis, sauf si McGill est dans l'impossibilité de le vérifier auprès du ministère de l'Éducation, du Loisir et du Sport (MELS).
Vous êtes né(e) au Québec	 Certificat de naissance du Québec (Notes 1 et 5); Formulaire de code permanent (Notes 2 et 6).
Vous êtes né(e) dans une province canadienne autre que le Québec (ou vous êtes devenu(e) résident permanent de cette province)	 Certificat de naissance canadien ou carte de citoyenneté canadienne (recto verso) ou certificat du statut d'Indien ou carte de Société Makivik ou dossier de statut de résident permanent (Note 3); Formulaire de code permanent (Notes 2 et 6).
Vous avez le statut de résident du Québec conformé- ment à l'un des cas prévus par le ministère de l'Éduca- tion, du Loisir et du Sport (MELS)	 Certificat de naissance canadien ou carte de citoyenneté canadienne (recto verso) ou certificat du statut d'Indien ou carte de Société Makivik ou dossier de statut de résident permanent (Note 3); Formulaire de code permanent (Notes 2 et 6); Formulaire d'attestation de résidence au Québec (Note 6); Autres documents justificatifs, selon la situation que vous avez cochée précédemment dans le formulaire d'attestation de résidence.
Étudiants étrangers	
Vous séjournerez au Canada moins de six mois (pour un seul trimestre universitaire)	 Visa de résident temporaire délivré par Citoyenneté et Immigration Canada à votre point d'entrée au Canada; Page photo de votre passeport estampillée par Citoyenneté et Immigra- tion Canada à votre point d'entrée; Formulaire de code permanent (Notes 2 et 6).
Vous séjournerez au Canada plus de six mois (pour deux trimestres universitaires con- sécutifs ou plus)	 Certificat d'acceptation du Québec (CAQ); Formulaire de code permanent (Notes 2 et 6); Permis d'études émis par Citoyenneté et Immigration Canada (Note 4).

Note 1 : Vous pouvez aussi nous fournir votre certificat de

baptême s'il a été délivré avant le **1^{er} janvier 1994**, s'il indique clairement votre lieu de naissance et s'il établit que vous avez été baptisé(e) dans les quatre mois suivant votre naissance.

Note 2 : Votre formulaire de code permanent (signé) est habituellement exigé. Si les noms de vos parents figurent sur votre certificat de naissance ou si vous nous avez déjà fourni votre code permanent, vous n'avez pas à nous envoyer ce formulaire.

Note 3 : Pour prouver votre statut de résident permanent du Canada, vous pouvez soumettre le document IMM 5292 et une copie (recto verso) de votre carte de résident permanent. Vous

pouvez aussi envoyer le document IMM 1000 et une copie (recto verso) de votre carte de résident permanent.

Note 4 : Si vous êtes réfugié(e), vous devez plutôt nous fournir le document établissant votre statut de réfugié au sens de la Convention.

Note 5 : Vous devez normalement soumettre votre certificat de naissance pour prouver que vous êtes né(e) au Québec. Si vous avez déjà un code permanent valide du MELS, mais êtes toujours, selon nos dossiers, assujetti(e) aux droits de scolarité des étudiants canadiens, vous pouvez prouver votre admissibilité aux droits des étudiants du Québec à l'aide d'une copie de votre passeport canadien, s'il y est indiqué que vous êtes né(e) au Québec.

Note 6 : Les liens à partir desquels il est possible de télécharger et d'imprimer les formulaires de code permanent et d'attestation de résidence au Québec figurent à l'adresse suivante : http://francais.mcgill.ca/legaldocuments.

Exonérations des droits

Les étudiants qui appartiennent à certaines catégories peuvent solliciter l'exonération des droits de scolarité applicables aux étudiants étrangers selon les règlements établis par le ministère de l'Éducation, du Loisir et du Sport (MELS).

Si vous êtes admissible à l'une de ces catégories, vous pouvez bénéficier des droits d'inscription applicables aux étudiants du Québec. La liste de ces catégories et les formulaires de demande correspondants peuvent être obtenus sur le site :

http://francais.mcgill.ca/student-records/fees/exemption ainsi qu'à la Gestion de l'effectif étudiant. Aucune exonération ne sera accordée sans la présentation du formulaire de demande correspondant accompagné des documents d'appoint à la Gestion de l'effectif étudiant.

12.2.2.3 Comment savoir si McGill a reçu vos documents ?

Droits de scolarité exigés des étudiants québécois, canadiens et étrangers

Une fois vos documents reçus, il faut généralement compter une semaine pour l'enregistrement de ceux-ci ainsi que la mise à jour de votre dossier.

- Vérifiez votre situation en regard des droits de scolarité sur Minerva, dans le menu des comptes étudiants : Student Menu > Student Accounts Menu > View your Tuition and Legal Status.
- Cochez l'énoncé Fees currently calculated according to rules for: pour vérifier si vous êtes considéré comme étudiant étranger, étudiant canadien ou étudiant québécois.
- La facture électronique constitue le moyen officiel privilégié par l'Université McGill pour envoyer les relevés de frais à l'ensemble des étudiants. Vous pouvez visualiser votre facture électronique sur Minerva. Pour plus de renseignements, veuillez vous reporter au site Internet suivant : http://francais.mcgill.ca/student-accounts/e-bill.

En cas de désaccord sur le calcul de vos droits, veuillez aviser McGill immédiatement. Si vous soumettez des renseignements supplémentaires relatifs à votre dossier après le dernier jour de cours d'un trimestre, McGill ne pourra pas accepter de modifications ou réduire vos droits de scolarité pour ce trimestre.

Code permanent

La vérification ou la délivrance du code permanent par le ministère de l'Éducation, du Loisir et du Sport (MELS) nécessite entre une à quatre semaines.

 Vérifiez votre code permanent sur Minerva : Personal Menu > Name Change ou dans le menu de votre compte étudiant : Student Menu > Student Accounts Menu > View your Tuition and Legal Status. Si le code permanent de 12 chiffres y figure, votre dossier est en règle. S'il n'y figure pas, c'est que vous ne nous avez pas encore fourni les documents susmentionnés à la section 12.2.2.2 « Quels documents devez-vous soumettre à McGill ? » ou que le ministère de l'Éducation, du Loisir et du Sport (MELS) ne nous a pas encore confirmé que vos documents satisfont aux conditions de délivrance d'un code permanent.

12.2.2.4 Que risque-t-il d'arriver si vous tardez à envoyer vos documents ?

Les preuves de citoyenneté, demandes de résidence au Québec, demandes d'exonération des droits de scolarité applicables aux étudiants étrangers et avis de changement de statut d'immigrant doivent être envoyés à McGill avant le dernier jour de cours du trimestre en cours pour entrer en vigueur durant ce trimestre. **Tous les documents reçus après cette date seront mis à jour, mais vos droits de scolarité ne seront réduits qu'au trimestre suivant.**

McGill ne peut délivrer de carte d'étudiant tant que tous vos documents ne soient pas reçus. Votre carte d'étudiant est obligatoire pour avoir accès aux nombreux services offerts sur le campus et être admis à vos examens finals.

Si le gouvernement ne vous a pas attribué de code permanent d'ici au 15 octobre (trimestre d'automne) ou d'ici au 15 février (trimestre d'hiver), votre dossier sera mis en attente et vous ne pourrez pas vous inscrire ou désinscrire aux cours; de plus, vous ne pourrez pas obtenir de relevé de notes officiel tant que votre dossier ne sera pas régularisé. Si vous êtes inscrit à un trimestre seulement ou à un programme d'une durée d'un an, cette mesure peut même intervenir plus tôt au cours du trimestre.

Les suppléments de retard et intérêts cumulés durant la période d'évaluation des documents seront annulés si cette évaluation débouche sur une réduction des droits de scolarité.

12.2.2.5 Où dois-je envoyer mes documents ?

Envoyez tous vos documents dès votre admission à McGill et avant le début des cours. **N'envoyez pas d'originaux.** Envoyez des copies claires et lisibles par courriel, télécopieur ou courrier postal. Inscrivez votre numéro matricule McGill sur ces documents afin que McGill puisse les joindre à votre dossier. Plus tôt vous soumettrez vos documents, plus vite McGill pourra mettre à jour votre statut et s'assurer que votre dossier est en règle.

Par courrier électronique :

Suivez les étapes suivantes afin de soumettre vos documents légaux par voie électronique :

1. Sauvegardez le fichier joint sous un format accepté :

- Format PDF standard (.pdf) Les fichiers en format PDF crypté ne seront pas acceptés.
- Format d'image étiqueté (.tif, .tiff; pour les balayages).

Assurez-vous de sauvegarder le fichier sous un format accepté; ne faites pas que renommer l'extension de nom de fichier. Comme il est possible que vos documents renferment du contenu malveillant, les documents Microsoft Word (.doc), les fichiers hypertextes (.htm, .html), JPG, GIF ou tout autre format ne seront pas acceptés.

- Assurez-vous que la résolution utilisée est d'au moins 300 dpi pour une reproduction électronique (balayage) de document (par exemple : balayage de votre certificat de naissance). La taille de fichier privilégiée est de 100 Kb par image.
- 3. Envoyez votre courriel à legaldocuments.conted@mcgill.ca et annexez vos documents balayés correspondants. Les fichiers doivent être annexés comme fichiers joints à votre courriel et non être insérés dans le corps du texte.
- Inscrivez votre prénom, votre nom et votre numéro matricule McGill sous la rubrique Objet de votre courriel. Nota : La taille du courriel (y compris vos fichiers joints) ne doit pas excéder 5 Mb (5 120 Kb).

Par la poste ou en personne :

Université McGill Centre d'éducation permanente 688, rue Sherbrooke Ouest 11^e étage Montréal (Québec) H3A 3R1 CANADA

Par télécopieur :

514-398-3227

En cas de problème avec vos documents, communiquez avec McGill par : Téléphone : 514-398-4474 Courriel : info.conted@mcgill.ca

12.2.3 Cartes d'étudiant

En tant qu'étudiant inscrit à McGill, vous êtes tenu de présenter votre carte d'étudiant pour passer les examens et pour avoir accès aux bibliothèques, aux services aux étudiants, à certains laboratoires et aux résidences.

Vous devez être inscrit et présenter votre code permanent et la preuve de votre statut légal au Canada pour obtenir votre carte (pour la liste des pièces justificatives, se reporter à la section 12.2.2.2 « Quels documents devez-vous soumettre à McGill ? »).

Aucune carte ne sera délivrée si des pièces justificatives manquent à votre dossier.

La carte d'étudiant de McGill appartient à l'Université. Elle est exclusivement réservée à son titulaire et ne peut être transférée. Si vous abandonnez la totalité des cours auxquels vous êtes inscrit, vous devez annexer votre carte d'étudiant au formulaire d'abandon ou la retourner à la Gestion de l'effectif étudiant (ou au Bureau des affaires étudiantes de la Faculté des sciences de l'agriculture et de l'environnement, campus Macdonald).

- Les nouveaux étudiants doivent s'inscrire à au moins un cours afin de se procurer leur carte d'étudiant.
- Vous devez attendre au moins trois heures suivant l'inscription pour demander votre carte d'étudiant.
- Si vous ne vous inscrivez pas à des trimestres consécutifs d'études, vous devez conserver votre carte pour éviter d'avoir à la remplacer lorsque vous vous réinscrivez.
- Si votre carte est expirée, vous pouvez obtenir une nouvelle carte sans frais à condition de remettre votre ancienne carte.
- Si vous changez de programme ou de faculté, vous pouvez obtenir une nouvelle carte sans frais à condition de remettre votre ancienne carte.
- Si votre carte a été perdue, volée ou endommagée, vous devrez acquitter des frais de remplacement de 25 \$.
- Si vous avez besoin d'un accès de sécurité aux laboratoires ou autres installations, veuillez consulter le site suivant : www.mcgill.ca/security/services/access.

Pour les étudiants de l'éducation permanente : La carte d'étudiant pourra être délivrée dans un délai d'une journée suivant l'inscription mais ne pourra être délivrée si des droits restent impayés au dossier. Vous pouvez vous procurer votre carte d'étudiant au Bureau des affaires étudiantes du Centre d'éducation permanente. Si vous abandonnez la totalité des cours auxquels vous êtes inscrit, vous devez annexer votre carte d'étudiant au formulaire d'abandon ou la retourner au Bureau des affaires étudiantes du Centre d'éducation permanente.

12.2.4 Nom

12.2.4.1 Nom officiel

Ce nom apparaîtra sur votre grade, votre diplôme ou votre certificat lors de la collation des grades ainsi que sur votre relevé de notes. Il sera également utilisé par le ministère de l'Éducation, du Loisir et du Sport (MELS) pour la création du code permanent. Tous les étudiants sont inscrits sous leur nom officiel tel qu'il figure sur l'un des documents suivants :

- 1. Certificat de naissance canadien.
- Fiche relative au droit d'établissement d'Immigration Canada (IMM 1000 ou IMM 5292 et carte de résident permanent, recto verso).
- 3. Permis de travail ou d'études délivré par Immigration Canada.
- 4. Certificat d'acceptation du Québec (CAQ).
- 5. Passeport étranger (pour les Canadiens, la carte de citoyenneté canadienne est requise. Veuillez noter que le passeport canadien n'est pas un document valide).
- 6. Lettre du consulat ou de l'ambassade au Canada du pays dont l'étudiant étranger est ressortissant.
- 7. Certificat de mariage délivré hors Québec (traduit en anglais ou en français par un commissaire à l'assermentation, s'il est rédigé dans une autre langue). Veuillez prendre note que les certificats de mariage du Québec ne sont acceptés que s'ils ont été délivrés avant 1984.
- 8. Certificat de changement de nom délivré par le Directeur de l'état civil du Québec.

En cas de variation dans l'orthographe du nom dans ces documents, l'Université utilisera le nom sur le document mentionné en premier, selon l'ordre d'importance de la liste ci-dessus.

12.2.4.2 Le nom que vous privilégiez

Vous pouvez également indiquer le nom que vous privilégiez sur le formulaire de demande d'admission complété; ou après avoir été admis, à l'aide du formulaire de changement de nom sur Minerva dans le menu personnel (*Personal Menu > Name Change Form*) où vous pourrez apporter ce changement à votre dossier.

Le « nom que vous privilégiez » figure sur les listes de cours (entre parenthèses, à côté de votre nom officiel) à l'intention des professeurs. Veuillez prendre note que votre nom officiel continuera de figurer sur votre relevé de notes et votre diplôme.

Vous pouvez demandez que le prénom que vous privilégiez apparaisse avec votre adresse courriel de McGill en soumettant votre demande au Service de réseautique et de communication (SRC) via REGGIE (www.mcgill.ca/reggie). Pour de plus amples renseignements, se reporter au site : http://francais.mcgill.ca/ student-records/biographical.

12.2.5 Vérification du nom

Vous devriez vous assurer de l'exactitude du nom figurant sur votre dossier, à l'aide du système Minerva, puis apporter, s'il y a lieu, les corrections typographiques (en particulier les majuscules, minuscules, accents, espacements) à l'aide du formulaire de changement de nom sur Minerva dans le menu personnel (*Personal Menu > Name Change Form*).

Veuillez prendre note que vous ne pouvez toutefois pas changer le nom qui figure dans votre dossier par le biais de Minerva. Les demandes en ce sens doivent être présentées en personne et accompagnées des documents officiels (voir section 12.2.4.1 « Nom officiel » et section 12.2.4.2 « Le nom que vous privilégiez ») à l'adresse suivante :

Le Point de Service 3415, rue McTavish Montréal (Québec) H3A 1Y1

Pour les étudiants de l'éducation permanente : Les demandes en ce sens doivent être présentées en personne et accompagnées des documents officiels (voir section 12.2.4

« Nom ») au Bureau des affaires étudiantes du Centre d'éducation permanente.

12.3 Inscription

Pour la plupart des étudiants, l'inscription au Centre d'éducation permanente se fera à l'aide de Minerva durant les périodes d'inscription publiées dans le présent annuaire à la section « Dates à retenir 2010-11 » et au site : http://francais.mcgill.ca/ importantdates.

Nota : Si vous souhaitez vous inscrire à des cours ou à des séminaires de courte durée, vous ne pouvez pas vous inscrire à l'aide de Minerva et vous devez vous reporter aux unités d'enseignement concernées pour l'information au sujet des inscriptions.

Vous devez vous inscrire à au moins un cours avant la fin de la période normale des inscriptions pour éviter d'avoir à acquitter un supplément de retard de 25 \$. Vous pouvez ajouter des cours sans pénalité jusqu'à la fin de la période de changement de cours. En cas de doute sur les cours auxquels il convient de s'inscrire, veuillez consulter un conseiller.

Même si les conseillers et le personnel du Centre sont là pour vous guider et vous orienter, vous êtes seul responsable de vous assurer que vos choix de cours et que votre inscription sont complets et exacts, que vous respectez les critères du programme et du diplôme de votre choix, ainsi que les règlements et dates limites précisés dans cet annuaire.

Un supplément à l'annuaire est publié trois fois par an par le Centre et contient des renseignements précis sur les dates d'inscription ainsi que l'information concernant le trimestre à venir. En cas de contradiction, l'information qui y figure aura préséance sur celle de l'annuaire.

12.3.1 Qui peut utiliser Minerva ?

Vous devez utiliser Minerva si vous étiez inscrit au Centre d'éducation permanente l'année précédente ou si vous avez été récemment admis à un programme.

EXCEPTIONS

Vous ne pourrez pas utiliser Minerva si :

- Il vous reste des droits à acquitter;
- Vous ne disposez pas d'un code permanent;
- Votre dossier indique que votre inscription est bloquée, pour des motifs d'ordre administratif ou scolaire;
- Vous vous inscrivez à un cours de langue et, selon votre dossier, vous n'avez pas réussi le cours du niveau précédent;
- Vous n'avez pas suivi les cours préalables permettant de suivre le ou les cours qui vous intéressent.

Si une ou plusieurs de ces conditions s'appliquent à votre situation, vous devriez prendre rendez-vous avec un conseiller et vous inscrire en personne (voir la section 12.3.3.1 « Inscription en personne »).

12.3.2 Comment s'inscrire à l'aide de Minerva ?

Rendez-vous au site Minerva à http://francais.mcgill.ca/minerva et suivez les instructions détaillées. Vous pouvez vous inscrire ou faire des changements de cours à l'aide de Minerva SEULEMENT durant les périodes mentionnées dans le calendrier des inscriptions sur Minerva. Pour plus de renseignements, voir « CALENDRIER DES INSCRIPTIONS SUR MINERVA 2010/2011 ».

Avant d'accéder à Minerva :

 Lisez attentivement l'horaire des cours et la marche à suivre pour l'inscription. Prenez note que certains cours ne sont pas offerts tous les trimestres. Vous ne pouvez vous inscrire qu'à un trimestre à la fois. Consultez un conseiller. Si vous souhaitez remplacer des cours obligatoires ou vous inscrire à des cours hors-programme, une confirmation écrite de votre unité d'enseignement est requise, sans quoi il se peut qu'on ne vous accorde pas d'unités pour ces cours dans le cadre de votre programme. Si vous devez discuter de votre situation avec un conseiller, prenez rendez-vous avec votre unité d'enseignement avant de vous inscrire.

Problèmes avec Minerva ?

Pour toute question concernant l'inscription à un cours ou à un programme, communiquez avec le Bureau des affaires étudiantes au 514-398-6200. Pour tout autre problème lié à l'utilisation de Minerva, appelez la ligne d'assistance téléphonique de Minerva au 514-398-4474.

Vous avez oublié votre NIP ?

S'il vous arrivait d'oublier votre NIP, vous pouvez le réinitialiser en cliquant sur le bouton « Vous avez oublié votre NIP? » sur la page d'accueil de Minerva. Si vous n'êtes pas en mesure de réinitialiser votre NIP, appelez la ligne d'assistance téléphonique de Minerva au 514-398-4474.

12.3.3 Autres façons de s'inscrire

12.3.3.1 Inscription en personne

Si vous êtes un nouvel étudiant à statut particulier ou si vous êtes dans l'impossibilité de vous inscrire à l'aide de Minerva pour quelque raison que ce soit, vous devez vous inscrire en personne. Les inscriptions en personne se font sur rendez-vous seulement. Pour obtenir un rendez-vous, composez le 514-398-2900.

À partir du 3 août	pour le trimestre d'automne
À partir du 1 ^{er} décembre	pour le trimestre d'hiver
À partir du 6 avril	pour le trimestre du printemps-été

Si vous devez passer un test de classement pour une langue donnée, vous devez prendre rendez-vous au moins deux jours après le test.

Documents à fournir lors de l'inscription EN PERSONNE : ÉTUDIANTS QUI SE RÉINSCRIVENT

- 1) Carte d'étudiant de McGill ou preuve de numéro matricule (par exemple, un relevé de notes non officiel).
- 2) Preuve de réussite des cours préalables.

NOUVEAUX ÉTUDIANTS ADMIS À UN PROGRAMME

- 1) Votre lettre d'admission.
- 2) Preuve de réussite des cours préalables.
- Si vous étiez un étudiant à statut particulier, votre carte d'étudiant.
- 4) Documents légaux attestant votre statut d'étudiant québécois, canadien hors Québec ou étranger (s'ils n'ont pas encore été fournis). Pour de plus amples renseignements, voir la section 12.2.2 « Documents légaux ».

NOUVEAUX ÉTUDIANTS À STATUT PARTICULIER

(Voir la section 11.8 « Étudiants à statut particulier »)

- Documents légaux attestant votre statut d'étudiant québécois, canadien hors Québec ou étranger. Pour de plus amples renseignements, voir la section 12.2.2 « Documents légaux ».
- Code permanent du gouvernement du Québec (voir la section 12.2.2 « Documents légaux »).
- 3) Preuve de réussite aux cours préalables.
- 4) Preuve de compétence en anglais, s'il y a lieu (section 1.12.2,
- « Preuve de compétence en anglais » et section 2.6.2 « Preuve de compétence en anglais »).

ÉTUDIANTS À STATUT PARTICULIER QUI S'INSCRIVENT À DES COURS DE 2^e OU DE 3^e CYCLE

 Un relevé de notes non officiel en anglais ou en français confirmant l'achèvement du diplôme, et le cas échéant, un avis d'études du gouvernement du Québec, ministère de l'Immigration et des Communautés culturelles.

- 2) Si votre diplôme ne vous a pas encore été octroyé, une lettre de votre université d'origine confirmant la date escomptée d'achèvement du diplôme. N'oubliez pas de prendre les dispositions nécessaires pour que votre relevé de notes officiel nous parvienne avant la fin du trimestre.
- Preuve de compétence en anglais, le cas échéant (voir la section 2.6.2 « Preuve de compétence en anglais »).

La non-production des documents énumérés ci-dessus vous empêchera de vous inscrire aux cours.

Pour les Études de traduction, voir la section 7.7.1.3 « Critères généraux ».

ÉTUDIANTS ÉTRANGERS

En plus des pièces requises susmentionnées, vous devez également vous munir de ce qui suit :

- 1) Votre plan d'études.
- Votre permis d'études et votre Certificat d'acceptation du Québec (CAQ) ou tout autre document prouvant votre statut légal au Canada (voir la section 12.2.2 « Documents légaux »).
- 3) Un passeport valide.
- 4) Votre numéro d'assurance-maladie (si vous ne vous êtes pas encore procuré votre assurance-maladie, vous devez le faire, avant votre inscription, au pavillon Brown des services aux étudiants, situé au 3600, rue McTavish).

12.3.3.2 Inscription à des ateliers, séminaires et cours de courte durée

Pour vous inscrire dans les domaines suivants, reportez-vous aux sections correspondantes de cet annuaire :

Études générales/	section 8 « Études générales »
Perfectionnement	-
professionnel	
IERM	section 9 « Institut d'études à la
	retraite de McGill »

12.3.3.3 Inscription par procuration

Si vous n'êtes pas en mesure de vous inscrire vous-même pendant les périodes prévues, vous pouvez le faire par procuration. Pour cela, vous devez obtenir un formulaire d'inscription par procuration au Centre d'éducation permanente ou à l'adresse suivante : www.mcgill.ca/conted/studentres/forms. Ce formulaire doit être dûment rempli et signé par vous et par la personne à qui vous donnez procuration. Les formulaires d'inscription par procuration expédiés au Centre par télécopieur ne sont pas acceptés. Le mandataire doit soumettre ledit formulaire ainsi que tous les documents d'appoint lors de l'inscription en personne et devra être en mesure de régler intégralement les droits de scolarité (voir la section 12.3.3.1, « Inscription en personne »).

12.3.3.4 Inscription par courrier, par télécopieur ou par Internet

Si vous souhaitez vous inscrire à des cours, à des ateliers ou à des séminaires des *Études générales*, veuillez vous reporter au site Internet correspondant : www.mcgill.ca/conted/acad/ generalstudies

12.3.4 Abandons de cours et remboursements

Vous êtes responsable des droits correspondants à tous les cours auxquels vous vous inscrivez. Tout abandon doit se faire de manière officielle. Ne plus assister à un cours ou informer un professeur qu'on n'y assistera plus ne suffit pas pour constituer un abandon de cours.

12.3.4.1 Comment abandonner un cours ?

L'abandon d'un cours peut se faire selon l'une ou l'autre des façons suivantes :

- En ligne, par le biais de Minerva (Registration menu)
- En personne. Remplissez le formulaire de changement de cours Course Change Form disponible sur le site suivant : www.mcgill.ca/conted/studentres/forms et présentez-le au Bureau des affaires étudiantes.

12.3.4.2 Période d'ajout ou d'abandon de cours

Vous pouvez changer de section, ajouter ou abandonner des cours durant cette période uniquement. Vous aurez alors droit au remboursement des cours abandonnés moins des frais d'administration de 20 \$ par cours. Veuillez vous reporter au Supplément à l'annuaire pour les dates limites précises d'ajout ou d'abandon de cours. Les cours abandonnés avant ou pendant la période d'inscription tardive et la période de changement de cours ne figurent pas dans votre dossier étudiant.

12.3.4.3 Abandon de cours - note de W

Les trimestres d'automne et d'hiver comportent deux périodes d'abandon; l'une avec remboursement des droits de scolarité et l'autre sans remboursement.

CALENDRIER DES INSCRIPTIONS SUR MINERVA 2010/2011

Il est donc essentiel que vous preniez note des dates limites pour pouvoir obtenir votre remboursement.

Si vous manquez l'échéance, vous devrez acquitter les droits relatifs au cours. Durant les deux périodes prévues pour l'abandon des cours, vous pourrez procéder aux changements par le biais de Minerva. Vous recevrez alors la note W, qui ne modifie en rien votre moyenne pondérée cumulative. Inversement, si vous ne procédez pas à un abandon dans les normes, vous recevrez la note J (cours incomplet ou échec) qui, elle, correspond à un zéro dans le calcul de votre moyenne pondérée cumulative.

Les périodes d'inscription officielles et les échéances pour l'abandon des cours sont publiées avant le début de chaque trimestre. Veuillez vous référer au Supplément à l'annuaire pour les dates spécifiques.

	Automne	Hiver
Étudiants en renouvellement d'inscription	Du 15 juin au 1 ^{er} septembre	Du 14 octobre au 4 janvier
Nouveaux étudiants	Du 22 juin au 1 ^{er} septembre	Du 21 octobre au 4 janvier
Étudiants à statut particulier en réinscription	Du 22 juin au 1 ^{er} septembre	Du 21 octobre au 4 janvier
		Du 21 octobre au 4 janvier

Inscription tardive et changements de cours

	Automne	Hiver
Tous les étudiants, à l'exception des Études générales	Du 2 au 14 septembre	Du 5 au 18 janvier

12.3.5 Date d'entrée en vigueur pour les remboursements

Il vous appartient de faire une demande de changements de cours (ajout ou abandon) en soumettant le formulaire correspondant au Bureau des affaires étudiantes. La date de l'avis donné au chargé de cours ou la date à laquelle l'étudiant cesse d'assister au cours ne sera pas prise en considération.

La date d'entrée en vigueur pour le remboursement est la date à laquelle le formulaire de changement de cours officiel a été rempli ou celle à laquelle le changement a été effectué à l'aide de Minerva.

L'abandon d'un cours n'entraîne pas automatiquement le remboursement des droits. Vous devez présenter une demande écrite, à défaut de quoi tout remboursement auquel vous avez droit par suite d'un abandon de cours ou de droits payés en trop sera crédité à votre compte.

Nota : Des règles particulières au remboursement s'appliquent aux cours d'une durée de dix sessions ou moins ou aux cours de nature spécialisée. Veuillez communiquer avec l'unité d'enseignement concernée pour tout détail à cet effet.

Les dates limites de changements de cours de l'éducation permanente ne s'appliquent pas à vous si vous êtes inscrit à temps plein à des cours d'éducation permanente. Prière de consulter le site : http://francais.mcgill.ca/importantdates pour les dates limites s'appliquant à votre faculté.

DEMANDE DE REMBOURSEMENT

Pour toute demande de remboursement, veuillez accéder à Minerva et suivre les instructions à partir du menu des comptes étudiants (*Student Accounts menu*).

Si le cours que vous abandonnez est le seul auquel vous étiez inscrit, vous devez également retourner votre carte d'étudiant, car celle-ci appartient à McGill.

12.3.6 Cours contingentés

Le Centre se réserve le droit de limiter les inscriptions à un cours, pour des motifs pédagogiques ou lorsque l'exiguïté des lieux l'exige. Le cas échéant, l'inscription se fera alors selon l'ordre d'arrivée, la préférence étant donnée aux étudiants officiellement inscrits à un programme de certificat, de diplôme ou de grade.

12.3.7 Inscription à des cours administrés par d'autres facultés

Dans certains cas exceptionnels, il est possible que l'on vous autorise à vous inscrire à un cours administré par une autre faculté pour obtenir des unités dans le cadre de votre programme. Le nombre de cours qu'il est possible de suivre dans d'autres facultés est limité et chacun des cours doit être approuvé par la faculté concernée.

Vous ne pouvez pas utiliser Minerva pour vous inscrire à ces cours. Pour obtenir l'autorisation pour vous inscrire à un cours administré par une autre faculté, vous devez être admis officiellement à un programme du Centre d'éducation permanente et prouver que vous avez satisfait à tous les cours préalables.

Pour pouvoir vous inscrire à ce cours, vous devez obtenir l'autorisation écrite du directeur ou du conseiller de programme. Pour ces inscriptions, l'étudiant est tenu de se conformer à tous les règlements du Centre et non à ceux de la faculté où se donne le cours. Cela vaut également pour les demandes de transfert, les abandons et les demandes de remboursement. Néanmoins, vous devez suivre les règlements de la faculté où le cours se donne en ce qui a trait aux conflits d'horaire lors des examens et aux demandes de report d'examen.

Nota : Certaines facultés n'offrent pas d'examen de reprise. Tout échec entraînera la reprise du cours.

12.3.8 Inscription à des cours du Centre d'éducation permanente pour les étudiants inscrits à un programme de grade de McGill à temps plein

Si vous êtes inscrit à un programme de grade à temps plein, vous pouvez utiliser Minerva pour vous inscrire à un cours du Centre d'éducation permanente. Si vous êtes inscrit à un programme de grade de McGill et si vous souhaitez suivre un cours du Centre d'éducation permanente assorti d'unités en vue de l'obtention de votre titre universitaire, vous devez y être autorisé par votre faculté.

Si vous êtes inscrit à un programme de grade de McGill et que vous souhaitez suivre un cours du Centre d'éducation permanente par intérêt ou pour votre perfectionnement personnel, vous pouvez vous y inscrire en utilisant Minerva. À l'exception de certains cours de courte durée, des ateliers et des séminaires des *Études générales*, ces cours figureront sur votre relevé de notes officiel,

mais ne seront pas pris en compte pour l'obtention de votre diplôme.

Nota : Les étudiants à temps plein inscrits dans un programme de grade ne peuvent s'inscrire aux cours de langues française et anglaise.

12.3.9 Inscription tardive

Vous pouvez vous inscrire après les dates normales d'inscription, sous réserve qu'il reste des places dans les cours de votre choix. Les périodes d'inscription tardive sont précisées dans le Supplément à l'annuaire. Des frais de 25 \$ vous seront facturés, que vous vous soyez inscrit par le biais de Minerva ou en personne.

12.3.10 Horaire des cours

En général, l'horaire des cours pour les trimestres d'automne et d'hiver à venir est disponible à la mi-mars au site suivant : www.mcgill.ca/study. L'horaire des cours pour le trimestre d'été est en général disponible en janvier. L'horaire des cours précise les jours et les heures auxquels les cours sont offerts, leur lieu, le nom des chargés de cours ainsi qu'un certain nombre de renseignements et remarques supplémentaires. Vous pouvez visionner les détails se rapportant à l'horaire des cours répertoriés dans l'annuaire en cliquant sur le numéro de référence du cours qui figure au côté de chaque section de cours présentée.

Veuillez prendre note de tous les critères de préinscription applicables aux cours que vous choisissez, tels que les tests de classement ou la nécessité d'obtenir l'approbation ou l'autorisation de votre département.

L'horaire des cours est sujet à changement et il est mis à jour au fur et à mesure que les cours sont ajoutés, annulés, reprogrammés ou déplacés. Il vous appartient de consulter l'horaire des cours au moment de votre inscription, puis au début des cours pour vous assurer que les changements apportés au calendrier n'entraînent pas de conflits dans votre horaire d'études.

12.3.11 Information et règlements sur les cours

Pour plus de renseignements sur les cours, veuillez vous reporter à la section 10 « Information sur les cours, règlements et descriptions ».

12.3.12 Entente relative aux autorisations d'études hors-établissement entre les universités du Québec : étudiants de McGill

L'entente relative aux autorisations d'études hors-établissement entre les universités du Québec permet aux étudiants de s'inscrire simultanément à McGill et dans un autre établissement universitaire du Québec.

Les étudiants inscrits à un programme de 1^{er}, 2^e ou 3^e cycle, de diplôme ou de certificat à McGill peuvent, moyennant l'autorisation de leur faculté, s'inscrire à trois ou dans certains cas à six **unités** par trimestre dans n'importe quelle autre université du Québec en plus de leur inscription à McGill. Les étudiants peuvent également obtenir l'autorisation d'étudier à une autre université québécoise pour un trimestre complet (de 12 à 15 unités). Sous réserve des règlements de la faculté, ces cours seront reconnus par McGill pour le programme auquel vous êtes inscrit jusqu'à concurrence de la limite imposée par les exigences en matière de résidence qui s'appliquent. En général, vous devez compléter des exigences minimales de 60 unités à McGill pour être admissible à un grade de McGill (prière de vérifier auprès de votre faculté). Ce privilège sera accordé s'il existe des raisons universitaires pertinentes.

Si vous souhaitez vous prévaloir de cette entente, veuillez consulter votre Bureau des affaires étudiantes pour plus de renseignements. Veuillez prendre note que cette entente est assujettie aux conditions suivantes :

- Les autres universités n'ont aucune obligation d'accepter l'inscription d'un étudiant à quelque cours que ce soit.
- Vous devez satisfaire aux exigences de votre faculté et de votre programme.
- Vous êtes responsable de vous informer adéquatement afin que les cours suivis à McGill n'entraînent pas de conflits d'horaire avec ce(s) cours.
- Les universités concernées n'ont aucune responsabilité envers les étudiants qui nécessiteraient des dispositions particulières en raison de conflits d'horaire ou d'examens.
- Les notes obtenues au cours suivi dans une autre université n'apparaîtront pas sur le relevé de notes de McGill et ne seront pas incluses dans la moyenne pondérée.
- Si vous êtes un étudiant en échange à McGill et vous provenez de l'extérieur du Québec, vous n'êtes pas admissible aux cours offerts par d'autres établissements québécois dans le cadre de l'entente relative aux autorisations d'études hors-établissement entre les universités du Québec.
- Veuillez prendre note qu'en cas de réception tardive des résultats obtenus dans une autre université, votre remise de diplôme pourrait être retardée.

Si vous êtes un étudiant boursier, prière de vérifier votre admissibilité quant à la continuité ou au renouvellement de vos bourses auprès de votre Bureau des affaires étudiantes et du coordonnateur des bourses.

Vous devez remplir une demande d'autorisation d'études horsétablissement en ligne (http://francais.mcgill.ca/student-records/ register/iut) pour obtenir les autorisations nécessaires. Vous pouvez également obtenir des renseignements complémentaires sur le site Internet de votre faculté.

Nota : Après l'autorisation de la demande par les universités d'attache et d'accueil, vous êtes tenu de vous inscrire aux cours qui ont été approuvés par voie électronique. Les modalités d'inscription varient selon l'université d'accueil (Internet, en personne, par téléphone ou autre). Vous devez compléter et soumettre votre demande électronique dans un délai permettant de respecter les dates limites d'inscription établies par l'université d'accueil. Si vous souhaitez par la suite abandonner ou vous retirer du ou des cour(s) qui ont été approuvés, vous devrez le faire conformément aux procédures de l'université d'accueil ET soumettre le changement sur la demande d'autorisation d'études hors-établissement en ligne.

Les notes obtenues aux cours seront transmises automatiquement à McGill par l'université d'accueil.

12.3.13 Entente relative aux autorisations d'études hors-établissement entre les universités du Québec : étudiants d'autres universités

L'entente relative aux autorisations d'études hors-établissement entre les universités du Québec permet aux étudiants de s'inscrire simultanément à McGill et dans un autre établissement universitaire du Québec.

Si vous étudiez dans une autre université du Québec et souhaitez étudier à McGill dans le cadre de l'entente interuniversitaire, vous devez faire votre demande en ligne pour demander les autorisations nécessaires sur http://francais.mcgill.ca/studentrecords/register/iut. Vous devriez également vous reporter au site Internet de votre université d'attache pour prendre connaissance des règlements applicables au nombre d'unités autorisés, ainsi qu'aux politiques de transfert d'unités.

Nota : Lorsque la demande d'études hors-établissement est approuvée par l'université d'accueil et l'université d'attache, vous êtes tenu de vous inscrire aux cours qui ont été approuvés par voie électronique. À McGill, vous devez vous inscrire à l'aide de Minerva (http://francais.mcgill.ca/minerva). Vous serez informé par courrier électronique des étapes à suivre pour vous inscrire une fois votre demande approuvée. Vous devez compléter et soumettre votre demande électronique dans un délai permettant de respecter les dates limites d'inscription établies par McGill. Si vous souhaitez par la suite abandonner ou vous retirer des cours qui ont été approuvés, vous devrez le faire par le biais de Minerva ET soumettre le changement sur la demande d'autorisation d'études hors-établissement en ligne.

Les notes obtenues aux cours suivis seront transmises automatiquement à l'université d'attache par McGill.

Pour les étudiants de l'éducation permanente : Si vous êtes un étudiant visiteur dans le cadre d'une entente d'études horsétablissement, et que votre demande a été approuvée, vous devrez vous inscrire sur rendez-vous et en personne seulement (veuillez consulter la section 12.3.3.1 « Inscription en personne »).

12.3.14 Auditeur libre

À l'Université McGill, il est interdit d'assister à un cours à titre d'auditeur libre.

Pour les étudiants de l'éducation permanente : Vous pouvez vous inscrire à un cours d'éducation permanente et choisir l'option « NE », et ne recevoir aucune évaluation pour ce cours.

12.4 Droits

L'Université se réserve le droit de modifier sans préavis le barème des droits publié. Veuillez consulter le site Internet des comptes étudiants http://francais.mcgill.ca/student-accounts/fees. L'Université publiera ce barème aussitôt que les droits pour l'année universitaire 2010-2011 seront précisés.

Le Centre d'éducation permanente ne peut être tenu responsable des droits payables à une association ou à un institut externe.

12.4.1 Accès aux renseignements sur les droits

Vous pouvez consulter votre compte par trimestre (*Account Summary by Term*) sur Minerva. Les droits applicables au trimestre d'automne 2010 seront disponibles à partir du 1^{er} août.

12.4.2 Droits de scolarité

Les droits de scolarité sont susceptibles de changer à chaque année universitaire. Veuillez vous reporter au barème des droits de scolarité au site http://francais.mcgill.ca/student-accounts/fees qui sera mis à jour aussitôt les droits confirmés.

12.4.2.1 Étudiants du Québec et hors Québec (canadiens ou résidents permanents)

Selon les exigences en vigueur dans la province, les étudiants doivent prouver qu'ils ont bien droit au tarif demandé aux étudiants québécois ou canadiens des autres provinces (voir le site http://francais.mcgill.ca/legaldocuments pour plus de renseignements).

Nota : Les étudiants qui ne soumettent pas les documents exigés dans les délais prescrits (1^{er} décembre - automne; 1^{er} avril - hiver) seront facturés au tarif prévu pour les étudiants canadiens des autres provinces ou au tarif en vigueur pour les étudiants étrangers, selon les documents fournis. Si votre statut au regard des droits de scolarité change pendant la période d'évaluation et se traduit par une réduction des droits, les suppléments de retard ou intérêts courus sur le solde seront également annulés.

12.4.2.2 Étudiants étrangers

Les étudiants étrangers pourront demander une exonération des droits applicables aux étudiants étrangers s'ils appartiennent à certaines catégories. Les étudiants qui sont admissibles à ces exonérations devront acquitter les droits demandés aux étudiants du Québec. La liste des catégories et les formulaires correspondants peuvent être retirés à la Gestion de l'effectif étudiant. Des renseignements sont également disponibles sur le site suivant : http://francais.mcgill.ca/student-records/fees/

Pour de plus amples renseignements sur l'exonération des droits, veuillez communiquer avec l'administrateur des droits par courriel à : feecoordinator.es@mcgill.ca.

12.4.2.3 Droits applicables aux cours non assortis d'unités

Les droits applicables aux cours non assortis d'unités, aux séminaires ou aux cours de courte durée non indiqués sur le relevé officiel de notes de McGill sont indiqués à la section 10 « Information sur les cours, règlements et descriptions » ou sur le site Internet du Centre d'éducation permanente à www.mcgill.ca/conted. S'il y a lieu, les frais de l'AEEPM seront ajoutés (voir la section 15.2 « Gouvernance étudiante »).

12.4.2.4 Personnes du troisième âge

Les citoyens âgés de 65 ans ou plus, inscrits à un cours assorti ou non d'unités, bénéficieront d'une réduction de 50 % sur les droits de scolarité applicables aux étudiants du Québec. Cette politique s'applique aux étudiants qui ont 65 ans au 30 septembre pour le trimestre d'automne et au 31 janvier pour le trimestre d'hiver. Ces réductions ne s'appliquent pas aux cours intensifs d'anglais ou de français, aux programmes spéciaux des *Études générales*, ou à l'adhésion à l'*Institut d'études à la retraite de McGill*. Les personnes du troisième âge qui paient les droits de scolarité s'appliquant aux étudiants étrangers ou non québécois se verront créditer la moitié des droits s'appliquant aux étudiants québécois pour leur programme.

12.4.2.5 Aide financière destinée aux membres du personnel de l'Université McGill

Les membres du personnel de l'Université McGill peuvent avoir droit à un remboursement équivalent à 100 % du montant admissible des droits de scolarité. Pour les détails concernant les règles et les procédures à suivre, veuillez vous reporter au site suivant : http://francais.mcgill.ca/benefits/eea. Vous y trouverez le formulaire de demande en ligne à remplir lors de votre inscription. Si vous ne réussissez pas le cours selon les règles, vous ne pourrez bénéficier de ladite exemption, et devrez, par conséquent, payer les droits de scolarité selon les dates limites de paiement en vigueur.

12.4.2.6 Exonération des droits de scolarité pour les personnes à charge des membres du personnel

Les étudiants qui pensent être admissibles à cette exonération doivent télécharger le formulaire correspondant au site Internet suivant : http://francais.mcgill.ca/benefits/forms et le faire parvenir dûment rempli soit à la Gestion de l'effectif étudiant, soit au Bureau des affaires étudiantes du Centre d'éducation permanente, selon le cas.

Le montant de l'exonération est crédité à votre compte dès que toutes les signatures exigées auront été obtenues.

Pour plus de renseignements, se reporter à la convention collective de l'AAPNEUM ou à la Politique relative aux personnes à charge des membres du personnel du manuel des procédures administratives de l'Université (www.mcgill.ca/adminhandbook/ personnel/stafftuition).

12.4.3 Prêts et bourses

Les étudiants à temps plein (inscrits à un minimum de 12 unités par trimestre) peuvent présenter des demandes de prêts et bourses au gouvernement provincial. Veuillez consulter le site http://francais.mcgill.ca/studentaid pour toute information relative aux bourses d'admission, à l'aide financière provinciale et fédérale, aux prêts et bourses de McGill ainsi qu'aux prêts disponibles pour les citoyens des États-Unis.

12.4.4 Droits obligatoires

Association des étudiants d'éducation permanente de McGill (AEEPM)

Des frais supplémentaires de 12,99 \$ par cours sont prélevés du compte de chaque étudiant par l'Université au nom de l'Association des étudiants d'éducation permanente de McGill (AEEPM).

Exceptions

- Les étudiants qui sont inscrits à des cours de courte durée, à des séminaires ou à des ateliers dont les résultats ne figurent pas sur les relevés de notes officiels de McGill ne font pas partie de l'AEEPM et ne paient pas les frais supplémentaires correspondants.
- 2) Les frais de l'AEEPM ne s'appliquent pas aux étudiants qui font déjà partie de l'Association des étudiants de l'Université McGill, sauf dans le cas de certains étudiants qui sont inscrits à plus d'un programme. Pour de plus amples renseignements sur l'AEEPM, voir la section 15.2 « Gouvernance étudiante ».

12.4.4.1 Frais d'administration

L'Université facture un nombre de frais d'administration à ses étudiants, notamment :

Frais d'inscription - L'Université facture des frais d'inscription à tous les étudiants qui s'inscrivent à des cours et des programmes.

Frais de technologie de l'information - L'objectif de ces frais consiste à améliorer certains services technologiques fournis aux étudiants et de leur offrir la formation et l'appui nécessaires pour qu'ils puissent bien exploiter les nouvelles technologies de l'information.

Frais de relevés de notes et de diplôme - L'Université facture des frais de relevé de notes et de diplôme à tous les étudiants. Cela vous permet de demander gratuitement des relevés de notes et de couvrir les frais relatifs à votre collation des grades.

Redevances de droits d'auteur - Tous les étudiants inscrits à des cours ou à des programmes paient les redevances de droits d'auteur servant à régler la cotisation annuelle que toutes les universités du Québec sont tenues de verser à Copibec (consortium qui protège les intérêts des auteurs et des éditeurs) qui leur donne le droit de photocopier les documents protégés par un droit d'auteur.

Frais administratifs d'ordre général - Les étudiants devront acquitter des frais de 7,50 \$ au trimestre d'été et un montant total de 15 \$ aux trimestres d'automne et d'hiver pour compenser l'indexation des frais d'inscription, des frais des technologies de l'information, des frais de relevés de notes et de diplôme et des redevances de droits d'auteur.

Le barème des droits est accessible au site

http://francais.mcgill.ca/student-accounts/fees/compfees/it qui sera mis à jour aussitôt que les droits pour l'année universitaire 2010-2011 seront confirmés.

12.4.5 Autres droits

Assurance-maladie et accident pour les étudiants étrangers (obligatoire) (selon les tarifs de 2009-2010)

Protection individuelle	591 \$
Personnes à charge	1 698 \$
Protection familiale (2 personnes à charge ou plus)	3 225 \$
Demande d'admission (programmes assortis d'unités)	65 \$
Inscription tardive (non remboursable)	25 \$
Test de classement pour les cours de langue	25 \$
Changement de cours	20 \$
Abandon de cours avant la date limite fixée pour le remboursement	20\$
Relecture d'examen (remboursable si la note alphabétique est plus élevée)	35 \$
Examens de reprise	35 \$

Remplacement de la carte d'étudiant	25 \$
Supplément de retard facturé si le solde impayé est supérieur à 100 % à la fin octobre (ou fin février pour le trimestre d'hiver)	50 \$
Intérêts courus sur les soldes impayés (le taux, établi en février, entre en vigueur le 1 ^{er} juin au taux mensuel de 1,24 % ou 14,88 % par année)	
Paiement par prélèvement automatique ou chèque sans provision	35 \$
Frais de remboursement par chèque :	
Solde inférieur à 100 \$	5\$
Solde de 100 \$ ou plus	10 \$
Pénalité de réintégration (voir la section 12.4.7.1 « Comptes en souffrance ».	150 \$
Changement de date d'examens	30 \$
Exemption par un examen	50 \$
Examen d'équivalence (cours de langues anglaise et française)	100 \$
Test de compétence en anglais du Centre d'éducation permanente (TELP)	100 \$
Programmes intensifs de langue	
Demande d'admission	80 \$
Abandon de cours avant la date limite fixée pour le remboursement	200 \$

12.4.6 Facturation et dates d'échéance

Facturation

Le montant des droits est calculé chaque trimestre.

La facturation électronique est le moyen officiel d'émission des relevés de droits de scolarité à l'intention des étudiants de l'Université McGill. Tous les frais imputés à votre compte, notamment les droits de scolarité, les droits d'assurance-maladie ou tout autre supplément, figurent sur la facture électronique. Les factures électroniques sont généralement produites au début du mois et un courriel avisant que celles-ci sont disponibles sur Minerva est envoyé à votre adresse de courriel officielle de McGill. Les frais qui se produisent après la date de facturation figurent sur le relevé du mois suivant, mais il sera possible de les consulter immédiatement sur la page *Account Summary by Term* de Minerva sous le menu des comptes étudiants (l'écran d'accès direct au solde de compte).

La non-lecture des courriels *ne représente en aucun cas* une raison valable pour l'annulation des intérêts et des suppléments de retard. Veuillez consulter le site Internet du Service des comptes étudiants (http://francais.mcgill.ca/student-accounts) pour connaître les dates limites de paiement.

Suppléments de retard

Si vous avez un solde supérieur à 100 \$ à votre compte au 29 octobre (28 février pour le trimestre d'hiver), vous devrez acquitter un supplément de retard de 50 \$, en plus des intérêts courus.

12.4.7 Autres politiques relatives aux droits

12.4.7.1 Comptes en souffrance

Tous les droits de scolarité et frais facturés par l'Université doivent être réglés au complet ou des dispositions doivent être prises pour les régler.

Les comptes des étudiants sont considérés comme étant **en souffrance** lorsqu'ils ne sont pas payés au complet dans les 60 jours suivant l'émission de la facture. Un blocage financier sera mis sur ces comptes, empêchant les étudiants d'obtenir leurs relevés de notes officiels et d'accéder aux fonctions d'inscription de Minerva.

Intérêts : Des intérêts sont facturés sur les soldes impayés au taux mensuel de 1,24 % multiplié par le solde impayé à la fin du

mois (14,88 % par année). Le taux est établi chaque printemps, et ce, pour l'année universitaire suivante.

Nota : Vous êtes prié de vérifier régulièrement le solde de votre compte sur Minerva.

L'Université n'est pas tenue d'émettre des relevés de notes, de décerner des diplômes ou de réinscrire un étudiant en cas de non règlement des droits de scolarité, d'amendes de bibliothèque, de frais de résidence ou de prêts en souffrance aux dates d'échéance prescrites.

Information à l'intention des étudiants inscrits

Si vous vous inscrivez aux cours d'un trimestre donné mais que vous avez encore une dette remontant à un trimestre antérieur, vous devez régler celle-ci ou prendre des dispositions avec le Service des comptes étudiants avant la fin de la période d'ajout ou d'abandon de cours. Si vous avez des difficultés financières, vous devez d'abord consulter le Service d'aide financière aux étudiants (Pavillon Brown, Services aux étudiants, bureau 3200;

514-398-6013) afin de discuter de la possibilité d'obtenir une aide financière.

À défaut de régler une dette antérieure ou de prendre les dispositions nécessaires avant la fin de la période d'ajout ou d'abandon de cours, votre inscription aux cours du trimestre courant ou aux trimestres subséquents sera annulée.

Information à l'intention des étudiants qui ne sont plus inscrits

Les comptes en souffrance des étudiants qui ne règlent pas leur dette, ne prennent pas des dispositions convenables pour le faire ou ne fournissent pas au Service des comptes étudiants des coordonnées à jour, seront confiés à une agence de recouvrement. Si ni l'Université ni l'agence de recouvrement n'est en mesure d'obtenir le règlement d'un compte, l'Université se réserve le droit de déclarer l'étudiant en cause à une agence d'évaluation du crédit. Veuillez prendre note que l'Université est habilitée à utiliser tous les moyens légaux à sa disposition pour obtenir le règlement d'une somme qui lui est due et que vous êtes responsable de payer tous les frais associés au recours à ces moyens.

Annulation d'inscription pour défaut de paiement

Conformément à la politique de paiement des droits de scolarité, tel qu'indiqué à la section 12.4.7.1 « Comptes en souffrance » :

Le Service des comptes étudiants prendra toutes les mesures raisonnables pour vous aviser si votre compte est en souffrance et si vous avez une dette supérieure à 100 \$ remontant au trimestre précédent, avant que votre inscription soit annulée pour défaut de paiement. L'annulation prendra effet le dernier jour de la période d'ajout ou d'abandon de cours, à moins que le compte n'ait été réglé ou que des dispositions financières n'aient été pris avec l'Université pour le régler avant cette date. Après l'échéance de la période d'ajout ou d'abandon de cours, si vous réglez votre dette ou prennez des dispositions financières avec le Service des comptes étudiants pour la régler et souhaitez rétablir votre inscription pour le trimestre courant ou le(s) trimestre(s) subséquent(s), vous devez remplir la demande de rétablissement disponible sur le site Internet des comptes étudiants dans la section des formulaires (www.mcgill.ca/files/student-accounts/ RequestforReinstatementForm.pdf), puis la soumettre au Service des comptes étudiants qui la transmettra à la Gestion de l'effectif étudiant pour approbation et traitement. Vous devrez acquitter des frais de 150 \$ pour rétablir votre inscription.

12.4.7.2 Acceptation des droits de scolarité vs résultats universitaires

L'acceptation des droits par l'Université ne garantit nullement que les étudiants soient autorisés à poursuivre leurs études. S'il s'avère que leurs résultats universitaires ne leur permettent pas de poursuivre leurs études, tous les droits payés à l'avance seront remboursés sur demande présentée au Bureau des comptes étudiants.

12.4.7.3 Droits pour les étudiants inscrits à deux programmes

En général, les étudiants inscrits à deux programmes seront facturés des droits supplémentaires pour leur deuxième programme. Selon le niveau d'études des deux programmes (un programme au niveau de premier cycle versus un programme au niveau d'études supérieures, par exemple), vous aurez peut-être à acquitter les droits s'appliquant aux associations et aux facultés correspondantes ou tout autre droit de scolarité supplémentaire. Veuillez consulter le site Internet des comptes étudiants pour de plus amples renseignements.

Si vous êtes inscrit à deux programmes, vous devriez communiquer avec le coordonnateur des droits à la Gestion de l'effectif étudiant pour tout renseignement relatif aux droits de scolarité. Des ajustements au compte sont effectués tout au long du trimestre dans le cas où les frais ne peuvent être calculés automatiquement.

12.4.7.4 Ententes relatives aux autorisations d'études hors-établissement entre les universités du Québec

Si vous suivez des cours dans le cadre d'une entente interuniversitaire au Québec, vous êtes tenu de régler les droits à votre université d'attache. Cet entente porte donc exclusivement sur le transfert d'unités. Les étudiants étrangers inscrits à un programme de premier cycle ne sont habituellement pas admissibles aux dispositions de cette entente. Les étudiants qui suivent des cours à McGill dans le cadre de cette entente devront acquitter des frais de cours supplémentaires, obligatoires lors de l'inscription, notamment les frais de matériel de cours. L'Université se réserve le droit de refuser les inscriptions à des activités non financées par le gouvernement.

12.4.8 Report de paiement

Étudiants parrainés par une tierce partie

Si vos droits de scolarité seront réglés par un organisme externe, comme le ministère des Anciens Combattants, l'Agence canadienne de développement international (ACDI), un gouvernement étranger ou votre département à l'Université (assistants d'enseignement ou préparateurs), vous devez fournir une preuve écrite à cet effet. Votre commanditaire doit fournir une confirmation écrite, sur papier portant l'en-tête de leur compagnie, indiquant les conditions du parrainage. L'Université pourra ensuite élaborer un contrat avec l'organisme en question pour que cette information soit prise en compte dans les comptes étudiants. Vous devez aviser l'Université au moins un mois avant le début du trimestre au cours duquel le contrat est censé prendre effet. Pour plus de renseignements sur la procédure ainsi que les formulaires exigés, consultez l'adresse suivante : http://francais.mcgill.ca/student-accounts/ third.

Lorsqu'un organisme parrain a accepté de régler les droits en votre nom, le règlement apparaîtra sur votre compte et réduira d'autant le solde à payer. L'Université se réserve le droit d'exiger le paiement. Si l'organisme parrain ne règle pas les droits dans les 90 jours suivant la facturation, vous êtes tenu de payer les droits de scolarité majorés des intérêts courus et du supplément de retard.

12.4.9 Avantages fiscaux accordés aux entreprises

L'Université McGill est reconnue par le ministère de l'Emploi et de la Solidarité sociale comme établissement d'enseignement aux fins des avantages fiscaux accordés aux entreprises (numéro d'inscription 06C0084-00). Les sociétés qui règlent les droits de scolarité de leurs salariés sont admissibles à une déduction fiscale, conformément à la Loi 90, ou à un crédit d'impôt remboursable pour la formation. Pour plus de renseignements, veuillez consulter le site www.emploiquebec.net.

12.4.10 Reçus pour fins d'impôt

Les reçus d'impôt T4A (RL-1), T2202A et le Relevé 8 seront disponibles sur Minerva à compter de la fin février de chaque année sous le menu des comptes étudiants (*Student Menu*). Prenez note que l'Université doit transmettre un numéro d'assurance sociale à Revenu Québec afin que ce dernier puisse produire les rapports T4A et le Relevé 8. Si vous planifiez remplir une déclaration d'impôt, il est donc important que vous transmettiez cette information à l'Université dès votre inscription. Pour de plus amples renseignements, consultez le site http://francais.mcgill.ca/ student-accounts/tax.

12.4.11 Modes de paiement

Veuillez consulter le site Internet des comptes étudiants au site suivant : http://francais.mcgill.ca/student-accounts/procedure pour les modes de paiement disponibles.

12.5 Dossier étudiant

12.5.1 Résultats universitaires

À votre entrée à l'Université, vous possédez un dossier satisfaisant et vos résultats sont déterminés peu après chaque trimestre en fonction des règlements de votre faculté. Les résultats sont produits en janvier pour le trimestre d'automne, en mai pour le trimestre d'hiver et en septembre pour le trimestre d'été et sont consignés sur vos relevés de notes officiels et non officiels. Si vos résultats sont insatisfaisants, vous devrez demander votre réadmission auprès de votre faculté. Veuillez vérifier la section de cet annuaire relative aux résultats universitaires applicables à votre faculté.

Pour les étudiants de l'éducation permanente : Si vos résultats sont insatisfaisants, veuillez vous adresser au comité d'appel de votre unité d'enseignement correspondante pour demander votre réadmission.

12.5.2 Système d'unités

Les facultés répertoriées dans cet annuaire utilisent un système d'unités; à chaque cours correspond donc un certain nombre d'unités, calculé en fonction du nombre d'heures de cours hebdomadaire. En général, un cours de trois unités correspond à trois heures de cours par semaine pendant un trimestre. Ce système ne s'applique toutefois pas à toutes les facultés. Les heures de laboratoire donnent généralement droit à moins d'unités. Les unités reflètent également la quantité de travail demandée aux étudiants - habituellement, deux heures d'étude pour chaque heure de cours.

Le nombre d'unités est indiqué entre parenthèses à côté du libellé du cours.

Nota : Les unités applicables aux cours qui s'échelonnent sur plusieurs trimestres (cours assortis des suffixes D1, D2; N1, N2; J1, J2, J3) ne sont attribués à l'étudiant que lorsque celui-ci a terminé avec succès tous les éléments des cours dans les délais impartis. Par exemple, l'étudiant devra suivre les éléments D1 et D2 dans le cadre de trimestres consécutifs et satisfaire aux exigences de chacun pour pouvoir obtenir les unités correspondantes.

12.5.3 Unités d'éducation permanente (unités EP)

Certains cours offerts par le Centre sont assortis d'unités d'éducation permanente. Ces cours ne peuvent normalement pas être intégrés à un programme assorti d'unités.

L'unité d'éducation permanente est une mesure du nombre d'heures de participation (présence ou étude ou les deux) à une activité d'éducation permanente structurée. Une unité EP correspond à dix heures de participation.

12.5.4 Notation et moyennes pondérées s'appliquant à l'éducation permanente

Les cours sont notés par une lettre ou par un pourcentage, même si la note officielle obtenue à chaque cours est une note alphabétique. Au besoin, on calculera la moyenne de la classe qui figurera sur les relevés de notes et qui sera exprimée comme la note alphabétique la plus représentative des résultats de la classe.

Depuis l'automne 2002, les formulaires de vérification et les relevés de notes n'indiquent plus que les notes alphabétiques pour tous les trimestres ultérieurs.

Pour les cours de premier cycle, les notes A à C sont jugées satisfaisantes, D est une note de passage conditionnelle (non continuation), tandis que F témoigne d'un échec. Certains cours ont été approuvés pour une notation réussite/échec (P/F).

Pour les cours de 2^e ou 3^e cycle, les notes A à B- sont jugées satisfaisantes. L'étudiant doit donc obtenir B- ou plus pour satisfaire aux exigences du programme.

Vous ne pourrez pas vous inscrire à un cours si vous n'avez pas réussi tous les cours préalables avec une note minimale de C au niveau du premier cycle et avec une note minimale de B- au

niveau du 2^e ou 3^e cycle, sauf si vous obtenez l'autorisation écrite du directeur. Certains programmes sont assortis d'autres conditions. Les étudiants sont priés de consulter les renseignements concernant leur programme dans la section de cet annuaire se rapportant à l'unité d'enseignement correspondante.

Premier cycle

Notes	Notes pondérées 4,0	Échelle numérique des notes 85 - 100 %
A-	3,7	80 - 84 %
B+	3,3	75 - 79 %
В	3,0	70 - 74 %
B-	2,7	65 - 69 %
C+	2,3	60 - 64 %
С	2,0	55 - 59 %
D*	1,0	50 - 54 %
F (échec) P	Ó	0 - 49 % Réussite

* La note D correspond à une note de passage conditionnelle (non continuation) :

- Si vous obtenez une note de D dans un cours suivi à titre de préalable à d'autres cours, vous ne pourrez pas vous inscrire au(x) cours qui exige(nt) ce préalable.
- Si vous obtenez une note de D dans un cours obligatoire, ce cours ne pourra pas être pris en compte dans le cadre de votre programme.

2^e et 3^e cycles

Notes	Notes pondérées	Échelle numérique des notes
A	4,0	85 -100 %
A-	3,7	80 - 84 %
B+	3,3	75 - 79 %
В	3,0	70 - 74 %
B-	2,7	65 - 69 %
F (échec)	0	0 - 64 %
P`Í		Réussite

L'Université attribue une note pondérée à chaque note alphabétique selon le tableau présenté ci-dessus. Les résultats universitaires des étudiants seront déterminés en fonction de la moyenne pondérée (MP), qui est calculée en divisant la somme des unités du cours multipliée par la note pondérée par le nombre total d'unités MP. La note n'est pas arrondie à la décimale près.

Les unités MP sont les unités des cours pour lesquels des notes pondérées ont été attribuées.

 $MP = \frac{\sum (unité de cours x note pondérée)}{\sum (unités MP)}$

La moyenne pondérée trimestrielle (MPT) est la moyenne pondérée (MP) pour un trimestre donné calculée au moyen de

tous les cours applicables de même niveau suivis pendant le trimestre en question. La moyenne pondérée cumulative (MPC) est la MP calculée sur la base de tous les cours de même niveau suivis par l'étudiant à McGill; si le niveau est modifié (par exemple, de 1^{er} cycle à 2^e ou 3^e cycle), la MPC repart à zéro.

Cette politique est en vigueur depuis janvier 2003. Avant janvier 2003, si l'étudiant changeait de programme de grade (de B. Sc. à B.A., par exemple), le calcul de la MPC repartait à zéro. Pour les étudiants qui se sont inscrits à un programme différent ou à un niveau différent après l'automne 2002 et qui ont des relevés de notes antérieurs à l'automne 2002, ces relevés affichent un message spécial concernant la remise à zéro du calcul de leur MPC.

Si les cours sont repris, tous les résultats sont inclus dans le calcul de la moyenne pondérée. Par conséquent les notes D ou F continuent d'être prises en compte dans le calcul de la moyenne pondérée cumulative, même en cas de redoublement ou d'examen de reprise. Les étudiants doivent savoir que les unités ne sont accordées qu'une seule fois en cas de redoublement, quelle que soit la note obtenue.

12.5.4.1 Autres notes s'appliquant à l'éducation permanente

- J Absence non justifiée (échec); l'étudiant inscrit ne s'est pas présenté à l'examen ou n'a pas réalisé d'autres travaux obligatoires sans fournir de raisons valables; correspond à un échec dans la moyenne pondérée trimestrielle et dans la moyenne pondérée cumulative.
- K incomplet; une permission spéciale a été accordée pour une prolongation du délai de remise de travaux. Voir la section 12.5.6 « Cours incomplets ».
- **KE ou K*** Prolongation supplémentaire accordée. Voir la section 12.5.6 « Cours incomplets ».
- KF L'étudiant n'a pas respecté la prolongation du délai de remise des travaux d'un cours; correspond à un échec dans la moyenne pondérée trimestrielle et dans la moyenne pondérée cumulative.
- KK Dispense d'achèvement. Cette note n'est pas prise en compte dans la moyenne pondérée trimestrielle ou dans la moyenne pondérée cumulative.
- L Examen reporté.
- LE ou L* Examen reporté au-delà de la période normale.
- NE Aucune évaluation. Travaux n'ayant fait l'objet d'aucune évaluation et auxquels ne correspond aucune unité reconnue dans un programme.
- NR Aucune note rapportée par le chargé de cours (enregistrée par la registraire).
- P Réussite; note exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.
- Q Le cours se poursuit au trimestre suivant (uniquement pour les cours suivis avant l'automne 2002).

- W Abandon; Abandon autorisé d'un cours après la date limite de changement de cours; note exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.
- WF Abandon (échec); Abandon d'un cours, moyennant une autorisation spéciale dans des circonstances exceptionnelles, après la date limite d'abandon de la faculté; la note de l'étudiant à ce stade du cours équivaut à un échec (F). Cette note est exclue de la moyenne pondérée trimestrielle ou la moyenne pondérée cumulative. (Aucune note WF pour les étudiants en musique.)
- WL Exemption d'un examen déjà reporté avec permission de la faculté. Cette note est exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.
- NA ou && Note non disponible pour le moment.
- W-- ou -- Aucune note; l'étudiant a quitté l'Université. Note exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.

12.5.5 Absence non justifiée s'appliquant à l'éducation permanente

Si vous ne vous êtes pas présenté à un examen final ou n'avez pas réalisé des travaux obligatoires dans le cadre d'un cours sans fournir de raisons valables, vous recevrez une note final de J (absence non justifiée).

12.5.6 Cours incomplets

Si le chargé de cours estime disposer d'assez de raisons pour permettre le report de la date de présentation d'un travail de trimestre, il pourra accorder à l'étudiant une échéance ultérieure à la fin du cours. Auquel cas, il donnera à l'étudiant une note K (incomplet).

Nota : Si le chargé de cours affecte la note K, il devra aussi indiquer la nouvelle échéance fixée pour la remise des travaux de l'étudiant. Veuillez consulter les sections relatives à votre faculté indiquant la limite permise des reports.

Nota : Si le chargé de cours attribue une nouvelle note dans le nouveau délai prescrit, celle-ci et la note K figureront sur les rapports de la faculté, sur les relevés de notes non officiels et sur les formulaires de vérification. La nouvelle note remplacera toutefois le K sur le relevé de notes officiel.

Nota : Si, par contre, le travail demandé n'est pas présenté dans les délais prescrits, la note KF sera consignée dans votre dossier (KF marque un échec et a le même effet que le F sur la moyenne pondérée trimestrielle et sur la moyenne pondérée cumulative).

Nota : Dans des circonstances exceptionnelles, et avec l'autorisation du vice-doyen ou du directeur, l'échéance peut être reportée davantage; la mention KE apparaîtra (prolongation du délai accordée). Si cette prolongation n'est pas respectée, la note KF remplacera le KE.

Nota pour les étudiants de l'éducation permanente : Tous les étudiants qui ne se présentent pas à un examen final recevront la note J. Pour de plus amples renseignements concernant la note J, se reporter à la section 12.5.5 « Absence non justifiée s'appliquant à l'éducation permanente ».

12.5.7 Travaux non évalués

Les étudiants qui suivent un cours comportant normalement un processus d'évaluation fondé sur un examen ou sur d'autres critères peuvent, s'ils le désirent, être dispensés de cette évaluation. Pour ce faire, ils doivent présenter une demande par écrit, à

l'aide du formulaire établi à cette fin et disponible à l'adresse suivante : www.mcgill.ca/conted/studentres/forms, avant le début du troisième cours. Le relevé de notes portera alors la mention NE. Ces cours ne pourront en aucun cas être pris en compte dans le calcul des unités d'un programme menant à un certificat, à un diplôme ou à un grade. (Veuillez prendre note que la mention NE n'est autorisée que pour les cours administrés par le Centre d'éducation permanente.)

La plupart des cours hors-programme comportent un processus d'évaluation. Toutefois, pour les quelques cours qui n'en comportent pas, les étudiants peuvent présenter une demande d'évaluation. Cette demande doit être adressée par écrit à l'unité d'enseignement concernée, avant le troisième cours (ne s'applique pas aux cours, aux ateliers et aux séminaires de courte durée ne figurant pas sur les relevés de notes de McGill).

12.5.8 Vérification du dossier étudiant : relevés de notes non officiels

Sous réserve des dispositions précisées à la section 12.5.9 « Changements relatifs au dossier étudiant ultérieurs aux échéances établies », il vous appartient de vérifier votre dossier sur Minerva (http://francais.mcgill.ca/minerva) au moyen de la fonction « relevés non officiels » (*unofficial transcript*) pour vous assurer que vous êtes bien inscrit aux cours qui conviennent et que les renseignements propres à votre programme et votre trimestre d'obtention du diplôme figurent bien dans votre dossier.

Avant la fin de votre dernier trimestre d'études, vous devez vérifier votre dossier sur Minerva et vous assurer que votre relevé de notes non officiel reflète votre trimestre prévu de collation des grades. Dans le cas contraire, vous pourriez ne pas être pris en compte pour la collation des grades. En cas de question ou de problème concernant votre dossier, prière de vous adresser à votre Bureau des affaires étudiantes.

12.5.9 Changements relatifs au dossier étudiant ultérieurs aux échéances établies

12.5.9.1 Changements au dossier étudiant

Les changements au dossier étudiant concernent notamment l'ajout ou l'abandon de cours, l'abandon autorisé de l'Université et le changement de programme (y compris les changements de mineures, de majeures ou de concentrations).

12.5.9.2 Échéances de la registraire

Trimestre d'automne - 31 janvier Trimestre d'hiver - 1^{er} juin Trimestre d'été - 1^{er} octobre

12.5.9.3 Avant les échéances de la registraire

Pour effectuer des changements au dossier après les échéances publiées dans l'annuaire, mais avant les échéances de la registraire précisées dans la section 12.5.9.2 « Échéances de la registraire », vous devez présenter une demande écrite au vicedoyen de votre faculté ou à votre directeur en expliquant clairement les raisons pour lesquelles vous avez omis de faire votre demande avant les dates prescrites. Le vice-doyen ou le directeur prendra une décision suite à l'étude de la demande. Si celle-ci est approuvée, le processus de changement au dossier s'effectuera en fonction des formalités déjà établies par la faculté et la Gestion de l'effectif étudiant concernant le dossier étudiant.

12.5.9.4 Après les échéances de la registraire

Une demande de changement présentée après les échéances de la registraire précisées dans la section 12.5.9.2 « Échéances de la registraire », ne sera normalement pas prise en considération par l'Université. Dans le cas de circonstances extraordinaires, personnelles ou universitaires, impossibles à prévoir avant les dates limites, vous pouvez présenter votre demande de changement au dossier au vice-doyen de votre faculté ou à votre directeur. Si celle-ci est approuvée par le vice-doyen ou le directeur, le proces-

sus de changement au dossier s'établira en fonction des formalités établies concernant le dossier étudiant par la faculté et la Gestion de l'effectif étudiant. Pour les changements autres que les changements de notes, le dossier accompagné de la documentation complète expliquant les circonstances extraordinaires sera présenté par la faculté à la Gestion de l'effectif étudiant.

12.5.9.5 Répercussions sur le calcul des droits de scolarité

En cas de changement à votre dossier, les droits ajustés apparaîtront sur votre prochaine facture.

S'il y a désaccord avec l'ajustement, vous devrez soumettre une demande par écrit à la Gestion de l'effectif étudiant qui étudiera les pièces justificatives des circonstances extraordinaires produites par la faculté et décidera, après consultation (si nécessaire) avec le Service des comptes étudiants si la demande sera prise en compte. La Gestion de l'effectif étudiant vous avisera ensuite par écrit, en y incluant les raisons de sa décision.

12.5.9.6 Changements relatifs à la citoyenneté, à l'immigration ou à l'exonération des droits

Veuillez prendre note que les changements relatifs à la citoyenneté, à l'immigration ou à l'exonération des droits ne sont pas gérés par votre faculté, votre école ni les Études supérieures et postdoctorales. Veuillez vous reporter à la section 12.2.2 « Documents légaux ».

12.5.10 Relevés de notes

12.5.10.1 Relevés de notes non officiels

Si vous avez besoin d'une copie de votre relevé de notes non officiel, vous pourrez l'imprimer vous-même à partir de Minerva (http://francais.mcgill.ca/minerva). Cette fonction est valide pour les relevés de 1976 à ce jour. Pour les relevés antérieurs à 1976, vous devez demander un relevé de notes officiel. Consultez la section 12.5.10.2 « Relevés de notes officiels ».

12.5.10.2 Relevés de notes officiels

Vous pouvez commander vos relevés de notes officiels en ligne à l'aide de Minerva à partir du menu étudiant, *Student Menu > Student Records Menu > Request Printed/Official Transcript.* Si vous ne pouvez pas accéder à Minerva, remplissez le formulaire intitulé *Request for Release of Official Document* en ligne disponible sur le site http://francais.mcgill.ca/student-records/transcripts dans la section « **Request an official transcript using the**

Request for Release of Official Document », et le faire parvenir par la poste, télécopieur ou en personne à l'adresse indiquée sur le site Internet.

Veuillez prendre note que le formulaire doit comprendre la signature de l'étudiant. Pour des raisons de confidentialité, aucune demande par téléphone ou courriel ne sera acceptée.

12.5.10.3 Information d'ordre général

Les relevés de notes sont gratuits.

L'Université transmet les relevés de notes officiels directement aux adresses indiquées par l'étudiant. Ces relevés officiels peuvent également être insérés dans des enveloppes cachetées et remis à ceux qui en font la demande, si vous prévoyez livrer vousmême votre relevé de notes à un autre établissement.

Il faut généralement compter de 24 à 48 heures pour le traitement de votre demande et un peu plus si elle porte sur un dossier antérieur à 1976 ou si elle est présentée durant une période surchargée.

La Gestion de l'effectif étudiant décline toute responsabilité au titre de relevés perdus par la poste ou livrés tardivement.

L'Université n'émet que des relevés de notes complets, consignant tous les travaux et résultats obtenus pour la totalité des programmes. Aucun relevé de notes partiel ne sera émis.

Aucun relevé ne sera émis aux étudiants inscrits à partir du mois de septembre 2001 inclusivement n'ayant pas fourni les renseignements ou les documents exigés à des fins d'obtention ou de vérification de leur code permanent.

Aucun relevé ne sera émis si vous devez plus de 30 \$ à l'Université au titre de droits non acquittés ou d'amendes.

Les relevés de notes officiels sont délivrés sur un papier sécurisé et ne peuvent être copiés.

Les demandes de relevés de notes officiels doivent être soumises via Minerva. Pour plus de renseignements, veuillez vous reporter à la section 12.5.10.2 « Relevés de notes officiels ».

12.5.10.4 Numérotation des cours sur le relevé de notes

Avant le mois de septembre 2002, les numéros de cours comportaient sept chiffres, dont les trois premiers correspondant à l'unité d'enseignement ou au département; les trois chiffres suivants identifiaient le cours, dont le premier correspondant au niveau du cours. La dernière lettre désignait le ou les trimestre(s) durant le(s)quel(s) le cours était offert. Par exemple :

107-200A = *Philosophy* (107), cours (200), trimestre d'automne (A);

301-202B = Architecture (301), cours (202), trimestre d'hiver (B);

154-230D = *Economics* (154), cours (230), réparti sur les trimestres d'automne et d'hiver (D).

Vous pouvez consulter la liste des codes antérieurs des unités d'enseignement, accompagnés de leur code sujet équivalent sur le site suivant : http://francais.mcgill.ca/student-records/ transcripts. Pour des renseignements concernant la numérotation des cours en vigueur, veuillez vous reporter à la section 10.1 « Numérotation des cours ».

Pour les étudiants de l'éducation permanente : Vous

trouverez ci-après des exemples de numéros de cours apparaissant sur les relevés de notes avant le mois de septembre 2002.

280-211X = Intro. to Financial Accounting en automne (X);

629-202Y = Micro Economics en hiver (Y);

660-221Z = *Project Management* réparti sur les trimestres d'automne et d'hiver (Z).

12.5.11 Attestation d'études

Des lettres d'attestation peuvent être obtenues auprès du Bureau des affaires étudiantes. Ces lettres confirment que l'étudiant est inscrit pour le trimestre en cours au Centre d'éducation permanente et comprennent également les renseignements suivants :

- Type d'inscription (temps plein ou temps partiel);
- Cours (numéro et titre du cours);
- Unités ou unités d'éducation permanente (unités EP) correspondant à chaque cours;
- Dates de début et de fin des cours;
- Programme de certificat ou de diplôme auquel l'étudiant est inscrit.

Les lettres ne sont valables que pour le trimestre en cours. Les étudiants qui ont besoin d'attestations pour les trimestres précédents doivent demander un relevé de notes. (Prévoir un délai de 48 heures pour la préparation de ces lettres.)

12.6 Examens

12.6.1 Examens - Information d'ordre général

En plus des politiques générales précisées dans ces pages, prière de consulter les sections se rapportant aux différentes unités d'enseignement de cet annuaire pour prendre connaissance des règlements particuliers s'appliquant à chacune d'elles. Vous serez informé d'ici à la fin de la période de changement de cours de la méthode d'évaluation qui sera utilisée pour chaque cours.

Tous les étudiants ont le droit de rédiger leurs examens, leurs travaux, leurs thèses ou leurs mémoires en français ou en anglais,

sauf dans les cours où l'un des objectifs primordiaux est la connaissance d'une langue.

Vous n'êtes pas autorisé à subir un examen pour un cours donné si vous n'avez pas satisfait aux exigences de celui-ci tel que demandé par le professeur et le vice-doyen ou le directeur. Lorsque vous vous présentez à un examen ou à un test, vous devez remettre tous les travaux écrits au surveillant avant de quitter la salle d'examen.

Vous devez présenter votre carte d'étudiant valide de McGill lors des examens écrits. L'oubli de cette carte n'est pas considéré comme une excuse valable.

Tricher lors d'un examen est considéré comme une faute grave susceptible de conduire au renvoi. Lors d'un examen, les étudiants ne sont pas autorisés à avoir en leur possession ou à utiliser des documents non autorisés, y compris les appareils électroniques tels que les téléphones cellulaires, iPod, lecteurs MP3, assistant numérique personnel ou autres appareils qui permettent l'accès Internet. Tout objet non autorisé trouvé en possession de l'étudiant ou près du pupitre durant un examen sera confisqué et remis au responsable de la discipline.

Les réponses aux examens à choix multiples sont généralement vérifiées par le programme de surveillance informatique des examens. Le programme peut également détecter deux étudiants ayant inscrit un type de réponse similaire à un examen à choix multiples. Les données générées par le programme peuvent être utilisées comme preuve admissible pour lancer ou corroborer une enquête ou une accusation de tricherie en vertu de l'article 16 du *Code de conduite de l'étudiant et des procédures disciplinaires*.

Tous les étudiants sont responsables de prendre connaissance des règlements de l'Université concernant les examens et le Code de conduite de l'étudiant et des procédures disciplinaires. Les règlements sont généralement affichés pendant la période d'examens au site suivant : www.mcgill.ca/student-records/exam/ regulations. Les étudiants peuvent se procurer ces documents au Bureau des affaires étudiantes.

Pour toute question concernant l'intégrité universitaire, consultez www.mcgill.ca/students/srr/honest.

Pour les étudiants de l'éducation permanente : Les étudiants sont priés de consulter la section de leur unité d'enseignement dans cet annuaire pour prendre connaissance des règlements particuliers s'appliquant à celle-ci.

Épreuves en classe

Le personnel enseignant peut à l'occasion faire passer des examens en classe.

Installations spéciales

Si vous avez une déficience permanente ou temporaire, veuillez communiquer avec le coordonnateur du Bureau des étudiants handicapés afin de connaître les possibilités d'accès à des ressources et installations adaptées pour passer vos examens. Pour de plus amples renseignements, se reporter au site : http://francais.mcgill.ca/osd.

Obtention d'unités à l'issue d'un examen

Dans certains cas exceptionnels et dans certaines facultés, il est possible de demander au vice-doyen ou au directeur de passer un examen final pour pouvoir obtenir les unités d'un cours auquel vous n'êtes pas inscrit. Cela n'est possible que pour les cours qui ne prévoient aucune autre évaluation que l'examen final.

12.6.2 Examens finals

Les examens finals ont lieu lors de la période d'examens prévue à la fin d'un trimestre donné. Vous trouverez les dates des périodes d'examens sur le site suivant : http://francais.mcgill.ca/ importantdates.

AVIS IMPORTANT : Ne pas planifier des vacances ou un départ de Montréal avant la publication de l'horaire d'examens finals. Un projet de vacances ne constitue pas

une raison valable pour le report ou la reprogrammation d'un examen final.

Certains cours ne comportent pas d'examens finals; les résultats seront déterminés à partir du travail de trimestre et des épreuves en classe.

12.6.2.1 Règlements de l'Université relatifs aux examens finals

Préambule

Les objectifs de ces règlements sont les suivants :

- 1) Éviter que les étudiants aient une trop grande charge de travail;
- 2) Profiter au maximum des quinze semaines du trimestre.

Règlements

 Ces règlements s'appliquent aux cours de premier cycle jusqu'au niveau 500 inclusivement, évalués au moyen d'examens écrits. Ils ne s'appliquent pas aux cours cliniques, aux cours sur le terrain, aux cours de laboratoire, aux cours d'interprétation et aux séminaires ou à tout autre cours évalué au moyen de plans, de rédactions, de programmes ou de projets.

Pour les étudiants de l'éducation permanente :

- Le règlement 1 s'applique également aux cours d'études supérieures.
- 2. Les examens écrits (y compris les examens à la maison) ne doivent pas avoir lieu durant les deux dernières semaines de cours des trimestres d'automne et d'hiver, sauf si plusieurs examens à intervalle régulier sont prévus dans le cadre du cours. Dans ce cas, la valeur totale des examens effectués durant cette période doit être inférieure à 10 % de la note finale.
- 3. Si les examens écrits pour un cours donné comptent pour 50 % ou plus de la note finale, un de ceux-ci devra être un examen final et devra avoir lieu durant la période d'examen prévue, après le dernier jour de cours en décembre ou en avril.
- 4. Un examen final qui a lieu au cours de la période d'examen doit compter pour au moins 25 % de la note finale.
- 5. Les étudiants doivent être informés des exigences d'un cours avant la fin de la période de changement de cours. Les travaux de cours doivent être attribués suffisamment tôt au cours du trimestre afin de permettre aux étudiants de les terminer avant la dernière journée de cours.
- La date limite pour soumettre les travaux de cours pour lesquels ces règlements s'appliquent doit être fixée à la dernière journée de cours au plus tard.
- 7. Tout examen de mi-trimestre donné en décembre pour un cours qui s'échelonne sur les trimestres d'automne et d'hiver (numéro de cours se terminant par D1 et D2) doit avoir lieu au cours de la période d'examen prévue à cet effet.
- 8. Les principes énoncés dans ces règlements s'appliquent, modifiés en conséquence, aux cours d'été, aux cours d'une durée inférieure à 13 semaines ainsi qu'aux cours des facultés de droit, de médecine, de médecine dentaire et des sciences de l'éducation qui ne suivent pas le calendrier universitaire régulier.
- Les facultés peuvent proposer des variantes de ces règlements auprès du comité de planification et des politiques universitaires afin de satisfaire à des besoins particuliers.

Pour les étudiants de l'éducation permanente : Le règlement 9 ne s'applique pas aux étudiants de l'éducation permanente.

10. Ces règlements, ainsi que toute variante connexe, doivent être mis à la disposition des étudiants par chacune des facultés.

Pour les étudiants de l'éducation permanente : Le règlement 10 ne s'applique pas aux étudiants de l'éducation permanente.

Les chargés de cours ne sont pas autorisés à accorder un traitement spécial aux étudiants concernant les examens. Les

étudiants qui estiment avoir des raisons valables pour lesquelles des dispositions spéciales doivent être prises dans le cadre d'un examen ou qui devraient être prises en considération dans l'évaluation de leur rendement doivent soumettre une demande au vice-doyen ou au directeur de leur faculté.

Il incombe aux étudiants de confirmer la date, l'heure et le lieu de l'examen en consultant le calendrier des examens affiché sur les tableaux d'affichage des campus ou sur le site suivant : http://francais.mcgill.ca/students. Ces renseignements ne sont pas disponibles par téléphone. Aucun étudiant ne sera autorisé à entrer dans la salle d'examen une heure après le début de celui-ci.

Pour les étudiants de l'éducation permanente : Les étudiants sont priés de consulter le site www.mcgill.ca/conted.

12.6.2.2 Report d'examens

Si vous n'avez pas pu passer un ou plusieurs examens pour des motifs sérieux comme une maladie ou des raisons familiales, vous pouvez être autorisé par le Bureau des affaires étudiantes de votre faculté à reporter vos examens lors de la prochaine période prévue pour les examens de reprise, sauf pour la Faculté de génie (les étudiants passeront l'examen en question la prochaine fois que le cours est offert); voir la section s'appliquant au report d'examens à la Faculté de génie dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) disponible au site suivant : www.mcgill.ca/study. Veuillez prendre note que le report d'examens n'est accordé que pour des raisons justifiées, vérifiées et acceptées par le Bureau des affaires étudiantes. Vous devez fournir des pièces justificatives, tel un rapport médical et informer le Bureau des affaires étudiantes des raisons justifiant votre absence et ce, le plus tôt possible.

Pour les étudiants de l'éducation permanente : Il n'y a pas d'horaire prévu pour les examens de reprise.

Si vous êtes inscrit dans l'une des facultés et écoles suivantes, vous devez présenter votre demande de report d'examens sur Minerva : sciences de l'agriculture et de l'environnement, arts, sciences de l'éducation, génie, études religieuses, sciences, physiothérapie et ergothérapie, service social et le Centre d'éducation permanente. Si vous appartenez à une autre faculté, communiquez avec votre faculté afin de connaître de la marche à suivre pour présenter votre demande.

La date limite pour le dépôt des demandes de report d'examen est le 18 janvier (pour les cours du trimestre d'automne) et le 15 mai (pour les cours du trimestre d'hiver et les cours échelonnés sur les trimestres d'automne et d'hiver) dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, sciences, sciences de l'éducation, génie, gestion et le Centre d'éducation permanente.

Dans le cas de l'approbation de la demande, la note L remplacera la note obtenue. La note obtenue à l'issue de l'examen de report remplacera le L sur votre relevé de notes officiel.

Si la note obtenue suite à un report d'examen est un D, F, J, ou U, aucun examen de reprise n'est possible. Vous devrez vous inscrire à nouveau au même cours lors du trimestre suivant ou demander l'autorisation pour une substitution de cours.

Si votre demande de report n'est pas acceptée, vous recevrez une note de J pour le cours, qui comptera comme un échec dans le calcul de la moyenne pondérée trimestrielle et de la moyenne pondérée cumulative. Vous pouvez toutefois obtenir la permission de passer un examen de reprise. Veuillez prendre note qu'il n'y a aucun examen de reprise pour les cours en sciences de l'agriculture et de l'environnement ou en gestion. Pour les étudiants de la Faculté de génie, des examens de reprise sont possibles dans des circonstances exceptionnelles, et pour certains cours en sciences ainsi qu'en sciences humaines et sociales seulement. Pour la liste de ces cours, consultez le site de la Faculté de génie (www.mcgill.ca/engineering).

Pour les cours du trimestre d'été, vérifiez auprès de votre Bureau des affaires étudiantes pour connaître les possibilités et restrictions s'appliquant aux examens de reprise ou reportés. Si vous avez déjà passé l'examen, vous ne pouvez pas présenter de demande de report d'examen; vous devrez plutôt consulter votre Bureau des affaires étudiantes afin de connaître la possibilité d'un examen de reprise.

12.6.2.3 Conflits d'horaire d'examens

En cas de conflit d'horaire d'examens, vous devez compléter le formulaire « Conflit d'horaire d'examens » (*Examination conflict form*) et le retourner au Bureau des affaires étudiantes pour approbation, au moins 20 jours avant le début de la période d'examens. Le formulaire doit être accompagné des documents à l'appui de la demande. Les dates ne sont modifiées que dans des circonstances exceptionnelles. Toute modification des dates d'examen entraîne des frais non remboursables de 30 \$.

12.6.2.4 Examens de reprise

L'existence d'examens de reprise et les conditions qui s'y rattachent diffèrent d'une unité d'enseignement à l'autre.

12.6.2.5 Vérification des notes et relecture des copies d'examen pour l'éducation permanente

Conformément à la charte des droits des étudiants, et sous réserve des conditions précisées dans les présentes, vous avez le droit de consulter l'évaluation écrite du travail ou de l'examen pour lequel vous avez reçu une note et avez le droit d'en discuter avec l'examinateur concerné. Si, à la suite de cette discussion, vous souhaitez obtenir une relecture de votre examen final, vous devez en faire la demande au Bureau des affaires étudiantes dans les délais suivants :

Trimestre d'automne :	15 février
Trimestre d'hiver :	15 juin
Trimestre d'été :	15 octobre

Une relecture d'examen consiste à la relecture officielle de l'examen par une tierce personne et requiert des frais de 35 \$ payable à l'ordre de l'Université McGill par chèque certifié ou mandat-poste.

Vous serez admissible à un remboursement si la note obtenue à l'issue de la relecture est passée à une note alphabétique plus élevée que la note de départ ou si un échec est remplacé par une note de passage. Suite à la relecture, la note peut diminuer, augmenter ou demeurer la même.

La nouvelle note a préséance sur la note originale.

Il est aussi possible demander une vérification de votre note finale. Cette démarche implique une révision détaillée de l'examen final pour s'assurer que toutes les questions ont été corrigées et que les résultats ont bien été additionnés. On s'assurera que tous les travaux de trimestre ont été inclus dans la note finale conformément au plan de cours. Reportez-vous à www.mcgill.ca/ conted/studentres pour les formulaires correspondants.

12.6.3 Surveillance (examens d'autres universités)

McGill peut, sur demande, agir à titre de surveillant pour les examens d'autres universités ou d'ordres professionnels. Les examens ont lieu à 9 h 30 la semaine et ne peuvent avoir lieu le soir, la fin de semaine, lors des jours fériés ou des congés universitaires. Ce service est réservé aux examens écrits.

Frais

Les frais de surveillance et d'administration sont de 60 \$ par étudiant si l'examen doit être envoyé au Canada, 70 \$ si l'examen doit être envoyé aux États-Unis, et 80 \$ pour chaque examen envoyé à l'étranger. À moins d'indications contraires fournies par l'établissement d'attache, vous serez tenu de payer les frais en espèces le jour de l'examen.

Organisation

Veuillez confirmer la date et l'heure de l'examen au moins deux semaines avant la date prévue et fournir un numéro de téléphone ainsi qu'une adresse de courrier électronique. La Gestion de l'effectif étudiant (voir adresse ci-dessous) constitue le lieu de rencontre prévu avec le surveillant.

Adresse de coresspondance pour les examens

Les questionnaires, cahiers et directives d'examen doivent être envoyés bien avant la date prévue de l'examen à l'adresse cidessous. L'Université accusera réception des documents par courriel.

Le Point de Service 3415, rue McTavish Montréal (Québec) H3A 1Y1

Téléphone : 514-398-2207 Courriel : proctor.es@mcgill.ca Site Internet : www.mcgill.ca/student-records/exam/other

12.7 Collation des grades

Vous devez satisfaire aux exigences de votre programme et de votre faculté pour obtenir votre diplôme. Il vous appartient de satisfaire à toutes les exigences de votre faculté avant la collation des grades.

Au début de votre dernière année de programme, vous devriez communiquer avec votre conseiller pédagogique pour vous assurer de bien satisfaire aux exigences du programme avant la date de collation des grades (les étudiants en musique sont priés de s'informer auprès de leur conseiller principal; et les étudiants des études supérieures, auprès de leur directeur de programme). Pour obtenir les coordonnées des conseillers, se reporter au site suivant : www.mcgill.ca/students/advising/advisordirectory.

12.7.1 Mentions d'honneur pour les diplômés : Tableau d'honneur du doyen

Si vous avez complété avec succès un grade de premier cycle, vous pourriez être cité au tableau d'honneur du doyen à condition de remplir les conditions suivantes :

- 1) Avoir réussi un minimum de 60 unités de McGill dans le cadre de votre programme; et
- Être du nombre des étudiants qui représentent tout au plus 10 % de l'effectif ayant obtenu la meilleure moyenne pondérée cumulative parmi les étudiants de dernière année dans chaque faculté.

Pour les étudiants qui transfèrent d'autres établissements : Cette mention peut être retirée de votre dossier si votre moyenne pondérée cumulative obtenue à une autre université ou dans une autre faculté à McGill n'est pas comparable à celle obtenue dans votre faculté lors de la dernière année d'études.

Pour les étudiants de l'éducation permanente : Si vous avez complété avec succès un programme de certificat ou de diplôme, vous pourriez être cité au tableau d'honneur du doyen si vous avez réussi un minimum de 21 unités de McGill dans le cadre de votre certificat (exigences en matière de résidence) et si vous êtes du nombre des étudiants qui représentent tout au plus 10 % de l'effectif ayant obtenu la meilleure moyenne pondérée cumulative parmi les étudiants de dernière année dans chaque faculté.

12.7.2 Mentions d'honneur pour les diplômés : Distinction

Si vous avez complété un grade de premier cycle, vous pourriez obtenir votre diplôme avec la mention « distinction » à condition de remplir les conditions suivantes :

- 1) Avoir réussi un minimum de 60 unités de McGill dans le cadre de votre programme; et
- 2) Être du nombre des étudiants qui représentent tout au plus 25 % de l'effectif (mais sous le seuil des meilleurs 10 %) ayant obtenu la meilleure moyenne pondérée cumulative parmi les étudiants de dernière année dans chaque faculté.

Pour les étudiants qui transfèrent d'autres établissements : Cette mention peut être retirée de votre dossier si votre moyenne pondérée cumulative obtenue à une autre université ou dans une autre faculté à McGill n'est pas comparable à celle obtenue dans votre faculté lors de la dernière année d'études.

Nota : Les facultés et les écoles suivantes : sciences de l'éducation, médecine dentaire, droit, médecine, architecture, sciences infirmières et le Centre d'éducation permanente ne désignent aucun récipiendaire à cette distinction.

Nota: La mention de « grande distinction » n'apparaît plus sur les diplômes. Avant septembre 2009, les mentions de « distinction » et de « grande distinction » étaient attribuées aux étudiants lors de la collation des grades selon les politiques en vigueur dans chacune des facultés. Les règlements s'y rattachant sont disponibles sous les rubriques avant trait aux facultés dans l'annuaire des programmes de premier cycle 2008-2009 (pour les années antérieures, veuillez consulter le site suivant :

http://francais.mcgill.ca/students/courses/calendars).

12.7.3 Demande d'obtention de diplôme

La plupart des étudiants de premier cycle et de 2^e ou 3^e cycle (sans thèse) inscrits dans un programme de diplôme, de certificat ou de maîtrise, doivent faire leur demande d'obtention de diplôme à l'aide de Minerva. Vous êtes responsable d'informer McGill de votre intention de compléter votre programme. Vous devez compléter des exigences minimales de 60 unités en matière de résidence à McGill pour être admissible à un grade de McGill. Une moyenne pondérée cumulative minimale de 2,0 est exigée pour l'obtention de votre diplôme.

Le formulaire de demande de collation des grades est disponible sur Minerva pour tous les étudiants inscrits en dernière année, sauf pour les étudiants des facultés de médecine et de médecine dentaire qui sont automatiquement avertis. Pour de plus amples renseignements sur la démarche à suivre, veuillez consulter le site http://francais.mcgill.ca/student-records/ graduation/graduation-info.

Dates limites :

- · Si vous comptez achever vos études à la fin du trimestre d'automne (les cours suivis doivent prendre fin en décembre en vue de la collation des grades de juin), vous avez jusqu'à la fin de novembre pour présenter votre demande sur Minerva.
- · Si vous comptez achever vos études à la fin du trimestre d'hiver (les cours suivis doivent prendre fin en avril en vue de la collation des grades de juin), vous avez jusqu'en février pour présenter votre demande sur Minerva.
- Si vous comptez achever vos études à la fin du trimestre d'été (les cours suivis doivent prendre fin en août en vue de la collation des grades d'octobre), vous avez jusqu'en mars pour présenter votre demande sur Minerva.

Si vous dépassez ces dates limites, communiquez immédiatement avec le Bureau des affaires étudiantes de votre faculté.

Pour les étudiants de l'éducation permanente : Les exigences minimales de 60 unités en matière de résidence ne s'appliquent pas aux certificats et diplômes de l'éducation permanente.

12.7.4 Vérifier l'état de la demande d'obtention de diplôme

Si vous êtes sur le point d'obtenir votre diplôme, vous pouvez vérifier le statut de votre dossier d'obtention de diplôme sur Minerva durant le processus de révision et d'approbation par la faculté (allez au menu Student Records > Graduation Approval Query). L'option du menu intitulée Student Graduation Query est accessible aux étudiants qui achèvent leurs études environ 3 à 4 semaines avant que l'indication « diplôme accordé » (degree granted) apparaisse au dossier.

Si toutes les exigences sont réunies, votre dossier étudiant sur Minerva affichera « diplôme accordé » en temps et lieu :

- fin février si le trimestre de fin d'études est l'automne (collation des grades au printemps)
- fin mai si le trimestre de fin d'études est l'hiver (collation des grades au printemps)
- fin octobre si le trimestre de fin d'études est l'été (collation des grades à l'automne)

Pour plus de renseignements sur les cérémonies de collation des grades, consultez le site suivant : www.mcgill.ca/convocations.

12.7.5 Remplacement de diplôme

Plusieurs circonstances peuvent justifier une demande de remplacement de diplôme, notamment si votre diplôme a été perdu ou abimé ou si le nom apparaissant sur le diplôme doit être changé. Vous devez faire votre demande par écrit, accompagnée d'un chèque certifié ou d'un mandat-poste au montant de 60 \$ CA libellé à l'ordre de l'Université de McGill. Veuillez consulter les sections ci-dessous pour la situation qui s'applique à vous. Toute demande doit être envoyée à l'adresse suivante :

Le Point de Service Demande de duplicata de diplôme Université McGill 3415, rue McTavish Montréal (Québec) H3A 1Y1

Courriel : registration@mcgill.ca

Veuillez prendre note que toute demande présentée au nom d'un autre étudiant doit être accompagnée d'une lettre d'autorisation signée par l'intéressé.

Remplacement d'un diplôme perdu : Vous devez fournir une déclaration sous serment d'un notaire, avocat ou commissaire à l'assermentation attestant la perte du diplôme original. La déclaration doit comprendre vos nom(s) et prénom(s), numéro matricule de McGill, adresse, numéro de téléphone, date de naissance, grade et année d'obtention, ainsi que les motifs du remplacement.

Remplacement d'un diplôme endommagé ou changement de nom sur le diplôme : Vous devez envoyer ou présenter le diplôme original et fournir une lettre incluant les renseignements importants suivants : vos nom(s) et prénom(s), numéro matricule de McGill, adresse, téléphone, date de naissance, raison du remplacement du diplôme ainsi que les changements d'orthographe ou de grammaire à apporter.

Pour un changement de nom : Vous devez joindre une photocopie lisible et complète du document juridique attestant le changement de nom. Veuillez vous reporter à la section 12.2.4.1 « Nom officiel » pour la liste des documents acceptables. Le duplicata du diplôme sera délivré après le traitement de la demande du changement de nom dans le système.

Demande de copies certifiées conformes de votre diplôme : McGill fournit seulement un diplôme original par étudiant. Cependant, vous pouvez obtenir des copies certifiées conformes de votre diplôme. Vous n'avez qu'à photocopier votre diplôme original sur du papier 8,5 x 11, en mode paysage, en vous assurant de réduire les dimensions afin que tous les sceaux et les signatures soient visibles. La Gestion de l'effectif étudiant peut vous fournir, sans frais, autant de copies certifiées de votre diplôme que nécessaire. Une lettre de présentation avec votre signature, nom complet, numéro matricule, adresse et numéro de téléphone est nécessaire pour les demandes envoyées par courrier ou par télécopieur. Veuillez prendre note que les copies certifiées du diplôme ne sont pas envoyées par télécopieur ou par courriel.

Demande d'une traduction de votre diplôme : Sur demande, McGill peut vous fournir gratuitement une traduction certifiée en anglais ou en français de votre diplôme et ce, sans frais. Veuillez soumettre une demande écrite précisant le diplôme devant être traduit ainsi que le nombre de copies dont vous avez besoin, en vous assurant de fournir les renseignements suivants : nom complet, adresse, date de naissance et signature. Veuillez allouer au moins une semaine pour le traitement et l'envoi par la poste de la traduction. Veuillez prendre note que les diplômes ne sont pas envoyés par télécopieur ou par courriel.

12.8 Exigences linguistiques s'appliquant aux ordres professionnels

La loi du Québec exige des candidats à l'admission aux ordres professionnels* reconnus au niveau provincial qu'ils possèdent une connaissance pratique du français, c'est-à-dire, qu'ils sachent communiquer verbalement et par écrit dans cette langue. L'ordre professionnel exige du candidat qu'il puisse démontrer ses compétences linguistiques et pratiques en français grâce à l'une ou l'autre des situations suivantes :

- Vous pouvez demontrer que vous avez suivi, après le primaire, trois ans de formation à temps plein en français dans une école où la langue d'enseignement est le français.
- Vous êtes titulaire d'un diplôme d'études secondaires au Québec délivré en ou après 1986.
- Vous avez réussi l'examen écrit de l'Office québécois de la langue française (OLF). Voir ci-dessous pour plus de renseignements.

Si vous êtes inscrit durant les deux ans qui précèdent la date d'obtention d'un grade qui permet l'accès aux ordres professionnels, vous pouvez passer l'examen de l'OLF. Les formulaires de demande d'examen sont disponibles à la Gestion de l'effectif étudiant. Les examens ont lieu chaque trois mois, sans limite de reprise d'examen. Les étudiants qui achèvent leurs études ont priorité.

Pour tout complément d'information, veuillez communiquer avec l'Office québécois de la langue française, 125, rue Sherbrooke Ouest, Montréal (Québec) H2X 1X4; téléphone : 514-873-6565; site Internet : www.olf.gouv.qc.ca.

Si vous souhaitez acquérir des compétences pratiques du français, vous pouvez suivre des cours offerts par le Centre d'enseignement du français et de l'anglais (Faculté des arts http://francais.mcgill.ca/eflc) ou par le Centre d'éducation permanente, 688, rue Sherbrooke Ouest; téléphone : 514-398-6200 (www.mcgill.ca/conted).

Si vous parlez et écrivez déjà couramment le français, mais souhaitez continuer à améliorer vos compétences linguistiques. vous pouvez suivre des cours offerts par le Département de langue et littérature françaises de la Faculté des arts ou par le Centre d'éducation permanente.

Nota : Les cours de langues non assortis d'unités et dans certains cas les cours de langues assortis d'unités complétés au Centre d'éducation permanente peuvent ne pas satisfaire aux exigences d'un grade ou d'un programme. Veuillez communiquer avec votre faculté pour toute précision.

Les grades et diplômes de McGill mènent présentement aux ordres professionnels qui régissent les activités des groupes de professions

suivants :	
Agrologues	Avocats
Architectes	Comptables généraux accrédités
Comptables agréés	Infirmiers
Évaluateurs agréés	Ergothérapeutes
Chimistes	Médecins
Dentistes	Physiothérapeutes
Nutritionnistes	Psychologues
Ingénieurs	Travailleurs sociaux
Géologues	Orthophonistes et audiologistes

Comptables de l'administration industrielle

Urbanistes Conseillers en orientation

Conseillers en relations industrielles

12.9 Prix

PRIX ABITIBIBOWATER

Créé en 1980, ce prix est remis à l'étudiant qui obtient les meilleurs résultats au diplôme en gestion. Il est décerné deux fois l'an, aux collations des grades du printemps et de l'automne. Valeur individuelle : 350 \$.

PRIX AMERICAN EXPRESS DE GESTION - TRÉSORERIE ET FINANCES Ce prix d'excellence est décerné au meilleur étudiant du programme de diplôme en gestion (trésorerie-finances). Deux prix sont décernés chaque année par le comité de direction du Centre d'Éducation permanente, l'un à la collation des grades du printemps et l'autre à celle de l'automne. Valeur individuelle : . 350 \$.

PRIX BERNARD J. FINESTONE D'ASSURANCE GÉNÉRALECréé en 1989 pour souligner la contribution de M. Finestone aux études sur les assurances à McGill, ces prix sont décernés aux étudiants qui ont obtenu les meilleures notes aux cours General Insurance I et General Insurance II offerts par le Centre d'Éducation permanente de l'Université McGill. Les lauréats sont désignés par le comité de direction du Centre. Valeur individuelle : 400 \$.

PRIX EDWARD C. WEBSTER D'ANGLAIS LANGUE SECONDE

Créé en 1989 à la mémoire de E. C. Webster, en témoignage de sa contribution au Centre d'éducation permanente à titre de directeur, de 1968 à 1972. Ce prix est décerné chaque année à l'étudiant qui obtient les meilleurs résultats au certificat de compétence en anglais. Valeur : 300 \$.

PRIX DE HONDA STE-ROSE

Créé en 1990 pour être attribué au meilleur étudiant du certificat en gestion des ressources humaines. Un prix est décerné aux collations des grades du printemps et de l'automne. Valeur individuelle : 250 \$.

PRIX JACOB JONKER

Créé en 2003 par la Jonker Navigation Corp., à la mémoire de Jacob Jonker, ce prix récompense les meilleurs étudiants du diplôme en gestion (général). Il est décerné par le comité de direction du Centre d'éducation permanente, sur recommandation du comité chargé des programmes dans le diplôme en gestion. Un prix est décerné aux collations des grades du printemps et de l'automne. Valeur individuelle : 500 \$ minimum.

PRIX DE GESTION DES AMIS DE MCGILL

Décerné chaque année par le Comité exécutif du Centre d'éducation permanente à l'étudiant qui termine le programme de certificat en gestion et qui a obtenu d'excellents résultats tout au long du programme. Valeur : 300 \$.

PRIX DE TRADUCTION DES AMIS DE MCGILL

Deux prix sont accordés annuellement : un à l'étudiant ayant obtenu les meilleures notes au programme de certificat en traduction français anglais et un autre à l'étudiant ayant obtenu les meilleures notes au programme de certificat en traduction anglais français. Valeur individuelle : 300 \$.

PRIX TÉLÉGLOBE CANADA DE FRANÇAIS LANGUE SECONDE

Créé en 1989, ce prix est décerné chaque année à l'étudiant qui obtient les meilleurs résultats au certificat de compétence en français. Valeur : 300 \$.

Les étudiants ne peuvent prétendre aux prix et distinctions que lors de la dernière année de leur programme.

Orientation pédagogique et ressources



« Après l'obtention de mon diplôme universitaire, animée par ma passion pour le français et mon désir de suivre un programme d'immersion qui me permettrait d'exceller dans cette langue tant à l'oral qu'à l'écrit, j'ai décidé de m'inscrire au programme intensif de français au CEP de McGill.

J'adore à quel point les professeurs sont dévoués à leurs étudiants et n'hésitent pas à rester après le cours pour expliquer une notion ou partager des idées. Ils nous encouragent

vraiment à travailler fort pour atteindre nos objectifs.

Malgré la diversité des méthodes d'apprentissage propres à chaque étudiant, j'ai eu l'impression que toutes ces approches étaient intégrées par le biais des cours, des exercices pratiques au laboratoire de langues et des activités culturelles. J'ai plus appris grâce à ce programme de cinq mois que durant toutes mes études de français antérieures à McGill.

Aujourd'hui, j'utilise le français avec beaucoup plus de confiance, autant dans ma vie professionnelle que personnelle. Vivre à Montréal et étudier à McGill sont les meilleures décisions de ma vie ! »

Megan Hutt, diplômée, Programmes de langues anglaise et française

13 Orientation pédagogique et ressources

13.1 Orientation pédagogique

13.1.1 Orientation pédagogique et mission de l'Université

L'énoncé de la mission de l'Université communique son engagement à offrir « la meilleure formation possible » aux étudiants et le processus d'orientation pédagogique en constitue une composante essentielle. L'orientation pédagogique à McGill se présente sous maintes formes à travers le campus. Il est donc essentiel de vous familiariser avec les différents types de conseillers (voir la section « Types of Advising and Advisers » dans la publication « Programs, Courses and University Regulations » (Programmes, cours et politiques de l'Université) au site www.mcgill.ca/study) et de vous informer sur la gamme de services et de conseils offerts pouvant vous aider à atteindre vos objectifs scolaires.

13.1.2 Le rôle de l'étudiant dans l'orientation pédagogique

Votre participation active au processus d'orientation est fondamentale afin que vous puissiez accéder à toutes les possibilités qui s'offrent à vous au cours de vos études à l'Université. Vous devez être proactif à l'heure de rencontrer les conseillers et les professeurs afin de vous assurer de recevoir les conseils nécessaires et d'établir un plan d'études qui satisfera à vos objectifs scolaires. Malgré l'encadrement des conseillers, vous êtes seul responsable de satisfaire aux exigences de votre programme ou de votre grade. Il vous appartient de vous informer sur les règles et les politiques s'appliquant à l'Université, à votre faculté et à votre programme. Grâce à votre collaboration, les conseillers vous guideront tout au long de vos études de premier cycle.

13.1.3 Coordonnées des conseillers au Centre d'éducation permanente

Études professionnelles et de gestion

Programmes de premier cycle Adelina Lameiras : 514-398-1030

Programmes d'études supérieures Mary Rubiano : 514-398-1030

Programmes de langues anglaise et française Verena Waterstradt : 514-398-2817

Programmes d'études en traduction Bryan Jim : 514-398-1484

13.2 Ressources pour les étudiants

13.2.1 Bureau de la doyenne à la vie étudiante

Pavillon Brown (Services aux étudiants) 3600, rue McTavish, bureau 4100 Montréal (QC) H3A 1Y2

Pour plus de renseignements (doyenne et vice-doyenne) : Téléphone : 514-398-4990 Courriel : deanofstudents@mcgill.ca Site Internet : http://francais.mcgill.ca/deanofstudents

La doyenne et la vice-doyenne à la vie étudiante s'occupent de la gestion et de la promotion d'initiatives touchant les différentes facettes de la vie étudiante, y compris l'orientation pédagogique, l'intégrité universitaire, la discipline académique, les programmes de reconnaissance des étudiants, les activités de diffusion auprès des familles, de la communauté de McGill et de la collectivité locale en générale.

13.3 Services aux étudiants

13.3.1 Bureau de la directrice générale des Services aux étudiants

Pavillon Brown (Services aux étudiants) 3600, rue McTavish, bureau 4100 Montréal (QC) H3A 1Y2

Pour plus de renseignements : Téléphone : 514-398-3825 Site Internet : http://francais.mcgill.ca/studentservices

La directrice générale des Services aux étudiants agit comme responsable des services aux étudiants à McGill pour encourager la réussite et le bien-être de l'étudiant. La directrice offre de l'assistance et de l'information sur presque toutes les facettes de la vie étudiante qui n'appartiennent pas au domaine scolaire. Pour des questions d'ordre académique, les étudiants seront dirigés à l'individu, au bureau ou au département approprié.

13.3.2 Services aux étudiants handicapés

Cette unité aide les étudiants handicapés à obtenir les services dont ils ont besoin pour poursuivre leurs études à l'Université.

Pavillon Brown (Services aux étudiants), bureau 3100 Téléphone : 514-398-6009 ATM : 514-398-8198 Courriel : disabilities.students@mcgill.ca Site Internet : http://francais.mcgill.ca/osd

13.3.3 Protecteur des étudiants

Le poste de protecteur des étudiants est occupé à mi-temps par un membre du corps enseignant. Le protecteur des étudiants reçoit les plaintes des étudiants et apporte son aide dans le règlement de ces plaintes en recourant à des moyens informels, notamment en fournissant de l'information, des conseils, des interventions et des recommandations en évitant de passer par les procédures de règlements de grief qui existent déjà à l'Université.

Le Bureau du protecteur des étudiants offre un service confidentiel, indépendant et neutre de règlements des différends à tous les membres de la communauté étudiante.

Bureau du protecteur des étudiants 3610 McTavish (au nord de l'avenue Dr. Penfield) Rez-de-chaussée, bureau 14 Téléphone : 514-398-7059 (pour obtenir un rendez-vous)

Site Internet : www.mcgill.ca/ombudsperson

13.3.4 Librairie

La librairie de l'Université McGill propose des manuels neufs et usagés, un vaste choix de livres pour le milieu universitaire et la communauté professionnelle, des fournitures de bureau ainsi que des vêtements et divers articles aux armoiries de McGill. Consultez le site Internet de la libraire ou présentezvous en personne pour vous inscrire aux rappels par courriel et être ainsi le premier à connaître les services offerts, notamment le rachat de livres usagés ou autres évènements.

3420, rue McTavish Téléphone : 514-398-7444 Site Internet : <mark>www.mcgill.ca/bookstore</mark> Librairie Macdonald Centre du centenaire Téléphone : 514-398-8300 Site Internet : www.macstudents.ca

13.3.5 Boutique informatique de McGill

La Boutique informatique de McGill, située au deuxième étage de la librairie de l'Université, offre un vaste choix de matériel et de logiciels informatiques ainsi que des produits électroniques à tarif étudiant.

3420, rue McTavish Téléphone : 514-398-5025 Courriel : sales.mcs@mcgill.ca Site Internet : www.mcgill.ca/mcs

13.3.6 Ateliers des bibliothèques

Des séances d'information et des visites guidées qui servent à vous apprendre comment utiliser efficacement les bibliothèques de McGill sont offertes à plusieurs moments de l'année universitaire. Elles sont particulièrement fréquentes lors de la première semaine de cours et se poursuivent durant les mois de septembreoctobre et janvier-février. Des guides et brochures sont aussi offerts. Pour de plus amples renseignements et pour vous procurer l'horaire des séances d'information, consultez le site Internet suivant : www.mcgill.ca/library/library-assistance.

13.3.7 Postes de travail Minerva

Le Centre d'éducation permanente a deux postes de travail Minerva qui vous permettent de profiter des services offerts par Minerva, entre autres la consultation des cours offerts ou du relevé de notes, l'ajout ou l'abandon de cours. Les postes de travail sont situés au 688, rue Sherbrooke Ouest, 11^e étage.

13.4 Services optionnels aux étudiants

En tant qu'étudiant du Centre d'éducation permanente, vous n'êtes pas tenu de payer les frais de services aux étudiants. Cependant, si vous souhaitez utiliser les services aux étudiants offerts par McGill, vous devez choisir l'un des forfaits suivants.

13.4.1 Forfait optionnel de services aux étudiants

Ce forfait est offert uniquement aux étudiants inscrits à un minimum de 9 unités par trimestre. Ce forfait donne accès aux services suivants : Service de planification de carrière (CaPS), Aumônerie, Service de counseling, Services de santé (rendez-vous avec docteurs et infirmiers, service d'urgence, laboratoire médical), Service d'aide aux étudiants étrangers, Service de santé mentale, Service d'aide financière aux étudiants, Service de cours particuliers, Maison des Premières nations, Service aux étudiants handicapés et Service de logement hors-campus.

Forfait pour un trimestre (2009/2010) : 150,12 \$ (taxes incluses). Une carte d'étudiant de McGill est obligatoire pour l'accès aux services.

Pour de plus amples renseignements ou un abonnement, veuillez communiquer avec le :

Bureau de la directrice générale des Services aux étudiants Pavillon Brown (Services aux étudiants) 3600, rue McTavish, bureau 4100 Téléphone : 514-398-3825

Site Internet : http://francais.mcgill.ca/studentservices

13.4.2 Forfait - Service de planification de carrière (CaPS)

L'inscription au CaPS (excluant les autres services aux étudiants) est ouverte aux étudiants admis à un programme (assorti ou non d'unités), tel un certificat, un diplôme ou un programme intensif de langues. Le Service de planification de carrière offre aux étudiants de l'orientation sur une base individuelle et une formation au choix de carrière, l'accès à des salons sur l'emploi et sur les carrières, des programmes de mentorat ainsi que des cliniques sans rendezvous et des ateliers sur la rédaction du curriculum vitae.

Chaque année, le Service offre plus de 5 000 emplois et stages aux étudiants de McGill. Le forfait du Service de planification de carrière pour un trimestre s'élève à 52 \$ (septembre, janvier ou mai). Pour de plus amples renseignements ou un abonnement au CaPS, veuillez communiquer avec le :

Service de planification de carrière (CaPS) Pavillon Brown (Services aux étudiants) 3600, rue McTavish, bureau 2200 Téléphone : 514-398-3304 Courriel : careers.caps@mcgill.ca Site Internet : http://francais.mcgill.ca/caps

13.4.3 Forfait - Installations sportives

Les installations sportives de McGill comprennent : un centre de conditionnement physique; une salle d'aérobie; deux gymnases; des terrains de basketball, volleyball, tennis, squash et raquetball; des pistes de course intérieures et extérieures; des terrains extérieurs; un stade; une piscine et des plongeoirs; des studios de danse et d'escrime; une clinique de médecine sportive; des casiers et salles de repos; un magasin sportif et un casse-croûte.

Nota : Certains services peuvent être exclus des abonnements décrits ci-dessous. Les forfaits sont en vigueur à compter du mois d'avril 2009 mais peuvent changer sans préavis.

Étudiants inscrits au Centre d'éducation permanente

Installations sportives, à l'exception du 40 \$ / mois (taxes en sus) centre de conditionnement physique

Installations sportives et centre de 54 \$ / mois (taxes en sus) conditionnement physique

Étudiants inscrits à des cours assortis de moins de 9 unités ou à des cours non assortis de unités

Forfait grand public

Installations sportives, à l'exception du 49 \$ / mois (taxes en sus) centre de conditionnement physique

Installations sportives et centre de 63 \$ / mois (taxes en sus) conditionnement physique

Pour de plus amples renseignements ou un abonnement :

Gymnase Sir Arthur Currie 475, avenue des Pins Ouest Téléphone : 514-398-7000 Site Internet : www.athletics.mcgill.ca

13.5 Stationnement

Les places de stationnement sont limitées. Pour des renseignements sur les frais de stationnement, veuillez consulter www.mcgill.ca/transport/parking, ou composez le 514-398-4559.

13.6 Centre universitaire

Le Centre universitaire est situé au 3480, rue McTavish. Les étudiants du Centre d'éducation permanente pourront y trouver, le soir, des services alimentaires et des breuvages.

13.7 Service de cours particuliers

Le Service de cours particuliers offre un programme varié aux étudiants de McGill.

Pavillon Brown (Services aux étudiants), bureau 4200

Téléphone : 514-398-6011

Courriel : tutoring.service@mcgill.ca Site Internet : www.mcgill.ca/tutoring

13.8 Pour vos besoins en technologies de l'information (TI)

Le site Internet des technologies de l'information de McGill (http://francais.mcgill.ca/it) est votre premier point de contact pour l'accès aux ressources des technologies de l'information à McGill. N'hésitez pas à consulter ce site pour les questions suivantes :

- Trouver des renseignements détaillés sur tous les services TI offerts, y compris la formation ou le soutien technique disponible. Recherchez ces services par catégorie, par exemple « Telephone, Network and Wireless ».
- Consulter la base de connaissances des TI de McGill (*McGill IT Knowledge Base*) pour accéder à la foire aux questions et aux articles connexes à tous les services de TI. Établissez vos recherches à partir de mots clés tels que « *my*McGill », ou d'un numéro d'article en particulier.
- Visionner les avis et les heures prévues de désactivation du système.
- Consulter des articles vedettes liés à la sécurité informatique, aux nouveaux logiciels et d'autres conseils à jour en informatique.

Suivez la visite guidée interactive des services TI au site http://knowledgebase.mcgill.ca/it/welcome-students. Vous y trouverez des renseignements utiles concernant myMcGill, le portail Internet de l'Université, et myCourses, pour le contenu de cours en ligne, ainsi que sur l'accès à votre courriel de McGill et au réseau sans fil de McGill. Vous pourrez également participer à des ateliers d'informatique ou télécharger des logiciels gratuits disponibles aux

13.8.1 Se connecter

étudiants.

Vous devez utiliser votre nom d'utilisateur de McGill (en général, sous la forme suivante : prénom.nom@mail.mcgill.ca) et votre mot de passe de McGill afin d'accéder aux services TI, notamment le portail Internet de l'Université *my*McGill, *my*Courses, votre courriel, connexion sans fil, réseau privé virtuel (VPN), ainsi que le service d'accès commuté (DAS) de McGill.

Afin de connaître votre nom d'utilisateur de McGill ainsi que pour effectuer la sélection de votre mot de passe, veuillez suivre les indications suivantes :

- Connectez-vous à Minerva en utilisant votre numéro matricule de 9 chiffres de McGill ainsi que votre numéro d'identification personnel (NIP).
- 2) Accédez au menu personnel (*Personal Menu*) et sélectionnez Password for McGill Username.
- 3) Suivez les directives indiquées à l'écran.

13.8.2 myMcGill (le portail Internet de l'Université)

Le portail Internet *my*McGill constitue le point d'accès principal pour :

- Lire vos courriels.
- Vérifier myCourses.
- Visionner et mettre à jour votre dossier étudiant et l'information sur vos comptes, grâce à des liens directs à Minerva.
- Effectuer des recherches via le catalogue en ligne des bibliothèques de McGill, *McGill Library Catalogue*.
- Vous maintenir à jour des nouvelles les plus récentes au sujet de McGill.

· Et plus encore.

Cliquez sur *my*/McGill dans le coin supérieur droit du site Internet de McGill (http://francais.mcgill.ca) et connectez-vous en utilisant votre nom d'utilisateur et votre mot de passe de McGill.

13.8.2.1 Compatibilité avec les navigateurs

Le portail Internet *my*McGill est présentement compatible avec les versions les plus récentes des navigateurs suivants :

- Internet Explorer (IE) (Windows).
- Firefox (Mozilla) (Windows/Mac).
- Netscape (Windows).

13.8.3 myCourses

Dans plusieurs cours, vous aurez de la matière et des activités disponibles en ligne, notamment des travaux et lectures, le plan de cours, les lignes directrices pour des projets, des forums de discussion, des calendriers, etc.

Vous pouvez vous connecter au contenu de cours en ligne via myCourses au site suivant : www.mcgill.ca/mycourses ou à l'aide du portail Internet myMcGill.

- Connectez-vous en utilisant votre nom d'utilisateur et votre mot de passe de McGill;
- Cliquez sur myCourses (WebCT Vista) pour accéder au site;
- Vérifiez les paramètres du navigateur en utilisant la fonctionnalité de vérification du navigateur (*Check Browser*) dans le coin supérieur droit de la page.

Pour plus de renseignements sur *my*Courses pour les étudiants, accédez au site http://francais.mcgill.ca/it .

13.8.4 Courriel

Votre adresse de courriel de McGill (en général, sous la forme suivante : prénom.nom@mail.mcgill.ca) est le moyen de communication officiel de l'Université avec vous par courrier électronique. Pour des renseignements concernant la politique sur la communication par voie électronique avec les étudiants (*E-mail Communications with Students*), veuillez vous reporter au site

www.mcgill.ca/secretariat/policies/informationtechnology. Vous pouvez accéder à votre courriel via http://exchange.mcgill.ca ou à l'aide du portail *my*/McGill à l'aide de votre nom d'utilisateur et de votre mot de passe de McGill. Visionnez votre nom d'utilisateur de McGill, votre adresse courriel de McGill et choisissez votre mot de passe de McGill sur Minerva sous le menu personnel (*Personal Menu*).

13.8.5 Annuaire en ligne des étudiants

Inscrivez-vous à l'annuaire en ligne des étudiants pour rendre la tâche facile à vos compagnons de classes qui souhaitent communiquer avec vous. Renseignez-vous sur ce service au site suivant : www.mcgill.ca/directory/students.

13.8.6 Connexions

Accédez aux services suivants en utilisant votre nom d'utilisateur et votre mot de passe de McGill. Pour plus de renseignements sur les services détaillés ci-après, consultez le site http://francais.mcgill.ca/it.

Sans fil

Accédez à Internet grâce au réseau sans fil de McGill en utilisant votre ordinateur portable ou tout autre appareil mobile à la grandeur du campus. Connectez-vous au réseau sans fil en utilisant votre nom d'utilisateur de votre mot de passe de McGill.

Réseau privé virtuel (VPN)

Si votre connexion Internet est effectuée avec un fournisseur de services Internet autre que le service d'accès commuté de McGill (DAS), vous devrez établir une connexion au réseau privé virtuel pour accéder aux ressources et aux sites réservés de McGill (notamment les bases de données des bibliothèques).

Connectez-vous au réseau privé virtuel en utilisant votre nom d'utilisateur et votre mot de passe de McGill.

Service d'accès commuté (DAS)

Si vous ne bénéficiez pas des services d'un fournisseur d'accès Internet à haute vitesse, utilisez le service d'accès commuté de McGill en vous connectant à Internet au moyen d'une ligne de téléphone et d'un modem. Connectez-vous au DAS en utilisant votre nom d'utilisateur et votre mot de passe de McGill.

Télécommunications des résidences de McGill

Pour les étudiants des résidences de McGill et des résidences hors-campus, un service voix et données des résidences (câblé et sans fil) est disponible.

Laboratoires d'informatique

Des laboratoires d'informatique sont mis à la disposition des étudiants de plusieurs facultés et départements de McGill. Pour connaître l'emplacement des laboratoires, la disponibilité des ordinateurs, des logiciels et de tout matériel périphérique, veuillez consulter le site suivant : http://webforms.mcgill.ca/labs.

Atelier informatique iCare « Connectivité@McGill »

Participez à cet atelier pratique et gratuit pour savoir comment configurer votre ordinateur pour pouvoir accéder à Internet avec un modem ou sans fil, et comment établir une connexion au réseau virtuel privé. Pour vous inscrire à la formation offerte sur les TI, consultez le site : http://francais.mcgill.ca/it.

13.8.7 Informatique sans risque

Atelier informatique iCare « sécurité informatique » :

Participez à cet atelier gratuit pour connaître la démarche à suivre afin de vous protéger contre les virus, les logiciels espions, les logiciels de publicité ou tout autre programme malveillant. Pour vous inscrire à la formation offerte sur les TI, consultez le site : http://francais.mcgill.ca/it.

Logiciel gratuit : Il est possible de télécharger des logiciels gratuits, y compris des logiciels antivirus à partir du site d'attributions de licence de logiciels de McGill à l'adresse suivante : www.mcgill.ca/software. Pour plus de renseignements sur les licences de logiciels ou sur la façon de protéger votre ordinateur, consultez le site http://francais.mcgill.ca/it.

Nota : Avant d'installer un nouveau logiciel antivirus, prenez soin de bien désinstaller tout autre logiciel antivirus installé antérieurement sur votre ordinateur.

Conseils en matière de sécurité de l'information : Lisez les dix conseils en matière de sécurité de l'information à l'intention des étudiants et du personnel au site suivant : http://francais.mcgill.ca/infosec/tips.

13.8.8 Créer vos questions de sécurité dans myMcGill

En établissant vos questions et réponses de sécurité liées à votre mot de passe de McGill, vous pourrez utiliser, en cas d'oubli de votre mot de passe, le lien *Forgot Password?*, accessible par le biais de nombreuses applications de McGill.

Lorsque vous avez choisi votre mot de passe de McGill sur Minerva, connectez-vous à *my*McGill (http://my.mcgill.ca) et cliquez sur le portlet de sécurité du mot de passe de McGill. Suivez ensuite les instructions fournies à l'écran pour définir vos propres questions et réponses de sécurité.

13.8.9 Besoin d'aide ?

Bienvenue aux nouveaux étudiants

Participez à une visite guidée interactive sur les services TI au site suivant : http://knowledgebase.mcgill.ca/it/welcome-students.

Base de connaissances TI de McGill

Effectuez une recherche à partir du site http://knowledgebase.mcgill.ca/it pour les directives d'installation et les réponses aux questions les plus posées sur les TI.

13.8.9.1 Obtenir de l'aide

Communiquez avec le Service à la clientèle des STI en présentant votre demande à partir du formulaire électronique disponible au site suivant : http://webforms.mcgill.ca ou informez-vous des heures d'ouverture du soutien technique par téléphone ou en personne.

13.9 Ressources pour les études et la recherche

13.9.1 Bibliothèques

McGill compte 13 bibliothèques et des collections spéciales réparties à la grandeur des deux campus de l'Université. Comptant plus de six millions de documents, la bibliothèque comprend une collection de 2,5 millions de livres, manuels scolaires, recueils de textes, des milliers de titres de journaux, une vaste collection de manuscrits et documents figurés, ainsi que des milliers d'enregistrements sonores et de vidéo. Elle regorge de ressources sur support électronique, notamment plus de 50 000 journaux électroniques, documents multimédias et plus d'un million de livres électroniques allant de textes anglais anciens à la nutrition.

Un site Internet complet (www.mcgill.ca/library), un catalogue en ligne et une vaste gamme de services donnent accès aux ressources des bibliothèques à ceux qui en ont besoin dans le cadre de leurs activités de formation, d'apprentissage et de recherche. Des centaines de bases de données sur des sujets allant de l'histoire de l'art à la zoologie guident les usagers aux articles de journaux pertinents et au matériel de recherche; alors que les guides par sujet de recherche sur la chimie ou le service social offrent aux étudiants en recherche des directives précises et complètes. D'anciennes épreuves écrites, des thèses d'étudiants de l'Université McGill et des journaux de partout dans le monde sont également accessibles grâce au site Internet des bibliothèques. Les étudiants peuvent accéder à l'ensemble des ressources en ligne par le biais du réseau privé virtuel de McGill ou à partir des laboratoires à travers le campus, ce qui permet un accès en tout temps, en tout lieu.

Le personnel de chaque bibliothèque est à votre disposition pour vous aider à trouver l'information dont vous avez besoin pour vos travaux et recherches. De la formation est offerte à tous les niveaux afin d'assurer aux usagers l'accès à l'information et l'obtention de connaissances nécessaires afin de pouvoir localiser et utiliser l'information. Des programmes de formation documentaire sont également offerts dans le cadre des cours. De plus, des bibliothécaires de liaison experts dans des domaines spécifiques sont sur place pour aider les étudiants et le personnel de l'Université. De l'aide est offerte par téléphone, en personne, en ligne et par courriel, y compris par clavardage.

Les heures d'ouverture varient selon la bibliothèque, mais la plupart sont ouvertes jusqu'à 90 heures par semaine et, durant la période des examens, plusieurs d'entre elles prolongent leurs heures d'ouverture, notamment la Bibliothèque des sciences humaines et sociales qui est ouverte en tout temps. Des centaines d'ordinateurs installés dans des zones électroniques peuvent être utilisés pour accéder à des cours en ligne, pour lire des documents et ouvrages de la bibliothèque, pour accéder à vos courriels et aux applications de traitement de texte, pour préparer vos travaux et effectuer des recherches sur Internet. Dans un but d'améliorer l'expérience d'apprentissage d'un grand nombre d'usagers, les installations des bibliothèques offrent des espaces confortables et intéressants : des cabines d'étude individuelles, des centres d'apprentissage électronique et des salles d'étude pour des groupes peuvent être réservées. Dans chaque bibliothèque, l'accès Internet sans fil est disponible ainsi que des services d'impression et de reproduction sont offerts et fonctionnent selon un système de cartes. Des installations spéciales sont offertes aux personnes qui ont des problèmes de vision ou d'audition. Il est également possible d'emprunter des ordinateurs portables sur place.

Vous pouvez faire appel aux services spéciaux des bibliothèques, notamment au service de ressources de données électroniques, pour effectuer des recherches empiriques et statistiques. Des documents savants uniques faisant partie des livres rares et des collections spéciales sont numérisés et rendus disponibles électroniquement. Dans chaque bibliothèque, on retrouve, dans la collection de livres en réserve pour les cours, des exemplaires des manuels et autres documents en demande inscrits sur les listes de lecture des cours. Les documents empruntés dans l'une des bibliothèques peuvent être remis à l'une ou l'autre des bibliothèques de l'Université.

Si vous désirez consulter un ou plusieurs documents qui ne font pas partie de la collection des bibliothèques de McGill, notre service de prêts entre bibliothèques et de livraison de documents s'occupera de les obtenir; vous pourrez alors les récupérer à la bibliothèque de votre choix.

13.9.2 Archives de l'Université

Le Service des archives de l'Université McGill, dont la mission consiste à acquérir, à conserver et à rendre accessibles des documents aux chercheurs et aux étudiants de toutes les disciplines, compte plus de 5 000 mètres de documents datant de 1797 à aujourd'hui. Ces archives relatent l'histoire des organismes de recherche des facultés de l'Université McGill, des associations des étudiants et des anciens et de certains organismes de Montréal sur divers supports, dont des documents textuels, des photographies, des diapositives, des enregistrements sonores, des films, des vidéos, des publications de l'Université et des artéfacts.

Le Service des archives de l'Université McGill fait l'acquisition d'archives privées pour appuyer les objectifs de recherche de l'Université et gère un important fonds documentaire par l'intermédiaire de son programme de gestion des archives. Ce programme réglemente le flot de documents administratifs et protège la preuve essentielle des fonctions et des activités de l'Université conformément aux Archives nationales du Québec et des lois relatives à l'archivage.

Des salles de lecture sont ouvertes au public du lundi au vendredi, de 9 h à 12 h 30 et de 13 h 45 à 16 h 45. Il est toutefois recommandé de prendre rendez-vous à l'avance. Le site Internet du Service des archives de l'Université McGill regroupe des expositions virtuelles, un service de recherche en ligne sur le fonds documentaire, des collections numériques, comprenant la plus importante base de données universitaire d'images numérisées.

Service des archives de l'Université McGill

Bibliothèque McLennan, 6^e étage, salle M6-17B Téléphone : 514-398-3772 Télécopieur : 514-398-8456 Site Internet : www.archives.mcgill.ca

13.9.3 Musées

13.9.3.1 Musée Redpath

Le musée Redpath abrite des objets relatant l'histoire et la diversité du monde naturel. Son mandat porte sur la diversité géologique, biologique et culturelle. Depuis un siècle, les collections du musée se sont agrandies et constituent d'excellentes ressources pour les chercheurs et les étudiants du premier cycle et des cycles supérieurs en biologie, en géologie, en anthropologie et autres domaines. Ses plus importantes collections regroupent des fossiles de l'ancien fond marin de l'Est du Québec, des plus anciennes plantes terrestres et une grande variété de minéraux et de mollusques de partout dans le monde, ainsi que des antiquités égyptiennes et classiques et des artéfacts de l'Afrique centrale. Le musée abrite aussi des laboratoires de recherche et des salles de cours.

Le musée invite les étudiants et le personnel de l'Université McGill à visiter son exposition permanente, qui retrace l'histoire de la vie à travers les âges, et qui est illustrée par des pièces du Québec et des régions avoisinantes en plus des collections de minéraux et de mollusques. Une galerie d'ethnologie récemment installée et consacrée aux cultures dans le monde compte des objets de l'Égypte ancienne, de la Grèce et de Rome à l'époque classique ainsi que de l'Asie et de l'Afrique.

859, rue Sherbrooke Ouest Téléphone : 514-398-4086 Courriel : redpath.museum@mcgill.ca Site Internet : http://francais.mcgill.ca/redpath

13.9.3.2 Musée McCord d'histoire canadienne

Le musée McCord abrite l'une des principales collections historiques d'Amérique du Nord. Le musée compte certains des trésors culturels les plus importants du Canada, dont la plus grande collection de costumes qui compte quelque 16 000 vêtements et accessoires faits ou portés au Canada; une collection d'artéfacts évoquant les Premières Nations - la plus importante du genre au Québec regroupant quelque 13 000 objets de partout au Canada; les archives photographiques du renommé Notman qui regroupent plus d'un million de photographies historiques et offre une documentation unique d'illustrations du Canada depuis l'époque d'avant la Confédération jusqu'à aujourd'hui. Le musée McCord abrite également des peintures d'artistes renommés, dont Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn et George Heriot. Totalisant 185 mètres linéaires, les Archives textuelles regroupent une importante quantité de documents relatant l'histoire canadienne. Le site Internet du musée

(www.mccord-museum.qc.ca/fr) présente des expositions virtuelles primées, des ressources éducatives novatrices et une importante base de données interrogeable sur les collections du musée.

Les expositions du musée McCord témoignent l'histoire de la culture et de la société de Montréal, du Québec et du Canada. En plus des visites guidées, des programmes scolaires, des activités culturelles et des conférences, le musée McCord offre une gamme de services dont un café et une boutique.

Les collections du musée sont accessibles aux chercheurs sur rendez-vous.

690, rue Sherbrooke Ouest Téléphone : 514-398-7100 Courriel : info@mccord.mcgill.ca Site Internet : www.mccord-museum.qc.ca/fr

13.9.3.3 Musée et laboratoire de recherche Lyman d'entomologie

Situé sur le campus Macdonald, cet institut englobe la collection d'insectes et le laboratoire de recherche en entomologie de l'Université McGill. La collection comprend 2,8 millions d'insectes et autres arthropodes, ce qui en fait la deuxième plus grande collection d'insectes au Canada et la plus grande collection universitaire au pays. La principale mission du musée Lyman étant la recherche et l'apprentissage, et non les expositions, il n'est généralement pas ouvert au public, bien que des visites guidées soient offertes sur rendez-vous.

Téléphone : 514-398-7914 Site Internet : http://lyman.mcgill.ca/LymanFrancais.htm

13.9.3.4 Autres collections historiques

En plus de ses musées, l'Université McGill présente d'autres collections et expositions de nature spécialisée, qui sont de façon générale accessibles aux étudiants seulement et dont l'accès peut être obtenu en en faisant la demande au département concerné. Le musée de la médecine de McGill est de ce nombre.

Le Musée de la médecine de McGill conserve une collection d'articles, dont certains datent du début du 19e siècle, qui documente l'étude et l'exercice de la médecine à l'Université McGill et dans ses hôpitaux d'enseignement. La majeure partie de cette collection comprend des spécimens pathologiques, y compris ceux des collections Abbott et Osler. Ladite collection se trouve au pavillon Duff Lyman (médecine). Une vitrine dans l'entrée principale de l'avenue des Pins héberge des expositions temporaires. Pour de plus amples renseignements, consultez le site du musée à www.mcgill.ca/medicalmuseum. Le Département de physique regroupe deux collections spécialisées qui sont accessibles sur rendez-vous :

Le musée Rutherford abrite l'essentiel des appareils que le professeur Ernest Rutherford a utilisé pour mener ses recherches sur la radioactivité de 1898 à 1907 qui lui ont valu le prix Nobel de l'Université McGill. Pour de plus amples renseignements, consultez le site : www.physics.mcgill.ca/museum/ rutherford_museum.htm.

La collection McPherson regroupe des instruments et des appareils datant tout particulièrement du 19^e siècle qui étaient utilisés en physique à des fins de mesure et de recherche. Pour de plus amples renseignements, consultez le site : www.physics.mcgill.ca/museum/macpherson_collection.htm.

Chargés de cours



« Nos étudiants choisissent le CEP parce qu'ils savent qu'ils acquerront une éducation de haute qualité et recevront une reconnaissance pour leurs études. En effet, les étudiants inscrits aux programmes de langue anglaise remarquent des résultats concluants dans leur maîtrise de la langue d'un niveau à l'autre (débutant, intermédiaire et avancé) grâce à notre système bien structuré.

Beaucoup d'étudiants au CEP sont sur le marché du travail, ont une

famille et doivent concilier plusieurs responsabilités avec leurs études à temps partiel. Ils réussissent dans notre atmosphère grâce au milieu accueillant, amical et enrichissant, qui favorise une formation continue pour la vie.

Nous invitons les futurs étudiants à se présenter aux bureaux du Service à la clientèle pour constater à quel point notre personnel est en mesure de bien les guider dans leurs études. Tous les professeurs assistent aussi les étudiants à comprendre la prochaine étape à suivre. Ensemble, personnels administratif et enseignant ont un objectif commun : le succès de l'étudiant, principale raison pour laquelle nous travaillons ici.

Je me considère très chanceuse. J'oeuvre auprès d'enseignants qui sont passionnés par leur travail et avec des étudiants qui, au fil des ans, n'ont cessé d'apporter de la joie dans ma vie. Ils m'inspirent toujours à m'améliorer. »

G. Julia Mercuri-Albisi, chargée de cours, Programmes de langues anglaise et française

14 Chargés de cours

ABBOTT Robert		
	Project Management and Business Analysis	DRACOPOULOS, George
	Accounting	DU COUTURIER-NICHOL, (
	I Translation	
	yFrench	DUMONT, Jean
	Finance	DUPONT, Eric
ADDAS, Amr	Finance	DUROCHER, André
AJZENKOPF, Louis	Marketing	EISENSTAT, Ben
AMAR. Michel	Health & Social Services	ELIZOV, Henriette
AMIREAULT, Valeri	e	EMRICK, Andrea
ARCHIBALD, James	Translation	ERRUNZA, Marie-Josée
ARMANIOUS, Josep	oh Accounting	ETEMAD, Hamid I
	ce	EVANGELINELIS, Dina
ASHCRUFT, LOUISE	English	
ASSOULINE, Sylval	n Translation/French	FARES, Diana
BATEMAN Samant	ha Human Resources	FELDMAN, Howard
BEAUCHAMP Mari	e-Claude	FELSKE, Richard
	English	FENOGLIO, Prisca
BELLE, Marie-Alice.	Translation	FENSTER, Ariel
	d Accounting	FERNANDEZ, Héberto
BLANCHET, Marie .	French	FORD-ROSENTHAL, Angela
	Translation	FORTIER, Louis
BOGDAN, Miruna	French	FORTIN, Louis
	c Human Resources	FRANKLIN, Rosalind
BORSELLINO, Carn	nen English	FRANCESCUCCI, David
BREUER, RODER	Translation	FRASER, Jim
DRUSSEAU, ANN	Applied Social and Organizational	EBASEB Lundo
BROWN Grant	Psychology	FRASER, Lynda
BRYSON Georges	Business Analysis	GADBOIS, Manon
BUDDO, Peter	Human Resources	GAGNON, Gilles
CABREJO. Pedro	Human Resources	GARNEAU, Charles
CALLAHAN. Kevin .	English	GAUTHIER, Svlvain
CALLAWAY-SMITH	Yvonne Public Relations	GAUTHIER, Sylvain GAVRILA-ALEXANDRESCU
CAMPO, Angela	Translation/Spanish	GAVRIN, Victor
CARBONNEAU, Mo	nica D Public Speaking	GNIWISCH, Pinny
CARON, Jason	Law	GILPIN, Andrea
CARTLIDGE, Roy.	Translation/English	GIRA, Angela
CASTONGUAY, Jea	n-Louis Human Resources	
	Accounting	GLIDDEN, Gregory GODAWA, Christopher
CHAMPENOIS Chr	stian Project Management	GOLDSMAN, Larry
CHANDI FR-OLIVE	RA, CatherineSpanish	GOLOVINA, Galina
		GRAHAM, Jim
CHICOINE, Pierre, .	Logistics Management	GREEN, Joy
CIPRIANO, Mary Ar	n Marketing	GREENÁWÁY, Françoise
COHEN, Michèle	Translation	GREENFIELD, Kathleen
	Accounting	GROULX, Devaki
CONROY, Cheryl	English	GROULX, Jean-François
COOPER, Chris	Leadership	GUAY, Hélène
CORLETT, John	Taxation	
CORRIGAN, Roune		GUERIN, Richard.
	y Logistics Management	GUIDEZ, Emmanuelle
COURTOIS, Richard	Human Resources	GUIDEZ, Emmanuelle GUZEYEVA. Katervna
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DRACOPOULOS, George Marketing
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DUMONT, Jean
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EISENSTAT, Ben Risk Management
ELIZOV, Henriette French
EMRICK, Andrea Information Technology
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EYRE, Diane
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FASOLA, Cecilia Translation/Spanish
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FENOGLIO, Prisca French
FENSTER, ArielChemistry
FERNANDEZ, Héberto
FORD-ROSENTHAL, Angela
FORTIER, Louis.
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GARNEAU, Charles.
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GAVRIN, Victor
GNIWISCH, Pinny Information Technology GILPIN, Andrea Public Relations
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GIRA, Angela French
GIROUX, Chantal French
GLIDDEN, Gregory English
GODAWA, Christopher English
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GRAHAM. Jim
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KYRTATAS, Louise English	
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LA ROCCA, Gerry Accounting	
LAING, Stephen	
LANGEVIN Michael English	
LANGEVIN, Michael	
LAPOINTE, Deirdre	
LAU, Hang	
LAVIGNE, Claire	
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LEDRON, Susan English	
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LETOVSKY, Steven	
LEVESQUE, Amélie French LINCK, Marie-Eve French	
LINCR, Mariele	
LISSOUBA, Daniele French	
LORIA-MÉLO, Alicia	
LUKCA, John	
LYNCH, Shaun	
MACDONALD, Stephen English	
MACKENZIE, Ken	
MAGNIN, Ben English	
MALHAMÉ, Raymond Translation	
MANNO, Anna	
MANSON, Bruce English	
MATHIEU, Isabelle French	
MATZIORINIS, Kenneth Economics MAYBURY, Wayne General Management	
MAYBURY, Wayne	
MCCULLY, Philip Entrepreneurship	
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RICHARDSON-ASKEW, Pamela Translation
RIPOLL. Alexânia
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ROTH, Charles Mathematics
ROTHERY, RobertTaxation
ROY, NatashaEnglish
ROYCE, Charles
RUDD, Christina
RYAN, KimberleyAccounting
SABA, John Economics
SABIH, Amar Mathematics
SACKS, StevenTranslation/Communication
SAGGERS, RobertLeadership SANDFORD, LukeTranslation
SANDFORD, Luke
SCHWARCZ Joseph Chemistry
SEPINWALL, Bernard
SESTAK, JeromeEnglish
SEYMOUR, MichelleEnglish
SHAHIDI, Majid
SEYMOUR, Michelle
SHARP, MichelleHuman Resources
SHARPE, Carol Communication
SHATENSTEIN, Elaine
SIKORSKY, Christopher
SIMON, Karen
SIMONETTO, NadiaEnglish
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15 Administration et gouvernance du Centre d'éducation permanente

15.1 Centre d'éducation permanente

Judith Potter; B. Sc. (Tor.), M. Ad. Ed. (St. FX), Ed. D. (Tor.) Doyenne

Alfred M. Jaeger; B. Sc. (Northwestern), M.B.A., Ph. D. (Stan.)

Vice-doyen (activités universitaires)

SERVICES ADMINISTRATIFS

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Lucie Carrière; B.A.A. (HEC), M. Sc. (Montr.) Conseillère principale en ressources humaines

Deborah Mercier; B.A. (McG.)

Directrice adjointe, développement et relations avec les anciens

Elana Trager; B. Com. (McG.)

Conseillère principale en communications et marketing

Antoinette Greco; certificat en gestion (McG.) Adjointe au vice-doyen (activités universitaires)

Andrée LaHaise Adjointe administrative et régisseuse des immeubles

Kevork Abadjian Coordonnateur des systèmes des micro-ordinateurs

Jean-Paul Rémillieux; B.A., M. Sc. (UQAM) Directeur, Services pour les enseignants et technologies pédagogiques

SERVICE À LA CLIENTÈLE

Assunta Cerrone-Mancini Chef, admission et collation des grades

Lucia Chimienti; B.A. (Concor.) Responsable des dossiers et des comptes étudiants

Johnny Martuccio; B. Com. (McG.) Chef. dossiers et inscription

ÉTUDES PROFESSIONNELLES ET GESTION

Carmen Sicilia; B.A. (Concor.), M.A., Ph. D. (McG.) Directrice

Dawne Ramsahoye; B.A. (McG.), G.D.I.A., M.A. (Concor.) Gestionnaire de programmes

Mary Rubiano

Conseillère, programmes d'études supérieures

Adelina Lameiras; B. Com. (McG.)

Conseillère, programmes de premier cycle À préciser

Coordonnateur, comptabilité, finances et fiscalité

Hang Lau; B. Sc. (Université chinoise de Hong Kong), M. Sc., Ph. D. (McG.)

Coordonnateur, technologies de l'information À préciser

Coordonnateur, gestion des ressources humaines et leadership

Elizabeth J. Hirst; B.A. (McG.), M.A. (Montr.), ARP, fellow SCRP

Coordonnatrice, relations publiques

PROGRAMMES DE LANGUES ANGLAISE ET FRANÇAISE

Hervé de Fontenay; B.A. (Montr.), M.A. (McG.)

Directeur

À préciser

Directeur adjoint

Effie Dracopoulos; B.A. (Concor.), M. Éd. (TÉLUQ) Coordonnatrice, programmes de langue anglaise

Kevin Callahan; B.A. (Tor.), M.A. (Concor.), Cert. TESL (McG.)

Coordonnateur, programme intensif d'anglais

Marie-Claude Beauchamp; B.A., M.A., B. Éd. (McG.) Coordonnatrice, programmes de langue française

Verena Waterstradt; B. Adm. (Allem.) Administratrice de programmes

ÉTUDES GÉNÉRALES ET D'ÉTÉ

Aldo Cerantola; B. Sc. A. (Laval)

Directeur

Jasna Hancevic; B. Com. (McG.), M. Sc. (UQAM) Administratrice de programmes

ÉTUDES EN TRADUCTION

James Archibald; B.A. (McG.), B. Ph. (Montr.), M. ès L., Dr. 3^e cycle (Lille), Ph. D. (Montr.) **Directeur**

Heberto Fernandez; B. Sc., M. Sc. (U. de Los Andes), Ph. D. (Montr.)

Coordonnateur, programmes de langues espagnole et portugaise

ENRICHISSEMENT PERSONNEL ET CULTUREL/ INSTITUT D'ÉTUDES À LA RETRAITE DE L'UNIVERSITÉ MCGILL

Carolynn Rafman; B.A. Beaux-Arts (Concor.), M.A. (McG.) Coordonnatrice

15.2 Gouvernance étudiante

ASSOCIATION DES ÉTUDIANTS À L'ÉDUCATION PERMANENTE DE L'UNIVERSITÉ MCGILL

Tout étudiant inscrit à un cours apparaissant au registre officiel de l'Université McGill, et dont le dossier est géré par le Centre (dont la Faculté des sciences de l'éducation), est membre de l'Association des étudiants à l'éducation permanente de l'Université McGill. (AÉÉPM). Les étudiants inscrits aux cours offerts par le Centre, mais qui sont inscrits à des programmes administrés par d'autres facultés de McGill, sont membres des autres associations de l'Université. Les étudiants inscrits à plus d'un programme peuvent être rattachés à la fois à l'AÉÉPM et à une autre association étudiants au Centre sont membres de l'Association des étudiants au B. Com. inscrits au Centre sont membres de l'Association des étudiants à l'éducation permanente de l'Université McGill.)

L'Association des étudiants à l'éducation permanente de l'Université McGill a été fondée en 1985, incorporée en 1989, et a obtenu un certificat d'accréditation en 1990. Tout étudiant qui paie les droits exigés par l'AÉÉPM en devient automatiquement membre. L'édifice qui abrite l'AÉÉPM, situé au 3437, rue Peel, est doté d'un laboratoire informatique dont l'accès est gratuit pour l'ensemble des membres de l'Association, ainsi que des espaces conçus pour l'étude, les réunions et les activités sociales. L'AÉÉPM offre une ambiance chaleureuse idéale pour les activités sociales, l'étude et les rencontres de groupe après le travail, avant ou après les cours et même le week-end. L'AÉÉPM est gérée conformément aux règlements adoptés par les membres élus de son conseil d'administration. Les représentants de l'AÉÉPM traitent toute question relative aux besoins de ses membres conformément à la politique de la porte ouverte.

Pour obtenir de plus amples renseignements au sujet des règlements, des membres dirigeants et des comités de l'AÉÉPM, veuillez composer le 514-398-4974.

16.1 Historique

James McGill, négociant prospère et éminent citoyen de Montréal, décédé en 1813, légua un domaine de 46 acres du nom de Burnside Place et la somme de 10 000 £ à

« l'Institution royale pour l'avancement des sciences », sous réserve que celle-ci érige « sur ladite parcelle de terrain, une université ou un collège pour assurer l'éducation et l'avancement des sciences dans cette province »; et également « à la condition que l'un des collèges formant ladite université soit désigné et connu à perpétuité sous le nom de « McGill College ».

À la mort de James McGill, l'Institution royale, autorisée par une loi en 1801, n'avait pas encore été créée. Elle le fut en 1819 et obtint trois ans plus tard une charte royale pour la création d'une université qui devait porter le nom de McGill College. D'autres retards étant causés par divers contentieux, le domaine Burnside ne fut acquis qu'en mars 1829. La Montreal Medical Institution, qui avait commencé à offrir des cours de médecine à l'Hôpital général de Montréal en 1822, fut admise par le Collège comme Faculté de médecine en juin 1829. Après d'autres contentieux, le Collège reçut une dotation financière en 1835 et l'on y construisit le Pavillon des arts et le pavillon Dawson. La Faculté des arts ouvrit ses portes en 1843.

Les progrès furent néanmoins lents jusqu'à ce que la charte de 1821 fut modifiée, en 1852, pour établir les membres de l'Institution royale comme gouverneurs du McGill College. Depuis, les deux organes ne font plus qu'un. L'établissement fut d'abord connu sous le nom de « The University of McGill College » mais, en 1885, les gouverneurs adoptèrent la dénomination « McGill University ». Même après modification de la charte, peu de progrès furent enregistrés jusqu'à 1855, lorsque William Dawson fut nommé principal. À la retraite de ce dernier, trente-huit ans plus tard, McGill avait un effectif de plus de 1 000 étudiants et avait érigé le Pavillon Molson (à l'extrémité ouest du Pavillon des arts), le Musée Redpath, la Bibliothèque Redpath, les pavillons Macdonald de génie et de physique et une belle enfilade de pavillons de médecine.

Depuis, l'Université a poursuivi sa croissance dynamique. En 1884, les premières étudiantes y furent admises et, en 1899, on inaugura le Collège Royal Victoria, don de Lord Strathcona, en vue d'offrir des installations d'enseignement et de résidence distinctes aux étudiantes. Progressivement, les cours destinés aux étudiants et aux étudiantes fusionnèrent.

En 1905, Sir William Macdonald créa le Collège Macdonald à Sainte-Anne de-Bellevue comme collège résidentiel d'agriculture et de sciences ménagères et centre pédagogique. Ces différents éléments sont devenus depuis la Faculté des sciences de l'agriculture et de l'environnement, qui englobe l'École de diététique et de nutrition humaine au campus Macdonald, ainsi que la Faculté des sciences de l'éducation au campus du centre-ville. Le développement global de l'Université a été grandement facilité par la générosité de nombreux bienfaiteurs, et en particulier par l'appui de ses diplômés, car les aides publiques visant à couvrir les frais généraux et les immobilisations n'ont commencé à être versées qu'au début des années 1950. Depuis les aides publiques sont devenues l'un des principaux moteurs du fonctionnement financier de l'Université, même si celle-ci compte toujours sur les dons privés pour atteindre l'excellence dans ses activités d'enseignement et de recherche.

L'Université comprend aujourd'hui 11 facultés et 10 écoles, et plus de 32 000 étudiants inscrits à des cours réguliers. Un étudiant sur quatre est inscrit aux études supérieures.

L'Université offre également des cours et des programmes à la collectivité par le biais de son Centre d'éducation permanente.

16.2 Collèges affiliés

COLLÈGE AFFILIÉ

Collège Royal Victoria

3425, rue Université, Montréal, QC H3A 2A8

Rattaché à l'Université McGill, le Collège Royal Victoria est un collège sans vocation pédagogique qui offre des logements aux étudiantes.

COLLÈGES DE THÉOLOGIE AFFILIÉS

Le Collège diocésain de Montréal

3473, rue Université, Montréal, QC H3A 2A8 Principal : J.M. Simons; B.A. (Bishop's), S.T.B. (Trinity, Toronto), Ph. D. (Georgetown)

Collège presbytérien de Montréal

3495, rue Université, Montréal, QC H3A 2A8 Principal : J. Vissers; B.A. (Tor.), M. Div. (Knox, Toronto), Th. M. (Princeton), Th. D. (Knox, Toronto)

Séminaire uni de Montréal

3521, rue Université, Montréal, QC H3A 2A9

Principal : P. Joudrey; B.A., M. Div. (Acadia), D. Min. (Andover Newton)

Les trois collèges mentionnés forment des étudiants à l'exercice du ministère et accordent des certificats pour l'ordination; ils ont toutefois remis leur pouvoir de délivrance de grades à l'Université, à l'exception de diplômes de maîtrise en théologie et de doctorats *honoris causa*.

16.3 Direction de l'Université

L'Université McGill est une société découlant d'une charte royale octroyée par la Couronne du Royaume-Uni, qui conserve ce pouvoir et l'exerce par l'entremise du gouverneur général qui est visiteur de l'Université.

Les gouverneurs de l'Université forment l'Institution royale pour l'avancement des sciences, société constituée en vertu des lois de la province de Québec. Ils sont investis de la gestion des finances, de la nomination des professeurs et d'autres fonctions. Douze des gouverneurs sont élus par le Conseil et leur candidature est proposée par le comité des membres; trois sont élus par l'Association des diplomés; deux par le Sénat, parmi ses membres, deux par le personnel administratif et de soutien à temps plein parmi ses membres, deux par le personnel enseignant à temps plein et quatre par les étudiants, parmi la collectivité étudiante. C'est le conseil qui élit le chancelier de l'Université et aussi, parmi ses membres, un président qui assiste à ses réunions et qui peut également être le chancelier. Le chancelier, le principal et le président de l'Association des étudiants de l'Université McGill sont membres de droit.

Le chancelier préside les cérémonies de collation des grades et les séances conjointes du Conseil des gouverneurs et du Sénat.

Le président du Conseil des gouverneurs est également président de l'Institution royale pour l'avancement des sciences. Le principal et vice-chancelier est le dirigeant universitaire et directeur général de l'Université, nommé par le conseil des gouverneurs après consultation auprès d'un comité statutaire chargé de la sélection d'un principal. Le principal est président de droit du Sénat.

Le Sénat est la plus haute instance de l'Université, responsable des admissions, des programmes d'études, de la discipline et de l'octroi des grades. Les règlements du Sénat sont appliqués par les diverses facultés et écoles qui assument également la responsabilité primordiale des activités pédagogiques de l'Université.

16.4 Reconnaissance des grades

L'Institution royale pour l'avancement des sciences (Université McGill) est subventionnée par l'État et a une charte royale datant de 1821 (modifiée en 1852). Elle a été constituée conformément à la législation de la province de Québec.

L'Université McGill est membre fondatrice de l'organisation qui est l'actuelle Association des universités et collèges du Canada au sein de laquelle elle demeure très active. L'Université McGill est également membre de l'Association américaine des universités, de l'Association des universités du Commonwealth et de l'Association internationale des universités. Ses grades de premier, deuxième et troisième cycle et ceux à finalité professionnelle, dont des doctorats dans tout un éventail de disciplines, sont reconnus par des établissements d'enseignement, des gouvernements et des organisations privées du monde entier depuis des décennies.

L'ensemble des programmes de l'Université McGill qui mènent à un grade est approuvé par le ministère de l'Éducation, du Loisir et du Sport du Québec et la Conférence des recteurs et des principaux des universités du Québec.

16.5 Conseil des gouverneurs

16.5.1 La Visiteuse

La gouverneure générale du Canada Son Excellence la très honorable Michaëlle Jean

16.5.2 Conseil des gouverneurs

Stuart (Kip) Cobbett; B.A., B.C.L. (McG.) Président, Conseil des gouverneurs

H. Arnold Steinberg; C.M., B. Com. (McG.), M.B.A. (Harv.), LL.D. (McG.)

Chancelier

Heather Munroe-Blum; O.C., B.A., B. Serv. soc. (McM.), M. Serv. soc. (W. Laur.), Ph. D. (N. Carolina) Principale et vice-chancelière

Membres

Roshi Chadha Ronald Harry Critchley; B.A. (Concor.- Loyola), M.A. (York) Lili de Grandpré; B.A. (Western), M.B.A. (McG.) Darren Entwistle; B. Econ. (Concor.), M.B.A. (McG.) Kathy Fazel; B. Com. (McG.) Morna Flood Consedine; B.A. (Concor.), M. Ed., D. Ed. (McG.) Daniel J. Gagnier; B.A. (Loyola), M.A. (McG.), Ph. D. (ANU) Claude Genereux; B. Ing. (McG.), M.A. (Oxf.) Daniel Guitton; Dipl. IVK (U. Libre de Brux.), B. Ing., M. Ing., Ph. D. Ing., Ph. D. physiol. (McG.) David N. Harpp; A.B. (Middlebury), M.A. (Wesl.), Ph. D. (N. Carolina) Eric Maldoff; B.A., B.C.L., LL. B. (McG.) Michael Meighen; B.A. (McG.) Gary Pekeles; B. Sc., M. Sc. (McG.), M.D., C.M. (Baylor) Amir Raz; M. Sc., Ph. D. (Hebrew) Michael Richards; B.A., B.C.L. (McG.) Gerald Sheff; B. Arch., M.B.A. (Harv.) Martine Turcotte; B.C.L/LL. B. (McG.), M.B.A. (London Business School) Thierry Vandal; B. Ing., M.B.A. (Montr.) Ann Vroom; B.A. (McG.) Allan Youster À préciser Représentants étudiants Association étudiante de McGill (1)

Association des étudiantes et étudiants de 2^e et 3^e cycles de l'Université McGill (1)

Observateurs

Association des étudiants de l'éducation permanente de McGill (1) Association des étudiants du campus Macdonald (1)

16.5.3 Membres du Sénat

DE DROIT

Le chancelier

Le président du Conseil des gouverneurs

La principale et vice-chancelière

Le vice-principal adjoint, le vice-principal exécutif et les vice-principaux

Les doyens des facultés

La doyenne de l'éducation permanente

Le doyen des études supérieures et postdoctorales

La doyenne, Services aux étudiants

Le directeur des bibliothèques

Membres élus

63 membres élus par les facultés, les bibliothèques, le Conseil des gouverneurs et le personnel administratif et de soutien. Regroupement des résidents en médecine ou groupe d'étudiants érudits aux études postdoctorales (1) Membres étudiants (19)

16.6 Administration

Heather Munroe-Blum; O.C., B.A., B. Serv. soc. (McM.), M. Serv. soc. (W. Laur.), Ph. D. (N. Carolina)

Principale et vice-chancelière

Anthony Masi; A.B. (Colgate), Ph. D. (Brown) Vice-principal exécutif

Morton J. Mendelson; B. Sc. (McG.), Ph. D. (Harv.) Premier vice-principal exécutif adjoint (études et vie étudiante)

Kathleen Massey; B.A. (York) Registraire et directrice exécutive de la Gestion de l'effectif étudiant

Jana Luker; B.A. (Guelph), B. Éd., M. Éd. (Tor.) Directrice générale des services aux étudiants

William F. Foster (jusqu'au 30 juin 2010); LL. B. (Auck.), LL. M. (Br. Col.)

Vice-principal exécutif adjoint (politiques et procédures)

Jan Jorgensen; B.A., M.A. (N. Carolina), Ph. D. (McG.) Vice-principal exécutif adjoint (personnel enseignant et affaires professorales)

Martin Kreiswith; B.A. (Hamilton), M.A. (Chic.), Ph. D. (Tor.) Vice-principal exécutif adjoint (études supérieures) Doyen (études supérieures et postdoctorales)

Chandra Madramootoo; B. Sc., M. Sc., Ph. D. (McG.) Vice-principal adjoint (campus Macdonald) Doyen, Faculté des sciences de l'agriculture et de l'environnement

Danielle Levasseur (par intérim); B.A., M.P.M. (UQAM) Chef des services d'information

Stephen Strople; B.A. (Dal.), M.A. (York)

Secrétaire générale

François R. Roy; B.A., M.B.A. (Tor.) Vice-principal (administration et finances)

Lynne B. Gervais; B.A. (Concor.) Vice-principale adjointe (ressources humaines)

Jim Nicell; B. Sc., M. Sc., Ph. D. (Windsor), P. Ing. Vice-principal adjoint (services universitaires) Marc Weinstein; B.A., B.C.L., LL. B. (McG.) Vice-principal adjoint (développement et relations avec les diplômés) Directeur (campagnes universitaires)

Richard I. Levin; B. Sc. (Yale), M.D. (NYU) Vice-principal (santé et affaires médicales) Doyen (Faculté de médecine)

Sam Benaroya; B. Sc., M.D., C.M. (McG.) Vice-principal adjoint (affaires interhospitalières)

Rima Rozen (par intérim) Vice-principale (recherche et relations internationales)

Rima Rozen; B. Sc., Ph. D. (McG.) Vice-principale adjointe (recherche et relations internationales)

Vaughan Dowie

Chef exécutif aux affaires publiques

16.6.1 Décanat et direction des écoles et des bibliothèques

Décanat

Chandra Madramootoo; B. Sc., M. Sc., Ph. D. (McG.) Sciences de l'agriculture et de l'environnement

Christopher Manfredi; B.A., M.A. (Calg.), M.A., Ph. D. (Claremont) Arts

Judith Potter; B. Sc. (Tor.), M. Ad. Ed. (St. FX), Ed. D. (Tor.) Éducation permanente

Paul J. Allison; B.D.S., F.D.S.R.C.S. (Angl.), M. Sc. (Londres), Ph. D. (McG.)

Médecine dentaire

Hélène Perrault; B. Sc. (Concor.), M. Sc., Ph. D. (Montr.) Sciences de l'éducation

Christophe Pierre; M. Sc. (Prin.), Ph. D. (Duke) Génie

Martin Kreiswirth; B.A. (Hamilton), M.A. (Chic.), Ph. D. (Tor.) Études supérieures et postdoctorales

Daniel Jutras; LL. B. (Montr.), LL. M. (Harv.)

Peter Todd; B. Com. (McG.), Ph. D. (Br. Col.)

Richard I. Levin; B. Sc. (Yale), M.D. (NYU)

Médecine

Gestion

Droit

Gordon Foote (par intérim); B. Sc., M.A.(Minn.)

Musique

Ellen Aitken; Th. D. (Harv.), M. Div. (U. of South); A.B. (Harv.) Études religieuses

Martin Grant; B. Sc. (Î.-P.-E.), M. Sc., Ph. D. (Tor.)

Sciences

Jane Everett; M.A. (Car.), Ph. D. (Tor.) Doyenne à la vie étudiante

Direction des écoles et des bibliothèques

Michael Jemtrud; B. Sc., B. Arch., B.A. (Penn. St.), M. Arch. (McG.)

Architecture

Shari R. Baum (jusqu'en août 2010); B.A. (Cornell), M.S. (Vermont), M.A., Ph. D. (Brown) Sciences de la communication humaine Gregory Dudek; B. Sc. (Queen's), M. Sc., Ph. D. (Tor.) Sciences informatiques

Kristine G. Koski; B. Sc., M. Sc. (Wash.), Ph. D. (Calif., Davis) Diététique et nutrition humaine

Marilyn Scott; B. Sc. (New Br.), Ph. D. (McG.) Environnement

France Bouthillier; B. Éd. (UQAM), M.B.S.I. (Montr.), Ph. D. (Tor.) Sciences de l'information

Hélène Ezer; N., B. Sc.(N.), M. Sc.(A.) (McG.), Ph. D. (Montr.) Sciences infirmières

Maureen J. Simmonds; B. Sc. (Phys.), M. Sc. (Phys.), Ph. D. (Alb.)

Physiothérapie et ergothérapie

Wendy Thomson; B. Serv. soc., M. Serv. soc. (McG.), Ph. D. (Brist.) Service social

David Brown; B.A. (Bishop's), M. Urbanisme (McG.), Ph. D. (Sheffield) Urbanisme

Diane Koen (par intérim); B.A. (Queen's.), M.L.I.S. (W. Ont.) Bibliothèques

Glossaire

Étudiant de premier cycle : Étudiant qui n'a pas encore terminé un baccalauréat ou un programme qui mène au baccalauréat. Un étudiant de 2^e ou de 3^e cycle a obtenu un baccalauréat et travaille en vue d'obtenir une maîtrise ou un doctorat.

Baccalauréat : Programme de grade qui s'échelonne habituellement sur trois ou quatre ans selon le système d'enseignement préalable. Le programme de spécialisation *honours* requiert un niveau élevé de spécialisation et exige de l'étudiant qu'il réponde à des exigences précises tout en conservant de bons résultats. L'étudiant termine généralement une première année universitaire, et peut ensuite choisir un programme de spécialisation. Ce dernier peut constituer un préalable pour certains programmes de deuxième cycle (maîtrise).

Programme de certificat : Un certificat consiste en un programme de premier cycle assorti de 30 unités et administré par la faculté enseignante.

Programme de diplôme : Un diplôme consiste en un programme de deuxième cycle assorti de 30 unités qui a, comme condition préalable à l'admission, un grade de premier cycle, ou son équivalent, dans une discipline quelconque. L'approbation à la faculté appartient à la faculté enseignante.

Diplôme d'études supérieures : Un diplôme d'études supérieures consiste en un programme de deuxième cycle qui a, comme condition préalable à l'admission, un grade de premier cycle ou d'études supérieures, ou son équivalent, dans la même discipline ou dans une discipline connexe. L'approbation à la faculté appartient au Bureau des études supérieures et postdoctorales.

Certificat d'études supérieures : Un certificat d'études supérieures consiste en un programme assorti de moins de 30 unités, mais pas moins de 15, qui a, comme condition préalable à l'admission, un grade de premier cycle. L'approbation à la faculté appartient au Bureau des études supérieures et postdoctorales.

Système d'unités : Le Centre d'éducation permanente utilise un système d'unités; à chaque cours correspond donc un certain nombre d'unités, calculé en fonction du nombre d'heures de cours hebdomadaire. En général, un cours de trois unités correspond à trois heures de cours par semaine pendant un trimestre. Ce système ne s'applique toutefois pas à toutes les facultés. Les heures de laboratoire donnent généralement droit à moins d'unités. Les unités reflètent également la quantité de travail demandée aux étudiants habituellement, deux heures d'étude pour chaque heure de cours.

Le nombre d'unités est indiqué entre parenthèses à côté du libellé du cours.

Unités d'éducation permanente (unités EP) : Certains cours offerts par le Centre sont assortis d'unités d'éducation permanente. Ces cours ne peuvent normalement pas être intégrés à un programme assorti d'unités. L'unité d'éducation permanente est une mesure du nombre d'heures de participation - présence ou étude ou les deux - à une activité d'éducation permanente structurée. Une unité EP correspond à dix heures de participation.

Activités sans transcription : Une activité sans transcription réfère à un cours, un séminaire ou un atelier, dans une discipline donnée, sans unité ni unité d'éducation permanente (unité EP), qui n'apparaît pas sur un relevé de notes universitaire.

Trimestre : L'année scolaire se divise en deux, soit le trimestre d'automne (de septembre à décembre) et le trimestre d'hiver (de janvier à avril), avec quelques cours en option offerts au trimestre d'été (de mai à août).

Reconnaissance d'équivalences : Si vous avez étudié dans le cadre d'un système d'enseignement à l'extérieur de l'Amérique du Nord, ou dans une autre université, vous pourriez être admissible à une équivalence de cours pour des travaux universitaires déjà réussis. Certains candidats à l'admission provenant de l'extérieur du Québec peuvent avoir une dispense de certains cours de base après s'être soumis à un test de classement avant le début des cours.

Minerva : En accédant à Minerva, le système administratif en ligne de McGill, vous pouvez faire une demande d'admission, vous inscrire à des cours, vérifier votre horaire d'examen, obtenir une mise à jour de votre compte de droits de scolarité et consulter vos résultats, sept jours sur sept, 24 heures sur 24, tout en demeurant confortablement installé à votre ordinateur.

L'annuaire de l'Université : L'annuaire constitue la liste officielle des conditions d'admission aux programmes et cours menant à l'obtention de diplômes offerts par l'Université. Il présente une description complète des règlements universitaires et administratifs ainsi que des politiques et des procédures en vigueur.

Le supplément à l'annuaire : La publication du supplément à l'annuaire précède chaque période d'inscription, soit trois fois par année. Le supplément contient les détails concernant les dates d'inscription et les renseignements relatifs au trimestre à venir. En cas de contradiction, l'information qui y figure aura préséance sur celle de l'annuaire.

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Alphabetical Key University Buildings

177	C5	ADAMS Building	105	D1	McCONNELL Arena
103	C4	ARTS Building	131	C4	McCONNELL Engineering
113	AЗ	BEATTY Hall			Building
124	C4	BIRKS Building	221	D1	McCONNELL Hall
185	B5	BOOKSTORE	186	C6	McCORD Museum
102	B5	BRONFMAN Building	155	В3	McINTYRE Medical Building
236	B4	BROWN Student Services	108	C5	McLENNAN Library Building
		Building	135	B5	McTAVISH, 3430
110	C5	BURNSIDE Hall	114	B5	McTAVISH, 3434
139	D2	CURRIE Gymnasium	104	B5	McTAVISH, 3438
128	AЗ	DAVIS House	214	В4	McTAVISH, 3610
123	C4	DAWSON Hall	147	В3	MEREDITH Annex
122	В4	Chancellor DAY Hall	173	В3	Charles MEREDITH House
125	D2	DOUGLAS Hall	148	В3	Lady MEREDITH House
169	D2	DUFF Medical Building	116	D1	MOLSON Hall
223	В3	DUGGAN Annex	106	D2	MOLSON Stadium
127	В3	DUGGAN House	156	A4	de la MONTAGNE, 3605
249	D4	DUROCHER, 3645	159	D2	MONTREAL NEUROLOGICAL
168	В3	EDUCATION Building			INSTITUTE
129	B5	FACULTY CLUB	163	C4	MORRICE Hall
197	C4	FERRIER Building	134	D1	Bishop MOUNTAIN Hall
133	D1	GARDNER Hall	103	C4	MOYSE Hall
231	B4	GELBER Law Library	245	D5	MUSIC, New Building
132	AЗ	HOSMER Annex	227	D2	OBSERVATORY
149	AЗ	HOSMER House	247	D3	du PARC, 3575
167	B4	HUGESSEN House	244	D3	du PARC, 3625
112	C4	JAMES Administration Building	248	В5	PEEL, 1555
112	C4	JAMES Annex			(Les Cours Mont-Royal)
150	C4	LEACOCK Building	143	B5	PEEL, 3437
241	В3	LIFE SCIENCES Complex	191	B5	PEEL, 3459
		(Bellini Life Sciences Building,	192	B5	PEEL, 3463
		Cancer Research Building)	140	B5	PEEL, 3465
101	В3	LUDMER Psychiatry and	136	B5	PEEL, 3475
110	05	Training Building	151	В4	PEEL, 3479
119	C5	MAASS Chemistry Building	213	В4	PEEL, 3483
130	C4	MACDONALD Engineering Building	187	В4	PEEL, 3487
118	C5	MACDONALD-HARRINGTON	145	В4	PEEL, 3491
110	00	Building	138	В4	PEEL, 3495
170	C5	MACDONALD-STEWART Library	230	B4	PEEL, 3505
		Building	194	B4	PEEL, 3647
242	B6	MARTLET House	137	B4	PEEL, 3661
			166	В3	PEEL, 3674

175	B3	PEEL, 3690
117	B3	PEEL, 3715
239	СЗ	PENFIELD, 740
190	B4	PENFIELD, 1085
165	B5	PETERSON Hall
184	D2	PINE, 515
141	D2	PINE, 517
162	D3	PINE, 546
196	В3	PINE, 1140
120	D5	POLLACK Hall
158	C5	PULP AND PAPER
		Research Centre
174	В3	PURVIS Hall
161	A4	RABINOVITCH House
181	C5	REDPATH Hall
178	C5	REDPATH Library Building
179	C4	REDPATH Museum
180	D5	ROYAL VICTORIA COLLEGE
		Residence
189	СЗ	RUTHERFORD Physics Building
183	D3	SAINT-URBAIN, 3626
201	D6	SHERBROOKE, 550
233	C6	SHERBROOKE, 688
146	B6	SOLIN Hall
139	D2	(Lionel-Groulx Avenue) SPORTS CENTRE and
139	D2	THOMLINSON FIELD HOUSE
111	В4	STEWART Biology Building
154	C3	STRATHCONA Anatomy &
		Dentistry Building
120	D5	STRATHCONA Music Building
188	B4	THOMSON House
240	СЗ	TROTTIER Information
		Technology Building
109	C4	UNIVERSITY, 3534
176	C3	UNIVERSITY, 3550
216	D3	UNIVERSITY, 3641
216	D3	UNIVERSITY, 3643
218 172	D3	UNIVERSITY, 3647
172	B4	
198 220	C4 C3	WILSON Hall
229	63	WONG Building

