



**Career and Professional Development  
Programs, Courses and University Regulations  
2016-2017**



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### ***Publication Information***

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## 1 About Career and Professional Development

### 1.1 Career and Professional Development at the School of Continuing Studies

In a world of rapid change, innovation and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Whether you want to acquire new job-related skills, boost your credentials with a career-advancing certificate or diploma, or even start down a brand new career path, C&PD is the right place to do it.

Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Aviation Management, Business Analysis, Entrepreneurship, Finance, Health Care, Human Resources, Information Technology, Intellectual Property, Management, Marketing, Project Management, Public Relations, and Supply Chain Management and Logistics.

At C&PD, 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 committed instructors and motivated students will help accelerate your own learning and make a real difference in your career.

C&PD offers innovative programs and courses that focus on real-life issues, applications and skills. Whether you take just one course, or complete a certificate or diploma, studies at C&PD will enrich you both personally and professionally. C&PD also offers customized training for clients, with workshops and targeted training solutions provided on site for your company.

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Courses and workshops are offered both in the evening and on the weekend, depending on what you choose.

### 1.2 Location

Career and Professional Development

Undergraduate Certificate Programs, Part-time BCom

Telephone: 514-398-1030

Fax: 514-398-3108

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

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development)

### 1.3 Administrative Officers

#### Administrative Officers

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

**Associate Dean (Academic); Director, Career & Professional Development (Credit Programs)**

Inna Popova; B.A.(V.N. Karazin Univ.), Cert HR Fnd (C'dia)

**Director, Career & Professional Development (Non-Credit Programs)**

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

**Associate Director, Career & Professional Development (Credit Programs); Area Coordinator, Information Technology, Supply Chain Management, and Health & Social Services Management**

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

**Program Manager**

Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)

**Program Administrator**

Rima Hindo; BCom(C'dia), Dip.(Pub.Acct.)(McG.), M.B.A.(York, N'western), CPA, CA

**Area Coordinator, Accounting, Finance and Taxation**

Maha Daoud; B.A.(IHEC), M.E.(ESC), M.Sc.(HEC Montr.), CHRP

**Area Coordinator, Human Resources Management and Leadership**

Kamal S. Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)

**Area Coordinator, Management, International Business and Entrepreneurship**

Nicolette Papastefanou; B.A., M.A., Ph.D.(Tshwane)

**Area Coordinator, Public Relations and Marketing**

Paul Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)

**Area Coordinator, Integrated Aviation Management and Mathematics & Statistics**

#### Administrative Officers

John Gradek; B.Sc.(Montr.), B.Eng.(Car.), M.B.A.(W. Ont.)

Amanda Lim; B.A.(Hons.)(Strathclyde), M.A.(Car.)

**Faculty Lecturer, Co-Project Leader, Information Systems Online Courses for Indigenous Students**

**Project Manager, Indigenous Programs**

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## 1.4 Professional Development and Job Opportunities

Career and Professional Development 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 Undergraduate Certificate Programs, Part-Time BCom

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) 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, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD 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 C&PD will enrich you both personally and professionally.

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### 2.1 Certificate Programs

Undergraduate programs, university degree not required:

#### Certificate Programs

*section 2.1.1: Certificate in Accounting*

*section 2.1.2: Certificate in Applied Finance*

*section 2.1.3: Certificate in Applied Marketing*

*section 2.1.4: Certificate in Computers and Information Technology*

*section 2.1.5: Certificate in Entrepreneurship*

*section 2.1.6: Certificate in Health and Social Services Management*

**Certificate Programs**

- section 2.1.7: Certificate in Human Resources Management*
- section 2.1.8: Certificate in Indigenous Business Management*
- section 2.1.9: Certificate in Management*
- section 2.1.10: Certificate in Marketing*
- section 2.1.11: Certificate in Public Relations and Communications Management*
- section 2.1.12: Certificate in Risk Management*
- section 2.1.13: Certificate in Software Development*
- section 2.1.14: Certificate in Supply Chain Management and Logistics*
- section 2.1.15: Certificate in Systems Analysis and Design*

**2.1.1 Certificate in Accounting**

This certificate provides the academic training necessary for performing the accounting function.

**2.1.1.1 Certificate in Accounting (30 credits)**

The Certificate in Accounting aims to provide students with the appropriate competencies in the area of accounting using learner-centered instructional methods so as to prepare them for a variety of careers in accounting. The program is designed to provide a solid knowledge base in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this 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. Prerequisites and corequisites are not included in the total credit requirements for the program

**Prerequisites**

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

\* or the Exemption by Examination Test

**Corequisites**

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

\* or the Exemption by Examination Test

**Required Courses (24 credits)**

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (6 credits)**

ACCT 354	(3)	Financial Statement Analysis
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ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management

### **2.1.1.2 CPA Contact Information**

Ordre des CPA du Québec  
Telephone: 514-288-3256, ext. 2615  
Email: [info@cpaquebec.ca](mailto:info@cpaquebec.ca)  
Website: [cpaquebec.ca/en/becoming-a-cpa](http://cpaquebec.ca/en/becoming-a-cpa)

## **2.1.2 Certificate in Applied Finance**

This certificate provides students with a solid knowledge base in finance and prepares them for a variety of careers in finance.

### **2.1.2.1 Certificate in Applied Finance (30 credits)**

This program aims to provide students with the appropriate competencies in the area of finance using learner-centered instructional methods to prepare them for a variety of careers in finance. The program is designed to provide a solid knowledge base in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this 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. Prerequisites and corequisites are not included in the total credit requirements for the program.

#### **Prerequisite Courses**

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

\* or the Exemption by Examination Test

#### **Corequisite Courses**

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

\* or the Exemption by Examination Test

#### **Required Courses (21 credits)**

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions
CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Corporate Finance
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (9 credits)**

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

**2.1.3 Certificate in Applied Marketing**

The new Certificate in Applied Marketing is designed to equip students with a solid grounding in marketing terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

**2.1.3.1 Certificate in Applied Marketing (30 credits)**

The Certificate in Applied Marketing is intended for students who wish to acquire basic knowledge of the marketing field that will allow them to aspire to entry-level positions in business, industry, and not-for-profit organizations. It will introduce students to theories and concepts of marketing, and provide an opportunity to apply these in practical situations.

**Required Courses**

CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 230	(3)	Personal Selling and Customer Service
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking

**2.1.4 Certificate in Computers and Information Technology**

This certificate provides a solid foundation in the concepts and techniques required for effective planning, design and development of software applications and systems, Internet technologies, applied computer knowledge and networking.

**2.1.4.1 Certificate (Cert); Computers and Information Technology (30 credits) (30 credits)**

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. The Certificate in Computers and Information Technology is a bridge to higher- level computer qualifications. It provides a solid foundation in the concepts and techniques required for effective planning, design and development of software applications and systems, Internet technologies, applied computer knowledge and networking. The program will help develop skills necessary to assume positions in the fields of information technology, technical support, Internet and web specialism, computer support consulting, and help desk analysis.

**2.1.5 Certificate in Entrepreneurship**

This certificate in Entrepreneurship provides an understanding of what is required to launch and maintain a sustainable venture.

**2.1.5.1 Certificate in Entrepreneurship (30 credits)**

This program is designed primarily for non-business students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential, produce a business plan, organize, promote and finance the business, and prepare a marketing and sales structure. Business and intellectual property law, buying an existing business or considering a franchise will also be taught. This 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.

**Corequisite**

CMSC 101*	(3)	College Algebra and Functions
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\* or the Exemption by Examination test

**Required Courses (27 credits)**

BUSA 364	(3)	Business Law 1
CACC 520	(3)	Accounting for Management
CENT 305	(3)	Sales and Negotiations
CENT 306	(3)	Launching a New Business
CENT 307	(3)	Creating a Business Plan
CENT 308	(3)	Financing a New Business
CENT 309	(3)	Business Growth Strategies and Issues
CPRL 221	(3)	Professional Communication and Networking
MGCR 293	(3)	Managerial Economics

**Complementary Course (3 credits)**

3 credits from:

CCCS 310	(3)	Web Development
CGMG 210	(3)	Fundamentals of Project Management
CMRK 235	(3)	Digital Media Marketing
MGCR 382	(3)	International Business

**2.1.6 Certificate in Health and Social Services Management**

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

**2.1.6.1 Certificate in Health and Social Services Management (30 credits)**

**Revision, July 2015. Start of revision.**

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. 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: The external corequisite course CMSC 000 must be taken prior to taking CACC 220.

Corequisite CEUs to the program are not included in the total credit requirement for the program.

**Corequisite (12 CE Units)**

CMSC 000*	(12)	Foundations of Mathematics
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\* or the Exemption by Examination Test

**Required Courses (30 Credits)**

CACC 220	(3)	Accounting Concepts for Managers
CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 401	(3)	Evaluation of Health and Social Services
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CHLC 415	(3)	Foundations of Legal & Ethical Aspects
CPRL 221	(3)	Professional Communication and Networking
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

Revision, July 2015. End of revision.

**2.1.7 Certificate in Human Resources Management**

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

**2.1.7.1 Certificate in Human Resources Management (30 credits)**

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

**Required Courses (27 credits)**

CORG 450	(3)	Workplace Health and Safety
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

**Complementary Course (3 credits)**

3 credits from:

CGMG 282	(3)	Introduction to Business
INDR 494	(3)	Labour Law
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

**2.1.8 Certificate in Indigenous Business Management**

This certificate introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills.

**2.1.8.1 Certificate (Cert.); Indigenous Business Management (30 credits) (30 credits)**

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills. It will help develop the skills needed to create a business or effectively work in an established organization, create a business plan, develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

**2.1.9 Certificate in Management**

This certificate prepares students for positions in general management and sets the stage for further management education.

**2.1.9.1 Certificate in Management (30 credits)**

The Certificate in Management 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**

CCOM 205	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

\* or the exemption by examination test

**Required Courses (18 credits)**

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 341	(3)	Introduction to Finance
MGCR 352	(3)	Marketing Management 1

**Complementary Courses (12 credits)**

3 or 6 credits from the following:

BUSA 464	(3)	Management of Small Enterprises
MGCR 423	(3)	Strategic Management

6 or 9 credits from the following:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
ECON 295	(3)	Macroeconomic Policy
FINE 342*	(3)	Corporate Finance
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 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

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

### 2.1.10 Certificate in Marketing

*Currently under review. Admissions will not be accepted for this academic year.*

This certificate introduces students to theories and concepts of marketing, and provides an opportunity to apply these in practical situations.

#### 2.1.10.1 Certificate in Marketing (30 credits)

Currently under review. Admissions will not be accepted for this academic year.

It is intended that the student who completes the Certificate in Marketing 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
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\* 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 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

\* Must be taken as the final course in the certificate.

#### Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
MGCR 382	(3)	International Business
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing 1
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management

**2.1.11 Certificate in Public Relations and Communications Management**

This certificate is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student oriented.

**2.1.11.1 Certificate in Public Relations and Communications Management (30 credits)**

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way publics and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

**Required Courses (24 credits)**

CPRL 214	(3)	Applied Public Relations Methods 1
CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

**Complementary Courses (6 credits)**

6 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business

**2.1.12 Certificate in Risk Management**

*Currently under review. Admissions will not be accepted for this academic year.*

This certificate will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management.

**2.1.12.1 Certificate in Risk Management (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

The key areas addressed in the Certificate in Risk Management are: business organization, statistics, economics, law, risk management and insurance. The completion of this certificate satisfies most of the educational requirements of the Institute of Risk Management for the Risk and Insurance Management Society (RIMS) Fellow designation.

**Required Courses (21 credits)**

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
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### Complementary Courses (9 credits)

9 credits from:

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

## 2.1.13 Certificate in Software Development

This certificate provides a solid foundation in software application development.

### 2.1.13.1 Certificate in Software Development (30 credits)

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology, data entry operator, data center operations support, software development and maintenance specialist, network administrator, media technician, computer support consultant, help desk analyst, technical support specialist, or web and Internet specialists.

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

#### Corequisite

CMSC 101*	(3)	College Algebra and Functions
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\* or the Exemption by Examination test

### Required Courses (30 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security
MGCR 331	(3)	Information Systems

## 2.1.14 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry.

### 2.1.14.1 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 toward 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 toward a CITT designation provided that CITT's other requirements are satisfied.

**Corequisite**

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

Note: Please note that the value of 12 represents CEU credit weight and not regular credit weights.

CMSC 000\* (12) Foundations of Mathematics

\* or the Exemption by Examination Test

**Required Courses (30 credits)**

CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

**2.1.15 Certificate in Systems Analysis and Design**

*Currently under review. Admissions will not be accepted for this academic year.*

This certificate provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems.

**2.1.15.1 Certificate in Systems Analysis and Design (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

Emphasis of the Certificate in Systems Analysis and Design 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 Courses (24 credits)**

CCCS 300	(3)	Programming Techniques 1
CCCS 330	(3)	Database Design and Business Applications Development
CGMG 210	(3)	Fundamentals of Project Management
CMIS 422	(3)	Information System Security
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 432	(3)	IT in Business
MGCR 331	(3)	Information Systems

**Complementary Courses (6 credits)**

6 credits from:

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals

## 2.2 Bachelor of Commerce for Part-Time Students

### 2.2.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)



**Note:** This program is currently under review.

The Bachelor of Commerce (BCom) 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 BCom program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average 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 BCom program.

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from:

Service Point  
3415 McTavish Street  
Montreal QC H3A 0C8  
Telephone: 514-398-7878

or from the website at [www.mcgill.ca/admissions](http://www.mcgill.ca/admissions).

**Students in the following two categories ( section 2.2.2: CEGEP Diploma (DCS) Applicants and section 2.2.3: Transfer Applicants) apply through Enrolment Services using the online application found at [www.mcgill.ca/admissions](http://www.mcgill.ca/admissions).**

### 2.2.2 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 School by applicants who have not taken mathematics at college but otherwise meet the admission 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.

### 2.2.3 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 School 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 ([section 2.2.4: Mature Applicants](#) and [section 2.2.5: Inter-faculty Transfers](#)) apply directly to the faculty using the online application form found on [Minerva](#).

## 2.2.4 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:

1. they are at least 21, unless otherwise specified, by September 1 (for admission to the Fall semester);
2. 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](mailto: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 complete 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	Business Statistics <b>or</b>
MGCR 273	Introductory Management Statistics <b>and</b>
MGCR 293	Managerial Economics
MGCR 331	Information Systems
MGCR 341	Introduction to Finance
MGCR 352	Marketing Management 1
MGCR 382	International Business
MGCR 472	Operations Management

Should a student take more management courses at the School of Continuing Studies 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.

## 2.2.5 Inter-faculty Transfers

**Inter-faculty Transfers:** McGill students applying to transfer to the BCom 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/programs/bcom/current-students/transfers](http://www.mcgill.ca/desautels/programs/bcom/current-students/transfers). The online application can be found on Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

## 2.2.6 Regulations and Advising

Information concerning the Faculty regulations and procedures may be obtained from the Desautels Faculty of Management [Undergraduate section](#).

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, BCom Program  
Desautels Faculty of Management  
1001 Sherbrooke Street West  
Samuel Bronfman Building, BRONF 110  
Montreal QC H3A 1G5

Telephone: 514-398-4068

## 2.3 Bachelor of Commerce Part-Time Program Credit Structure

The Bachelor of Commerce (BCom) 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 [Undergraduate section](#) section for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.



**Note:** This program is currently under review.

### General Management Program (Concentrations)

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

Entrepreneurship \* *Currently under review. Admissions will not be accepted for this academic year.*

Information Systems – Digital Innovation

Information Systems – IT for Business

Marketing \* *Currently under review. Admissions will not be accepted for this academic year.*

Organizational Behaviour

Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management, and Strategic Management are also available with some daytime studies required. Please refer to [Desautels Faculty of Management](#) > [Undergraduate](#) > [Overview of Programs Offered by the Desautels Faculty of Management](#) > : [Concentrations \(General Management Major\)](#) for additional information.

#### Major Programs

Majors in Management	90 credits	120 credits
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

**Majors (Part-Time Program)**

## Marketing

Majors in Economics, Finance, Labour Management Relations and Human Resources, Managing for Sustainability, Mathematics (Major Concentration), Organizational Behaviour, Psychology, and Statistics (Major Concentration), and Strategic Management are also available. Significant daytime studies are required. Please refer to [Desautels Faculty of Management](#) > *Undergraduate* > *Overview of Programs Offered by the Desautels Faculty of Management* > [Majors](#) for additional information.

**2.3.1 Core Program**

**Core Courses** – 36 credits required by all BCom students, with a minimum grade of C in each course.

**Core Courses**

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)	Introduction to Finance
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 423	(3)	Strategic Management
MGCR 472	(3)	Operations Management



**Note:** MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.

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**2.4 Concentrations****Concentrations**

[section 2.4.1: Bachelor of Commerce \(B.Com.\) — Concentration in Accounting \(15 credits\)](#)

[section 2.4.2: Bachelor of Commerce \(B.Com.\) — Concentration in Entrepreneurship \(15 credits\)](#)

[section 2.4.3: Bachelor of Commerce \(B.Com.\) — Concentration in Information Systems; Digital Innovation \(15 credits\)](#)

[section 2.4.4: Bachelor of Commerce \(B.Com.\) — Concentration in Information Systems; IT for Business \(15 credits\)](#)

[section 2.4.5: Bachelor of Commerce \(B.Com.\) — Concentration in Marketing \(15 credits\)](#)

[section 2.4.6: Bachelor of Commerce \(B.Com.\) — Concentration in Organizational Behaviour \(15 credits\)](#)

**2.4.1 Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)**

The Accounting 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.

This 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
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ACCT 361	(3)	Management Accounting
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### Complementary Courses (9 credits)

Selected from the following:

ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 354	(3)	Financial Statement Analysis
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 401	(3)	Sustainability and Environmental Accounting
ACCT 434	(3)	Topics in Accounting 1
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2

### 2.4.2 Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)

This concentration is designed to provide students with an understanding of the key concepts and processes involved in starting and managing new ventures. It combines rigour with relevance, as all students will complete a major field project, thus providing an opportunity to apply the concepts acquired in the classroom. The concentration is multidisciplinary and integrative, as it includes courses from across areas in the Faculty. Upon completing the concentration, students will understand how to conceptualize, develop, and manage successful new ventures. The concentration is appropriate for students interested in a wide variety of new ventures, from for-profit private companies to social enterprises and cooperatives.

### Required Courses (6 credits)

MGPO 362	(3)	Fundamentals of Entrepreneurship
MGPO 364	(3)	Entrepreneurship in Practice

### Complementary Courses (9 credits)

To be chosen from:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 465	(3)	Technological Entrepreneurship
FINE 342	(3)	Corporate Finance
INSY 331	(3)	Managing Information Technology
INSY 432	(3)	IT in Business
MGPO 365	(3)	Business-Government Relations
MGPO 432	(3)	Topics in Entrepreneurship
MGPO 438	(3)	Social Entrepreneurship and Innovation
MGPO 440	(3)	Strategies for Sustainability
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 460	(3)	Managing Innovation
MRKT 365	(3)	New Products
MRKT 451	(3)	Marketing Research

MRKT 455	(3)	Sales Management
ORGB 321	(3)	Leadership

#### **2.4.3 Bachelor of Commerce (B.Com.) — Concentration in Information Systems; Digital Innovation (15 credits)**

There are two options offered in the Information Systems (IS) Concentration: IT for Business and Digital Innovation.

The IS Concentration - Digital Innovation option gives students knowledge and skills to navigate the digital economy. Today, business managers, leaders, and entrepreneurs need to be able to innovate digitally. This Concentration provides students with essential skills and knowledge they need to navigate the complex process of digital innovation. Students learn theories, frameworks, and methods to develop their innovative potential especially as it relates to the digital economy and Information Technologies. The Digital Innovation Concentration helps students leverage their creativity to become change agents and to hone their technological savvy in an increasingly digital environment.

Career opportunities include technology entrepreneur, digital content manager, web and social media expert, project manager.

##### **Required Course (3 credits)**

INSY 444	(3)	Online Communities and Open Innovation
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##### **Complementary Courses (12 credits)**

9-12 credits selected from the following list:

BUSA 434*	(3)	Topics in General Management
BUSA 465	(3)	Technological Entrepreneurship
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 455	(3)	Technology and Innovation for Sustainability

\* When topic is appropriate for this program.

0-3 credits to be chosen from the following list:

INSY 331	(3)	Managing Information Technology
INSY 431	(3)	IT Implementation Management
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management
MGPO 460	(3)	Managing Innovation

#### **2.4.4 Bachelor of Commerce (B.Com.) — Concentration in Information Systems; IT for Business (15 credits)**

There are two options offered in the Information Systems (IS) Concentration: IT for Business and Digital Innovation.

The IS Concentration - IT for Business option is flexible and represents an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to improve business and to transform industries. The IT for Business option emphasizes the importance of the interrelationships across technology, management, and strategy.

The objective is to prepare students to be effective leaders, users, and managers of IT in today's economy. Students of the IT for Business option 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 and rewarding jobs and a wide variety of career paths. Career paths include 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 Modeling
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##### **Complementary Courses (12 credits)**

Selected from the following:

INSY 331	(3)	Managing Information Technology
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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)	IT Implementation Management
INSY 432	(3)	IT in Business
INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

#### **2.4.5 Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)**

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields 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)**

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

##### **Complementary Course (3 credits)**

One course selected from:

MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 434	(3)	Topics in Marketing 1
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 483	(3)	International Marketing Management

#### **2.4.6 Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)**

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

##### **Complementary Courses (15 credits)**

Selected from the following:

ORGB 321	(3)	Leadership
ORGB 325	(3)	Negotiations and Conflict Resolution
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 434	(3)	Topics in Organizational Behaviour 1
ORGB 440	(3)	Career Theory and Development
ORGB 525	(3)	Compensation Management

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## 2.5 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.

### 2.5.1 Bachelor of Commerce (B.Com.) — Major Accounting (30 credits)

CPA requirements are solely the students' responsibility and vary from one institution to another. Please note that these requirements are subject to change. This 30-credit Major is designed to meet the increased demand for accounting options within the BCom program.

#### Required Courses (18 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 455	(3)	Development of Accounting Thought

#### Complementary Courses (12 credits)

Selected from the following:

ACCT 354	(3)	Financial Statement Analysis
ACCT 401	(3)	Sustainability and Environmental Accounting
ACCT 434	(3)	Topics in Accounting 1
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
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

### 2.5.2 Bachelor of Commerce (B.Com.) — Major Information Systems (30 credits)

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 technologies, analysis, design, and deployment of information systems, understanding the opportunities and challenges of web-based businesses, and managing resistance to IT-initiated changes in organizations.

Graduates of this program may expect to find employment as business or systems analysts, consultants, IS quality assurance specialists, and project managers in diverse industries, including banking, insurance, manufacturing, retailing, and consulting.

#### Required Courses (18 credits)

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 341	(3)	Developing Business Applications
INSY 432	(3)	IT in Business
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management

#### Complementary Courses (12 credits)

Selected from the following:

BUSA 499*	(3)	Case Analysis and Presentation
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Online Communities and Open Innovation
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

\* Students wishing to take BUSA 499 or a course substitution as a complementary course must seek prior approval from the IS Area Coordinator.

### 2.5.3 Bachelor of Commerce (B.Com.) — Major Marketing (30 credits)

This 30-credit Major is designed to provide students with a strong background in marketing 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.

#### 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

#### Complementary Courses (15 credits)

Five courses selected from:

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing and 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 483	(3)	International Marketing Management

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## 2.6 About Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the *Career and Professional Development* unit, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

### 2.6.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by *Career and Professional Development*. 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 (DEC) will **not** be admitted to a certificate program, nor will they be permitted to take courses.

### 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 (Quebec High School Transcript issued by the *Ministère de l'Éducation*) 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 an 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 Professional Development* 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 (internet-based test):** 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)



**Note:** 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.
5. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
6. 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 Client Services Office (Admissions) of the School of Continuing Studies, 688 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 3R1. For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

### 2.6.3 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 (Language and Intercultural Communication), and to one or more of the certificates or diplomas offered by *Career and Professional Development*. 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/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps).

### 2.6.4 Admission Procedures for Certificate Programs

See [School of Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#) for more information.

### 2.6.5 Independent Studies (Special Student Status)

Please consult [School of Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#) > [Special Student Status](#) for information pertaining to Special Students.

#### 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 Professional Development* 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 Professional Development* and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in *Career and Professional Development*. 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 toward the total number of unsatisfactory grades.

### 2.6.6 Exemption by Examination

In general, certificates offered by *Career and Professional Development* 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 corequisites 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. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

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) with a minimum grade of 55% 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. Test results are valid for one academic year.

Students may register for the Exemption by Examination test on the following website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination). There is a CAD\$103.12 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the website.

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

### **Exemption by Examination**

Tuesday	January 5, 2016
Wednesday	April 20, 2016
Thursday	April 21, 2016
Wednesday	August 10, 2016
Thursday	August 25, 2016
Thursday	November 24, 2016
Saturday	December 17, 2016
Wednesday	April 26, 2017

 **Note:** The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

### **2.6.7 Academic Regulations**

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section contains important detailed information required by students during their studies at the School of Continuing Studies and should be periodically consulted for modifications.

### **2.6.8 Academic Advisers**

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-6200 to schedule an appointment during regular business hours. Please note this service is by appointment only.

### **2.6.9 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 Professional Development*.

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, the student may be asked to withdraw.

### **2.6.10 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 recognized 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 a student has applied to a program and must be accompanied by all required documentation.



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

#### 2.6.11 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:

1. 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 courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies 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 (three 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 three 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 Professional Development*. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five 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:

Please consult [School of Continuing Studies > Getting Started > Admission requirements > : Special Student Status](#) for more information pertaining to Special Students.

#### 2.6.12 Corequisite

This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B.

#### 2.6.13 Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program.

#### 2.6.14 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. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B.

The prerequisite course(s) or conditions are specified in the course description; see [University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > : Course Information and Regulations](#). 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 inquire at the School of Continuing Studies.

## 2.6.15 Required Courses

Programs may frequently be comprised of a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfill the requirements of a program unless the student receives an exemption(s).

## 2.6.16 Complementary Courses

Programs may be comprised of a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

## 2.6.17 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 a 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, the student 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.

## 2.6.18 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 Professional Development* 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, course lecturers, and instructors. Please call *Career and Professional Development* at 514-398-1030 for further information.

## 2.6.19 Independent Studies (Special Student Status)

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > : Special Student Status](#) for information pertaining to Special Students.

## 2.6.20 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 reapply and meet any new program requirements.

## 2.6.21 Transfer of Program

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements > : Program Transfers](#).

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## 2.7 Language Requirements for Professions

For more information, see [University Regulations and Resources > Continuing Studies > Graduation > : Language Requirements for Professions](#).

### 3 Graduate Programs, Diplomas, and Graduate Certificates

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development 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
- Aviation Management
- Entrepreneurship
- Finance
- Health Care
- Human Resources
- Internet Business
- International Business
- Management
- Marketing
- Public Relations
- Supply Chain Management
- Taxation

The Career and Professional Development unit offers innovative programs featuring multiple learning methods that focus on real-life issues, applications and skills—all 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 the School of Continuing Studies.

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#### 3.1 Graduate Programs

##### **Diploma and Graduate Diploma Programs (university degree required)**

*section 3.1.3: Diploma in Accounting*  
*section 3.1.4: Diploma in Applied Finance*  
*section 3.1.5: Diploma in Applied Marketing*  
*section 3.1.6: Diploma in Entrepreneurship*  
*section 3.1.7: Diploma in Health and Social Services Management*  
*section 3.1.8: Diploma in Human Resources Management*  
*section 3.1.9: Diploma in Integrated Aviation Management*  
*section 3.1.10: Diploma in Internet Business Technology*  
*section 3.1.11: Diploma in Management*  
*section 3.1.12: Diploma in Management – General*  
*section 3.1.13: Diploma in Public Relations and Communications Management*  
*section 3.1.14: Diploma in Supply Chain and Operations Management*  
*section 3.1.15: Graduate Diploma in Taxation*

##### **Diploma in Management (30 credits), offered in eleven concentrations**

*section 3.1.11.1: Diploma in Management – Entrepreneurship Concentration*  
*section 3.1.11.2: Diploma in Management – Health Care Concentration*  
*section 3.1.11.3: Diploma in Management – Human Resources Concentration*  
*section 3.1.11.4: Diploma in Management – International Business Concentration*  
*section 3.1.11.5: Diploma in Management – Internet Business Concentration*

### **Diploma in Management (30 credits), offered in eleven concentrations**

*section 3.1.11.6: Diploma in Management – Leadership Concentration*

*section 3.1.11.7: Diploma in Management – Marketing Concentration*

*section 3.1.11.8: Diploma in Management – Public Relations and Communications Management Concentration*

*section 3.1.11.9: Diploma in Management – Taxation Concentration*

*section 3.1.11.10: Diploma in Management – Treasury – Finance Concentration*

### **Graduate Certificates**

*section 3.1.16.2: Graduate Certificate in Entrepreneurship*

*section 3.1.16.3: Graduate Certificate in Financial Planning*

*section 3.1.16.4: Graduate Certificate in Health Services Management*

*section 3.1.16.5: Graduate Certificate in Human Resources Management*

*section 3.1.16.6: Graduate Certificate in International Business*

*section 3.1.16.7: Graduate Certificate in Internet Business*

*section 3.1.16.8: Graduate Certificate in Leadership*

*section 3.1.16.9: Graduate Certificate in Marketing*

*section 3.1.16.10: Graduate Certificate in Professional Accounting*

*section 3.1.16.11: Graduate Certificate in Public Relations Management*

*section 3.1.16.12: Graduate Certificate in Taxation*

*section 3.1.16.13: Graduate Certificate in Treasury – Finance*

## **3.1.1 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 3.2.2: 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 *Évaluation comparative des études effectuées hors du Québec*, from Quebec's *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. Further details can be found on the web at [www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/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 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 3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

## **3.1.2 Admission Procedures**

Please see [School of Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#).

## **3.1.3 Diploma in Accounting**

The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the Chartered Professional Accountant (CPA) profession, as well as for positions as an accountant in industry.

### **CPA Contact Information**

Ms. Rima Hindo; M.B.A., CPA, CA

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### **Admission Requirements – Diploma in Accounting**

In addition to the admission requirements stipulated in [section 3.1.1: Admission Requirements – Diploma Programs](#), students must have 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 or equivalent.

### 3.1.3.1 Diploma in Accounting (30 credits)

The Diploma in Accounting aims to provide students with competencies in the frontiers of accounting using learner-centered instructional methods. It is designed to provide training in the techniques and nuances expected of a successful professional in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance.

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this 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 and corequisite courses are not included in the total credit requirement for the program.

#### Prerequisites

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

#### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

\* or the Exemption by Examination Test

#### Required Courses (24 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCTX 511	(3)	Taxation 1
CFIN 512	(3)	Corporate Finance

#### Complementary Courses (6 credits)

The 2 complementary courses may be chosen from any of the courses listed below.

CCAU 520	(3)	External Auditing
CCFC 514	(3)	Accounting Theory and Practice
CCFC 590	(3)	Topics in Accounting and Auditing
CCLW 511	(3)	Law 1
CCMA 523	(3)	Managerial Accounting 3
CCTX 532	(3)	Taxation 2
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

### 3.1.4 Diploma in Applied Finance

This diploma provides students with the necessary tools to embark on a career in finance.

#### Admission Requirements – Diploma in Applied Finance

In addition to the admission requirements stipulated in [section 3.1.1: 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.

#### 3.1.4.1 Diploma in Applied Finance (30 credits)

This program aims to provide students with effective and applicable competencies in the frontiers of finance using learner-centered instructional methods. The program is designed to provide training in the techniques and nuances expected of a successful professional in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this 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.

Prerequisites and corequisites are not included in the total credit requirements for the program.

#### Prerequisite Courses

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

#### Corequisite Courses

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

\* or the Exemption by Examination Test

#### Required Courses (21 credits)

CFIN 500	(3)	Financial Markets and Institutions
CFIN 507	(3)	Analysis of Financial Statements
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

#### Complementary Courses (9 credits)

CFIN 501	(3)	Retirement, Estate and Tax Planning
CFIN 515	(3)	Behavioural Finance
CFIN 528	(3)	Strategic Asset and Liability Management
CFIN 552	(3)	Firm Valuation
CFIN 553	(3)	Corporate Mergers and Acquisitions
CFIN 562	(3)	Finance and Sustainable Enterprise
CFIN 590	(3)	Topics in Finance
CFIN 595	(3)	Derivatives and Risk Management Tools
CPD2 505	(3)	Risk Management and Insurance

### 3.1.5 Diploma in Applied Marketing

The Diploma in Applied Marketing is designed to provide graduate-level students with a solid grounding in marketing terminology, theory, and best practices to prepare them for work or allow them to advance in a range of marketing areas. Focus is on hands-on projects, current practice, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

#### Admission Requirements for the Diploma in Applied Marketing

Please see [section 3.1.1: Admission Requirements – Diploma Programs](#).

#### 3.1.5.1 Diploma in Applied Marketing (30 credits)

The Diploma in Applied Marketing is intended for students who wish to build on their previous university studies to help prepare themselves for marketing positions in business, industry, or not-for-profit organizations, or to make a career change. This program will introduce students to theories, practices, and recent developments in the field of marketing, and provide an opportunity to apply these in practical situations. Students must have 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.

#### Required Courses

CMIS 542	(3)	Strategic Internet Marketing
CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
CMR2 548	(3)	Processes of Marketing Research
CMR2 549	(3)	Strategic Selling
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

### 3.1.6 Diploma in Entrepreneurship

The Diploma in Entrepreneurship provides students with both the theoretical and practical background they need to launch a sustainable venture. The program is designed not only for entrepreneurs starting new ventures, but also for "intrapreneurs" who are trying to launch a new product or idea within an existing company. It is highly participatory with a hands-on focus that reflects new developments in the context and application of entrepreneurial practices. It is intended to teach students to become high-level problem solvers while maintaining their business savvy.

#### Admission Requirements – Diploma in Entrepreneurship

In addition to the admission requirements stipulated in [section 3.1.1: 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.

#### 3.1.6.1 Diploma in Entrepreneurship (30 credits)

This program is designed for students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. It focuses on the specific needs of contemporary entrepreneurs, including adaptation to various circumstances in a world where business and the global marketplace are rapidly changing. It entails approaches and activities that will enable students to acquire the tools and competencies necessary to identify opportunities; assess entrepreneurial potential; produce a business plan; finance, organize, and promote a business; and prepare a marketing and sales structure. With a tailored curriculum, this program is appropriate for anyone who wants to learn the fundamentals of entrepreneurship with resource people who have seen all: from success, to failure, and success again.

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

#### Corequisites

CMS2 500*	(3)	Mathematics for Management
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\* or the Exemption by Examination Test

#### Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
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CCLW 511	(3)	Law 1
CEC2 532	(3)	Business Economics
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 506	(3)	Financing Startups and Ventures
CEN2 507	(3)	Venture Growth Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 510	(3)	Communication and Networking Skills

**Complementary Courses (3 credits)**

3 credits from the following:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

**3.1.7 Diploma in Health and Social Services Management**

The Diploma in Health and Social Services Management program focuses on the development of skills and knowledge required to prepare health care professionals for the day-to-day challenges of managing individuals, complex health care systems, and organizational changes in a variety of health care settings.

**Admission Requirements – Diploma in Health and Social Services Management**

In addition to the admission requirements stipulated in [section 3.1.1: Admission Requirements – Diploma Programs](#), students must have 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.

**3.1.7.1 Diploma in Health and Social Services Management (30 credits)**

The Diploma in Health and Social Services Management will prepare students with an integrated base of management knowledge in the field of health and social services management. 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, planning, directing, and coordinating the delivery of services in hospitals, reception centers for the youth and the elderly, local community centers, and other health and social establishments. Individuals will acquire knowledge and develop skills to work with other professionals, for budgeting, managing employees, purchasing equipment, as well as overseeing facilities and equipment worth millions of dollars.

**Corequisite**

CMS2 500	(3)	Mathematics for Management
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**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CORG 551	(3)	Behaviour in Organizations
CPL2 510	(3)	Communication and Networking Skills

**Complementary Course (3 credits)**

CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 556	(3)	Managing and Engaging Teamwork

**3.1.8 Diploma in Human Resources Management**

This diploma provides the knowledge and skills required to become a successful practitioner in human resources management (HRM).

**Admission Requirements – Diploma in Human Resources Management**

In addition to the admission requirements stipulated in [section 3.1.1: 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.

**3.1.8.1 Diploma in Human Resources Management (30 credits)**

This Diploma 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 (QRHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

**Required Courses (27 credits)**

CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 555	(3)	Strategic Human Resources Management
CORG 557	(3)	Talent and Performance Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards
CORG 565	(3)	Managing Human Resources Management Information

**Complementary Courses (3 credits)**

CGM2 510	(3)	Project Management: Tools & Techniques
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)	Leading in Diverse and Global Workplaces

**3.1.9 Diploma in Integrated Aviation Management**

The Diploma in Integrated Aviation Management is designed to provide graduate-level students with the knowledge and skills required for a career in the aviation industry.

**Admission Requirements – Diploma in Integrated Aviation Management**

In addition to the admission requirements stipulated in [section 3.1.1: Admission Requirements – Diploma Programs](#), students must have 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.

**3.1.9.1 Diploma in Integrated Aviation Management (30 credits)**

This 30-credit program focuses on Aviation Management from a business, economic, financial, legal, managerial, marketing, operational, planning, and policy perspective at the national and international levels. The program focuses on contemporary issues in the following areas: aviation laws and regulations; airline and airport management; air cargo and navigation service management; safety and security; air transportation finance and economics; and change management. Students must have 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.

**Required courses**

CIAM 510	(3)	Overview of the Aviation Field
CIAM 520	(3)	Air Transportation Finance and Economics
CIAM 521	(3)	Aviation Safety and Security Management
CIAM 522	(3)	Aviation Law and Policy
CIAM 523	(3)	Air Navigation Services Management
CIAM 524	(3)	Airline Management
CIAM 525	(3)	Airport Management
CIAM 526	(3)	Air Cargo Management
CIAM 540	(3)	Integrated Aviation Management Project
CPL2 532	(3)	Leading Change

**3.1.10 Diploma in Internet Business Technology**

This diploma is offered to those who have completed a university undergraduate degree and wish to obtain a qualification in the field of Internet business technology.

**Admission Requirements – Diploma in Internet Business Technology**

In addition to the admission requirements stipulated in [section 3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0. Students must also 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.

**3.1.10.1 Diploma in Internet Business Technology (30 credits)**

The Diploma in Internet Business Technology 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 technology-related issues in their workplace.

**Required Courses (21 credits)**

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

**Complementary Courses (9 credits)**

9 credits from the following:

CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology

CPL2 510	(3)	Communication and Networking Skills
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Or any other 500-level course offered and approved by Career and Professional Development.

### 3.1.11 Diploma in Management

The School of Continuing Studies, in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management.

#### Admission Requirements – Diploma in Management

Please see [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs](#).

#### 3.1.11.1 Diploma in Management – Entrepreneurship Concentration

The School of Continuing Studies, in cooperation with the Dobson Centre for Entrepreneurial Studies, offers the Diploma in Management with an Entrepreneurship Concentration.

#### Admission Requirements – Diploma in Management – Entrepreneurship Concentration

In addition to the admission requirements stipulated in [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

#### 3.1.11.1.1 Diploma in Management — Entrepreneurship Concentration (30 credits)

The Diploma in Management with an Entrepreneurship Concentration 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. Students who complete the Entrepreneurship Concentration 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
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

#### Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
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 Courses (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Marketing of Services
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	Global Marketing Management
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 Professional Development.

### **3.1.11.2 Diploma in Management – Health Care Concentration**

*Currently under review. Admissions will not be accepted for the current academic year.*

#### **Admission Requirements – Diploma in Management – Health Care Concentration**

Please see [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs.](#)

#### **3.1.11.2.1 Diploma in Management — Health Care Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

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
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption of 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 and Social Service Systems
CHLC 552	(3)	Legal & Ethical 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)**

3 credits from the following:

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 Professional Development.

### **3.1.11.3 Diploma in Management – Human Resources Concentration**

*Currently under review. Admissions will not be accepted for this academic year.*

This concentration provides skills to integrate human resources functions with the overall business strategy of an organization.

#### **Admission Requirements – Diploma in Management – Human Resources Concentration**

In addition to the admission requirements stipulated in [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

##### **3.1.11.3.1 Diploma in Management — Human Resources Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

The Diploma in Management with a Human Resources Concentration 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**

CEC2 532*	(3)	Business Economics
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
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
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)**

3 credits from the following:

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 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

##### **3.1.11.4 Diploma in Management – International Business Concentration**

#### **Admission Requirements – Diploma in Management – International Business Concentration**

Please see [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs](#).

##### **3.1.11.4.1 Diploma in Management — International Business Concentration (30 credits)**

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
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
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
CPL2 524	(3)	Introduction: International Business

**Complementary Courses (9 credits)**

**6 credits from:**

CMR2 566	(3)	Global Marketing Management
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
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 Career and Professional Development.

**3.1.11.5 Diploma in Management – Internet Business Concentration**

This program will provide students with the opportunity to develop Internet business knowledge and skills.

**Admission Requirements – Diploma in Management – Internet Business Concentration**

Please see [section 3.1: Graduate Programs](#) > [section 3.1.1: Admission Requirements – Diploma Programs](#).

**3.1.11.5.1 Diploma in Management — Internet Business Concentration (30 credits)**

The Diploma in Management with an Internet Business Concentration 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.

**Corequisites**

CEC2 532*	(3)	Business Economics
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)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

#### Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500-level course offered and approved by Career and Professional Development.

#### 3.1.11.6 Diploma in Management – Leadership Concentration

##### Admission Requirements – Diploma in Management – Leadership Concentration

Please see [section 3.1: Graduate Programs](#) > [section 3.1.1: Admission Requirements – Diploma Programs](#).

##### 3.1.11.6.1 Diploma in Management — Leadership Concentration (30 credits)

Currently under review. Admissions will not be accepted for the current academic year.

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
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
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)	Leading in Diverse and Global Workplaces

#### **Complementary Course (3 credits)**

3 credits from:

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- or 600-level course offered and approved by Career and Professional Development.

#### **3.1.11.7 Diploma in Management – Marketing Concentration**

*Currently under review. Admissions will not be accepted for the current academic year.*

##### **Admission Requirements – Diploma in Management – Marketing Concentration**

Please see [section 3.1: Graduate Programs](#) > [section 3.1.1: Admission Requirements – Diploma Programs](#).

#### **3.1.11.7.1 Diploma in Management — Marketing Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

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**

CEC2 532*	(3)	Business Economics
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
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

#### **Complementary course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
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CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
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 Professional Development.

### 3.1.11.8 Diploma in Management – Public Relations and Communications Management Concentration

*Currently under review. Admissions will not be accepted for this academic year.*

This concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations.

#### Admission Requirements – Diploma in Management – Public Relations and Communications Management Concentration

In addition to the admission requirements stipulated in [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

#### 3.1.11.8.1 Diploma in Management — Public Relations and Communications Management Concentration (30 credits)

Currently under review. Admissions will not be accepted for this academic year.

The Diploma in Management with a Public Relations and Communications Management Concentration enhances students' communication and effectiveness, which will help them learn 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 Management with a Public Relations and Communications Management Concentration in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations and Communications Management 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

CEC2 532*	(3)	Business Economics
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
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)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing

CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

Or any other 500-level course offered and approved by Career and Professional Development.

### **3.1.11.9 Diploma in Management – Taxation Concentration**

*Currently under review. Admissions will not be accepted for the current academic year.*

This concentration provides students with a more general business view of taxation.

#### **Admission Requirements – Diploma in Management – Taxation Concentration**

Please see [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs.](#)

#### **3.1.11.9.1 Diploma in Management — Taxation Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

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
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

#### **Required Courses (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

#### **Complementary Courses (6 credits)**

6 credits from:

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

**3.1.11.10 Diploma in Management – Treasury – Finance Concentration**

*Currently under review. Admissions will not be accepted for the current academic year.*

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

Please see [section 3.1: Graduate Programs > section 3.1.1: Admission Requirements – Diploma Programs.](#)

**3.1.11.10.1 Diploma in Management — Treasury — Finance Concentration (30 credits)**

Currently under review. Admissions will not be accepted for this 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
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
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)**

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in 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 Professional Development.

**3.1.12 Diploma in Management – General**

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education.

**Admission Requirements for the Diploma in Management – General**

Please see [section 3.1.1: Admission Requirements – Diploma Programs.](#)

**3.1.12.1 Diploma in Management — General (30 credits)**

The Diploma in Management - General 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**

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

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)**

9 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	(3)	Communication and Networking Skills

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

**3.1.13 Diploma in Public Relations and Communications Management**

The Diploma in Public Relations and Communications Management is intended for those wishing to pursue a career in public relations and communications.

**Admission Requirements – Diploma in Public Relations and Communications Management**

In addition to the admission requirements stipulated in [section 3.1.1: 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.

**3.1.13.1 Diploma in Public Relations and Communications 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 to further their academic background. Students gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. Material is updated regularly to include new technology and emerging issues. While skills are taught, major emphasis is placed on the strategic aspects of public relations.

**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)	Public Opinion and Public Policy
CPRL 540	(3)	Communication Planning

CPRL 541	(3)	Ethics in Public Relations
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### Complementary Courses (9 credits)

#### 3-6 credits from:

CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector

#### 3-6 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 590	(3)	Topics in Public Relations

Or any other 500-level course offered and approved by Career and Professional Development.

### 3.1.14 Diploma in Supply Chain and Operations Management

This diploma offers high-level tools of analysis for acquiring an in-depth understanding of supply chain operations.

#### Admission Requirements – Diploma in Supply Chain and Operations Management

In addition to the admission requirements stipulated in [section 3.1.1: 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.

#### 3.1.14.1 Diploma in Supply Chain and Operations Management (30 credits)

The Diploma in Supply Chain and Operations Management 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: Corequisite courses are not included in the total credit requirement for the program.

#### Corequisite

CMS2 500*	(3)	Mathematics for Management
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\* or the Exemption by Examination Test

#### Required Courses (30 credits)

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
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### **3.1.15 Graduate Diploma in Taxation**

*Currently under review. Admissions will not be accepted for the current academic year.*

You will be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation, or a government agency.

#### **3.1.15.1 Graduate Diploma in Taxation (30 credits)**

Currently under review. Admissions will not be accepted for this academic year.

If you are interested in the Taxation area, please refer to the Diploma in Management with a concentration in Taxation. See School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > Graduate Programs > Diploma in Management - Taxation Concentration.

The Graduate Diploma in Taxation is offered by the School of Continuing Studies under the academic supervision of Graduate and Postdoctoral Studies (GPS). This 10-course (30-credit) program offers the widest possible range of graduate-level 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.

#### **Qualifying Program (24 credits)**

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

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

#### **Abbreviated Qualifying Program (12 credits)**

The Abbreviated Qualifying Program must be completed by lawyers

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

#### **Diploma Program (30 credits)**

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

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 Tax Policy
CCTX 643	(3)	Taxation of International Operations

CCTX 644	(3)	Tax Aspects: Creative Financing
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### 3.1.16 Graduate Certificates

The Graduate Certificates are offered in 11 specializations that include: Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Professional Accounting, and Public Relations Management.

The programs are offered by the School of Continuing Studies. The Graduate Certificates offered consist of five courses (15 credits) or eight courses (24 credits), depending on the specific program.

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

#### 3.1.16.1 Admission Requirements for Graduate Certificates

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated) and meet the language requirements. Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. 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 using grading systems that differ from those 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 3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

#### 3.1.16.2 Graduate Certificate in Entrepreneurship

This program is designed to provide a basis of entrepreneurial management knowledge that is essential in today's changing business world.

##### Admission Requirements – Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in [section 3.1.16.1: 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.

##### 3.1.16.2.1 Graduate Certificate in Entrepreneurship (15 credits)

###### Required Courses (12 credits)

CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

###### Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Marketing of Services
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	Global Marketing Management
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 Professional Development.

#### 3.1.16.3 Graduate Certificate in Financial Planning

##### Admission Requirements – Graduate Certificate in Financial Planning

In addition to the admission requirements stipulated in [section 3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of 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 academic studies and a Diploma in Finance, or a bachelor's degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

### **3.1.16.3.1 Graduate Certificate in Financial Planning (15 credits)**

The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of 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 academic studies and a Diploma in Finance, or a Bachelor's Degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

#### **Prerequisite**

CCTX 511 (3) Taxation 1

Note: Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

#### **Required Courses**

CCLW 511	(3)	Law 1
CCTX 532	(3)	Taxation 2
CEN2 505	(3)	Sales and Negotiation Strategies
CFIN 501	(3)	Retirement, Estate and Tax Planning
CPD2 505	(3)	Risk Management and Insurance

### **3.1.16.4 Graduate Certificate in Health Services Management**

The Graduate Certificate in Health Services Management consists of five courses. This 15-credit graduate-level program is designed to provide specialized business and management knowledge needed by practicing health care professionals.

#### **Admission Requirements – Graduate Certificate in Health Services Management**

In addition to the admission requirements stipulated in [section 3.1.16.1: Admission Requirements for Graduate Certificates](#), students must hold 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 three years of recent work experience in administrative, research, or clinical positions in a health-related environment; or a bachelor's degree in any discipline and a Certificate in Health and Social Service Management with a minimum CGPA of 3.0 out of 4.0. All applicants must provide their curriculum vitae and two letters of reference.

### **3.1.16.4.1 Graduate Certificate Health Services Management (15 credits)**

This graduate certificate is designed for practising health care professionals who want to acquire leadership skills to pursue a career in management or for managers and administrators who wish to upgrade their business and management knowledge for a senior management role. Focus is on the current changes and challenges in health systems across Canada, such as new funding models, evolving organizational changes, human resource challenges, financial sustainability, and greater demand for integration. A problem-based approach to teaching and learning will be taken, whereby students identify a real workplace operational problem and apply the theoretical concepts they learn to analyze and apply innovative and practical solutions.

#### **Required Courses (9 credits)**

CACC 520	(3)	Accounting for Management
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CPL2 532	(3)	Leading Change

#### **Complementary Courses (6 credits)**

CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 556	(3)	Managing and Engaging Teamwork

CPL2 510	(3)	Communication and Networking Skills
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### **3.1.16.5 Graduate Certificate in Human Resources Management**

This program is designed to provide an introduction to the core practices of human resources management.

#### **Admission Requirements – Graduate Certificate in Human Resources Management**

In addition to the admission requirements stipulated in [\*section 3.1.16.1: 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.

#### **3.1.16.5.1 Graduate Certificate in Human Resources Management (15 credits)**

##### **Corequisite**

CORG 551*	(3)	Behaviour in Organizations
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\* This course can be taken with CORG 555

#### **Required Courses (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 Courses (3 credits)**

3 credits from:

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 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

### **3.1.16.6 Graduate Certificate in International Business**

This program provides specialized knowledge in areas such as international finance and business relations, which is a necessity in today's changing global marketplace.

#### **Admission Requirements – Graduate Certificate in International Business**

Please see [\*section 3.1.16.1: Admission Requirements for Graduate Certificates\*](#).

#### **3.1.16.6.1 Graduate Certificate in International Business (15 credits)**

##### **Required Courses (6 credits)**

CFIN 540	(3)	Introduction to International Finance
CPL2 524	(3)	Introduction: International Business

#### **Complementary Courses (9 credits)**

##### **6-9 credits**

from the following:

CMR2 566	(3)	Global Marketing Management
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

### **0-3 credits**

from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
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 Career and Professional Development.

#### **3.1.16.7 Graduate Certificate in Internet Business**

##### **Admission Requirements – Graduate Certificate in Internet Business**

In addition to the admission requirements stipulated in [section 3.1.16.1: Admission Requirements for Graduate Certificates](#), students must hold 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.

##### **3.1.16.7.1 Graduate Certificate in Internet Business (15 credits)**

##### **Required Courses (12 credits)**

CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

##### **Complementary Course (3 credits)**

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

#### **3.1.16.8 Graduate Certificate in Leadership**

##### **Admission Requirements – Graduate Certificate in Leadership**

In addition to the admission requirements stipulated in [section 3.1.16.1: Admission Requirements for Graduate Certificates](#), students must have a bachelor's degree from 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. Students must also meet the language requirements (see [section 2.6.2: Proof of Proficiency in English](#)).

**3.1.16.8.1 Graduate Certificate in Leadership (15 credits)****Prerequisite**

CORG 551*	(3)	Behaviour in Organizations
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\* or the Exemption by Examination Test

**Required Courses (12 credits)**

CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

**Complementary Course (3 credits)**

3 credits from the following:

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- or 600-level course offered and approved by Career and Professional Development.

**3.1.16.9 Graduate Certificate in Marketing**

The Graduate Certificate in Marketing is geared toward individuals who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

**3.1.16.9.1 Graduate Certificate in Marketing (15 credits)**

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

**Required Courses (12 credits)**

CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management

**Complementary Course (3 credits)**

3 credits from:

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

CPL2 553	(3)	Small Business Management
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Or any other 500- or 600-level course offered and approved by Career and Professional Development.

### **3.1.16.10 Graduate Certificate in Professional Accounting**

The Graduate Certificate in Professional Accounting is a 24-credit graduate-level program intended for those who wish to pursue a career as a professional accountant. This program complies with the guidelines established by *l'Ordre des Comptables Professionnels Agréés du Québec* and must be completed prior to obtaining the Chartered Professional Accountant (CPA) license.

#### **Admission Requirements – Graduate Certificate in Professional Accounting**

In addition to the admission requirements stipulated in *section 3.1.16.1: Admission Requirements for Graduate Certificates*, students must have a Bachelor of Commerce (BCom) degree with a majors or honours in accounting from a recognized Canadian university with a minimum CGPA of 3.0 out of 4.0. They must also have completed the eleven (11) mandatory prerequisite courses listed in *section 3.1.16.10.1: Graduate Certificate in Professional Accounting (24 credits)* with a minimum grade of B- as part of the BCom degree program.

Students who do not have a Canadian BCom (major or honours in accounting) must have a recognized bachelor's degree in any other discipline with a minimum CGPA of 3.0 out of 4.0 and must have completed the Diploma in Accounting program offered by McGill University's School of Continuing Studies. This must include completion of the fourteen (14) mandatory prerequisite courses listed in *section 3.1.16.10.1: Graduate Certificate in Professional Accounting (24 credits)* with a minimum grade of B-.

All mandatory prerequisite courses (combined) must add up to a minimum CGPA of 3.0 out of 4.0.



**Note:** Meeting the minimum CGPA does not necessarily guarantee admission into the Graduate Certificate in Professional Accounting program.

### **3.1.16.10.1 Graduate Certificate in Professional Accounting (24 credits)**

The Graduate Certificate in Professional Accounting is a recognized professional education program (PEP) by l'Ordre des comptables Professionnels Agréés du Québec (OCPAQ). The program prepares students for a career as a professional accountant and to write the national CPA Common Final Exams. It allows students to develop professional skills that will be recognized nationally and internationally. Students are exposed to the latest concepts and practice-related issues and have the choice of studying in the areas of public accounting (assurance), performance measurement, taxation, or financial business analysis. The program is offered on a full-time basis in the Desautels Faculty of Management or on a part-time basis through the School of Continuing Studies.

#### **Prerequisite Courses for Canadian B.Com. Students (33 credits)**

(minimum B- required)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Corporate Finance

#### **Prerequisite Courses for Diploma in Accounting Students (42 credits)**

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCLW 511	(3)	Law 1
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2

CCMA 523	(3)	Managerial Accounting 3
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

**Required Courses (16 credits)**

ACCT 653	(3)	Issues in Professional Accounting 1
ACCT 654	(3)	Issues in Professional Accounting 2
ACCT 663	(3)	Strategic Aspects of Accounting 1
ACCT 664	(3)	Strategic Aspects of Accounting 2
ACCT 695	(4)	Integrative Analysis
ACCT 699*	(0)	Exam Preparation Seminar

\* this course has a credit weight of zero (0).

**Complementary Courses (8 credits)**

ACCT 683	(4)	Practice of Taxation
ACCT 685	(4)	Accounting and Performance Management
ACCT 687	(4)	Assurance Services
ACCT 689	(4)	Financial Business Analysis

**3.1.16.11 Graduate Certificate in Public Relations Management****Admission Requirements – Graduate Certificate in Public Relations Management**

In addition to the admission requirements stipulated in [section 3.1.16.1: 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.

**3.1.16.11 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)**

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Public Opinion and Public Policy

**3.1.16.12 Graduate Certificate in Taxation**

*Currently under review. Admissions will not be accepted for this academic year.*

**Admission Requirements – Graduate Certificate in Taxation**

In addition to the admission requirements stipulated in [section 3.1.16.1: 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.

**3.1.16.12.1 Graduate Certificate in Taxation (15 credits)**

Currently under review. Admissions will not be accepted for this academic year

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)**

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

**Complementary Courses (6 credits)**

6 credits from:

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

**3.1.16.13 Graduate Certificate in Treasury – Finance**

*Currently under review. Admissions will not be accepted for the current academic year.*

**3.1.16.13.1 Graduate Certificate in Treasury — Finance (15 credits)**

Currently under review. Admissions will not be accepted for this academic year

**Required Courses (12 credits)**

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

**Complementary course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in 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 Professional Development.

### 3.2 Academic Regulations

In general, diplomas offered by the *Career and Professional Development* unit are comprised of ten 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 corequisites 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. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

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) with a minimum grade of 65% 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. Test results are valid for one academic year. Students may obtain an application form from Client Services, or may download one from the website: [www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination).

Students may register for the Exemption by Examination test on the following website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination). There is a CAD\$103.12 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the website.

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

#### Exemption by Examination

Tuesday	January 5, 2016
Wednesday	April 20, 2016
Thursday	April 21, 2016
Wednesday	August 10, 2016
Thursday	August 25, 2016
Thursday	November 24, 2016
Saturday	December 17, 2016
Wednesday	April 26, 2017

 **Note:** The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

#### 3.2.1 Admission Procedures for all Programs

For more information, see [School of Continuing Studies > Getting Started > : Admission Requirements](#).

#### 3.2.2 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 Professional Development* 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:

**iBT (Internet-based test):** 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)



**Note:** 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.

**5.** McGill SCS TELP (McGill SCS Test of English Language Proficiency): a Category A result.

**6.** 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:

Client Services Office (Admissions)

School of Continuing Studies

688 Sherbrooke St. West, 11th Floor

Montreal QC H3A 3R1

For TOEFL and APIEL, the institutional code at McGill University is 0935-00.

### 3.2.2.1 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 (*Language and Intercultural Communication*) and to one or more of the certificates or diplomas offered by *Career and Professional Development*.

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/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/integrated-english-language-and-professional-studies-ielps).

### 3.2.3 Independent Studies

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Graduate Courses](http://www.mcgill.ca/continuingstudies/Getting Started/Admission Requirements/Special Student Status/Graduate Courses) for information pertaining to Special Students.

### 3.2.4 Academic Advisers

General advising information for the School of Continuing Studies can be obtained by calling one of our **Client Service Representatives** at 514-398-6200 during regular business hours, or by sending an email to [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca).

Current and prospective students who wish to take the opportunity to meet with an academic adviser to obtain information on course and program selection, are encouraged to call the Client Services Office at 514-398-6200 to schedule an appointment. The Client Services Office welcomes walk-ins during regular business hours to obtain general advising or to meet with an academic adviser.

Please note that a pre-scheduled appointment is preferred so we can better address your queries and prioritize your appointment over walk-ins. Learners are recommended to contact Client Services well ahead of admission deadlines and registration peak periods for assistance, as academic advisers have a high influx of learners during those periods and the wait time may be longer.

### 3.2.5 Advanced Standing for the Diploma Programs

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent graduate-level 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 three 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 Professional Development*.

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.

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > : Graduate Courses](#) for information pertaining to Special Students.

#### 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 University 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). This course must have been completed within the last five years. Students must complete 12 credits (four courses) in the Graduate Certificate at McGill University. Students completing two graduate certificates may only double count 3 credits.

#### 3.2.5.1 Supplements for all Programs

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

### 3.2.6 Academic Standing Regulations

#### 3.2.6.1 Diploma Programs

1. 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.

#### 3.2.6.2 Graduate Certificates

1. 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.

### 3.2.6.3 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 Professional Development* 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 Professional Development* 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 Professional Development*, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies 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 Professional Development* Appeal Committee. This request must be accompanied by supporting documentation which substantiates reinstatement.

### 3.2.6.4 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 reapply 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. It is highly recommended that students complete all corequisite courses for a program at the beginning of 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. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. 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 regard to a prerequisite must inquire at the School of Continuing Studies.

#### Required Courses

Programs may frequently be comprised of a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

#### Complementary Courses

Programs may be comprised of a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

#### 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 School of Continuing Studies 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.

### 3.2.6.5 Registration in Graduate-Level Courses

For more information, see : [Admission Requirements](#).

### 3.3 Engineering – Graduate Level

*Career and Professional Development*, 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
2. 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 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 Canadiens-de-Montréal Avenue, Office 350  
Montréal QC H3B 2S2

Telephone: 514-845-6141  
Website: [www.oiq.qc.ca](http://www.oiq.qc.ca)

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### 3.4 Language Requirements for Professions

For more information, see [University Regulations and Resources](#) > *Continuing Studies* > *Graduation* > [: Language Requirements for Professions](#).

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### 3.5 Career and Professional Development Programs with a 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. Please note that this does not apply to applications to the Graduate Certificate in Professional Accounting as you must meet the minimum CGPA requirements indicated for this particular program.

**a) Letter of Intent:** A letter, 1–2 pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- 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.

**d) GMAT and/or GRE Test Score Results (optional):** Submit a copy of the official test score results.

Supporting documents should be delivered to:

Client Services Office  
Admissions and Convocation  
McGill University  
School of Continuing Studies  
688 Sherbrooke Street West  
Room 1125  
Montreal QC H3A 3R1  
CANADA

For more information, see [www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents](http://www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents).

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## 4 Professional Development and Non-Credit Offerings (CE Units and Other)

The Career and Professional Development unit also offers a wide variety of shorter-term courses and programs to meet the needs of working professionals, as well as the general public. If you are interested in acquiring new job-related skills or enhancing your existing credentials, the Career and Professional Development unit delivers engaging market-driven courses, seminars, and workshops taught by industry experts in areas such as:

- Aerospace
- Business Analysis
- Condominium Management
- Engineering
- Intellectual Property
- Project Management
- Public Speaking
- Training and Development

Please visit our website at [www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) for a complete summary of our offerings.

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### 4.1 Professional Development Opportunities

*Career and Professional Development* offers enriching programs, courses, workshops, seminars, and lectures of interest to:

- Accounting and taxation professionals
- Aerospace industry professionals
- Business analysts and professionals
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, internet/software, and publishing professionals
- IT professionals
- Lawyers and legal and public-sector professionals
- Managers and supervisors in all industries
- Marketing and brand practitioners
- Patent and trademark agents
- Pharmaceutical and biotech professionals
- Project managers
- Property management professionals
- Service industry professionals

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### 4.2 General Information

#### 4.2.1 Registration

All students who wish 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 Professional Development [website](#) for the appropriate courses/programs.

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/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) or call 514-398-5454 for further information.

#### 4.2.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For further information on fees for non-credit courses, please refer to the Professional Development website for the appropriate courses/programs.

#### 4.2.3 Course Cancellations and Withdrawals

*Career and Professional Development* reserves the right to cancel courses prior to the first lecture due to low enrolment.

For non-credit courses carrying CEUs, students must notify *Career and Professional Development*, in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class and before the third class. No refunds are available after the third class (for exact amounts please refer to the *Professional Development* website: [www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](http://www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal)). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see [www.mcgill.ca/continuingstudies/programs-and-courses/intelprop/registration](http://www.mcgill.ca/continuingstudies/programs-and-courses/intelprop/registration).

#### 4.2.4 Grading and Evaluation

All courses carrying CEUs 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.

#### 4.2.5 Professional Associations

Many of the courses are recognized by external professional and industry bodies for accreditation toward their designations or programs.

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations](http://School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations).

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### 4.3 Non-Credit Online Courses

Guaranteed to fit your busy schedule, our online programs and courses let you set your own pace and learn from the comfort of home. Learn more [here](#).

#### Introduction to Post-Traumatic Stress Disorder

This online course allows participants to gain fundamental knowledge about post-traumatic stress disorder (PTSD) as described in DSM-IV-TR. Participants - professionals or students in mental health - will learn how to recognize the symptoms associated with PTSD and assess their frequency and intensity. This course also allows participants to familiarize themselves with the concepts of distress and peritraumatic dissociation. By the end of this course, participants will be able to offer additional support to victims of traumatic experiences, with the capacity to assess:

- PTSD (in a clinical context and in a triage situation following a wide-scale traumatic event such as a terrorist attack);
- peritraumatic stress;
- peritraumatic dissociation.

This course uses the APA's (American Psychiatric Association) DSM-IV-TR (Diagnostic and Statistical Manual) diagnostic criteria to define the symptoms of post-traumatic stress disorder.

This course is recognized for the purposes of continuing education in psychotherapy by the l'[Ordre de Psychologues du Quebec](#) (OPQ). Recognition No: RA00756-14 (7 hours)

Please visit our [website](#) for more information and to register.

#### Project Management: Practice & Certification

This comprehensive online course is fully aligned with *A Guide to Project Management Body of Knowledge* (PMBOK® Guide), 5th edition and consists of 14 online modules. Case studies, quizzes, live webinars led by McGill's project management experts—as well as practical tips and advice provided by experienced project management professionals—complement the theory and concepts explained in the course. Downloadable templates allow you to apply your learning immediately on the job.

Your virtual mentors—McGill instructors who are seasoned project management professionals—share real-life cases and in-the-field experience through mentor video clips.

As part of this course you'll have access to the PMP® practice exam for three months.

Duration: 35 hours

Please visit our [website](#) for more information and to register.

#### 4.4 Course Offerings: Non-Credit Courses

##### Non-Credit Courses

CBUS 204	Effective Public Speaking
CBUS 210D1/CBUS 210D2	Comprehensive Business Analysis
CENG 221D1/CENG 221D2	Project Management
CENG 223	Strategic Project Leadership
CENG 224	Agile Project Management
CBUS 101	Gestion financière de la copropriété au Québec
CBUS 103	Gestion juridique de la copropriété au Québec
CBUS 105	Gestion technique du bâtiment de la copropriété
CBUS 107	Gestion de la vie quotidienne d'une copropriété
CBUS 110	Current Trends in Digital Communication
CBUS 111	Content Creation
CBUS 112	Social Media Strategies and Community Management
CBUS 113	Strategic Digital Communications
CBUS 114	Content Management and Architecture
CBUS 120	Fundamentals of Management Consulting
CBUS 220	Professional Ethics in Management and Consulting
CBUS 216	Interpersonal Skills for Professionals
CBUS 221	Leading Sustainable Change
CBUS 225	Project Management in Practice
CBUS 230	Level 1 – Introductory Business Valuation
CBUS 231	Level 2 – Intermediate Business Valuation
CBUS 232	Level 3 – Advanced Business Valuation
CBUS 233	Level 4 – Special Topics in Business Valuation
CBUS 234	Litigation Support in Business Valuation
CBUS 235	Private Company Finance
CBUS 236	Introduction to Valuation for Financial Reporting

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#### 4.5 Intensive Professional Development Programs

##### Summer Program in Intellectual Property (Non-Credit)

Since 1994, the Intellectual Property Institute of Canada and McGill University have gathered some of the best practitioners in the field to conduct a series of intensive, practical summer courses in intellectual property. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trade-marks, copyrights, and industrial designs).

Please visit our website at [www.mcgill.ca/continuingstudies/programs-and-courses/intelprop](http://www.mcgill.ca/continuingstudies/programs-and-courses/intelprop) for a detailed course brochure. You can find out more about IPIC online at [www.ipic.ca](http://www.ipic.ca).

##### Understanding Patents – An Introductory Course – July 18–22, 2016

An intensive, practical course that offers insights and strategies relating to patent issues. *Understanding Patents* is a must for **engineers involved in patents and patenting, patent agents in training, new patent agents, lawyers (in-house or corporate counsel), licensing executives, and contract managers**—anybody who encounters patents in their work and needs to have a better understanding of the nature and scope of the patent system, how patents are obtained, and how to manage a patent portfolio.

##### Understanding Trade-marks – An Introductory Course – July 25–29, 2016

An intensive, practical course that offers valuable insights and strategies related to acquiring, managing, and protecting trade-mark assets, as well as dealing with contentious proceedings. It is intended primarily for trade-mark agents and trainees, in-house trade-mark managers, notaries, in-house counsel, and lawyers who practise or intend to practise privately or corporately in the trade-mark area, as well as marketing and brand practitioners.

#### Copyright Master Class – August 3–5, 2016

This intensive course provides an in-depth analysis of copyright law with the focus on practical issues and understanding of how copyright works in a variety of business settings. Designed primarily for business managers and in-house counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts; lawyers, trade-mark agents, licensing executives, government policy makers; academics and librarians. The course will be of greatest benefit to participants who have been previously exposed to copyright concepts and issues.

#### World Bank–McGill International Professional Development Program for Parliamentary Staff

Founded by the World Bank and McGill University in collaboration with the Commonwealth Parliamentary Association and other international partners, this intensive professional development program includes a one-week residency seminar at McGill University followed by five expert-moderated online courses and one-on-one professional mentoring.

The program is designed for mid-level parliamentary staff with the potential to reach the highest levels of parliamentary management.

For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/leadership/courses-and-workshops/parliamentary](http://www.mcgill.ca/continuingstudies/programs-and-courses/leadership/courses-and-workshops/parliamentary).

Residency Seminar: May 16–20, 2016

Online courses: September 2016–June 2017

#### McGill–ETS Intensive Summer Program – Best Practices in Aerospace Management – May 30–June 3, 2016

A five-day intensive program divided into five sessions providing a broad view of aerospace industry management best practices from leading Canadian experts.

This non-credit professional development program is designed for aerospace professionals who need to better understand the effects of aviation regulation and certification on aerospace business, increase their skills in the areas of strategic planning, program management and supply chain management, and implement operational excellence in their work environments.

For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/aerospace/capein](http://www.mcgill.ca/continuingstudies/programs-and-courses/aerospace/capein).

## 4.6 Professional Development Certificates (CE Units)

Professional Development Certificates are non-credit transcript micro-programs which allow participants to obtain CEUs. They are targeted at professionals who already have some experience in a specific industry or professional field, and who wish to sharpen their professional skills and competencies and validating them through academic recognition.

#### Professional Development Certificates

##### **section 4.6.2: Professional Development Certificate (Prof. Dev. Cert.); Business Analysis (33-35 CEUs)**

Business Analysis is one of the fastest growing professions today. According to PMI's *Pulse of the Profession®: Requirements Management — A Core Competency for Project and Program Success In-Depth Report* (2014), inaccurate requirements gathering is the second highest cause of project failure yet only half of organizations have the resources in place to perform this function properly. Through 2019, over half of organizations expect to see an increase in their demand for Business Analysts and the integration of requirements management and business analysis with project management.

The main objective of the Professional Development Certificate in Business Analysis is to equip professionals with the knowledge and skills necessary to be effective business analysts; to understand business problems, recognize opportunities, and recommend solutions; and to act as a liaison among business stakeholders to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems. Emphasis is placed on practical application of business analysis principles, tools, and methodology as outlined in the industry standard, *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*, and on the development of critical interpersonal skills, including communication, teamwork, conflict resolution, and facilitation.

This program is offered in English and must be completed within 2 years.

##### **section 4.6.3: Professional Development Certificate (Prof. Dev. Cert.); Business Valuation (42.5-43.5 CEUs)**

Business valuations play an integral role in mergers and acquisitions, corporate tax planning, litigation, quantification of damages, venture capital, and private equity.

This program provides participants with a sound working knowledge of business valuation theory and practice required to meet the educational requirements of the Canadian Institute of Chartered Business Valuators ([CICBV](http://CICBV)) and to prepare to take the CICBV Membership Qualification Exam. In particular, this new Professional Development Certificate program will be of interest to professionals involved in negotiating mergers and acquisitions, litigation post mergers and acquisitions, in disputes and negotiations with taxation authorities on estate transfers, sale of business, assets and division of assets as a result of separation or divorce.

#### Who Should Attend

Professionals wishing to work towards the Chartered Business Valuator (CBV) professional designation, as well as those wishing to learn more about business valuation.

#### **section 4.6.3: Professional Development Certificate (Prof. Dev. Cert.); Business Valuation (42.5-43.5 CEUs)**

##### **Admission Requirements**

An undergraduate degree in any discipline.



**Note:** In order to become a member of the CICBV and obtain the CBV designation, an individual must meet CICBV requirements. For complete details, please consult the CICBV website at [cicbv.ca/membership](http://cicbv.ca/membership).

#### **section 4.6.4: Professional Development Certificate in Condominium Management (16 CEUs)**

This program provides new and experienced residential and commercial condominium managers with the information, knowledge, and skills required for successful condominium management. Participants will have the opportunity to learn about the current situation and to have access to the knowledge and skills required of condominium managers. Participants have the flexibility of registering for just one course or for the complete program.

Please visit our website at [www.mcgill.ca/continuingstudies/programs-and-courses/property-management/certificate-condominium-management](http://www.mcgill.ca/continuingstudies/programs-and-courses/property-management/certificate-condominium-management) for more information and to register. You can find out more about l'*Ordre des administrateurs agréés du Québec* (OAAQ), online at [www.adma.qc.ca](http://www.adma.qc.ca).

##### **Who Should Attend**

All those interested in the management of residential and commercial condominiums, property managers with or without experience, co-owners, real estate agents.

#### **section 4.6.5: Professional Development Certificate in Digital Content and Community Management (22.5 CEUs)**

This program provides working professionals with the knowledge and skills to participate in social media on behalf of their organization or brand, to create effective content, to manage communities through on-line communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. They will also learn to monitor and track digital content; to carry out environmental scanning; to track trends and conversations with a view to influencing opinion and behaviour and enhancing their organization's digital footprint and reputation; and to identify and connect with customers.

##### **Who Should Attend**

Working professionals in marketing, public relations, corporate, internal, or brand communications, journalism or fundraising who wish to acquire knowledge and skills in digital media, online community management, and content creation and management.

#### **section 4.6.6: Professional Development Certificate in Management Consulting (23.5 CEUs)**

The emphasis of this Professional Development Certificate in Management Consulting is placed on the following subjects:

- the consulting process;
- consulting methodologies and tools;
- the ethics of professional practice;
- project management;
- sustainable change;
- interpersonal skills.

The content of this program is aligned with the competency requirements of the *Canadian Association of Management Consultants* (CMC-Canada) and is recognized by CMC to fulfil the educational requirements for Certified Management Consultant (CMC) professional designation.

##### **Who Should Attend**

Experienced professionals who wish to pursue a career either as independent consultants or within a major consulting firm.

#### **section 4.6.7: Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)**

*This program is currently not offered.*

#### **section 4.6.8: Professional Development Certificate in Project Management (32.5-44.5 CEUs)**

The main objective of this Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various nature and scale. Emphasis is placed on practical application of project management principles, tools, and methodology outlined in the industry standard, the *Project Management Institute's A Guide to the Project Management Body of Knowledge* (PMBOK® Guide); techniques for building, leading, and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing and facilitation; strategic and adaptive project management approaches to achieve business results.

##### **Who Should Attend:**

Professionals who are new to project management or those wishing to enter the field and those seeking essential practical knowledge of how to manage projects; practicing project managers looking to enhance their skills and competencies.

For admission requirements for any of the Professional Development Certificates and other important information, please contact:

Telephone: 514-398-5454

Email: [pd.conted@mcgill.ca](mailto:pd.conted@mcgill.ca)

#### 4.6.1 Professional Development Certificates Admission Requirements and Application Procedures

Please see the respective links below.

**Professional Development Certificate in Aviation Management Consulting:** *This program is currently not offered.*

**Professional Development Certificate in Business Analysis:**

[www.mcgill.ca/continuingstudies/programs-and-courses/business-analysis/professional-development-certificate-business-analysis](http://www.mcgill.ca/continuingstudies/programs-and-courses/business-analysis/professional-development-certificate-business-analysis)

**Professional Development Certificate in Business Valuation:**

[www.mcgill.ca/continuingstudies/programs-and-courses/accounting-and-taxation/courses-and-workshops/professional-development-certificate-business-valuation](http://www.mcgill.ca/continuingstudies/programs-and-courses/accounting-and-taxation/courses-and-workshops/professional-development-certificate-business-valuation)

**Professional Development Certificate in Condominium Management:**

[www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec](http://www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec)

**Professional Development Certificate in Digital Content and Community Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/courses-and-workshops/digital](http://www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/courses-and-workshops/digital)

**Professional Development Certificate in Management Consulting:**

[www.mcgill.ca/continuingstudies/programs-and-courses/business-and-management/courses-and-workshops/consulting](http://www.mcgill.ca/continuingstudies/programs-and-courses/business-and-management/courses-and-workshops/consulting)

**Professional Development Certificate in Project Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/project-management/courses-and-workshops/professional-development-certificate-p](http://www.mcgill.ca/continuingstudies/programs-and-courses/project-management/courses-and-workshops/professional-development-certificate-p)

#### 4.6.2 Professional Development Certificate (Prof. Dev. Cert.); Business Analysis (33-35 CEUs)

The main objective of the Professional Development Certificate in Business Analysis is to equip professionals with the knowledge and skills necessary to be effective business analysts; to understand business problems, recognize opportunities, and recommend solutions; and to act as a liaison among business stakeholders to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems. Emphasis is placed on practical application of business analysis principles, tools, and methodology as outlined in the industry standard, A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide), and on the development of critical interpersonal skills, including communication, teamwork, conflict resolution, and facilitation.

This program is offered in English and must be completed within 2 years.

##### Required Courses (25 CEUs)

CBUS 210D1	(8)	Comprehensive Business Analysis
CBUS 210D2	(8)	Comprehensive Business Analysis
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 242	(0)	Applied Business Analysis

##### Complementary Courses (8-10 CEUs)

8-10 CEUs from:

CBUS 221	(6)	Leading Sustainable Change
CBUS 243	(0)	Introduction to Business Analytics and Data Modeling
CCOM 208	(4)	Professional Writing in Business
CENG 224	(4)	Agile Project Management

#### 4.6.3 Professional Development Certificate (Prof. Dev. Cert.); Business Valuation (42.5-43.5 CEUs)

Business Valuations play an integral role in mergers and acquisitions, corporate tax planning, litigation, quantification of damages, venture capital, and private equity. The objective of this program is to provide a sound working knowledge of business valuation theory and practice for those interested in becoming Chartered Business Valuators. This program also meets the educational requirements of the Canadian Institute of Chartered Business Valuators (CICBV) and prepares students to take the CICBV Membership Qualification Exam.

##### Required Courses (26 CEUs)

CBUS 230	(0)	Level 1 – Introductory Business Valuation
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CBUS 231	(0)	Level 2 - Intermediate Business Valuation
CBUS 232	(0)	Level 3 – Advanced Business Valuation
CBUS 233	(0)	Level 4 – Special Topics in Business Valuation

#### **Complementary Courses (16.5-17.5 CEUs)**

12.5-13 CEUs from:

CBUS 234	(0)	Litigation Support in Business Valuation
CBUS 235	(0)	Private Company Finance
CBUS 236	(0)	Introduction to Valuation for Financial Reporting

4-4.5 CEUs from:

CBUS 216	(4.5)	Interpersonal Skills for Professionals
CCOM 208	(4)	Professional Writing in Business

#### **4.6.4 Professional Development Certificate in Condominium Management (16 CEUs)**

Only the French program, Certificat de développement professionnel en gestion de copropriété, is offered currently; it can be viewed at [www.mcgill.ca/study/2015-2016/fr/faculties/continuing/areas\\_of\\_study/cpd/scs\\_cpd\\_professional\\_development\\_certificates\\_overview](http://www.mcgill.ca/study/2015-2016/fr/faculties/continuing/areas_of_study/cpd/scs_cpd_professional_development_certificates_overview)

Condominium development has enjoyed remarkable growth in Quebec over the last decade: the number of Quebec households living in condos is expected to increase to 266,000 by 2016 (in comparison with 155,000 in 2006). This growth requires qualified professionals who can deal effectively with various aspects of managing a condominium. To address this growing demand, McGill School of Continuing Studies has introduced a non-credit program, which explores the complex challenges of condominium management and provides participants with information, knowledge, and practical skills.

#### **Required Courses (16 CEU)**

Note: Students taking this Certificate in English normally take English courses while those taking this Certificate in French normally take French courses.

\* Courses taught in French.

CBUS 100	(4)	Condominium Financial Management in Quebec
CBUS 101*	(4)	Gestion financière de la copropriété au Québec
CBUS 102	(4)	Condominium Law in Quebec
CBUS 103*	(4)	Gestion juridique de la copropriété au Québec
CBUS 104	(4)	Condominium Building and Maintenance Management
CBUS 105*	(4)	Gestion technique du bâtiment de la copropriété
CBUS 106	(4)	Managing Day-to-Day Condominium Operations
CBUS 107*	(4)	Gestion de la vie quotidienne d'une copropriété

#### **4.6.5 Professional Development Certificate in Digital Content and Community Management (22.5 CEUs)**

The objectives of this Professional Development Certificate in Digital Content and Community Management are to provide professionals with the knowledge and skills necessary to participate in social media on behalf of their organization or brand, to create effective content, to manage on-line communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. Emphasis is placed on the following subjects: monitoring and tracking digital content; carrying out environmental scanning; tracking trends and conversations with a view to influencing opinion and behavior; and enhancing an organization's digital footprint and reputation.

#### **Required Courses**

CBUS 110*	(4.5)	Current Trends in Digital Communication
CBUS 111	(4.5)	Content Creation
CBUS 112	(4.5)	Social Media Strategies and Community Management

CBUS 113	(4.5)	Strategic Digital Communications
CBUS 114	(4.5)	Content Management and Architecture

\* Note: It is strongly recommended that CBUS 110: Current Trends in Digital Communication be taken before any other courses in the program.

#### **4.6.6 Professional Development Certificate in Management Consulting (23.5 CEUs)**

The Professional Development Certificate in Management Consulting is aimed at individuals who wish to pursue a career either as independent consultants or within a major consulting firm. Emphasis is placed on the following subjects: consulting process; consulting methodologies and tools; ethics of professional practice; project management; sustainable change; and interpersonal skills. This program fulfills the educational requirements for Certified Management Consultant (CMC) professional designation administered by the Canadian Association of Management Consultants.

##### **Required Courses**

CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change
CBUS 225	(3)	Project Management in Practice

#### **4.6.7 Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)**

\*\*This program is currently not offered.\*\*

The Professional Development Certificate in Aviation Management Consulting is aimed at individuals who wish to pursue a career either as independent consultants or within a major consulting firm. Emphasis is placed on the following subjects: consulting process; consulting methodologies and tools; ethics of professional practice; aviation project management; sustainable change; interpersonal skills; and key aviation industry issues. This program fulfills the educational requirements for Certified Management Consultant (CMC) professional designation administered by the Canadian Association of Management Consultants.

##### **Required Courses (25.5 CEUs)**

CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change
CBUS 226	(5)	Aviation Project Management

##### **Complementary Course (3.5 - 5 CEUs)**

One course from:

CBUS 217	(3.5)	Dynamic Pricing and Revenue Management
CBUS 218	(5)	Airport Commercial Management
CBUS 219	(3.5)	Fuel Efficiency and Conservation

#### **4.6.8 Professional Development Certificate in Project Management (32.5-44.5 CEUs)**

The main objective of the Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various types and scale. Emphasis is placed on the practical application of project management principles, tools, and methodology as outlined in the industry standard, the Project Management Institute's "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide. Other topics include techniques for building, leading, and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing, and facilitation; and strategic and adaptive project management approaches to achieve business results. This program is offered in English and must be completed within 2 years.

##### **Required Courses (28.5 CEUs)**

CBUS 216	(4.5)	Interpersonal Skills for Professionals
CCOM 208	(4)	Professional Writing in Business
CENG 221D1	(8)	Project Management
CENG 221D2	(8)	Project Management

**Complementary Course (4 - 16 CEUs)**

CBUS 210D1	(8)	Comprehensive Business Analysis
CBUS 210D2	(8)	Comprehensive Business Analysis
CBUS 221	(6)	Leading Sustainable Change
CENG 224	(4)	Agile Project Management