Career and Professional Development
Programs, Courses and University Regulations
2017-2018
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**Note:** Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.
Publication Information

Published by

Enrolment Services
McGill University
3415 McTavish Street
Montreal, Quebec, H3A 0C8
Canada

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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 lecturers 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 course lecturers 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, diploma, or graduate certificate, 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: 514-398-6200
Fax: 514-398-3108
Email: info.conted@mcgill.ca
Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development

1.3 Administrative Officers

<table>
<thead>
<tr>
<th>Administrative Officers</th>
<th>Administrative Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Sicilia; B.A.(C’dia), M.A., Ph.D.(McG.)</td>
<td>Associate Dean (Academic); Director, Career &amp; Professional Development (Credit Programs)</td>
</tr>
<tr>
<td>Inna Popova; B.A.(V.N. Karazin Univ.), Cert HR Fnd (C’dia)</td>
<td>Director, Career &amp; Professional Development (Non-Credit Programs)</td>
</tr>
<tr>
<td>Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)</td>
<td>Associate Director, Career &amp; Professional Development (Credit Programs); Area Coordinator, Information Technology, Supply Chain Management, and Health &amp; Social Services Management</td>
</tr>
<tr>
<td>Dawne Ramasahoye; B.A.(McG.), G.D.I.A., M.A.(C’dia)</td>
<td>Program Manager</td>
</tr>
<tr>
<td>Lucia Brunetti; B.A.(C’dia), M.A.(Guelph)</td>
<td>Program Administrator</td>
</tr>
<tr>
<td>Rima Hindo; BCom(C’dia), Dip.(Pub.Acct.) (McG.), M.B.A.(York, N’western), CPA, CA</td>
<td>Area Coordinator, Accounting, Finance and Taxation</td>
</tr>
<tr>
<td>Maha Daoud; B.A.(IHEC), M.E.(ESC), M.Sc.(HEC Montr.), CHRP</td>
<td>Area Coordinator, Human Resources Management and Leadership</td>
</tr>
<tr>
<td>Kamal S. Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)</td>
<td>Area Coordinator, Management, International Business and Entrepreneurship</td>
</tr>
<tr>
<td>Nicolette Papastefanou; B.A., M.A., Ph.D.(Tshwane)</td>
<td>Area Coordinator, Public Relations and Marketing</td>
</tr>
<tr>
<td>Paul Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)</td>
<td>Area Coordinator, Integrated Aviation Management and Mathematics &amp; Statistics</td>
</tr>
</tbody>
</table>
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.

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 Public Relations and Communications Management
section 2.1.11: Certificate in Software Development
section 2.1.12: Certificate in Supply Chain Management and Logistics

2.1.1 Certificate in Accounting

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

2.1.1.1 Certificate (Cert.) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CMSC 101*</td>
<td>Mathematical Tools for Management Professionals</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 211*</td>
<td>Introduction to Financial Accounting</td>
<td>(3)</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

Corequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGCR 273*</td>
<td>Introductory Management Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 293*</td>
<td>Managerial Economics</td>
<td>(3)</td>
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* or the Exemption by Examination Test

Required Courses (24 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ACCT 351</td>
<td>Intermediate Financial Accounting 1</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 352</td>
<td>Intermediate Financial Accounting 2</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 361</td>
<td>Management Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 362</td>
<td>Cost Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 385</td>
<td>Principles of Taxation</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 453</td>
<td>Advanced Financial Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 475</td>
<td>Principles of Auditing</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>Introduction to Finance</td>
<td>(3)</td>
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Complementary Courses (6 credits)

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT 354</td>
<td>Financial Statement Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 455</td>
<td>Development of Accounting Thought</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 463</td>
<td>Management Control</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 477</td>
<td>External Auditing</td>
<td>(3)</td>
</tr>
</tbody>
</table>
2.1.1.2 CPA Contact Information

Ordre des CPA du Québec
Telephone: 514-288-3256, ext. 2615
Email: info@cpaquebec.ca
Website: 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 (Cert.) 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

<table>
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<tr>
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Corequisite Courses

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<tr>
<td>MGCR 293*</td>
<td>3</td>
<td>Managerial Economics</td>
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* or the Exemption by Examination Test

Required Courses (21 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>ACCT 354</td>
<td>3</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>CFIN 300</td>
<td>3</td>
<td>Fundamentals of Financial Markets and Institutions</td>
</tr>
<tr>
<td>CFIN 310</td>
<td>3</td>
<td>Short-Term Financial Management</td>
</tr>
<tr>
<td>CFIN 410</td>
<td>3</td>
<td>Investment and Portfolio Management</td>
</tr>
<tr>
<td>FINE 342</td>
<td>3</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>FINE 482</td>
<td>3</td>
<td>International Finance 1</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>3</td>
<td>Introduction to Finance</td>
</tr>
</tbody>
</table>

Complementary Courses (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFIN 200</td>
<td>3</td>
<td>Retirement Planning</td>
</tr>
</tbody>
</table>
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 (Cert.) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMRK 200</td>
<td>3</td>
<td>Fundamentals of Marketing</td>
</tr>
<tr>
<td>CMRK 225</td>
<td>3</td>
<td>Marketing Statistics and Research</td>
</tr>
<tr>
<td>CMRK 230</td>
<td>3</td>
<td>Personal Selling and Customer Service</td>
</tr>
<tr>
<td>CMRK 235</td>
<td>3</td>
<td>Digital Media Marketing</td>
</tr>
<tr>
<td>CMRK 320</td>
<td>3</td>
<td>Principles of Consumer Behaviour</td>
</tr>
<tr>
<td>CMRK 321</td>
<td>3</td>
<td>Integrated Marketing Communications</td>
</tr>
<tr>
<td>CMRK 322</td>
<td>3</td>
<td>Basics of Service Marketing</td>
</tr>
<tr>
<td>CMRK 325</td>
<td>3</td>
<td>Global Marketing</td>
</tr>
<tr>
<td>CMRK 430</td>
<td>3</td>
<td>Marketing Applications</td>
</tr>
<tr>
<td>CPRL 221</td>
<td>3</td>
<td>Professional Communication and Networking</td>
</tr>
</tbody>
</table>

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)

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.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS 280</td>
<td>3</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>CCCS 300</td>
<td>3</td>
<td>Programming Techniques 1</td>
</tr>
<tr>
<td>CCCS 310</td>
<td>3</td>
<td>Web Development</td>
</tr>
</tbody>
</table>
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 (Cert.) 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) Mathematical Tools for Management Professionals

* or the Exemption by Examination test

Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 364</td>
<td>(3)</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>CACC 520</td>
<td>(3)</td>
<td>Accounting for Management</td>
</tr>
<tr>
<td>CENT 305</td>
<td>(3)</td>
<td>Sales and Negotiations</td>
</tr>
<tr>
<td>CENT 306</td>
<td>(3)</td>
<td>Launching a New Business</td>
</tr>
<tr>
<td>CENT 307</td>
<td>(3)</td>
<td>Creating a Business Plan</td>
</tr>
<tr>
<td>CENT 308</td>
<td>(3)</td>
<td>Financing a New Business</td>
</tr>
<tr>
<td>CENT 309</td>
<td>(3)</td>
<td>Business Growth Strategies and Issues</td>
</tr>
<tr>
<td>CPRL 221</td>
<td>(3)</td>
<td>Professional Communication and Networking</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>(3)</td>
<td>Managerial Economics</td>
</tr>
</tbody>
</table>

Complementary Course (3 credits)

3 credits from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS 310</td>
<td>(3)</td>
<td>Web Development</td>
</tr>
<tr>
<td>CGMG 210</td>
<td>(3)</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>CMRK 235</td>
<td>(3)</td>
<td>Digital Media Marketing</td>
</tr>
<tr>
<td>MGCR 382</td>
<td>(3)</td>
<td>International Business</td>
</tr>
</tbody>
</table>

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 (Cert.) Health and Social Services Management (30 credits)

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMSC 000*</td>
<td>(12)</td>
<td>Foundations of Mathematics</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

Required Courses (30 Credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 220</td>
<td>(3)</td>
<td>Accounting Concepts for Managers</td>
</tr>
<tr>
<td>CGMG 210</td>
<td>(3)</td>
<td>Fundamentals of Project Management</td>
</tr>
<tr>
<td>CHLC 351</td>
<td>(3)</td>
<td>Foundations of Health and Social Services Systems</td>
</tr>
<tr>
<td>CHLC 401</td>
<td>(3)</td>
<td>Evaluation of Health and Social Services</td>
</tr>
<tr>
<td>CHLC 410</td>
<td>(3)</td>
<td>Fundamentals of Health and Social Services Info Systems</td>
</tr>
<tr>
<td>CHLC 415</td>
<td>(3)</td>
<td>Foundations of Legal &amp; Ethical Aspects</td>
</tr>
<tr>
<td>CPRL 221</td>
<td>(3)</td>
<td>Professional Communication and Networking</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>(3)</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>ORGB 420</td>
<td>(3)</td>
<td>Managing Organizational Teams</td>
</tr>
<tr>
<td>ORGB 421</td>
<td>(3)</td>
<td>Managing Organizational Change</td>
</tr>
</tbody>
</table>

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 (Cert.) 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORG 450</td>
<td>(3)</td>
<td>Workplace Health and Safety</td>
</tr>
<tr>
<td>INDR 294</td>
<td>(3)</td>
<td>Introduction to Labour-Management Relations</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>(3)</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>MGCR 423</td>
<td>(3)</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>ORGB 421</td>
<td>(3)</td>
<td>Managing Organizational Change</td>
</tr>
<tr>
<td>ORGB 423</td>
<td>(3)</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td>ORGB 424</td>
<td>(3)</td>
<td>Employment</td>
</tr>
<tr>
<td>ORGB 426</td>
<td>(3)</td>
<td>Human Resource Training and Development</td>
</tr>
<tr>
<td>ORGB 525</td>
<td>(3)</td>
<td>Compensation Management</td>
</tr>
</tbody>
</table>

Complementary Course (3 credits)

3 credits from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGMG 282</td>
<td>(3)</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>
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)

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.

Corequisite

This CEU course must be taken at the beginning of the program.

CMSC 000* (12) Foundations of Mathematics

* OR the Exemption by Examination Test.

Required Courses

CACC 220 (3) Accounting Concepts for Managers
CCLW 300 (3) Public Administration and Law for Indigenous Peoples
CCOM 205 (3) Communication in Management 1
CENT 305 (3) Sales and Negotiations
CENT 307 (3) Creating a Business Plan
CGMG 210 (3) Fundamentals of Project Management
CGMG 282 (3) Introduction to Business
CGMG 305 (3) Managing in Public and Non-Profit Organizations
CORG 225 (3) Foundation of Organizational Behaviour and Administration
CORG 420 (3) Human Resource Management: Theory and Practice

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 (Cert.) Management (30 credits)

This Certificate program provides an introduction and survey of the underlying disciplines of functional areas in the management field. Emphasis is placed on the development of core competencies in accounting, economics, marketing, and finance, as well as the written and oral communication, problem-solving, and teamwork skills required in all sectors of the management job market; from small businesses, private companies, large corporations, and financial institutions, to government agencies and other public institutions.

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

Corequisites

CMSC 101* (3) Mathematical Tools for Management Professionals

* or the exemption by examination test
Required Courses (24 credits)

- **CCOM 205** (3) Communication in Management 1
- **CGMG 282** (3) Introduction to Business
- **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) Principles of Marketing

Complementary Courses (6 credits)

6 credits from the following:

- **BUSA 364** (3) Business Law 1
- **CGMG 210** (3) Fundamentals of Project Management
- **ECON 295** (3) Macroeconomic Policy
- **MGCR 331** (3) Information Systems
- **MGCR 382** (3) International Business
- **MGCR 423** (3) Strategic Management
- **MGPO 450** (3) Ethics in Management
- **ORGB 423** (3) Human Resources Management

2.1.10 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.

2.1.10.1 Certificate (Cert.) Public Relations and Communication 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 public 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
2.1.11 Certificate in Software Development

This certificate provides a solid foundation in software application development.

2.1.11.1 Certificate (Cert.) 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) Mathematical Tools for Management Professionals

* or the Exemption by Examination test

Required Courses (30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS 300</td>
<td>3</td>
<td>Programming Techniques 1</td>
</tr>
<tr>
<td>CCCS 301</td>
<td>3</td>
<td>Programming Techniques 2</td>
</tr>
<tr>
<td>CCCS 310</td>
<td>3</td>
<td>Web Development</td>
</tr>
<tr>
<td>CCCS 315</td>
<td>3</td>
<td>Data Structures and Algorithms</td>
</tr>
<tr>
<td>CCCS 321</td>
<td>3</td>
<td>Operating Systems Administration</td>
</tr>
<tr>
<td>CCCS 325</td>
<td>3</td>
<td>Mobile Application Development</td>
</tr>
<tr>
<td>CCCS 330</td>
<td>3</td>
<td>Database Design and Business Applications Development</td>
</tr>
<tr>
<td>CCCS 431</td>
<td>3</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>CMIS 422</td>
<td>3</td>
<td>Information System Security</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>3</td>
<td>Information Systems</td>
</tr>
</tbody>
</table>

2.1.12 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.

2.1.12.1 Certificate (Cert.) 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
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

2.2 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. Admissions will not be accepted for this academic year.

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, OOUQ, OOUY or 201-NYA, 201-NYB, 201-203, 201-103, 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 fulfill 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 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>Macroeconomic Policy</td>
</tr>
<tr>
<td>MGCR 211</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>MGCR 271</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>MGCR 273</td>
<td>Introductory Management Statistics</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>MGCR 352</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MGCR 382</td>
<td>International Business</td>
</tr>
<tr>
<td>MGCR 472</td>
<td>Operations Management</td>
</tr>
</tbody>
</table>

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/transfer. The online application can be found on Minerva at www.mcgill.ca/minerva. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

---

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:
2.3 Bachelor of Commerce Part-Time Program Credit Structure

Note: This program is currently under review. Admissions will not be accepted for this academic year.

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 for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

General Management Program (Concentrations)

<table>
<thead>
<tr>
<th>Concentrations</th>
<th>90 credits</th>
<th>120 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Requirements</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Core</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>2 Concentrations</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Non-Mgmt Electives</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>90</td>
<td>120</td>
</tr>
</tbody>
</table>

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
- Information Systems – Digital Innovation
- Information Systems – IT for Business
- Marketing
- 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

<table>
<thead>
<tr>
<th>Majors in Management</th>
<th>90 credits</th>
<th>120 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Requirements</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Core</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>Major</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Non-Mgmt Electives</td>
<td>6</td>
<td>12</td>
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<tr>
<td>Electives</td>
<td>18</td>
<td>24</td>
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</table>
### Majors in Management

<table>
<thead>
<tr>
<th></th>
<th>90 credits</th>
<th>120 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>90</td>
<td>120</td>
</tr>
</tbody>
</table>

### Majors (Part-Time Program)

- Accounting
- Information Systems
- 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>Macroeconomic Policy</td>
</tr>
<tr>
<td>MGCR 211</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>MGCR 273</td>
<td>Introductory Management Statistics</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>MGCR 352</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MGCR 360</td>
<td>Social Context of Business</td>
</tr>
<tr>
<td>MGCR 382</td>
<td>International Business</td>
</tr>
<tr>
<td>MGCR 423</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGCR 472</td>
<td>Operations Management</td>
</tr>
</tbody>
</table>

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

#### 2.4 Concentrations

**Note:** Admissions to the part-time BCom will not be accepted for this academic year.

- **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
- ACCT 361 (3) Management Accounting

**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)

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

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 rigor 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
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)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 444</td>
<td>3</td>
<td>Online Communities and Open Innovation</td>
</tr>
</tbody>
</table>

**Complementary Courses (12 credits)**

9-12 credits selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 434*</td>
<td>3</td>
<td>Topics in General Management</td>
</tr>
<tr>
<td>BUSA 465</td>
<td>3</td>
<td>Technological Entrepreneurship</td>
</tr>
<tr>
<td>INSY 442</td>
<td>3</td>
<td>Business Intelligence and Data Analytics</td>
</tr>
<tr>
<td>INSY 455</td>
<td>3</td>
<td>Technology and Innovation for Sustainability</td>
</tr>
</tbody>
</table>

* When topic is appropriate for this program.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 331</td>
<td>3</td>
<td>Managing Information Technology</td>
</tr>
<tr>
<td>INSY 431</td>
<td>3</td>
<td>IT Implementation Management</td>
</tr>
<tr>
<td>INSY 437</td>
<td>3</td>
<td>Managing Data &amp; Databases</td>
</tr>
<tr>
<td>INSY 450</td>
<td>3</td>
<td>Information Systems Project Management</td>
</tr>
<tr>
<td>MGPO 460</td>
<td>3</td>
<td>Managing Innovation</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 333</td>
<td>3</td>
<td>Systems Analysis and Modeling</td>
</tr>
</tbody>
</table>

Complementary Courses (12 credits)

Selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 331</td>
<td>3</td>
<td>Managing Information Technology</td>
</tr>
<tr>
<td>INSY 332</td>
<td>3</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>INSY 339</td>
<td>3</td>
<td>IT Consulting</td>
</tr>
<tr>
<td>INSY 341</td>
<td>3</td>
<td>Developing Business Applications</td>
</tr>
<tr>
<td>INSY 430</td>
<td>3</td>
<td>IT in Financial Markets</td>
</tr>
<tr>
<td>INSY 431</td>
<td>3</td>
<td>IT Implementation Management</td>
</tr>
<tr>
<td>INSY 432</td>
<td>3</td>
<td>IT in Business</td>
</tr>
<tr>
<td>INSY 434</td>
<td>3</td>
<td>Topics in Information Systems 1</td>
</tr>
<tr>
<td>INSY 437</td>
<td>3</td>
<td>Managing Data &amp; Databases</td>
</tr>
<tr>
<td>INSY 440</td>
<td>3</td>
<td>E-Business</td>
</tr>
<tr>
<td>INSY 442</td>
<td>3</td>
<td>Business Intelligence and Data Analytics</td>
</tr>
<tr>
<td>INSY 450</td>
<td>3</td>
<td>Information Systems Project Management</td>
</tr>
<tr>
<td>INSY 454</td>
<td>3</td>
<td>Technological Foundation for E-Commerce</td>
</tr>
<tr>
<td>INSY 455</td>
<td>3</td>
<td>Technology and Innovation for Sustainability</td>
</tr>
</tbody>
</table>

2.4.5 Bachelor of Commerce (B.Com.) - Concentration in Marketing (15 credits)

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

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 (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 354</td>
<td>3</td>
<td>Marketing Strategy</td>
</tr>
<tr>
<td>MRKT 451</td>
<td>3</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MRKT 452</td>
<td>3</td>
<td>Consumer Behaviour</td>
</tr>
</tbody>
</table>

Complementary Course (6 credits)

6 credits selected from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 351</td>
<td>3</td>
<td>Marketing and Society</td>
</tr>
<tr>
<td>MRKT 355</td>
<td>3</td>
<td>Services Marketing</td>
</tr>
<tr>
<td>MRKT 357</td>
<td>3</td>
<td>Marketing Planning 1</td>
</tr>
<tr>
<td>MRKT 365</td>
<td>3</td>
<td>New Products</td>
</tr>
<tr>
<td>MRKT 434</td>
<td>3</td>
<td>Topics in Marketing 1</td>
</tr>
<tr>
<td>MRKT 438</td>
<td>3</td>
<td>Brand Management</td>
</tr>
</tbody>
</table>
Integrated Mktg Communications (3) MRKT 453
Sales Management (3) MRKT 455
Business to Business Marketing (3) MRKT 456
Retail Management (3) MRKT 459
International Marketing Management (3) MRKT 483

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:

Leadership (3) ORGB 321
Negotiations and Conflict Resolution (3) ORGB 325
People Analytics (3) ORGB 330
Cross Cultural Management (3) ORGB 380
Organizational Research Methods (3) ORGB 409
Managing Organizational Teams (3) ORGB 420
Managing Organizational Change (3) ORGB 421
Human Resources Management (3) ORGB 423
Topics in Organizational Behaviour 1 (3) ORGB 434
Career Theory and Development (3) ORGB 440
Compensation Management (3) ORGB 525

2.5 Majors

Note: Admissions to the part-time BCom will not be accepted for this academic year.

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 (66 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. All BCom students take a Core curriculum in addition to the Major.

Required Courses (54 credits)

Management Core (36 credits)

ECON 295 (3) Macroeconomic Policy
MGCR 211 (3) Introduction to Financial Accounting
MGCR 222 (3) Introduction to Organizational Behaviour
MGCR 271 (3) Business Statistics
MGCR 293 (3) Managerial Economics
MGCR 331 (3) Information Systems
MGCR 341 (3) Introduction to Finance
MGCR 352 (3) Principles of Marketing
MGCR 360 (3) Social Context of Business
MGCR 382 (3) International Business
MGCR 423 (3) Strategic Management
MGCR 472 (3) Operations Management

Major (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 (66 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.
All B.Com. students take a Core curriculum in addition to this Major.

Required Courses (54 credits)
Management Core (36 credits)
Major (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.
Management Core (36 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>3</td>
<td>Macroeconomic Policy</td>
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<tr>
<td>MGCR 211</td>
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<td>MGCR 271</td>
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<td>International Business</td>
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<tr>
<td>MGCR 423</td>
<td>3</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGCR 472</td>
<td>3</td>
<td>Operations Management</td>
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</table>

Major (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 354</td>
<td>3</td>
<td>Marketing Strategy</td>
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<td>MRKT 451</td>
<td>3</td>
<td>Marketing Research</td>
</tr>
<tr>
<td>MRKT 452</td>
<td>3</td>
<td>Consumer Behaviour</td>
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</tbody>
</table>

Complementary Courses (21 credits)

21 credits selected from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 351</td>
<td>3</td>
<td>Marketing and Society</td>
</tr>
<tr>
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<td>MRKT 357</td>
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<td>MRKT 365</td>
<td>3</td>
<td>New Products</td>
</tr>
<tr>
<td>MRKT 434</td>
<td>3</td>
<td>Topics in Marketing 1</td>
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<tr>
<td>MRKT 438</td>
<td>3</td>
<td>Brand Management</td>
</tr>
<tr>
<td>MRKT 453</td>
<td>3</td>
<td>Integrated Mktg Communications</td>
</tr>
<tr>
<td>MRKT 455</td>
<td>3</td>
<td>Sales Management</td>
</tr>
<tr>
<td>MRKT 456</td>
<td>3</td>
<td>Business to Business Marketing</td>
</tr>
<tr>
<td>MRKT 459</td>
<td>3</td>
<td>Retail Management</td>
</tr>
<tr>
<td>MRKT 483</td>
<td>3</td>
<td>International Marketing Management</td>
</tr>
</tbody>
</table>

2.6 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%.
5. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
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.
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.

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. There is a CAD$104.67 (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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>April 20, 2017</td>
</tr>
<tr>
<td>Saturday</td>
<td>April 22, 2017</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 23, 2017</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 24, 2017</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 29, 2017</td>
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<tr>
<td>Thursday</td>
<td>November 30, 2017</td>
</tr>
<tr>
<td>Saturday</td>
<td>December 16, 2017</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 25, 2018</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 26, 2018</td>
</tr>
</tbody>
</table>

Note: The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.
2.7 Academic Regulations for Certificate Programs

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.

2.7.1 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.

2.7.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception of CMSC 000 and CMSC 101 for which a minimum grade of B- is required. The only other exception is 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.

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 or 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.

2.7.3 Advanced Standing and Residency Requirement

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.

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 > Undergraduate Courses for more information pertaining to Special Students.

2.7.4 Course Terminology

Corequisites

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.

Prerequisites

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 a 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 & 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.

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).

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.

2.7.5 Program Corequisites

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.

2.7.6 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.

2.7.7 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 514-398-6200 for further information.
2.7.8 Independent Studies (Special Student Status)

Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Undergraduate Courses for information pertaining to Special Students.

2.7.9 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.

2.7.10 Transfer of Program

For more information, see School of Continuing Studies > Getting Started > Admission Requirements > Program Transfers.

2.8 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 lecturers 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.

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
Diploma and Graduate Diploma Programs (university degree required)

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

Diploma in Management (30 credits), offered in three concentrations

section 3.1.11.1: Diploma in Management – Entrepreneurship Concentration
section 3.1.11.2: Diploma in Management – International Business Concentration
section 3.1.11.3: Diploma in Management – Internet Business Concentration

Graduate Certificates

section 3.1.15.2: Graduate Certificate in Aviation Leadership
section 3.1.15.3: Graduate Certificate in CPA Professional Education
section 3.1.15.4: Graduate Certificate in Entrepreneurship
section 3.1.15.5: Graduate Certificate in Financial Planning
section 3.1.15.6: Graduate Certificate in Health Services Management
section 3.1.15.7: Graduate Certificate in Human Resources Management
section 3.1.15.8: Graduate Certificate in International Business
section 3.1.15.9: Graduate Certificate in Internet Business
section 3.1.15.10: Graduate Certificate in Leadership
section 3.1.15.11: Graduate Certificate in Marketing
section 3.1.15.12: Graduate Certificate in Professional Accounting
section 3.1.15.13: Graduate Certificate in Public Relations Management

3.1 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, 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.

Accounting Contact Information

Ms. Rima Hindo; M.B.A., CPA, CA
McGill University’s School of Continuing Studies
688 Sherbooke Street West, Room 1140
Montreal QC H3A 3R1
Telephone: 514-398-6162
Email: cpa.scs@mcgill.ca or rima.hindo@mcgill.ca

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 (Dip.) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 521*</td>
<td>Concepts of Financial Accounting</td>
<td>(3)</td>
</tr>
<tr>
<td>CMS2 500*</td>
<td>Mathematics for Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

Corequisites

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC2 532*</td>
<td>Business Economics</td>
<td>(3)</td>
</tr>
<tr>
<td>CMS2 521*</td>
<td>Applied Management Statistics</td>
<td>(3)</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

Required Courses (24 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCAU 511</td>
<td>Auditing 1</td>
<td>(3)</td>
</tr>
<tr>
<td>CCFC 511</td>
<td>Financial Accounting 1</td>
<td>(3)</td>
</tr>
<tr>
<td>CCFC 512</td>
<td>Financial Accounting 2</td>
<td>(3)</td>
</tr>
<tr>
<td>CCFC 513</td>
<td>Financial Accounting 3</td>
<td>(3)</td>
</tr>
<tr>
<td>CCMA 511</td>
<td>Managerial Accounting 1</td>
<td>(3)</td>
</tr>
<tr>
<td>CCMA 522</td>
<td>Managerial Accounting 2</td>
<td>(3)</td>
</tr>
<tr>
<td>CCTX 511</td>
<td>Taxation 1</td>
<td>(3)</td>
</tr>
<tr>
<td>CFIN 512</td>
<td>Corporate Finance</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Complementary Courses (6 credits)

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCAU 520</td>
<td>External Auditing</td>
<td>(3)</td>
</tr>
</tbody>
</table>
### 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 (Dip.) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 521*</td>
<td>Concepts of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CMS2 500*</td>
<td>Mathematics for Management</td>
<td>3</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

#### Corequisite Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC2 532*</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>CMS2 521*</td>
<td>Applied Management Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

#### Required Courses (21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFIN 500</td>
<td>Financial Markets and Institutions</td>
<td>3</td>
</tr>
<tr>
<td>CFIN 507</td>
<td>Analysis of Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>CFIN 512</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>CFIN 522</td>
<td>Applied Topics: Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>CFIN 525</td>
<td>Treasury Management</td>
<td>3</td>
</tr>
<tr>
<td>CFIN 530</td>
<td>Investment Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CFIN 540</td>
<td>Introduction to International Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Complementary Courses (9 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFIN 501</td>
<td>Retirement, Estate and Tax Planning</td>
<td>3</td>
</tr>
</tbody>
</table>
### 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 (Dip.) 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 (Dip.) 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 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS2 500*</td>
<td>Mathematics for Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>Accounting for Management</td>
<td>(3)</td>
</tr>
<tr>
<td>CCLW 511</td>
<td>Law 1</td>
<td>(3)</td>
</tr>
<tr>
<td>CEC2 532</td>
<td>Business Economics</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 500</td>
<td>New Venture Formation</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 505</td>
<td>Sales and Negotiation Strategies</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 506</td>
<td>Financing Startups and Ventures</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 507</td>
<td>Venture Growth Strategies</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 510</td>
<td>Practical Entrepreneurship Management</td>
<td>(3)</td>
</tr>
<tr>
<td>CPL2 510</td>
<td>Communication and Networking Skills</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Complementary Courses (3 credits)

3 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 530</td>
<td>Digital Analytics and Targeting</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 542</td>
<td>Strategic Internet Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>Digital Marketing Automation, Planning and Technology</td>
<td>(3)</td>
</tr>
<tr>
<td>CMS2 521</td>
<td>Applied Management Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>CPL2 524</td>
<td>Introduction: International Business</td>
<td>(3)</td>
</tr>
</tbody>
</table>

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 (Dip.) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS2 500</td>
<td>Mathematics for Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Required Courses (27 credits)
CACC 520 (3) Accounting for Management
CACC 523 (3) Financial Aspects of Health Care
CGM2 510 (3) Project Management: Tools and 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 (Dip.) 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 (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

Required Courses (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 and Techniques
CORG 590 (3) Topics in Human Resources Management
CPL2 510 (3) Communication and Networking Skills
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 (Dip.) 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIAM 510</td>
<td>(3)</td>
<td>Overview of the Aviation Field</td>
</tr>
<tr>
<td>CIAM 520</td>
<td>(3)</td>
<td>Air Transportation Finance and Economics</td>
</tr>
<tr>
<td>CIAM 521</td>
<td>(3)</td>
<td>Aviation Safety and Security Management</td>
</tr>
<tr>
<td>CIAM 522</td>
<td>(3)</td>
<td>Aviation Law and Policy</td>
</tr>
<tr>
<td>CIAM 523</td>
<td>(3)</td>
<td>Air Navigation Services Management</td>
</tr>
<tr>
<td>CIAM 524</td>
<td>(3)</td>
<td>Airline Management</td>
</tr>
<tr>
<td>CIAM 525</td>
<td>(3)</td>
<td>Airport Management</td>
</tr>
<tr>
<td>CIAM 526</td>
<td>(3)</td>
<td>Air Cargo Management</td>
</tr>
<tr>
<td>CIAM 540</td>
<td>(3)</td>
<td>Integrated Aviation Management Project</td>
</tr>
<tr>
<td>CPL2 532</td>
<td>(3)</td>
<td>Leading Change</td>
</tr>
</tbody>
</table>

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 Diploma (Dip.) 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS2 505</td>
<td>(3)</td>
<td>Applications Programming</td>
</tr>
<tr>
<td>CCS2 508</td>
<td>(3)</td>
<td>Web Application Development</td>
</tr>
<tr>
<td>CGM2 510</td>
<td>(3)</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CMIS 530</td>
<td>(3)</td>
<td>Digital Analytics and Targeting</td>
</tr>
</tbody>
</table>
CMIS 543  (3) Digital Advertising and Search Engine Optimization
CMIS 544  (3) Digital Marketing Automation, Planning and Technology
CMIS 549  (3) Digital Customer Experience 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
CMS2 527  (3) Business Intelligence and Analytics
CPL2 510  (3) Communication and Networking Skills

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 (Dip.) 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
Complementary Courses (3 credits)

3 credits from the following:

- CCLW 511 (3) Law I
- CGM2 510 (3) Project Management: Tools and 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 – 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.

3.1.11.2.1 Diploma (Dip.) 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCLW 511</td>
<td>3</td>
<td>Law 1</td>
</tr>
<tr>
<td>CGM2 510</td>
<td>3</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CMIS 541</td>
<td>3</td>
<td>Information Systems for Managers</td>
</tr>
<tr>
<td>CPL2 510</td>
<td>3</td>
<td>Communication and Networking Skills</td>
</tr>
<tr>
<td>CPL2 552</td>
<td>3</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>CPL2 553</td>
<td>3</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>CPL2 590</td>
<td>3</td>
<td>Topics in International Business</td>
</tr>
</tbody>
</table>

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

### 3.1.11.3 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](#).

### 3.1.11.3.1 Diploma (Dip.) 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC2 532*</td>
<td>3</td>
<td>Business Economics</td>
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<tr>
<td>CMS2 500*</td>
<td>3</td>
<td>Mathematics for Management</td>
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</table>

* or the Exemption by Examination Test

#### Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>3</td>
<td>Accounting for Management</td>
</tr>
<tr>
<td>CFIN 512</td>
<td>3</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>CMIS 530</td>
<td>3</td>
<td>Digital Analytics and Targeting</td>
</tr>
<tr>
<td>CMIS 543</td>
<td>3</td>
<td>Digital Advertising and Search Engine Optimization</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>3</td>
<td>Digital Marketing Automation, Planning and Technology</td>
</tr>
<tr>
<td>CMIS 549</td>
<td>3</td>
<td>Digital Customer Experience and Technology</td>
</tr>
<tr>
<td>CMR2 542</td>
<td>3</td>
<td>Marketing Principles and Applications</td>
</tr>
<tr>
<td>CMS2 521</td>
<td>3</td>
<td>Applied Management Statistics</td>
</tr>
<tr>
<td>CORG 551</td>
<td>3</td>
<td>Behaviour in Organizations</td>
</tr>
</tbody>
</table>

#### Complementary Course (3 credits)

3 credits from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS2 505</td>
<td>3</td>
<td>Applications Programming</td>
</tr>
<tr>
<td>CCS2 508</td>
<td>3</td>
<td>Web Application Development</td>
</tr>
<tr>
<td>CCS2 510</td>
<td>3</td>
<td>Computer Network and Internet Security</td>
</tr>
<tr>
<td>CCS2 535</td>
<td>3</td>
<td>Internet Business Project</td>
</tr>
<tr>
<td>CCS2 550</td>
<td>3</td>
<td>Multimedia Communication Design and Marketing</td>
</tr>
<tr>
<td>CCS2 590</td>
<td>3</td>
<td>Topics in Information Technology</td>
</tr>
</tbody>
</table>
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 (Dip.) Management: General (30 credits)

This Diploma program provides students with broad-based, fundamental knowledge of business management and prepares them for further graduate studies in management. It is also designed to strengthen students’ communication, problem-solving, critical thinking, and teamwork skills, competencies that are particularly important for those aspiring to general management positions.

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

Corequisites

CMS2 500* (3) Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520 (3) Accounting for Management
CEC2 532 (3) Business Economics
CFIN 512 (3) Corporate Finance
CMR2 542 (3) Marketing Principles and Applications
CMS2 521 (3) Applied Management Statistics
CMS2 527 (3) Business Intelligence and Analytics
CORG 551 (3) Behaviour in Organizations

Complementary Courses (9 credits)

9 credits from:

CCLW 511 (3) Law 1
CGM2 510 (3) Project Management: Tools and Techniques
CMIS 541 (3) Information Systems for Managers
CMS2 515 (3) Operations Management
CORG 555 (3) Strategic Human Resources Management
CPL2 510 (3) Communication and Networking Skills
CPL2 524 (3) Introduction: International Business
CPL2 552 (3) Strategic Management

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 (Dip.) 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

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 and Techniques
- CMIS 530 (3) Digital Analytics and Targeting
- CMIS 542 (3) Strategic Internet Marketing
- CMIS 544 (3) Digital Marketing Automation, Planning 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 (Dip.) 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

- CMS 500* (3) Mathematics for Management
* or the Exemption by Examination Test

**Required Courses (30 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>3</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CMS2 505</td>
<td>3</td>
<td>Quantitative Analysis Tools in Decision Making</td>
</tr>
<tr>
<td>CMS2 515</td>
<td>3</td>
<td>Operations Management</td>
</tr>
<tr>
<td>CMS2 524</td>
<td>3</td>
<td>Management of Service Operations</td>
</tr>
<tr>
<td>CMS2 525</td>
<td>3</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>CMS2 527</td>
<td>3</td>
<td>Business Intelligence and Analytics</td>
</tr>
<tr>
<td>CMS2 531</td>
<td>3</td>
<td>Re-Engineering and Integration of Business Systems</td>
</tr>
<tr>
<td>CMS2 532</td>
<td>3</td>
<td>Lean Operations Systems</td>
</tr>
<tr>
<td>CMS2 540</td>
<td>3</td>
<td>Six-Sigma Quality Management</td>
</tr>
<tr>
<td>CMS2 550</td>
<td>3</td>
<td>Supply Chain Field Project</td>
</tr>
</tbody>
</table>

**3.1.15 Graduate Certificates**

The Graduate Certificates are offered in 10 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) to 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.

**3.1.15.1 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.

**3.1.15.2 Graduate Certificate in Aviation Leadership**

The Graduate Certificate in Aviation Leadership program focuses on developing leadership competencies for individuals who wish to advance their careers in aviation.

**3.1.15.2.1 Graduate Certificate (Gr. Cert.) Aviation Leadership (24 credits)**

***NEW PROGRAM***

The Graduate Certificate in Aviation Leadership program focuses on developing leadership competencies for individuals who wish to advance their careers in aviation. Participants will be exposed to innovative leadership practices, diverse workplace leadership, effective communication and negotiation, and data analytics. The Program uses a learner-centered instructional methodology, fostering a deeper understanding of aviation-related concepts and empowering learners to integrate what they have learned about leadership into immediate practice. Courses are also designed to focus on problem-solving skills and critical thinking. Courses incorporate aviation-related simulations, experiential activities, case studies, and guest speakers who are industry leaders with expertise in airlines, airports, air navigation, aerospace manufacturing, and other related areas.

**Required Courses (24 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>3</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CIAM 550</td>
<td>3</td>
<td>Commun &amp; Networking Skills for Aviation Professionals</td>
</tr>
<tr>
<td>CIAM 552</td>
<td>3</td>
<td>Analytics &amp; Bus. Intelligence for Aviation Professionals</td>
</tr>
<tr>
<td>CORG 551</td>
<td>3</td>
<td>Behaviour in Organizations</td>
</tr>
<tr>
<td>CPL2 532</td>
<td>3</td>
<td>Leading Change</td>
</tr>
</tbody>
</table>
Note: The courses in this program have an aviation focus.

### 3.1.15.3 Graduate Certificate in CPA Professional Education

The Graduate Certificate in CPA Professional Education at McGill, an accredited Professional Education Program of CPA Canada, prepares students to write the National CPA Common Final Exams (CFE).

#### 3.1.15.3.1 Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits)

*** NEW PROGRAM ***

This accredited professional accounting program provides a pathway to completion of the Professional Education Program (PEP) of Chartered Professional Accounting (CPA) Quebec. Upon completion, you will be ready to challenge the CFE (Common Final Exam), the three-day CPA professional examination. Both the PEP and the CFE are required for obtaining the CPA designation and to practice as an accountant.

This program is structured for working individuals and offered part-time. It is made up of a series of courses, intensive capstone courses, case-based learning, team work, and mock exams focusing primarily on enhancing CPA candidates’ ability to apply the professional knowledge, values, ethics, and attitudes expected of CPAs in a professional context.

The courses focus on expanding your knowledge of accounting and developing your analytical skills, critical thinking abilities, and capacity to operate and navigate professionally in an increasingly ambiguous environment. They reflect the technical and enabling competencies that business, public practice, and government require from professional accountants. The courses are delivered by our team of experienced CPAs who use a range of learner-centered techniques and methodologies to convey their wealth of knowledge and the practical experience they have gained within leading global organizations.

#### Required Courses (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCPA 601</td>
<td>6</td>
<td>CPA Foundations 1</td>
</tr>
<tr>
<td>CCPA 602</td>
<td>6</td>
<td>CPA Foundations 2</td>
</tr>
<tr>
<td>CCPA 631</td>
<td>3</td>
<td>Case-Writing and Communications for CPAs</td>
</tr>
<tr>
<td>CCPA 641</td>
<td>3</td>
<td>Capstone 1 Seminar</td>
</tr>
</tbody>
</table>

#### Complementary Courses (6 credits)

6 credits from the following. Those wishing to obtain the rights to practice in public accounting must choose CCPA 621 and CCPA 623. Students must also complete CCPA 642 if they wish to take the Common Final Exam as required by OCPAQ.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>CCPA 621</td>
<td>3</td>
<td>Taxation</td>
</tr>
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<td>CCPA 622</td>
<td>3</td>
<td>Performance Management</td>
</tr>
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<td>CCPA 623</td>
<td>3</td>
<td>Assurance</td>
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<tr>
<td>CCPA 624</td>
<td>3</td>
<td>Finance for CPAs</td>
</tr>
<tr>
<td>CCPA 642</td>
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<td>Capstone 2 Examination Preparation</td>
</tr>
</tbody>
</table>

### 3.1.15.4 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 3.1.15.1: 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.

#### 3.1.15.4.1 Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits)

This Graduate Certificate program is designed for students with a Bachelor of Commerce who are interested in starting a business of their own. The program provides a thorough understanding of what is required to start and maintain a sustainable venture, with a specific focus on the needs of contemporary entrepreneurs. This includes adapting to various circumstances in a world where business and the global marketplace are rapidly changing, emphasizing modern approaches to entrepreneurial practices.

In addition to the admission requirements stipulated 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.

#### Required Courses (12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
</table>
GRADUATE PROGRAMS, DIPLOMAS, AND GRADUATE CERTIFICATES

CEN2 500  (3)  New Venture Formation
CEN2 505  (3)  Sales and Negotiation Strategies
CEN2 506  (3)  Financing Startups and Ventures
CEN2 510  (3)  Practical Entrepreneurship Management

Complementary Course (3 credits)
3 credits from:

CGM2 510  (3)  Project Management: Tools and Techniques
CMIS 530  (3)  Digital Analytics and Targeting
CMIS 542  (3)  Strategic Internet Marketing
CMIS 544  (3)  Digital Marketing Automation, Planning and Technology
CMS2 521  (3)  Applied Management Statistics
CPL2 524  (3)  Introduction: International Business

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

3.1.15.5 Graduate Certificate in Financial Planning

Admission Requirements – Graduate Certificate in Financial Planning
In addition to the admission requirements stipulated in section 3.1.15.1: 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.

3.1.15.5.1 Graduate Certificate (Gr. Cert.) 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

3.1.15.6 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 3.1.15.1: 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.

3.1.15.6.1 Graduate Certificate (Gr. Cert.) 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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
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<tbody>
<tr>
<td>CACC 520</td>
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<td>Accounting for Management</td>
</tr>
<tr>
<td>CMS2 533</td>
<td>(3)</td>
<td>Lean Operations and Performance Management in Health Services</td>
</tr>
<tr>
<td>CPL2 532</td>
<td>(3)</td>
<td>Leading Change</td>
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</table>

**Complementary Courses (6 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>(3)</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CHLC 580</td>
<td>(3)</td>
<td>Health Services Management Field Project</td>
</tr>
<tr>
<td>CHLC 590</td>
<td>(3)</td>
<td>Topics in Health Care</td>
</tr>
<tr>
<td>CORG 553</td>
<td>(3)</td>
<td>Employee and Labour Relations</td>
</tr>
<tr>
<td>CORG 556</td>
<td>(3)</td>
<td>Managing and Engaging Teamwork</td>
</tr>
<tr>
<td>CPL2 510</td>
<td>(3)</td>
<td>Communication and Networking Skills</td>
</tr>
</tbody>
</table>

3.1.15.7 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 3.1.15.1: Admission Requirements for Graduate Certificates, applicants must meet one of the following requirements:

1. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a minimum of three years of recent, relevant work experience in the human resources field. Applicants must provide their curriculum vitae and two letters of reference.

2. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a Certified Human Resources Professional designation (CHRP). Applicants must provide their professional designation document.

3. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have an undergraduate Certificate in Human Resources Management with a minimum CGPA of 3.0 out of 4.0.

3.1.15.7.1 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)

**Corequisite**

<table>
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<tr>
<td>CORG 551*</td>
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<td>Behaviour in Organizations</td>
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</table>

* This course can be taken with CORG 555

**Required Courses (12 credits)**

<table>
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<tr>
<th>Course Code</th>
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<th>Title</th>
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<tr>
<td>CORG 555</td>
<td>(3)</td>
<td>Strategic Human Resources Management</td>
</tr>
<tr>
<td>CORG 560</td>
<td>(3)</td>
<td>Staffing Organizations</td>
</tr>
<tr>
<td>CORG 561</td>
<td>(3)</td>
<td>Developing Human Resources</td>
</tr>
<tr>
<td>CORG 562</td>
<td>(3)</td>
<td>Total Compensation and Rewards</td>
</tr>
</tbody>
</table>
Complementary Courses (3 credits)

3 credits from:

- CGM2 510 (3) Project Management: Tools and 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.

3.1.15.8 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 3.1.15.1: Admission Requirements for Graduate Certificates.

3.1.15.8.1 Graduate Certificate (Gr. Cert.) International Business (15 credits)

Required Courses (6 credits)

- CFN 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 and 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.

3.1.15.9 Graduate Certificate in Internet Business

Admission Requirements – Graduate Certificate in Internet Business
In addition to the admission requirements stipulated in section 3.1.15.1: 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.

### 3.1.15.9.1 Graduate Certificate (Gr. Cert.) Internet Business (15 credits)

#### Required Courses (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CMIS 530</td>
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<tr>
<td>CMIS 543</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 549</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Digital Analytics and Targeting  
Digital Advertising and Search Engine Optimization  
Digital Marketing Automation, Planning and Technology  
Digital Customer Experience and Technology

**Complementary Course (3 credits)**

3 credits from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS2 505</td>
<td>(3)</td>
</tr>
<tr>
<td>CCS2 508</td>
<td>(3)</td>
</tr>
<tr>
<td>CCS2 510</td>
<td>(3)</td>
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<tr>
<td>CCS2 535</td>
<td>(3)</td>
</tr>
<tr>
<td>CCS2 550</td>
<td>(3)</td>
</tr>
<tr>
<td>CCS2 590</td>
<td>(3)</td>
</tr>
<tr>
<td>CGM2 510</td>
<td>(3)</td>
</tr>
<tr>
<td>CMS2 527</td>
<td>(3)</td>
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</tbody>
</table>

Applications Programming  
Web Application Development  
Computer Network and Internet Security  
Internet Business Project  
Multimedia Communication Design and Marketing  
Topics in Information Technology  
Project Management: Tools and Techniques  
Business Intelligence and Analytics

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

### 3.1.15.10 Graduate Certificate in Leadership

#### Admission Requirements – Graduate Certificate in Leadership

In addition to the admission requirements stipulated in section 3.1.15.1: Admission Requirements for Graduate Certificates, applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a minimum of three years of recent and relevant managerial, supervisory, or project management experience or hold a professional designation. All applicants must provide their curriculum vitae and two letters of reference. Students must also meet the language requirements (see section 2.6.2: Proof of Proficiency in English).

#### 3.1.15.10.1 Graduate Certificate (Gr. Cert.) Leadership (15 credits)

**Prerequisite**

CORG 551*  
* or the Exemption by Examination Test

**Required Courses (12 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
<td>CPL2 533</td>
<td>(3)</td>
</tr>
<tr>
<td>CPL2 534</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Leadership Theory and Practice  
Leading Change  
Developing Leadership Skills  
Leading in Diverse and Global Workplaces

**Complementary Course (3 credits)**

3 credits from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCLW 511</td>
<td>(3)</td>
</tr>
<tr>
<td>CGM2 510</td>
<td>(3)</td>
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</tbody>
</table>

Law 1  
Project Management: Tools and Techniques
Information Systems for Managers (3) CMIS 541
Strategic Management (3) CPL2 552
Small Business Management (3) CPL2 553
Topics in Leadership (3) CPL2 595

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

3.1.15.11 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.

3.1.15.11.1 Graduate Certificate (Gr. Cert.) 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 I
CGM2 510 (3) Project Management: Tools and 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.

3.1.15.12 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 3.1.15.1: 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 3.1.15.12.1: Graduate Certificate (Gr. Cert.) 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 3.1.15.12.1: Graduate Certificate (Gr. Cert.) 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.
Graduate Certificate (Gr. Cert.) 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 Intermediate Financial Accounting 1 (3 credits)
- ACCT 352 Intermediate Financial Accounting 2 (3 credits)
- ACCT 361 Management Accounting (3 credits)
- ACCT 362 Cost Accounting (3 credits)
- ACCT 385 Principles of Taxation (3 credits)
- ACCT 453 Advanced Financial Accounting (3 credits)
- ACCT 463 Management Control (3 credits)
- ACCT 475 Principles of Auditing (3 credits)
- ACCT 486 Business Taxation 2 (3 credits)
- BUSA 364 Business Law 1 (3 credits)
- FINE 342 Corporate Finance (3 credits)

Prerequisite Courses for Diploma in Accounting Students (42 credits)

- CCAU 511 Auditing 1 (3 credits)
- CCFC 511 Financial Accounting 1 (3 credits)
- CCFC 512 Financial Accounting 2 (3 credits)
- CCFC 513 Financial Accounting 3 (3 credits)
- CCLW 511 Law 1 (3 credits)
- CCMA 511 Managerial Accounting 1 (3 credits)
- CCMA 522 Managerial Accounting 2 (3 credits)
- CCMA 523 Managerial Accounting 3 (3 credits)
- CCTX 511 Taxation 1 (3 credits)
- CCTX 532 Taxation 2 (3 credits)
- CFIN 512 Corporate Finance (3 credits)
- CFIN 522 Applied Topics: Corporate Finance (3 credits)
- CMIS 541 Information Systems for Managers (3 credits)
- CPL2 552 Strategic Management (3 credits)

Required Courses (16 credits)

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

**3.1.15.13 Graduate Certificate in Public Relations Management**

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

In addition to the admission requirements stipulated in section 3.1.15.1: 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.

**3.1.15.13.1 Graduate Certificate (Gr. Cert.) 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 and Techniques
- CPRL 515 (3) Fund-raising and Philanthropy
- CPRL 532 (3) Public Relations Event Management
- CPRL 535 (3) Public Opinion and Public Policy

**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.

Students may register for the Exemption by Examination test on the following website: www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination. There is a CAD$104.67 (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:

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<thead>
<tr>
<th>Exemption by Examination</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>April 20, 2017</td>
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</table>
Exemption by Examination

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>April 22, 2017</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 23, 2017</td>
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<tr>
<td>Thursday</td>
<td>August 24, 2017</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>Thursday</td>
<td>November 30, 2017</td>
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<td>Saturday</td>
<td>December 16, 2017</td>
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<td>Wednesday</td>
<td>April 25, 2018</td>
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<td>April 26, 2018</td>
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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%.
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.
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.

3.2.3 Independent Studies

Please consult School of Continuing Studies > 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.

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 Supplementals 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 fulfill 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](#).

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### 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 fulfillment 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 & Resources > Continuing Studies > Graduation > Language Requirements for Professions](#).
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.

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

The Career and Professional Development unit 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 programs, courses, seminars, lectures, and workshops taught by industry experts in the areas of:

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

Offerings are of particular 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

Please visit our website at www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops for a complete summary of our offerings.

4.1 General Information

4.1.1 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 or call 514-398-5454 for further information.

4.1.2 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.

4.1.3 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). 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/intelpropregistration.

4.1.4 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.

4.1.5 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.

4.2 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.

4.3 Course Offerings: Non-Credit Courses

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<td>CBUS 204</td>
<td>Effective Public Speaking</td>
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<tr>
<td>CBUS 210D1/210D2</td>
<td>Comprehensive Business Analysis</td>
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<tr>
<td>CENG 221D1/221D2</td>
<td>Project Management</td>
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<td>CENG 223</td>
<td>Strategic Project Leadership</td>
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<td>CENG 224</td>
<td>Agile Project Management</td>
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<td>CBUS 101</td>
<td>Gestion financière de la copropriété au Québec</td>
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<td>CBUS 103</td>
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<td>CBUS 105</td>
<td>Gestion technique du bâtiment de la copropriété</td>
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<td>CBUS 107</td>
<td>Gestion de la vie quotidienne d'une copropriété</td>
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<td>CBUS 110</td>
<td>Current Trends in Digital Communication</td>
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<td>CBUS 111</td>
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<td>CBUS 112</td>
<td>Social Media Strategies and Community Management</td>
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<td>CBUS 113</td>
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<td>Content Management and Architecture</td>
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<td>CBUS 120</td>
<td>Fundamentals of Management Consulting</td>
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<td>CBUS 216</td>
<td>Interpersonal Skills for Professionals</td>
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<td>CBUS 220</td>
<td>Professional Ethics in Management and Consulting</td>
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<td>CBUS 225</td>
<td>Project Management in Practice</td>
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<td>CBUS 230</td>
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<td>CBUS 233</td>
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<td>CBUS 234</td>
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### Non-Credit Courses

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<tr>
<td>CBUS 235</td>
<td>Private Company Finance</td>
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<tr>
<td>CBUS 236</td>
<td>Introduction to Valuation for Financial Reporting</td>
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<td>CBUS 239</td>
<td>Gestion juridique de la copropriété</td>
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<td>CBUS 240</td>
<td>Condominium Law 2</td>
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<td>CBUS 241</td>
<td>Habiletés interpersonnelles pour les professionnels</td>
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<td>CBUS 242</td>
<td>Applied Business Analysis</td>
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<td>CBUS 243</td>
<td>Introduction to Business Analytics and Data Modeling</td>
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<td>CBUS 246</td>
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<td>Public Financial Management</td>
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<td>CBUS 249</td>
<td>Parliamentary Research and IT</td>
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### 4.4 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 17–21, 2017**

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 24–28, 2017**

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 2–4, 2017**

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.


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.


#### Social Media and Digital Communication Strategies in Business – July 31–August 18, 2017

This non-credit professional development program is designed for 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 online communication, and to manage content from a wide range of sources in order to optimize its potential for the organization.


**Project Management – July 31–August 18, 2017**
This program is designed for people who want to learn the basic principles of project management and their applicability in the workplace. 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)*.


### 4.5 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 4.5.2: Professional Development Certificate (Prof. Dev. Cert.) Business Analysis (33-35.5 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 4.5.3: Professional Development Certificate (Prof. Dev. Cert.) Business Valuation (43-43.5 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) 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.

**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 4.5.4: Professional Development Certificate (Prof. Dev. Cert.) Condominium Management (20-20.5 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](http://www.mcgill.ca/continuingstudies/programs-and-courses/property-management) for more information and to register. You can find out more about l’Ordre des administrateurs agréé 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 4.5.5: Professional Development Certificate (Prof. Dev. Cert.) Digital Content & 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...
section 4.5.5: Professional Development Certificate (Prof. Dev. Cert.) Digital Content & Community Management (22.5 CEUs)

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 4.5.6: Professional Development Certificate (Prof. Dev. Cert.) 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 4.5.8: Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Governance (13 CEUs)

This is a customized program for the Commonwealth Parliamentary Association (CPA). Applicants must be sponsored by the CPA; for more information, see the CPA website.

section 4.5.9: Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Management (18 CEUs)

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.

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/leadership/courses-and-workshops/parliamentary.

Who Should Attend
Mid-level parliamentary staff with the potential to reach the highest levels of parliamentary management.

section 4.5.7: Professional Development Certificate (Prof. Dev. Cert.) Aviation Management Consulting (29-30.5 CEUs)

This program is currently not offered.

section 4.5.10: Professional Development Certificate (Prof. Dev. Cert.) Project Management (33-45 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
4.5.1 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.

4.5.2 Professional Development Certificate (Prof. Dev. Cert.) Business Analysis (33-35.5 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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 210D1</td>
<td>(8) Comprehensive Business Analysis</td>
</tr>
<tr>
<td>CBUS 210D2</td>
<td>(8) Comprehensive Business Analysis</td>
</tr>
<tr>
<td>CBUS 216</td>
<td>(4.5) Interpersonal Skills for Professionals</td>
</tr>
<tr>
<td>CBUS 242</td>
<td>(4.5) Applied Business Analysis</td>
</tr>
</tbody>
</table>

**Complementary Courses (8-10.5 CEUs)**

8-10.5 CEUs from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 221</td>
<td>(6) Leading Sustainable Change</td>
</tr>
<tr>
<td>CBUS 243</td>
<td>(4) Introduction to Business Analytics and Data Modeling</td>
</tr>
<tr>
<td>CCOM 208</td>
<td>(4.5) Professional Writing in Business</td>
</tr>
<tr>
<td>CENG 224</td>
<td>(4) Agile Project Management</td>
</tr>
</tbody>
</table>

4.5.3 Professional Development Certificate (Prof. Dev. Cert.) Business Valuation (43-43.5 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)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 230</td>
<td>(6.5) Level 1 – Introductory Business Valuation</td>
</tr>
<tr>
<td>CBUS 231</td>
<td>(6.5) Level 2 - Intermediate Business Valuation</td>
</tr>
<tr>
<td>CBUS 232</td>
<td>(6.5) Level 3 – Advanced Business Valuation</td>
</tr>
</tbody>
</table>
Complementary Courses (17-17.5 CEUs)
12.5-13 CEUs from:
- CBUS 234 (6.5) Litigation Support in Business Valuation
- CBUS 235 (6.5) Private Company Finance
- CBUS 236 (6) Introduction to Valuation for Financial Reporting

4.5 CEUs from:
- CBUS 216 (4.5) Interpersonal Skills for Professionals
- CCOM 208 (4.5) Professional Writing in Business

4.5.4 Professional Development Certificate (Prof. Dev. Cert.) Condominium Management (20-20.5 CEUs)

This non-credit Professional Development Certificate in Condominium Management is designed to equip new and experienced residential and commercial condominium managers with the knowledge and skills required for successful condominium management including legal, financial, technical and operational aspects of condominium management. This program is recognised by the L'Ordre des administrateurs agréés du Québec (ADMA) as a required program for all ADMA members who are practicing condominium managers.

Required Courses (16 CEUs)

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 1
- CBUS 103* (4) Gestion juridique de la copropriété 1
- 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

Complementary Courses (4-4.5 CEUs)

From the following:

- CBUS 216 (4.5) Interpersonal Skills for Professionals
- CBUS 239* (4) Gestion juridique de la copropriété 2
- CBUS 240 (4) Condominium Law 2
- CBUS 241* (4.5) Habiletés interpersonnelles pour les professionnels

4.5.5 Professional Development Certificate (Prof. Dev. Cert.) Digital Content & 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
4.5.6 Professional Development Certificate (Prof. Dev. Cert.) 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 120</td>
<td>6</td>
<td>Fundamentals of Management Consulting</td>
</tr>
<tr>
<td>CBUS 216</td>
<td>4.5</td>
<td>Interpersonal Skills for Professionals</td>
</tr>
<tr>
<td>CBUS 220</td>
<td>4</td>
<td>Professional Ethics in Management and Consulting</td>
</tr>
<tr>
<td>CBUS 221</td>
<td>6</td>
<td>Leading Sustainable Change</td>
</tr>
<tr>
<td>CBUS 225</td>
<td>3</td>
<td>Project Management in Practice</td>
</tr>
</tbody>
</table>

4.5.7 Professional Development Certificate (Prof. Dev. Cert.) 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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 120</td>
<td>6</td>
<td>Fundamentals of Management Consulting</td>
</tr>
<tr>
<td>CBUS 216</td>
<td>4.5</td>
<td>Interpersonal Skills for Professionals</td>
</tr>
<tr>
<td>CBUS 220</td>
<td>4</td>
<td>Professional Ethics in Management and Consulting</td>
</tr>
<tr>
<td>CBUS 221</td>
<td>6</td>
<td>Leading Sustainable Change</td>
</tr>
<tr>
<td>CBUS 226</td>
<td>5</td>
<td>Aviation Project Management</td>
</tr>
</tbody>
</table>

Complementary Course (3.5 - 5 CEUs)

One course from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit Hours</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 217</td>
<td>3.5</td>
<td>Dynamic Pricing and Revenue Management</td>
</tr>
<tr>
<td>CBUS 218</td>
<td>5</td>
<td>Airport Commercial Management</td>
</tr>
<tr>
<td>CBUS 219</td>
<td>3.5</td>
<td>Fuel Efficiency and Conservation</td>
</tr>
</tbody>
</table>

4.5.8 Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Governance (13 CEUs)

This professional development certificate program is designed for newly-elected Members of Parliament. The program focuses on the fundamentals of parliamentary governance, including an overview of the three arms of government, different parliamentary models in the Commonwealth; the core functions of parliament (legislation, oversight, and representation); executive-legislative relations; the role of an MP; and the relationship between parliament and the media. Combining theory and practice, the program uses a blended learning methodology of face-to-face and online courses.
This program is offered in English and must be completed within 2 years.

**Required Courses**

- CBUS 250 (3) Introduction to Commonwealth Parliamentary Governance
- CBUS 251 (4) Contemporary Issues in Parliamentary Governance
- CBUS 252 (3) Advanced Commonwealth Parliamentary Governance
- CBUS 253 (3) Parliamentary Communications

### 4.5.9 Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Management (18 CEUs)

The professional development certificate program is designed for mid-level parliamentary staff who have the potential to reach the highest levels of parliamentary management. The curriculum is based on international best practices focusing on their application to parliamentary settings within different political systems and cultures. Combining theory and practice, the program uses a blended learning methodology of face-to-face and online courses. By equipping parliamentary staff to become the 'corporate memory' of parliament, the program helps build the legislatures of tomorrow.

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

**Required Courses**

- CBUS 244 (3) Current Trends in Parliamentary Administration
- CBUS 245 (1) Corporate Management of Parliament 1
- CBUS 246 (1) Corporate Management of Parliament 2
- CBUS 247 (1) Parliamentary Committees
- CBUS 248 (3) Public Financial Management
- CBUS 249 (1) Parliamentary Research and IT

### 4.5.10 Professional Development Certificate (Prof. Dev. Cert.) Project Management (33-45 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 (29 CEUs)**

- CBUS 216 (4.5) Interpersonal Skills for Professionals
- CCOM 208 (4.5) Professional Writing in Business
- CENG 221D1 (8) Project Management
- CENG 221D2 (8) Project Management
- CENG 223 (4) Strategic Project Leadership

**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
4.6 Chartered Financial Analyst® (CFA®) Exam Preparation

This comprehensive program provides candidates with the knowledge and skills necessary to prepare to take the Level I, II or III CFA® examinations in June 2017. The program is fully aligned with the Chartered Financial Analyst (CFA) Body of Knowledge™ curriculum and covers the required Learning Outcome Statements (LOS) for the CFA examinations. This program will be using SchweserNotes™ study material complemented and enhanced by McGill instructors, who will be sharing their expertise and exam writing strategies.

The program concludes with an intensive final exam review workshop, which will replicate the actual Level I, Level II or Level III exam experience.

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/finance/courses-and-workshops/cfaprep.