



**Career and Professional Development
Programs, Courses and University Regulations
2019-2020**

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

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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 programs and courses to advance your career. Whether you want to acquire new job-related skills, augment 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 current, relevant, and extensive experience in wide-ranging professions and industries such as Accounting, Aviation Management and Leadership, Business Analysis, Entrepreneurship, Finance, Data Analytics, Health Care, Human Resources, Information Technology, Intellectual Property, Management, Marketing, Project Management, Public Administration & Governance, 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

Telephone: 514-398-6200

Fax: 514-398-3108

Email: info.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/career-professional-development

1.3 Administrative Officers

Administrative Officers

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Inna Popova; B.A.(V.N. Karazin Univ.), Cert. HR Fnd(C'dia)	Director, Career & Professional Development (Non-Credit Programs)
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Felicia Ung; B.Sc.(McG.), G.D.B.A.(C'dia), Dip.HSSM.(McG.)	Program Administrator (Credit Programs)
Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)	Program Manager (Non-Credit Programs)
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TBA	Area Coordinator, Accounting and Taxation
Eduardo Lima; M.B.A.(McG.), Ph.D.(Penn.)	Area Coordinator, Finance
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Area Coordinator, Public Relations and Marketing

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

Area Coordinator, Integrated Aviation Management and Mathematics & Statistics

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

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

Loretta Loon; B.A.(York), B.Ed.(Brock), M.Ed.(York)

Faculty Lecturer, Program Coordinator, Indigenous Programs

Mary Dellar; B.A.(C'dia), M.B.A.(Ott.)

Faculty Lecturer

Nadège Firsova; M.B.A.(UQAM)

Faculty Lecturer

Kevin Gardner Gregory; B.Com.(C'dia), M.B.A.(Qu.)

Faculty Lecturer

Sylvain Gauthier; B.Eng.(Montr.), M.B.A.(HEC Montr.), P.M.P.

Faculty Lecturer

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
- aviation management professionals
- brand and product marketing experts
- business entrepreneurs
- data analysts
- digital marketing professionals
- financial analysts
- health care and social services managers
- human resources managers
- investment and treasury analysts
- IT business and support analysts
- logistics and supply-chain managers
- managers
- marketing and sales professionals
- money-market and merger and acquisition analysts
- physical distribution specialists and online retailers
- project managers
- public servants
- public relations professionals
- QA analysts and test engineers
- retirement and estate planners
- risk managers
- software engineers and developers
- systems, database, and network administrators
- webmasters, designers, and developers

2 Undergraduate Certificate Programs

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to advance your career. Our course lecturers are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as Accounting and Finance, Entrepreneurship, Health Care, Human Resources, Management, Marketing, Public Administration &

Governance, 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 certificate programs, university degree not required

- [section 2.1.1: Certificate in Accounting](#) (admissions no longer accepted)
- [section 2.1.2: Certificate in Applied Finance](#) (admissions no longer accepted)
- [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](#) (restricted program)
- [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 Administration and Governance](#)
- [section 2.1.11: Certificate in Public Relations and Communications Management](#)
- [section 2.1.12: Certificate in Software Development](#) (admissions no longer accepted)
- [section 2.1.13: Certificate in Supply Chain Management and Logistics](#)

2.1.1 Certificate in Accounting

****Admissions no longer accepted****

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

Ordre des CPA du Québec
 Telephone: 514-288-3256, ext. 2615
 Email: info@cpaquebec.ca
 Website: cpaquebec.ca/en/students-and-future-cpas

Program Requirements

See [section 2.1.14: Certificate \(Cert.\) Accounting \(30 credits\)](#).

2.1.2 Certificate in Applied Finance

****Admissions no longer accepted.****

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

Program Requirements

See [section 2.1.15: Certificate \(Cert.\) Applied Finance \(30 credits\)](#).

2.1.3 Certificate in Applied Marketing

This certificate 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.

Program Requirements

See [section 2.1.16: Certificate \(Cert.\) Applied Marketing \(30 credits\)](#).

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.

Program Requirements

See [section 2.1.17: Certificate \(Cert.\) Computers and Information Technology \(30 credits\)](#).

2.1.5 Certificate in Entrepreneurship

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

Program Requirements

See [section 2.1.18: Certificate \(Cert.\) Entrepreneurship \(30 credits\)](#).

2.1.6 Certificate in Health and Social Services Management

****This is a restricted program.****

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.

Program Requirements

See [section 2.1.19: Certificate \(Cert.\) Health and Social Services Management \(30 credits\)](#).

2.1.7 Certificate in Human Resources Management

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

Program Requirements

See [section 2.1.20: Certificate \(Cert.\) Human Resources Management \(30 credits\)](#).

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.

Program Requirements

See [section 2.1.21: Certificate \(Cert.\) Indigenous Business Management \(30 credits\)](#).

2.1.9 Certificate in Management

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

Program Requirements

See [section 2.1.22: Certificate \(Cert.\) Management \(30 credits\)](#).

2.1.10 Certificate in Public Administration and Governance

This new certificate focuses on public service management and introduces students to the current issues and policies that affect the day-to-day operations of public organizations.

Program Requirements

See [section 2.1.23: Certificate \(Cert.\) Public Administration and Governance \(30 credits\)](#).

2.1.11 Certificate in Public Relations and Communications Management

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

Program Requirements

See [section 2.1.24: Certificate \(Cert.\) Public Relations and Communication Management \(30 credits\)](#).

2.1.12 Certificate in Software Development

****Admissions no longer accepted.****

This certificate provides a solid foundation in software application development.

Program Requirements

See [section 2.1.25: Certificate \(Cert.\) Software Development \(30 credits\)](#).

2.1.13 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.

Program Requirements

See [section 2.1.26: Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#).

2.1.14 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

CMSC 101*	(3)	Mathematical Tools for Management Professionals
MGCR 211*	(3)	Introduction to Financial Accounting

* or the Exemption by Examination Test

Corequisites

CMSC 310*	(3)	Managerial Economics and Analysis
CMSC 320*	(3)	Business Statistics

* or the Exemption by Examination Test

Required Courses (24 credits)

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

Complementary Courses (6 credits)

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
CCLW 205	(3)	Introduction to Business Law
FINE 342	(3)	Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management

2.1.15 Certificate (Cert.) Applied Finance (30 credits)

** Admissions no longer accepted. **

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

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program.

Prerequisite Courses

CMSC 101*	(3)	Mathematical Tools for Management Professionals
MGCR 211*	(3)	Introduction to Financial Accounting

* or the Exemption by Examination Test

Corequisite Courses

CMSC 310*	(3)	Managerial Economics and Analysis
CMSC 320*	(3)	Business Statistics

* or the Exemption by Examination Test

Required Courses (21 credits)

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

Complementary Courses (9 credits)

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

2.1.16 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

CGMG 318	(0)	Selling Models and Business Negotiation
CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 230	(3)	Personal Selling and Customer Service
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking

2.1.17 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

CCCS 280	(3)	Introduction to Computer Information Systems
CCCS 300	(3)	Programming Techniques 1
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security

2.1.18 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
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* or the Exemption by Examination test

Required Courses (27 credits)

CACC 220	(3)	Accounting Concepts for Managers
CACC 520	(3)	Accounting for Management
CCLW 205	(3)	Introduction to Business Law
CENT 305	(3)	Sales and Negotiations
CENT 306	(3)	Launching a New Business
CENT 307	(3)	Creating a Business Plan
CENT 308	(3)	Financing a New Business
CENT 309	(3)	Business Growth Strategies and Issues
CGMG 318	(3)	Selling Models and Business Negotiation
CMSC 310	(3)	Managerial Economics and Analysis
CPRL 221	(3)	Professional Communication and Networking

Complementary Course (3 credits)

3 credits from:

CCCS 310	(3)	Web Development
CGMG 210	(3)	Fundamentals of Project Management
CGMG 319	(3)	International Business Practices
CMRK 235	(3)	Digital Media Marketing

2.1.19 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)

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

Required Courses (30 Credits)

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

2.1.20 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)

CORG 440	(3)	Organizational Learning and Development
CORG 445	(3)	Workforce Planning and Talent Acquisition
CORG 450	(3)	Workplace Health and Safety
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 525	(3)	Compensation Management

Complementary Course (3 credits)

3 credits from:

CGMG 282	(3)	Introduction to Business
CGMG 445	(3)	Ethical Issues in Business Practices
INDR 494	(3)	Labour Law
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

2.1.21 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
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* 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

2.1.22 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
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* or the exemption by examination test

Required Courses (24 credits)

CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
CMSC 310	(3)	Managerial Economics and Analysis
CMSC 320	(3)	Business Statistics
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Principles of Marketing

Complementary Courses (6 credits)

6 credits from the following:

CCLW 205	(3)	Introduction to Business Law
CGMG 210	(3)	Fundamentals of Project Management
CGMG 319	(3)	International Business Practices
CGMG 445	(3)	Ethical Issues in Business Practices
ECON 295	(3)	Macroeconomic Policy
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management
ORGB 423	(3)	Human Resources Management

2.1.23 Certificate (Cert.) Public Administration and Governance (30 credits)

The Certificate in Public Administration and Governance focuses on public service management, organization, and prioritization of day-to-day functions for people in management and for other stakeholders who work cooperatively and productively with others, including the needs of clients who use services in the public sector. A strong emphasis is placed on integrating the important current issues and policies that affect the day-to-day operating, decisions, systems and finances in a public organization.

Required Courses

CGMG 210	(3)	Fundamentals of Project Management
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
CPAG 220	(3)	Fundamentals of Public Finance, Budgeting and Reporting
CPAG 225	(3)	Foundations of Public Regulations and Ethics in Public Sector
CPAG 300	(3)	Lean Operational Practices in Public Services
CPAG 305	(3)	Current Issues in Public Sector Administration
CPAG 400	(3)	Diversity and Cross Cultural Management
CPAG 410	(3)	Strategic Planning and Implementation

2.1.24 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
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Principles of Marketing
MGCR 360	(3)	Social Context of Business

2.1.25 Certificate (Cert.) Software Development (30 credits)

** Admissions no longer accepted."

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
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* or the Exemption by Examination test

Required Courses (30 credits)

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

2.1.26 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
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* or the Exemption by Examination Test

Required Courses (30 credits)

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

2.2 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.

2.2.1 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.

2.2.2 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 the required level of proficiency in English **prior to admission** to McGill University, 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 consecutive 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 (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a 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 in order 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):
iBT (internet-based test): minimum acceptable score of 90 overall (with 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) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
5. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
6. University of Cambridge: Cambridge C1 Advanced. Certificate awarded with a grade of B or higher.

7. University of Cambridge: Cambridge C2 Proficiency. Certificate awarded with a grade of C or higher.
8. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
9. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”
10. Pearson Test of English - Academic: Overall score of 65 or better; individual component scores of 60 or better.



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

2.2.3 Admission Procedures for Certificate Programs

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

2.2.4 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.

2.2.5 Exemption by Examination

In general, certificates offered by Career and Professional Development are composed 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%, with the exception of CMSC 000 which requires a minimum passing 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 register for the Exemption by Examination test on the following website: www.mcgill.ca/continuingstudies/recognition-prior-learning. There is a CAD\$114.37 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to [the website](#).

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

Exemption by Examination

Thursday	April 18, 2019
Saturday	April 27, 2019
Wednesday	August 21, 2019
Thursday	August 22, 2019
Wednesday	November 27, 2019
Thursday	November 28, 2019
Saturday	December 14, 2019
Wednesday	April 22, 2020
Thursday	April 23, 2020



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

2.3 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.

2.3.1 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.

2.3.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception of CMSC 000 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 meet all academic and language requirements stipulated by Career and Professional Development, and must complete all courses, including corequisite and prerequisite courses, with a grade of C or better. A maximum of three grades below C in any course offered through Career and Professional Development is permitted on the record. In this context, grades below C include the grade of D (a conditional, non-conditional pass), F (a failure), and J (unexcused absence/failed). Special Students are permitted to repeat the same course only once. Special Students who accumulate more than three grades below C in Career and Professional Development and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in Career and Professional Development. Please note that even if a grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

2.3.3 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.

2.3.4 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. Corequisite courses must be respected for all courses - including all courses for which deferrals (L) have been granted.

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 prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted.

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.

Note: Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

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

Complementary Courses

Programs may comprise 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.

2.3.5 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. Please note that all program corequisites must be completed in order to graduate from the program.

2.3.6 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. The only exception is CMSC 000 for which a failure is defined as being a grade less than B- (65%).

2.3.7 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.

2.3.8 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.

2.3.9 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 a course in their program for one year will be required to reapply and meet any new program requirements.

2.3.10 Transfer of Program

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

2.4 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 advance your career. Our lecturers are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as:

- Accounting
- Aviation Management and Leadership
- Digital Analytics and Business Intelligence
- Entrepreneurship
- Finance
- Health Care
- Human Resources
- Internet Business
- International Business
- Leadership
- Management
- Marketing
- Public Service
- 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 graduate-level 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 3.1.1.2: Diploma in Accounting](#)
- [section 3.1.1.3: Diploma in Applied Marketing](#)
- [section 3.1.1.4: Diploma in Digital Analytics & Business Intelligence](#)
- [section 3.1.1.5: Diploma in Entrepreneurship](#)
- [section 3.1.1.6: Diploma in Health and Social Services Management \(Restricted admission\)](#)
- [section 3.1.1.7: Diploma in Human Resources Management](#)
- [section 3.1.1.8: Diploma in Integrated Aviation Management](#)
- [section 3.1.1.9: Diploma in Management](#)

International Business Concentration

Internet Business Concentration (*Program under review*)

General Management Concentration

- [section 3.1.1.10: Diploma in Professional Practice in Finance](#)
- [section 3.1.1.11: Diploma in Public Administration and Governance](#)
- [section 3.1.1.12: Diploma in Public Relations and Communications Management](#)
- [section 3.1.1.13: Diploma in Supply Chain and Operations Management](#)

Graduate Certificates

- [section 3.1.2.2: Graduate Certificate in Aviation Leadership](#)
- [section 3.1.2.3: Graduate Certificate in CPA Professional Education](#)
- [section 3.1.2.4: Graduate Certificate in Digital Marketing](#)
- [section 3.1.2.5: Graduate Certificate in Entrepreneurship](#)
- [section 3.1.2.6: Graduate Certificate in Financial Planning](#)
- [section 3.1.2.7: Graduate Certificate in Health Services Management](#)
- [section 3.1.2.8: Graduate Certificate in Human Resources Management](#)
- [section 3.1.2.9: Graduate Certificate in International Business](#)
- [section 3.1.2.10: Graduate Certificate in Internet Business \(Program under review\)](#)
- [section 3.1.2.11: Graduate Certificate in Leadership](#)
- [section 3.1.2.12: Graduate Certificate in Public Relations Management](#)

3.1.1 Diplomas

3.1.1.1 Admission Requirements – Diploma Programs

To be admitted to a 30-credit diploma program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see [section 3.2.2: Proof of Proficiency in English](#)). Some programs have additional requirements that are noted within the description of the specific program.

Applicants who have studied outside Canada are advised to request an evaluation of their degree, called an *Évaluation comparative des études effectuées hors du Québec*, from Quebec's *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. Further details can be found on the web at www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html, 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.

Admission Procedures

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

3.1.1.2 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

McGill University's School of Continuing Studies
688 Sherbooke Street West, Room 1140
Montreal QC H3A 3R1
Email: cpa.scs@mcgill.ca

Admission Requirements – Diploma in Accounting

In addition to the admission requirements stipulated in [section 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.14: Diploma \(Dip.\) Accounting \(30 credits\)](#).

3.1.1.3 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

In addition to the admission requirements outlined at [section 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.15: Diploma \(Dip.\) Applied Marketing \(30 credits\)](#).

3.1.1.4 Diploma in Digital Analytics & Business Intelligence

The Diploma in Digital Analytics & Business Intelligence equips students for careers in the increasingly important and in-demand fields of digital analytics, business intelligence, and data analytics.

Admission Requirements for the Diploma in Digital Analytics & Business Intelligence

In addition to the admission requirements outlined at [section 3.1.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree completed 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.

Program Requirements

See [section 3.1.1.16: Diploma \(Dip.\) Digital Analytics & Business Intelligence \(30 credits\)](#).

3.1.1.5 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 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.17: Diploma \(Dip.\) Entrepreneurship \(30 credits\)](#).

3.1.1.6 Diploma in Health and Social Services Management

**** Restricted Program ****

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 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.18: Diploma \(Dip.\) Health and Social Services Management \(30 credits\)](#).

3.1.1.7 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 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.19: Diploma \(Dip.\) Human Resources Management \(30 credits\)](#).

3.1.1.8 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 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.20: Diploma \(Dip.\) Integrated Aviation Management \(30 credits\)](#).

3.1.1.9 Diploma in Management

The School of Continuing Studies offers courses leading to the Diploma in Management.

Admission Requirements – Diploma in Management

Please see [section 3.1.1.1: Admission Requirements – Diploma Programs](#).

Diploma in Management: International Business Concentration

This program offers an understanding of issues such as international finance, international business relations, international marketing, Canadian import, export and customs regulations, and business relations.

For program requirements, see [section 3.1.1.22: Diploma \(Dip.\) Management: International Business Concentration \(30 credits\)](#).

Diploma in Management: Internet Business Concentration

*** Program under review ***

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

For program requirements, see [section 3.1.1.23: Diploma \(Dip.\) Management: Internet Business Concentration \(30 credits\)](#).

Diploma in Management: General

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education. This program is accredited by the Chartered Managers of Canada for the C.Mgr. designation.

For program requirements, see [section 3.1.1.24: Diploma \(Dip.\) Management: General \(30 credits\)](#).

3.1.1.10 Diploma in Professional Practice in Finance

This diploma is a Chartered Financial Analyst (CFA) university-affiliated program and prepares students to write level I, II, and III exams for the CFA Designation.

Admission Requirements – Diploma in Professional Practice in Finance

In addition to the admission requirements stipulated in [section 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.25: Diploma \(Dip.\) Professional Practice in Finance \(30 credits\)](#).

3.1.1.11 Diploma in Public Administration and Governance

The Diploma in Public Administration and Governance enables students to develop the functional and analytical skills critical for success in public service organizations.

Admission Requirements – Diploma in Public Administration and Governance

In addition to the admission requirements stipulated in [section 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.26: Diploma \(Dip.\) Public Administration and Governance \(30 credits\)](#).

3.1.1.12 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 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.27: Diploma \(Dip.\) Public Relations and Communications Management \(30 credits\)](#).

3.1.1.13 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 3.1.1.1: 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.

Program Requirements

See [section 3.1.1.28: Diploma \(Dip.\) Supply Chain and Operations Management \(30 credits\)](#).

3.1.1.14 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

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

* or the Exemption by Examination Test

Corequisites

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

* or the Exemption by Examination Test

Required Courses (24 credits)

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

CFIN 512	(3)	Corporate Finance
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Complementary Courses (6 credits)

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

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

3.1.1.15 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

CGM2 520	(0)	Sales Management and Negotiation Strategies
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
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
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

3.1.1.16 Diploma (Dip.) Digital Analytics & Business Intelligence (30 credits)

This program is designed to provide the fundamentals of digital media, digital analytics and data science technology so as to prepare students for careers in the increasingly important and in-demand fields of digital analytics, business intelligence and data analytics. The program objective is to use data to improve digital media, predict future trends, transform customer experiences, improve productivity, and guide business decision making. As such, students will be uniquely equipped with the deep analytical skills integral to business today.

Corequisite Course (3 credits)

CMS2 500	(3)	Mathematics for Management
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Required Courses (30 credits)

CCS2 505	(3)	Programming for Data Science
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience

CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 545	(3)	Cloud Computing Architecture
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMIS 550	(3)	Fundamentals of Big Data
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 527	(3)	Business Intelligence and Analytics
CMS2 529	(3)	Introduction to Data Analytics

3.1.1.17 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

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

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CEC2 532	(3)	Business Economics
CEN2 500	(3)	New Venture Formation
CEN2 506	(3)	Financing Startups and Ventures
CEN2 507	(3)	Venture Growth Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CGM2 520	()	Sales Management and Negotiation Strategies
CPL2 510	(3)	Communication and Networking Skills

Complementary Courses (3 credits)

3 credits from the following:

CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

3.1.1.18 Diploma (Dip.) Health and Social Services Management (30 credits)

** This is a restricted program **

The Diploma in Health and Social Services Management will prepare students with an integrated base of management knowledge in the field of health and social services management. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria, planning, directing, and coordinating the delivery of services in hospitals, reception centers for the youth and the elderly, local community

centers, and other health and social establishments. Individuals will acquire knowledge and develop skills to work with other professionals, for budgeting, managing employees, purchasing equipment, as well as overseeing facilities and equipment worth millions of dollars.

Corequisite

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

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools 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

3.1.1.19 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)	Human Resources Information Systems: HRIS

Complementary Courses (3 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CPL2 510	(3)	Communication and Networking Skills

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

3.1.1.20 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

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

3.1.1.21 Diploma (Dip.) Management: Entrepreneurship Concentration (30 credits)

** Admission no longer accepted. **

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

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

CPL2 553	(3)	Small Business Management
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Complementary Courses (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
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.

3.1.1.22 Diploma (Dip.) Management: International Business Concentration (30 credits)

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world. This program is designed so as to enable students to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, financial and managerial accounting, pricing and channels of distribution, international business relations, key factors to consider when entering foreign markets, and communication practices for developing optimal business strategies. Additional topics covered include Canadian import, export, and customs regulations, and venture growth strategies and business in Asian and other emerging markets.

Corequisite (3 credits)

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

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CEC2 532	(3)	Business Economics
CMR2 542	(3)	Marketing Principles and Applications
CMR2 566	(3)	Global Marketing Management
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business
CPL2 530	(3)	Canadian Import, Export and Customs Regulations
CPL2 554	(3)	International Business Policy

Complementary Courses (6 credits)

CCTR 535	(3)	Computer-Aided Translation and Terminology
CEN2 507	(3)	Venture Growth Strategies
CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 551	(3)	Behaviour in Organizations
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 535	(3)	Business in Emerging and Asian Markets

CPL2 590	(3)	Topics in International Business
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Or any other 500- or 600-level course offered and approved by Career and Professional Development.

3.1.1.23 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

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Programming for Data Science
CMIS 545	(3)	Cloud Computing Architecture
CMIS 550	(3)	Fundamentals of Big Data
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 527	(3)	Business Intelligence and Analytics
CMS2 529	(3)	Introduction to Data Analytics

3.1.1.24 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
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* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
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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.

3.1.1.25 Diploma (Dip.) Professional Practice in Finance (30 credits)

The Diploma in Professional Practice in Finance, a Chartered Financial Analyst (CFA) University Affiliated Program, prepares students to write level I, II, and III exams for the CFA Designation. This program is intended to allow students to develop professional competencies that will be recognized nationally and internationally. The program is designed to provide training in the competencies, techniques, and specific expertise required to become 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.

Prerequisite Courses

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

Corequisite Courses

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

Required Courses (27 credits)

CCFA 500	(1.5)	Professional Ethical Practices
CCFA 505	(1.5)	Financial Modeling
CCFA 510	(3)	Current Operations in Global Financial Markets
CCFA 515	(3)	Essentials of Financial Reporting and Analysis
CCFA 520	(3)	Theory of Capital Structure and Corporate Finance 1
CCFA 523	(3)	Corporate Treasury Management
CCFA 528	(3)	Investment Decisions and Effect of Behavioural Finance
CCFA 530	(3)	Introduction to Applications and Uses of Derivatives
CCFA 535	(3)	Theory of Capital Structure and Corporate Finance 2

CCFA 540	(3)	Portfolio Strategies and Management
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Complementary Courses (3 credits)

CCFA 536	(3)	Wealth Planning
CCFA 538	(3)	Mergers and Acquisitions Including Firm Valuation Methods
CCFA 542	(3)	Hedge Fund
CCFA 548	(3)	Alternative Investments
CCFA 595	(3)	Special Topics in Finance

3.1.1.26 Diploma (Dip.) Public Administration and Governance (30 credits)

The Diploma in Public Administration and Governance focuses on integrating the important current issues and practices that affect day-to-day operations, decisions, systems and finances in a public organization. It is designed to build core competencies to enable students to develop analytical skills and problem-solving strategies that are critical for success in public service organizations, and to formalize functional skills necessary for effective management within the public sector. 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

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 551	(3)	Behaviour in Organizations
CPAG 500	(3)	Lean Operations in Public Services
CPAG 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector
CPAG 520	(3)	Leadership and Governance in Public Organizations
CPAG 525	(3)	Public Finance, Budgeting and Reporting
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management

3.1.1.27 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.

3.1.1.28 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

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

Required Courses (30 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 515	(3)	Operations Management
CMS2 524	(3)	Management of Service Operations
CMS2 525	(3)	Supply Chain Management
CMS2 527	(3)	Business Intelligence and Analytics
CMS2 531	(3)	Re-Engineering and Integration of Business Systems
CMS2 532	(3)	Lean Operations Systems
CMS2 540	(3)	Six-Sigma Quality Management
CMS2 550	(3)	Supply Chain Field Project

3.1.2 Graduate Certificates

Graduate Certificates are offered in 11 specializations that include: Aviation Leadership, CPA Professional Education, Digital Marketing, Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, 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.

3.1.2.1 Admission Requirements for Graduate Certificates

To be admitted to the 15- to 24-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated), 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 university academic studies, meet any other requirements specified, and meet the language requirements. Please note that some programs have additional requirements that are noted within the description of the specific program. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs 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.

3.1.2.2 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.

Admission Requirements - Graduate Certificate in Aviation Leadership

In addition to the admission requirements stipulated in [section 3.1.2.1: 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 university-level academic studies and three years of recent work experience in an aviation-related managerial role. All applicants must submit their curriculum vitae and two letters of reference.

Program Requirements

See [section 3.1.2.13: Graduate Certificate \(Gr. Cert.\) Aviation Leadership \(24 credits\)](#).

3.1.2.3 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).

Admission Requirements - Graduate Certificate in CPA Professional Education

In addition to the admission requirements stipulated in [section 3.1.2.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce (BCom) degree with a major or honours in accounting from a recognized Canadian university with minimum CGPA of 3.0 out of 4.0. Students who do not have a Canadian BCom (major or honours in accounting) must have a recognized Bachelor degree in any other discipline from an accredited university along with a Diploma in Accounting from McGill University School of Continuing Studies or an equivalent credit program from a recognized Canadian university. Both the undergraduate degree and the Diploma in Accounting or equivalent credit program must each be completed with a minimum CGPA of 3.0 out of 4.0. This must include completion of the eighteen (18) mandatory prerequisite courses with a minimum grade of B-. All mandatory prerequisite courses must add up to a minimum cumulative grade point average of 3.0 out of 4.0. All applicants must submit their curriculum vitae and two letters of reference.

Note: Meeting the minimum CGPA does not guarantee admission in to the Graduate Certificate in CPA Professional Education.

The list of undergraduate level mandatory prerequisite technical courses as part of the BCom or Certificate in Accounting must have been successfully completed within the last 5 years with a grade of B- or higher are: ACCT 351, ACCT 352, ACCT 361, ACCT 362, ACCT 385, ACCT 453, ACCT 463, ACCT 475, ACCT 486, FINE 342, MGCR 211, MGCR 341, and MGCR 423. These 13 mandatory prerequisite courses must add up to a minimum cumulative grade point average of 3.0 out of 4.0.

The list of undergraduate level mandatory prerequisite non-technical courses as part of the BCom or Certificate in Accounting must have been successfully completed within the last 10 years with a grade of B- or higher are: BUSA 364, CMS2 500, MGCR 273, MGCR 293, and MGCR 331.

The list of graduate level mandatory prerequisite technical courses as part of the Diploma in Accounting must have been successfully completed within the last 5 years with a grade of B- or higher are: CACC 521, CCAU 511, CCFC 511, CCFC 512, CCFC 513, CCMA 511, CCMA 522, CCMA 523, CCTX 511, CCTX 532, CFIN 512, CFIN 522, and CPL2 552. These 13 mandatory prerequisite courses must add up to a minimum cumulative grade point average of 3.0 out of 4.0.

The list of graduate level mandatory prerequisite non-technical courses as part of the Diploma in Accounting must have been successfully completed within the last 10 years with a grade of B- or higher are: CCLW 511, CEC2 532, CMIS 541, CMS2 500 and CMS2 521.

Program Requirements

See [section 3.1.2.14: Graduate Certificate \(Gr. Cert.\) CPA Professional Education \(24 credits\)](#).

3.1.2.4 Graduate Certificate in Digital Marketing

The Graduate Certificate in Digital Marketing has been developed for students who wish to upgrade their existing knowledge and skills in marketing to specialize in the dynamic digital environment.

The program is designed to provide students with prior marketing knowledge the opportunity to develop a solid understanding of the theoretical foundations, tools, and skills to implement and measure digital strategies, engage with consumers, apply search engine optimization (SEO), optimize the user experience, and develop a digital marketing strategy that is aligned to traditional marketing efforts.

Admission Requirements - Graduate Certificate in Digital Marketing

In addition to the admission requirements stipulated in [section 3.1.2.1: Admission Requirements for Graduate Certificates](#), students must have completed a Bachelor 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 university-level academic studies. Applicants must also have a minimum of three years recent, relevant work experience in Marketing or a Diploma in Applied Marketing. All applicants must provide their curriculum vitae and two letters of reference.

Program Requirements

See [section 3.1.2.15: Graduate Certificate \(Gr. Cert.\) Digital Marketing \(15 credits\)](#).

3.1.2.5 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 3.1.2.1: 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.

Program Requirements

See [section 3.1.2.16: Graduate Certificate \(Gr. Cert.\) Entrepreneurship \(15 credits\)](#).

3.1.2.6 Graduate Certificate in Financial Planning**Admission Requirements – Graduate Certificate in Financial Planning**

In addition to the admission requirements stipulated in [section 3.1.2.1: 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 Diploma in Applied Finance or a Diploma in Professional Practice 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.

Program Requirements

See [section 3.1.2.17: Graduate Certificate \(Gr. Cert.\) Financial Planning \(15 credits\)](#).

3.1.2.7 Graduate Certificate in Health Services Management****Restricted Program****

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 3.1.2.1: 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.

Program Requirements

See [section 3.1.2.18: Graduate Certificate \(Gr. Cert.\) Health Services Management \(15 credits\)](#).

3.1.2.8 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 3.1.2.1: 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.

Program Requirements

See [section 3.1.2.19: Graduate Certificate \(Gr. Cert.\) Human Resources Management \(15 credits\)](#).

3.1.2.9 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 3.1.2.1: Admission Requirements for Graduate Certificates](#).

Program Requirements

See [section 3.1.2.20: Graduate Certificate \(Gr. Cert.\) International Business \(15 credits\)](#).

3.1.2.10 Graduate Certificate in Internet Business

****Program under review****

Admission Requirements – Graduate Certificate in Internet Business

In addition to the admission requirements stipulated in [section 3.1.2.1: 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.

Program Requirements

See [section 3.1.2.21: Graduate Certificate \(Gr. Cert.\) Internet Business \(15 credits\)](#).

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

In addition to the admission requirements stipulated in [section 3.1.2.1: 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 2.2.2: Proof of Proficiency in English](#)).

Program Requirements

See [section 3.1.2.22: Graduate Certificate \(Gr. Cert.\) Leadership \(24 credits\)](#).

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

In addition to the admission requirements stipulated in [section 3.1.2.1: Admission Requirements for Graduate Certificates](#), 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 university-level academic studies. Applicant must also have a minimum of three years recent, relevant work experience in public relations or the communications industry. All applicants must provide their curriculum vitae and two letters of reference.

Program Requirements

See [section 3.1.2.24: Graduate Certificate \(Gr. Cert.\) Public Relations Management \(15 credits\)](#).

3.1.2.13 Graduate Certificate (Gr. Cert.) Aviation Leadership (24 credits)

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)

CGM2 510	(3)	Project Management: Tools and Techniques
CIAM 550	(3)	Commun & Networking Skills for Aviation Professionals
CIAM 552	(3)	Analytics & Bus. Intelligence for Aviation Professionals
CORG 551	(3)	Behaviour in Organizations
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills

CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management

Note: The courses in this program have an aviation focus.

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

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)

CCPA 601	(6)	CPA Foundations 1
CCPA 602	(6)	CPA Foundations 2
CCPA 631	(3)	Case-Writing and Communications for CPAs
CCPA 641	(3)	Capstone 1 Seminar

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.

CCPA 621	(3)	Taxation
CCPA 622	(3)	Performance Management
CCPA 623	(3)	Assurance
CCPA 624	(3)	Finance for CPAs
CCPA 642	(0)	Capstone 2 Examination Preparation

3.1.2.15 Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits)

The Graduate Certificate in Digital Marketing has been developed for students who wish to upgrade their existing knowledge and skills in marketing to specialize in the dynamic digital environment. The program is designed to provide students with prior marketing knowledge the opportunity to develop a solid understanding of the theoretical foundations, tools, and skills to implement and measure digital strategies, engage with consumers, apply search engine optimization (SEO), optimize the user experience, and develop a digital marketing strategy that is aligned to traditional marketing efforts. The program comprises four required courses and one complementary course.

Required Courses (12 credits)

CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMR2 573	(3)	Digital Marketing Communications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CMR2 542	(3)	Marketing Principles and Applications

CMR2 548	(3)	Processes of Marketing Research
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management

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

3.1.2.16 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)

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.

3.1.2.17 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
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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
CFIN 501	(3)	Retirement, Estate and Tax Planning
CGM2 520	(0)	Sales Management and Negotiation Strategies

CPD2 505	(3)	Risk Management and Insurance
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3.1.2.18 Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)

** This is a restricted program. **

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

Required Courses (9 credits)

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

Complementary Courses (6 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 556	(3)	Managing and Engaging Teamwork
CPL2 510	(3)	Communication and Networking Skills

3.1.2.19 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)**Corequisite**

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

Required Courses (12 credits)

CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Courses (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 557	(3)	Talent and Performance Management
CORG 565	(3)	Human Resources Information Systems: HRIS
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

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

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world. This program is designed to enable students, who hold a Bachelor's Degree in Commerce (or equivalent), to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, leading in global workplaces, key factors to consider when entering foreign markets, and communication practices for developing optimal business strategies. Additional topics covered include Canadian import, export and customs regulations, venture growth strategies and business in Asian and other emerging markets.

Required Courses (9 credits)

CPL2 524	(3)	Introduction: International Business
CPL2 530	(3)	Canadian Import, Export and Customs Regulations
CPL2 554	(3)	International Business Policy

Complementary Courses (6 credits)

CEN2 507	(3)	Venture Growth Strategies
CGM2 510	(3)	Project Management: Tools and Techniques
CMR2 566	(3)	Global Marketing Management
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 535	(3)	Business in Emerging and Asian Markets
CPL2 590	(3)	Topics in International Business

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

3.1.2.21 Graduate Certificate (Gr. Cert.) Internet Business (15 credits)**Required Courses (12 credits)**

CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Programming for Data Science
CCS2 510	(3)	Computer Network and Internet Security
CMIS 545	(3)	Cloud Computing Architecture
CMIS 550	(3)	Fundamentals of Big Data
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 527	(3)	Business Intelligence and Analytics

3.1.2.22 Graduate Certificate (Gr. Cert.) Leadership (24 credits)

The Leadership Program focuses on developing leadership competencies and tools to better manage and lead people. Participants will gain insight into innovative leadership practices, and acquire skills to lead in a diverse workplace, negotiate skillfully, influence teams, and deliver results and leverage business and people data analytics to make effective decisions. The Program uses learner-centered instructional methodology, fostering a deeper understanding of concepts and empowering learners to integrate what they have learned about leadership into immediate practice. Courses are also designed to develop problem-solving and critical thinking. Courses incorporate simulations, experiential activities, case studies, and industry guest speakers who are industry leaders and experts.

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CORG 551	(3)	Behaviour in Organizations
CPL2 511	(1.5)	Business Analytics for Decision-Making
CPL2 512	(1.5)	People Analytics for Decision-Making
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management
CPL2 591	(1)	Essentials Coaching Skills
CPL2 592	(1)	Performance and Developmental Coaching Skills
CPL2 593	(1)	Transformative Coaching Skills

3.1.2.23 Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits)

** This program is currently not offered. **

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

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

(minimum B- required)

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

Prerequisite Courses for Diploma in Accounting Students (42 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCLW 511	(3)	Law 1
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3

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

Required Courses (16 credits)

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

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

Complementary Courses (8 credits)

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

3.1.2.24 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 comprise 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/recognition-prior-learning.

Students may register for the Exemption by Examination test on the following website: www.mcgill.ca/continuingstudies/recognition-prior-learning. There is a CAD\$ 114.37 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the website.

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

Exemption by Examination	
Thursday	April 18, 2019
Saturday	April 27, 2019
Wednesday	August 21, 2019
Thursday	August 22, 2019
Wednesday	November 27, 2019
Thursday	November 28, 2019
Saturday	December 14, 2019
Wednesday	April 22, 2020
Thursday	April 23, 2020



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 the required level of proficiency in English **prior to admission** to McGill University, 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 consecutive 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 an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a 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 in order 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) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. McGill SCS TELP (McGill SCS Test of English Language Proficiency): a Category A result.
5. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
6. University of Cambridge: Cambridge C1 Advanced. Certificate awarded with a grade of “B” or higher.
7. University of Cambridge: Cambridge C2 Proficiency. Certificate awarded with a grade of “C” or higher.
8. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
9. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”
10. Pearson Test of English - Academic: Overall score of 65 or better; individual component scores of 60 or better.



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, the institutional code at McGill University is 0935-00.

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** courses with a minimum grade of B- 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 for 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, prerequisite, required, and complementary 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 meet all academic and language requirements stipulated by Career and Professional Development and 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 fail to comply with the minimum standards set by Career and Professional Development may not continue in their program, may not take courses as a Special Student, 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. Students may likewise dispute decisions that concern the application of academic regulations and requirements to students. 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 a 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. Corequisite courses must be respected for all courses – including all courses for which deferrals (L) have been granted.

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. Please note that all program corequisites must be completed in order to graduate from 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. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted.



Note: Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

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

Complementary Courses

Programs may comprise 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 throughout the year. Please refer to the School of Continuing Studies website for the precise dates. These sessions will give you an opportunity to learn more about specific programs and courses. Academic advisers will be available at these sessions to provide you with details on program requirements, admission procedures, etc. We urge you to attend these sessions if you are planning to take courses in the upcoming term.

3.2.6.5 Registration in Graduate-Level Courses

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

3.3 Engineering – Graduate Level

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

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

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

Students wishing information on admission requirements should contact the relevant departments.

Ordre des Ingénieurs du Québec

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

L'Ordre des Ingénieurs du Québec
Windsor Station
1100 Canadiens-de-Montréal Avenue, Office 350
Montreal QC H3B 2S2
Telephone: 514-845-6141
Website: www.oiq.qc.ca

3.4 Language Requirements for Professions

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. This does not apply to applications to the Graduate Certificate in CPA Professional Education as you must meet the minimum CGPA requirements indicated for that 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 (signed and on letterhead): 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/how-apply-program.

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
- Business Valuation
- CFA Exam Preparation
- Data Analytics for Business
- Data Science and Machine Learning
- Digital Content and Community Management
- Engineering
- Intellectual Property
- Parliamentary Management
- Project Management
- Public Speaking

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
- 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/catalog 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](http://www.mcgill.ca/continuingstudies/catalog) 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/catalog 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 website at www.mcgill.ca/continuingstudies/course-withdrawals). 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/area-of-study/intellectual-property.

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 Québec* (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.

Clinical Toxicology: Fundamentals for Front-Line Practitioners

Toxicity and poisoning are frequently encountered in the emergency department and can carry a high morbidity or mortality risk. Significant improvement in patient outcomes result with rapid diagnosis, collaboration and appropriate management with the multiple physician teams involved.

Drawing on the expertise of toxicologists and educators, the purpose of this 3-module online course is to provide a practical approach to managing patients poisoned with commonly used substances.

Learner Outcomes:

- Flexibility—access the modules from anywhere and study at any time;
- Animated didactic videos, interactive slides, and simulated case scenarios will prepare you to rapidly diagnose and appropriately manage poisonings;
- Attestation of Completion from McGill's School of Continuing Studies will be awarded upon successful completion.

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

4.3 Course Offerings: Non-Credit Courses

Non-Credit Courses

YCBS 204	Effective Public Speaking
YCBS 210	Comprehensive Business Analysis
YCNG 221	Project Management
YCNG 223	Strategic Project Leadership
YCNG 224	Agile Project Management
YCBS 110	Current Trends in Digital Communication
YCBS 111	Content Creation
YCBS 112	Social Media Strategies and Community Management

Non-Credit Courses

YCBS 113	Strategic Digital Communications
YCBS 114	Content Management and Architecture
YCBS 216	Interpersonal Skills for Professionals
YCBS 221	Leading Sustainable Change
YCBS 230	Level 1 – Introductory Business Valuation
YCBS 231	Level 2 – Intermediate Business Valuation
YCBS 232	Level 3 – Advanced Business Valuation
YCBS 233	Level 4 – Special Topics in Business Valuation
YCBS 234	Litigation Support in Business Valuation
YCBS 235	Private Company Finance
YCBS 236	Introduction to Valuation for Financial Reporting
YCBS 242	Applied Business Analysis
YCBS 243	Introduction to Business Analytics and Data Modeling
YCBS 244	Current Trends in Parliamentary Administration
YCBS 245	Corporate Management of Parliament 1
YCBS 246	Corporate Management of Parliament 2
YCBS 247	Parliamentary Committees
YCBS 248	Public Financial Management
YCBS 249	Parliamentary Research and IT
YCBS 250	Introduction to Commonwealth Parliamentary Governance
YCBS 255	Computational Applied Statistics
YCBS 256	Data Science for Business Decisions
YCBS 257	Data at Scale
YCBS 258	Practical Machine Learning
YCBS 260	Statistics for Business Decision Making
YCBS 261	Data Analytics Fundamentals
YCBS 262	Leading Data Science Projects & Teams
YCBS 299	Data Science Capstone Project

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, trademarks, copyrights, and industrial designs).

Please visit our website at www.mcgill.ca/continuingstudies/program/intellectual-property-summer-program for a detailed course brochure. You can find out more about IPIC online at www.ipic.ca.

Understanding Patents – An Introductory Course – July 15-19, 2019

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 Trademarks – An Introductory Course – July 8-12, 2019

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

Copyright Master Class – July 22-24, 2019

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, trademark 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.

McGill-ETS Intensive Summer Program – Best Practices in Aerospace Management – May 28–June 1, 2019

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

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

For more information, see www.mcgill.ca/continuingstudies/program/cape-lecture-networking-series.

Social Media and Digital Communication Strategies in Business – July 29–August 16, 2019

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.

For more information, see [see the Continuing Studies website](#).

Project Management – July 29–August 16, 2019

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).

For more information, see www.mcgill.ca/continuingstudies/area-of-study/business-analysis-project-management.

Business Analytics – July 29–August 16, 2019

This program will introduce you to the world of data management and how it can help increase business performance, innovation potential and customer satisfaction using two powerful tools: Business Analytics to collect, analyze and visualize data and Agile Project Management to gain competitive advantage and risk reduction in the context of constantly changing business environment.

For more information, see [the Continuing Studies website](#).

4.5 Professional Development Certificates (CE Units)

Professional Development Certificates are non-credit transcript micro-programs, which allow professionals who already have some experience in a specific industry or professional field to sharpen their professional skills and competencies, as well as validate them through academic recognition.

Information on **Professional Development Certificates** can be found at www.mcgill.ca/continuingstudies/areas-study

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 for admission requirements, application procedures, and further information.

- **Professional Development Certificate in Business Analysis:**
www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-analysis
- **Professional Development Certificate in Business Valuation:**
www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-valuation
- **Professional Development Certificate in Data Analytics for Business:**
www.mcgill.ca/continuingstudies/program/professional-development-certificate-data-analytics-business
- **Professional Development Certificate in Data Science and Machine Learning:**
www.mcgill.ca/continuingstudies/program/professional-development-certificate-data-science-and-machine-learning
- **Professional Development Certificate in Digital Content and Community Management:**
www.mcgill.ca/continuingstudies/program/professional-development-certificate-digital-content-community-management
- **Professional Development Certificate in Parliamentary Management:**
www.mcgill.ca/continuingstudies/program/professional-development-certificate-parliamentary-management

- **Professional Development Certificate in Project Management:** www.mcgill.ca/continuingstudies/area-of-study/business-analysis-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. 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/program/mcgills-chartered-financial-analyst-cfar-exam-preparation-program.

