



**McGill**

School of  
Continuing Studies

SHAPE  
YOUR  
*Nation's  
future*



**Undergraduate  
Certificate  
in Indigenous  
Business  
Management**



In collaboration with



**McGill University comes to you online, at times that fit your schedule. The Undergraduate Certificate in Indigenous Business Management offers interactive learning that is adapted to the realities of daily life. You will learn business skills and knowledge in high demand by employers, government and business owners.**



## **A FEW WORDS FROM THE TEAM**

We proudly continue our tradition of high-quality, accessible, innovative, market-responsive education. We're committed to delivering rich academic and practical programs that will help you to gain momentum in your career.

We would like to thank Indigenous and Northern Affairs Canada for supporting and funding this initiative.

We invite you to discover the McGill experience.

Technology gives us a way to pass along knowledge like never before. It opens the door to new opportunities and new ways of working, to help our communities, connect, prosper and grow.

## Learn new skills in Business Management

The goal of the online Undergraduate Certificate in Indigenous Business Management is to enrich the lives of **First Nations, Inuit and Métis Peoples and their communities**. With this education, you can help shape your Nation's future.

No job is more enriching and valuable than building and growing a business that creates a sustainable future for your community. You will learn how to create a business plan, run daily operations, handle funds and manage human resources.

## Not lost in translation

Course content will be tailored specifically to the needs of Northern Indigenous communities.

Such as:

- Guest lecturers from the North.
- Instructors work closely with your community to develop course materials.
- Case studies and business practices from local industries, and other organizations – from both Northern and Southern Canada.



## Teaching and Learning Approach

Our teaching and learning philosophy is to adopt a learner-centred approach.

- We believe that learning occurs when participants get opportunities to obtain knowledge through the four phases of the learning cycle:
  - Applying the concepts learned in the class to the work environment
  - Reflecting on and analyzing experiences
  - Formulating one's own conclusions about the relationships between concepts and application
  - Planning for effective actions in similar situations
- We focus on competency development.
- We believe that education is only useful and beneficial to the individual and the organization if it translates into change and observable behaviours.
- We make the theory contextual by engaging the learner through their own experience.

Earn a McGill education in Indigenous Business Management from the comfort of your community. No travel necessary. No extra living expenses to pay.

Write the next chapter for generations to come.



Support

Local support for these courses come from McGill University and your community.

- A LOCAL NORTHERN COORDINATOR will work closely with McGill University to oversee course administration. The Local Coordinator will collect your application forms, registration forms, and supporting documents to send to McGill.
- TECHNICAL SUPPORT is available for both students and course lecturers during classes.
- A TUTOR is available to help students with any course content that they may find difficult.
- FIRST PEOPLES' HOUSE at McGill University supports Indigenous students. An Indigenous Outreach Administrator can help you find the academic support and resources that you need to succeed both on campus and online.
- A DEDICATED ADVISOR at the School of Continuing Studies available to meet with students online to discuss all aspects of their education.

Course delivery

- Online courses in Indigenous Business Management are offered in the evenings (6 pm – 9 pm).
- During fall, winter and summer, classes meet once or twice a week for 7-13 weeks.
- Students log in online to see, hear and interact with course lecturers and fellow students face-to-face.
- Learners engage, learn and connect through interactive activities and collaborative teamwork.

Graduation

- When all of the courses have been successfully completed, the time to celebrate arrives!
- Attend convocation and receive your Undergraduate Certificate on stage with your fellow students.
- Share your success with your friends and family at the First Peoples' House Convocation Dinner.
- Receive your specially-designed scarf in recognition of your achievements at the scarf ceremony.

Funding

Band Councils, local economic development offices, communities and governments may be able to assist with local resources, such as computers and classrooms.

Talk to your local Band Council or Nation government about access to educational subsidies, repayable loans and other financial support for educational programs.



## About the Undergraduate Certificate in Indigenous Business Management

The Undergraduate Certificate in Indigenous Business Management offers ten 3-credit synchronous online courses for students.

Each 3-credit course is divided into themes and topics tailored specifically to the needs of Indigenous communities and formatted for optimal comprehension. Learn the essential skills to starting, promoting, and managing a socially relevant business or organization.

### Entrepreneurship:

- Develop skills to start, promote and manage a socially relevant business or organization.
- Launch your idea — create change — make a difference.
- Be the next Bill Gates or Mark Zuckerberg!

### Management:

- Learn to lead and manage people effectively.
- Communicate with confidence.
- Design and lead projects.
- Negotiate and manage conflict.

# COURSE DESCRIPTIONS

## → CACC 220 Accounting Concepts For Managers (3 credits)

This course covers concepts in managerial and financial accounting, develops an understanding of cost behaviour, budgeting and financial statements, and provides practice in financial decision-making skills.

## → CCLW 300 Public Administration and Law for Indigenous Peoples (3 credits)

This course focuses on the development, implementation and administration of government policies and its role in enhancing community economic development. The course will focus on approaches, practices and multi-disciplinary skills needed for efficient and ethical administration, the laws and regulations governing these practices, and ways to develop effective relationships with industry and government.

## → CCOM 205 Communication for Management (3 credits)

Written and oral communication in Management (in English): emphasis on strategies for identifying, analyzing, and solving writing and speaking problems. Course work based on academic and professional communication in management.

## → CENT 305 Sales and Negotiations (3 credits)

Skills necessary to sell your business vision and its products and services in a competitive marketplace. Focus on specific strategies and techniques to convince all stakeholders of your company's value proposition. In addition, skills needed to negotiate win-win business arrangements are developed and practiced.

## → CENT 307 Creating a Business Plan (3 credits)

The importance of creating a business plan for entrepreneurs is discussed. The elements of a solid plan and components that should be included are explained. The foundations of preparing a tailored business plan and the key to making an effective presentation are also covered.

## → CGMG282 Introduction to Business (3 credits)

A broad introduction to business based on the functional areas: accounting, finance, human resources management, industrial relations, marketing, production, and general management. For each area lectures introduce basic concepts, which students apply to cases that depict the complexity of decision-making in the business world.

## → CGMG 210 Fundamentals of Project Management (3 credits)

Fundamental principles and best practices of project management essential to the successful development of projects or other complex undertakings within an organization; includes methods for defining, planning, and scheduling activities and resources.

## → CGMG 305 Managing in Public and Non-Profit Organizations (3 credits)

This course provides learners with the knowledge, competencies and aptitudes necessary for managing and leading both private businesses and organizations in the not-for-profit sector. Topics include governance, community services, community systems, management vs leadership style, and understanding the differences between strategic and operational planning, with an emphasis on financial and human resource management.

## → CORG 225 Foundation of Organizational Behaviour and Administration (3 credits)

This course covers diverse theories and applications such as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. Levels of analysis are on the individual, team and organizational level.

## → CORG 420 Human Resource Management: Theory and Practice (3 credits)

**Prerequisite:** CORG 225

This course provides a comprehensive overview of human resources management (HRM) and an understanding of the strategic role HRM plays in the work environment. It introduces students to current HRM concepts, skills and practices, focusing on both theory and its practical application. Topics include: human resources planning, job analysis and design, recruitment selection and retention, training, performance management, organizational development and change, compensation and benefits, labour relations, legal issues, and strategic issues and challenges in HRM.

## Who can answer my questions?

If you have questions, we want to help! Our administrative coordinator is available Mondays to Fridays from 9am-5pm to help you with your application, or find answers to your questions. Busy during the day? Just send us an email, and we'll answer as soon as we can!

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Career and Professional Development (Credit Programs)  
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Montreal, Quebec  
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Tel: 514-398-5055  
Fax: 514-398-3108  
Email: [cpdonline.scs@mcgill.ca](mailto:cpdonline.scs@mcgill.ca)

## Admission Requirements

The courses are aimed at First Nations, Inuit and Métis Peoples where:

→ Applicants 21 years of age and older may be admitted as mature participants

OR

→ Applicants must hold a CEGEP diploma (DCS, DEC or equivalent)





## What documents do I send?

McGill University School of Continuing Studies will provide the following forms for you to complete and send:

- Your application form\* (to be completed once)
- Your permanent code data form\* (to be completed once)
- Your registration form\* (to be completed every time you register into a course)

**Please also submit:**

- A one-page letter of intent telling us why you would like to enroll in this program
- Two pieces of valid ID from the following:
  1. A copy of your **Indian Status Card** (front and back)
  2. A copy of your **Quebec Birth Certificate**
  3. A copy of your Driving License (front and back) **OR** Quebec Medicare (RAMQ) card (front and back)

\* The Coordinator will assist participants in completing the documents.

\* High School transcripts may be required to prove English proficiency.

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continuingstudies](http://mcgill.ca/continuingstudies)