



Certificate in Accounting and Finance

Prepare for a Career in the Accounting Profession at McGill

The Certificate in Accounting and Finance program is an undergraduate-level certificate program which is intended to provide students with professional competencies and skills in applied accounting and finance that will enhance their career prospects in related fields. Students will be exposed to cutting-edge topics and technologies, such as the use of artificial intelligence, Big Data and Blockchain technologies.

Be among a select group of professionals in a stimulating and challenging career. Whether you want to work in public practice, at an accounting and finance firm, in business, in industry or in government, the accounting profession offers you a variety of rewarding career options. You can utilize the knowledge and skills obtained in a variety of different industries such as sports, entertainment, finance, technology or travel.

You will be able to practice your profession in any of the following areas:

- Accounting and business planning
- Tax planning and preparation
- Controllership services
- Systems Advice and Implementation
- Accounting and Finance
- Budget Analysis Consultant
- Business start-up advice
- Auditing
- Management consulting
- Financial planning
- Financial reporting

Note: This program is effective as of Fall 2019.

The Program

The Certificate in Accounting and Finance is a 30-credit program, which consists of (two external pre-requisite course, five pre-requisites courses) 10 required courses and 1 (optional) complementary course.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. Courses can be taken in the Fall, Winter, Spring and Summer sessions. Classes in the Spring and Summer sessions may be given in less than 13 weeks. Not all courses are offered every semester.

The certificate's program requirements are:

N.B.: CMSC 000, Foundations of Mathematics, is an external pre-requisite to the program. CMSC 000 is a pre-requisite to CMSC 101, Mathematical Tools for Management Professionals, and must be completed (with a minimum grade of 65) before CMSC 101 can be taken. Students may apply for Advanced standing at the time of admission or they may take an Exemption by Examination Test.

EXTERNAL PREREQUISITE TO THE PROGRAM

CMSC 000 Foundations of Mathematics*	(0 credits)
CMSC 101 Mathematical Tools for Management Professionals*	(3 credits)

* Or the Exemption by Examination Test

PREREQUISITE TO THE PROGRAM

CACF 210 Introductory Financial Accounting	(3 credits)
CACF 215 Introductory Managerial Accounting	(3 credits)
CACF 310 Intermediate Financial Reporting 1	(3 credits)
CACF 325 Intermediate Financial Reporting 2	(3 credits)
CCLW 205 Introduction to Business Law	(3 credits)

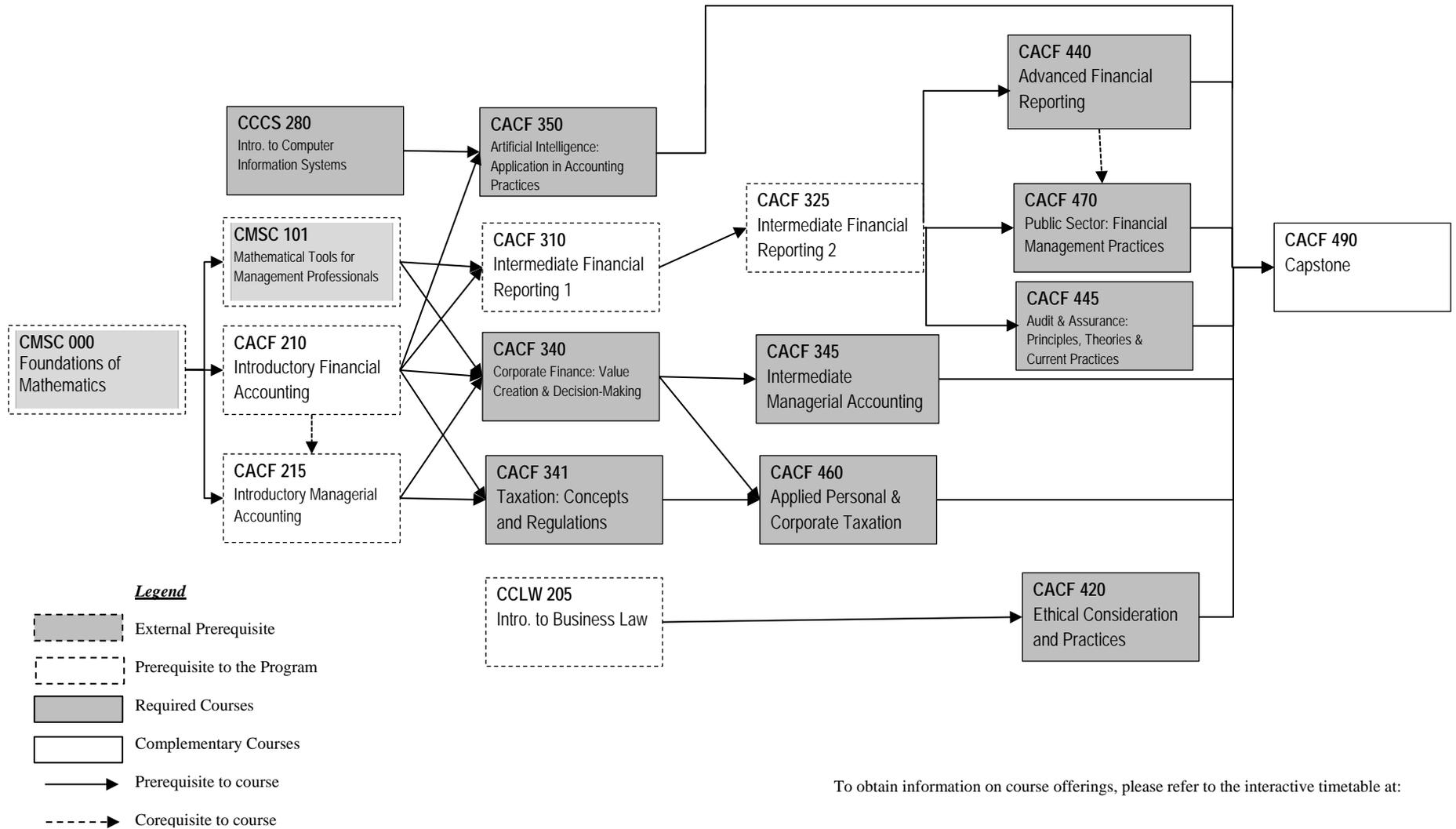
REQUIRED COURSES (30 credits)

CACF 340 Corporate Finance: Value Creation and Decision-Making	(3 credits)
CACF 341 Taxation: Concepts and Regulations	(3 credits)
CACF 345 Intermediate Managerial Accounting	(3 credits)
CACF 350 Artificial Intelligence: Application in Accounting Practices	(3 credits)
CACF 420 Ethical Considerations and Practices	(3 credits)
CACF 440 Advanced Financial Reporting	(3 credits)
CACF 445 Audit and Assurance: Principles, Theories and Current Practices	(3 credits)
CACF 460 Applied Personal and Corporate Taxation	(3 credits)
CACF 470 Public Sector: Financial Management Practices	(3 credits)
CCCS 280 Introduction to Computer Information Systems	(3 credits)

COMPLEMENTARY COURSE (0 credits)

CACF 490 Capstone	(0 credits)
-------------------	-------------

Course Sequence



Course Descriptions

CACF 210 Introductory Financial Accounting (3 credits)

Pre-requisite: CMSC 000 Foundations of Mathematics or the Exemption by Examination Test

Introduction to basic financial statements. Topics include: moving through the accounting cycle and the notion of debit and credit; how to measure and report financial transactions and apply accounting theory; financial statement analysis and how to make better business decisions based on sound analysis.

CACF 215 Introductory Managerial Accounting (3 credits)

Pre-requisite: CMSC 000 Foundations of Mathematics or the Exemption by Examination Test

Co-requisite: CACF 210 Introductory Financial Accounting

Introduction to the accounting needs of managers. Topics include: key concepts and practices of management accounting and how they can be used to improve business performance and decision-making; types of cost-accounting systems; patterns of cost behaviour; problems related to cost determination, allocation, budgeting and control; and identifying, classifying and summarizing costs and expenses.

CACF 310 Intermediate Financial Reporting 1 (3 credits)

Pre-requisites: CMSC 101 Mathematical Tools for Management Professional or the Exemption by Examination Test

CACF 210 Introductory Financial Accounting

Course focuses on the reporting and analysis of financial information with statements and using key accounting principles. Topics include: interpretation of financial statements, examination of the notes that accompany the financial statements; recording and use of analytical tools such as financial-ratio analysis.

CACF 325 Intermediate Financial Reporting 2 (3 credits)

Pre-requisite: CACF 310 Intermediate Financial Reporting

An in-depth review of the Income Statement components including revenues, expenses, related-party transactions and other measures derived from the income statements. The course provides a deeper examination of the notes that accompany financial statements in annual reports and are integral to the understanding of the financial position of companies.

CACF 340 Corporate Finance: Value Creation and Decision-Making (3 credits)

Pre-requisites: CMSC 101 Mathematics for Management Professional or the Exemption by Examination Test

CACF 210 Introductory Financial Accounting

CACF 215 Introductory Managerial Accounting

A brief overview of the fundamentals of finance from a corporation's perspective. It provides the framework, concepts and tools for analyzing investments and financial decision-making by a corporation. Other topics include consideration of alternative methods to optimize the firm's assets and added-value.

CACF 341 Taxation: Concepts and Regulations (3 credits)

Pre-requisites: CACF 210 Introductory Financial Accounting

CACF 215 Introductory Managerial Accounting

Focus on understanding the conceptual structure of the Income Tax Act and its administration. The course covers the key elements of taxation for individuals and corporations, including income from employment, business and property; capital gains and losses; shareholder benefits; tax planning; international taxation; deductions from income; and calculating taxable income and tax due.

CACF 345 Intermediate Managerial Accounting (3 credits)

Pre-requisite: CACF 340 Corporate Finance: Value Creation and Decision-Making

The course explores the risk controls, costs, economic concepts and other considerations in performance management that needs to be taken into account when making operational decisions. Introduction to the most widely used methodologies in managing organization performance systems.

CACF 350 Artificial Intelligence: Application in Accounting Practices (3 credits)

Pre-requisites: CACF 210 Introductory Financial Accounting
CCCS 280 Introduction to Computer Information Systems

The course covers the topic of installing, using, producing and interpreting accounting reports using SAGE 50 and prepares students for the SAGE 50 certification. Other topics include survey of cloud computing, blockchain technology in business models, availability of big data and systems such as Oracle which allows for fast analysis of business data and its impact on financial records and audit process.

CACF 420 Ethical Considerations and Practices (3 credits)

Pre-requisite: CCLW 205 Introduction to Business Law

An introduction to ethics, focusing on the application of ethical theories to controversial, contemporary issues using cases to analyze and simulate problem solving of the dilemmas faced by managers, employees and organizations, including topics on morality versus legality.

CACF 440 Advanced Financial Reporting (3 credits)

Pre-requisite: CACF 325 Intermediate Financial Reporting 2

The course focuses on deeper inside complex business entities, partnerships, corporations and foreign currency transactions and how to analyze consolidated financial statements. Topics include the six principal areas of advanced financial accounting: standard-setting in Canada and internationally, financial instruments and income tax allocation, long-term inter-corporate investments, consolidation, foreign currency translation and the translation and consolidation of foreign subsidiaries, and not-for-profit and public-sector accounting.

CACF 445 Audit and Assurance: Principles, Theories and Current Practices (3 credits)

Pre-requisite: CACF 325 Intermediate Financial Reporting 2

Introduction to a variety of audit and assurance services provided by public accounting firms. Services include internal and operational auditing, external auditing, risk management, compliance, and internal control designs. Preparation of audit files and the standards required for documentation of audit work within Canada's generally accepted auditing standards will be covered.

CACF 460 Applied Personal and Corporate Taxation (3 credits)

Pre-requisites: CACF 340 Corporate Finance: Value Creation and Decision-Making
CACF 341 Taxation: Concepts and Regulations

Introduction to a variety of audit and assurance services provided by public accounting firms. Services include internal and operational auditing, external auditing, risk management, compliance, and internal control designs. Preparation of audit files and the standards required for documentation of audit work within Canada's generally accepted auditing standards will be covered.

CACF 470 Public Sector: Financial Management Practices (3 credits)

Pre-requisite: CACF 325 Intermediate Financial Reporting 2

In-depth review of Generally Accepted Accounting Principles (GAAP) for non-profit and public sector entities. Topics include: application of accounting concepts in the not-for-profit and charities sector; overview of government (public sector) financial reporting standards including the basic process for setting up a not-for-profit and obtaining and maintaining charitable status; major financial reporting issues in not-for-profit organizations, approaches for measuring and valuing outputs, performance measurement in NFPOs and profit-oriented organizations, public and Indigenous communities; the concept of the public sector, and the Handbook applicable to each component of the public sector.

CACF 490 Capstone (0 credits)

Pre-requisites: CACF 340 Corporate Finance: Value Creation and Decision-Making
CACF 341 Taxation: Concepts and Regulations
CACF 345 Intermediate Managerial Accounting
CACF 350 Artificial Intelligence: Application in Accounting Practices
CACF 420 Ethical Considerations and Practices
CACF 440 Advanced Financial Reporting
CACF 445 Audit and Assurance: Principles, Theories and Current Practices
CACF 460 Applied Personal and Corporate Taxation
CACF 470 Public Sector: Financial Management Practices

This course requires students to apply the ACAF Method to a single comprehensive business case. Students will work through the case that deals with financial accounting, management accounting, finance, taxation, audit and information system issues.

CCCS 280 Introduction to Computer Information Systems (3 credits)

Pre-requisite: None.

Introduction to a variety of audit and assurance services provided by public accounting firms. Services include internal and operational auditing, external auditing, risk management, compliance, and internal control designs. Preparation of audit files and the standards required for documentation of audit work within Canada's generally accepted auditing standards will be covered.

CCLW 205 Introduction to Business Law (3 credits)

Pre-requisite: None

An examination of legal concepts that may influence business operations. The fundamentals of Civil and Common Law; the principles of contract law; specific contracts like sale, consumer protection, mandate, lease, and employment; civil and professional liability; debtor - creditor relations and bankruptcy; tort and negligence; ethics and professional conduct are some of the topics to be covered along with court judgments.

CMSC 000 Foundations of Mathematics (0 credits)

Pre-requisite: None

First-degree equations and applied word problems, polynomials, factoring, fractions, exponents, roots and radicals, inequalities, quadratic equations and functions, composite and inverse functions, arithmetic and geometric sequences and series.

Please note that the minimum grade of 65 is required to successfully complete this course.

CMSC 101 Mathematical Tools for Management Professionals (3 credits)

Pre-requisite: CMSC 000 Foundations of Mathematics or the Exemption by Examination Test

Exponential and logarithmic functions and equations, mathematics of finance, permutations and combinations, introduction to probability, limits and derivatives with applications, matrices and systems of linear equations.

Please note that the minimum grade of 65 is required to successfully complete this course.

Admission Requirements

To be admitted to an Undergraduate Certificate in Accounting and Finance:

- Hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
- Those who are 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Those who are 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 (Credit Programs). Formal admission to the Certificate program will normally follow upon satisfactory completion of the qualifying program.
- Meet and provide proof of English proficiency.

Admission Procedures

To Apply to the *Certificate in Accounting Online* Please Follow The Steps Listed Below:

Please follow the steps below:

STEP 1:

- Go to <http://www.mcgill.ca/continuingstudies/>
Click on “Apply”
Click on “Undergraduate Programs”

STEP 2:

Verify on the “**Apply for Admission to a Program**” page, the “Application Deadlines” for Canadian/Permanent Residents or International Students to ensure that you submit your application before the term deadline.

STEP 3:

- **Review your Admission Requirements:** Once you have checked your application against all the requirements, you will be ready to apply to the program.
- Before you proceed you will need:
A valid **email address** and a **credit card** (Visa, MasterCard or American Express).

STEP 4:

- Once you are ready to apply online:
Click on “**Click here now**” to bring you to the Application for Admission page.
- Click on the red bold “**Apply Now**” on the Application for Admission page.
(Do **not** apply through “uApply” link).
- Fill in the login information on the “Admissions Login” page and the Biographical Information.
- On the “Apply for Admission” page, fill in the information requested.
NOTE: When asked: “What are you applying for at McGill”, click on “Continuing Studies”
- Select the program you are applying to on the “Program Choice Selection” page.
- Continue to fill in the remainder of the application. (All sections to be completed are indicated in the textbox on the left hand side of the screen).

STEP 5:

- Once you have applied online, you will receive a confirmation email providing you with a McGill ID number and a 6-character **PIN (Personal Identification Number)**.
- You will need to use this information to **log into MINERVA** (www.mcgill.ca/minerva) (McGill’s web-based information system for students) so that you can upload documents required for admission and follow-up on your status of your application.

STEP 6:

- Please refer to the website for additional information: www.mcgill.ca/continuingstudies

Language Requirements

- The **language of instruction** for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course.
- Applicants must demonstrate an adequate level of **proficiency in English prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program.
- In all cases, the University reserves the right to require **proof of English** proficiency if it is deemed necessary. For additional information, please click on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/academic-policies/language-policy>

Exemption by Examination

Students admitted to a Certificate, Graduate Certificate or Diploma program requiring a pre-requisite or co-requisite course, must provide proof that they have taken an equivalent three (3) credit course, at the appropriate level elsewhere or must have successfully completed the Exemption by Examination test. Otherwise the student must register for the course.

- Please note that the Exemption by Examination test is **not applicable to required or complementary course(s)** within a program.
- You cannot take the Exemption by Examination test if you have already attempted the course (a grade of W is considered as have attempted the course).
- If you are unsuccessful in the Exemption by Examination test(s) you will not be permitted to repeat the test(s) and must instead enroll in the course(s) for which the particular test(s) was taken.

You must be admitted into a program or have applied to a program to be eligible to write the Exemption by Examination test. (The test is optional).

For more information on how to obtain a course exemption by means of a challenge exam, please consult the Exemption by Examination form available on our website at:

<http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination>

Student Awards and Financial Aid

Note: The amount and number of McGill University's School of Continuing Studies Bursaries, Scholarships, and Graduating Prizes issued varies from year to year, depending on funds received and their specifications.

McGill University's School of Continuing Studies Bursaries

The School of Continuing Studies will post the application form and eligibility requirements for the active term on its website. Please refer to link below for further information.

<http://www.mcgill.ca/continuingstudies/current-students/fees/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Scholarships

For a list of McGill Scholarships, please consult the McGill School of Continuing Studies website by clicking on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/fees/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Graduating Prizes

For a list of McGill SCS Graduating Prizes, please consult the McGill School of Continuing Studies website by clicking on the link below.

<http://www.mcgill.ca/continuingstudies/current-students/graduating-students/awards>