



## Diploma in Professional Practice in Finance

### Why choose this Finance program at McGill University's School of Continuing Studies?

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The Diploma in Professional Practice in Finance is a Chartered Financial Analyst (CFA) University Affiliated Program which 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
- Sustainable financial management.

**IMPORTANT NOTE:**

THIS PROGRAM IS EFFECTIVE AS OF FALL 2018.

## The Program

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The Diploma in Professional Practice in Finance is a 30 credit program which consists of 15 courses as indicated below.

**Note:** There is one external pre-requisite course CMSC 000 Foundations of Mathematics and two prerequisite courses to the program CACC 521 Concepts of Financial Accounting and CMS2 500 Mathematics for Management, which must be taken prior to taking certain required courses in this program. Prerequisites and co-requisites are not included in the total credit requirements for the program; however, they do count towards academic standing.

Students who wish to apply for advanced standing for prerequisite or co-requisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test<sup>1</sup>.

### The Diploma program requirements are:

#### 2 Prerequisites

CACC 521 Concepts of Financial Accounting (3 credits) (or the Exemption by Examination test<sup>1</sup>)  
CMS2 500 Mathematics for Management (3 credits) (or the Exemption by Examination test<sup>1</sup>)

#### 2 Co-requisites

CEC2 532 Business Economics (3 credits) (or the Exemption by Examination test<sup>1</sup>)  
CMS2 521 Applied Management Statistics (3 credits) (or the Exemption by Examination test<sup>1</sup>)

#### 10 Required courses: (27 credits)

CCFA 500 Professional Ethical Practices (1.5 credits)  
CCFA 505 Financial Modeling (1.5 credits)  
CCFA 510 Current Operations in Global Financial Markets (3 credits)  
CCFA 515 Essentials of Financial Reporting and Analysis (3 credits)  
CCFA 520 Theory of Capital Structure and Corporate Finance 1 (3 credits)  
CCFA 523 Corporate Treasury Management (3 credits)  
CCFA 528 Investment Decisions and the Effect of Behavioural Finance (3 credits)  
CCFA 530 Introduction to Applications and Uses of Derivatives (3 credits)  
CCFA 535 Theory of Capital Structure and Corporate Finance 2 (3 credits)  
CCFA 540 Portfolio Strategies and Management (3 credits)

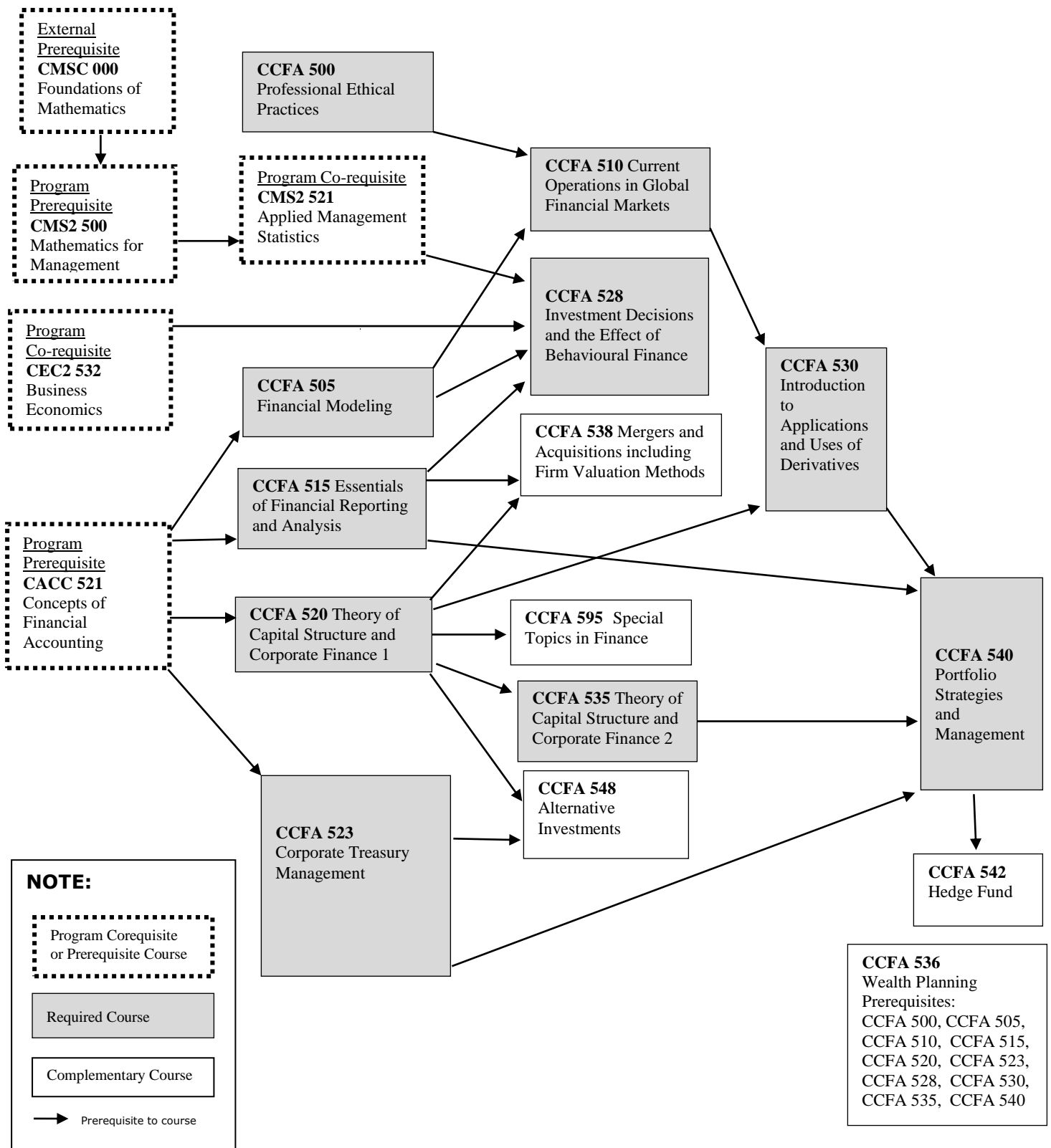
#### 1 Complementary courses: (3 credits)

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

<sup>1</sup>For more details on how to enroll in the Exemption by Examination test, please click on the following link:  
<https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

# Course Sequence

## Diploma in Professional Practice in Finance



## Course Descriptions

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### **CACC 521 Concepts of Financial Accounting**

**(3 credits)**

Pre-requisite: None

This course examines accounting in a finance context, how to prepare, interpret, and make decisions based on accounting information. The course examines the process of recording and reporting accounting transactions, the elements of financial statements, and the preparation of various financial statements.

### **CEC2 532 Business Economics**

**(3 credits)**

Pre-requisite: None

Introductory micro and macro-economic theory and practice in profit and non-profit organizations from a managerial perspective. Topics include: demand and supply analysis, production costs, firms' pricing and output determination, aggregate demand and supply, national income, output and employment determination, inflation, interest rate, exchange rate determination, fiscal and monetary policies.

### **CCFA 500 Professional Ethical Practices**

**(1.5 credits)**

Pre-requisite: None

The Code of Ethics and Standards of Professional Conduct (“Code and Standards”) is the ethical benchmark for investment professionals around the globe, regardless of job title, cultural differences, or local laws. Accordingly, this course covers: professionalism and integrity of capital markets; duties to clients and employers; investment analysis and recommendations and conflicts of interest and responsibilities of a CFA. The course includes examination of case-studies in ethics and prepares students to pass the standard of practice exam.

### **CCFA 505 Financial Modeling**

**(1.5 credits)**

Pre-requisite: CACC 521 or Departmental Approval

Financial modeling involves the building of an abstract representation (a model) of a real-world financial situation. This mathematical model is designed to represent (a simplified version of) the performance of a financial asset or portfolio of a business, project, or other investment. Students will be introduced to, and are expected to generate and refine, financial modeling in Mergers and Acquisitions, portfolio management, corporate treasury, and risk management contexts in which derivative products will be used or in situations where analysis and decision making would be enhanced by modeling.

### **CCFA 510 Current Operations in Global Financial Markets**

**(3 credits)**

Pre-requisite: CCFA 500 and CCFA 505

This course reviews the current role of financial institutions and financial markets, the transactions effected through intermediaries in facilitating global trade, and the current scheme of regulations across major trading centers. The course also considers threats to the regulated intermediary through crypto currencies and other forms of trade.

### **CCFA 515 Essentials of Financial Reporting and Analysis**

**(3 credits)**

Pre-requisite: CACC 521

This course examines the role of accounting and financial reporting in the analysis of financial statements and decision-making. While the course focusses primarily on the IFRS framework in Financial Reporting, it will also cover financial statements using ASPE. Topics covered through the use of case studies and other approaches include: analysis of basic financial statements and the quality of reporting in the annual report; analysis of assets and liabilities, including taxes, debt, off-balance-sheet assets and liabilities, pensions, stock compensation and other employee benefits, and global operations.

## **CCFA 520 Theory of Capital Structure and Corporate Finance 1**

**(3 credits)**

Pre-requisite: CACC 521

This course introduces students to the liabilities and shareholders' equity section of the balance sheet. The optimal balance between debt and equity given the company's sector operations and the economy are analyzed. Furthermore, corporate finance topics including net present value, project finance, and others are reviewed in depth to prepare students for the Level 1 CFA exam.

## **CCFA 523 Corporate Treasury Management**

**(3 credits)**

Pre-requisite: CACC 521

This course covers topics related to the management of an enterprise's holdings to manage and mitigate the firm's liquidity as well as its market, operational, financial, and reputational risks. Corporate Treasury Management includes a firm's receipts and disbursements, concentration, investment, and funding activities. In larger firms, it may also include trading in bonds, currencies, and financial derivatives, as well as the associated financial risk management.

## **CCFA 528 Investment Decisions and the Effect of Behavioural Finance**

**(3 credits)**

Pre-requisite: CCFA 505, CCFA 515, CMS2 521 and CEC2 532

The standard economic paradigm—rational agents in an efficient market—does not adequately describe behavior in financial markets. In this course, students will survey the evidence and use psychological criteria to guide alternative theories of financial markets. The standard argument that smart, profit-seeking agents can correct any distortions caused by irrational investors is reviewed. Furthermore, the preferences and trading decisions of individual investors in the age of artificial intelligence and robot advisors are examined, and the assertion that systematic biases can aggregate into observed market inefficiencies debated. The second half of the course extends the analysis to corporate decision-making.

## **CCFA 530 Introduction to Applications and Uses of Derivatives**

**(3 credits)**

Pre-requisite: CCFA 510 and CCFA 520

Montreal is the second largest derivative market in North America. The main objective of this course is to help students gain understanding of and enhance their intuition and skills on the pricing of derivative securities. Thereafter, they will be able to use these skills in effective investment and/or risk management. The course includes an in-depth review of a wide range of applications and real-life cases, including the use of derivatives in asset management, valuation of corporate securities such as stocks and corporate bonds with embedded options, interest rate derivatives, credit derivatives, and crude oil and currency derivatives. The practical considerations of implementing strategies using derivatives are emphasized.

## **CCFA 535 Theory of Capital Structure and Corporate Finance 2**

**(3 credits)**

Pre-requisites: CCFA 520

The objective of this course is to study the major decision-making areas of managerial finance and selected topics in financial theory. The course reviews the theory and empirical evidence related to the investment and financing policies of the firm, and attempts to develop decision-making ability in these areas. The course includes an analysis of leasing decisions, mergers and acquisitions, corporate reorganization, financial planning and working capital management, and other selected topics including investment decision-making under uncertainty, cost of capital, capital structure, pricing of selected financial instruments and corporate liabilities, and dividend policy.

**CCFA 536 Wealth Planning****(3 credits)**

Pre-requisites: CCFA 500, CCFA 505, CCFA 510, CCFA 540, CCFA 523, CCFA 530, CCFA 520, CCFA 528, CCFA 535 and CCFA 515

This course introduces students to the management and planning of individual and family portfolios as well as tax considerations and tax efficiency strategies in portfolio management. Furthermore, ethical practices, financial models, and alternative investments are reviewed.

**CCFA 538 Mergers and Acquisitions including Firm Valuation Methods****(3 credits)**

Pre-requisites: CCFA 515 and CCFA 520

The mergers and acquisitions field is introduced and presentation and research skills for the investment banking or merger arbitrage industries are developed and strengthened. Theory from corporate finance is applied to the analysis of mergers, acquisitions, and related transactions. Methodology for preparation of a job interview product is also presented.

**CCFA 540 Portfolio Strategies and Management****(3 credits)**

Pre-requisite: CCFC 523, CCFA 530, CCFA 535 and CCFA 515

In this course, students discuss and review stock market movements and the news in the past week. The aim is to enable students to research, analyze, and make recommendations for a sector or corporation and prepare them to advocate a buy or sell decision within the context of a strategy for managing an investment portfolio.

**CCFA 542 Hedge Fund****(3 credits)**

Pre-requisites: CCFA 540

This course introduces students to types of hedge funds, key participants in the market, and the role of and interdependencies between each participant and the market. Students explore the difference between traditional funds and hedge funds, including the attractiveness of or need for hedge funds and misconceptions thereof. Students survey the different hedge funds within major industry groups, especially those that have a major impact on the Quebec economy. The course explores relevant strategies, including market-trend driven, event-driven, or Arbitrage. Furthermore, the course provides a methodology by which to evaluate hedge funds. Finally, institutional issues related to liquidity, margin requirements, risk management, and performance measurement are examined.

**CCFA 548 Alternative Investments****(3 credits)**

Pre-requisite: CCFA 520 and CCFA 523

This course explores non-traditional investment strategies currently used by investment managers to diversify their portfolio. This course covers: real estate, private equity/venture capital and valuation, investment entities, managed futures, timberland/farmland, intellectual property, distressed securities, bankruptcies, hedge fund strategies, and commodities.

**CCFA 595 Special Topics in Finance****(3 credits)**

Pre-requisite: CCFA 520

Advanced specialised course that exposes students to emerging and current trends in the finance area.

**CMSC 000 Foundations for Mathematics****(12 CE units)**

Pre-requisites: None

Operations with real numbers, polynomials, first-degree equations and applied word problems. Factoring, fractions, exponents, roots and radicals. Systems of linear equations and linear inequalities. Absolute values, equations and inequalities. Quadratic equations, applied problems, arithmetic and geometric sequences and series.

**CMS2 500 Mathematics for Management****(3 credits)**

Pre-requisite: CMSC 000(or Exemption by Examination test)

Basic mathematics needed for business applications, including graphs of functions, series summation, mathematics of finance, annuity, discounted cash flow, internal rate of return, permutations, combinations, maxima and minima of functions with business applications in optimization, introductory statistics and probability .

**CMS2 521 Applied Management Statistics****(3 credits)**

Pre-requisite: CMS2 500

Statistical methods used in a variety of business situations, emphasizing application and providing a working knowledge of the most widely-used techniques. Topics include descriptive statistics; probability distributions; sampling procedures and distributions; inferential statistics including estimation; hypothesis testing and Anova; simple linear, multiple regression and correlation; time series and forecasting.

## Admission Requirements

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1. Bachelor's degree (or equivalent) as approved by the Graduate and Postdoctoral Studies Office,
2. **AND** have a minimum cumulative grade point average (CGPA) of 3.0/4.0 or a CGPA of 3.2/4.0 for the last two full-time academic years.
3. Proof of English language requirements (Please see page 13)

**Note:** Should your CGPA be lower than the above requirement, please submit the following documents for consideration with your application:

- a. **Letter of Intent:** A letter, 1 to 2 pages in length single-spaced, written in English or French, which addresses the following:
  - basis for interest in the program;
  - your 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. **Two Letters of Reference:** Of which, at least one should be from a current or former employer.
- c. **GMAT and/or GRE Test Score Results (optional):** Submit a copy of the official test score results.

### Additional Information:

If you have studied outside Canada, you may be asked to submit an evaluation of your degree called an "Évaluation comparative des études effectuées hors du Québec" (comparative evaluation for studies done outside of Quebec), issued by the Ministère de l'immigration de la Diversité et de l'inclusion.

For further details you may contact their offices at: (514) 864-9191, or visit them on the web at: <http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html>

If requested, this evaluation will need to be submitted to the School of Continuing Studies before the application for admission can be processed.

Please note that anyone who wishes to obtain a professional designation may be required by the Professional Orders to acquire this equivalency evaluation.

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation: [www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency](http://www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency)



## Admissions Procedures

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### How to APPLY to the *Diploma in Professional Practice in Finance*?

Please follow the steps below:

#### STEP 1:

- Go to <https://www.mcgill.ca/continuingstudies/>  
Click on “Apply”  
Click on “Graduate 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](http://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:

- Once your application has been received and you have access to your Minerva account, you will be able to **upload your supporting documentation**, including a copy of transcripts. (A copy of your transcript with confirmation of degree awarded and date of graduation).
- Uploading your documents will speed up your application process and is strongly recommended.
- For instructions on how to proceed, please go to: [www.mcgill.ca/applying/submitted-your-documents/uploadingdocuments/](http://www.mcgill.ca/applying/submitted-your-documents/uploadingdocuments/)

(If you are unable to upload the documents, you can send them by regular mail or bring them in person to our Client Services office at the address above).

## STEP 7:

- **Sending official transcripts: All transcripts received via the upload process are considered unofficial.** If transcripts are required for your application, you will also need to have any official transcripts sent directly to the School by mail, in a sealed envelope by the educational institution(s) where you studied.

### What is an Official Transcript?

If you have studied at an institution:

- In Canada or the United States – you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
  - Outside of Canada or the United States, - you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
  - **Note:** In cases where the language of instruction at the institution is not English or French, you must also send an official translation of the official transcript certified by a representative from the **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ - <http://ottiaq.org/>)**.
- You need to request **official transcripts** as soon as possible once your application has been submitted to the School of Continuing Studies. Your Educational Institution must then mail these directly to the appropriate office below:

### Client Services c/o Admissions

McGill University – School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal, QC  
Canada, H3A 3R1

- **Important:** You must make sure you apply by the application deadline. However, if you have any outstanding supporting documents at the time of your application, you may upload them as they become available or forward them directly to the School of Continuing Studies as soon as possible. Your admission application will only be completed once the School has received all of the required documents.
- **Note:** All required documents received by McGill University School of Continuing Studies become the property of the university. Official documents and/or transcripts will not be returned to the applicant.
- **Note:** Transcripts received by McGill University's School of Continuing Studies cannot be transferred to any other department or program as it would constitute submitting a new application. Therefore, you must submit a new sealed envelope of your official transcripts for each application made to McGill University's School of Continuing Studies.

## Language Requirements

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- 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.

<https://www.mcgill.ca/continuingstudies/language-policy>

## Exemption by Examination

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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 3 credit course, at the appropriate level elsewhere or 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:

<https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

## **Student Awards and Financial Aid**

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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.

<https://www.mcgill.ca/continuingstudies/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.

<https://www.mcgill.ca/continuingstudies/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.

<https://www.mcgill.ca/continuingstudies/graduating-students>