

# Principal's Message

2008-09



## Welcome to McGill!

For more than 185 years, McGill has distinguished itself as one of the world's great public universities, renowned for outstanding students, professors and alumni, for achievement in teaching and research, and for its distinctive international character.

As one of the top 12 universities in the world, McGill's defining strengths include its unwavering commitment to excellence, and a willingness to be judged by the highest standards. And by these standards, McGill has excelled far beyond any reasonable expectations. We have produced a disproportionate number of Nobel laureates and Rhodes scholars. Olympians, award-winning authors and musicians, astronauts, medical pioneers and world-famous leaders in all walks of life are counted among our alumni — remarkable individuals who have shaped our society and the course of history itself in profound ways.

As students you are at the core of all that we do. Your time at McGill offers more than an excellent education. It is a critical period of personal and intellectual discovery and growth, and one that will help shape your understanding of the world.

By choosing McGill, you are following in the footsteps of almost 200,000 living McGill alumni across the globe and making a commitment to excellence, as they did. And, while a lot is expected of you, McGill gives you the means to succeed. All of McGill's 21 faculties and professional schools strive to offer the best education possible. By joining the McGill community of scholars, you will experience the University's vibrant learning environment and active and diverse campus life, which support both academic progress and personal development. You will form lasting friendships with people from around the world.

Today's social, technological and medical challenges continue to inspire innovative approaches to research, teaching and learning. New cutting-edge facilities provide you with many state-of-the-art classrooms and laboratories. Likewise, McGill's professors thrive in this environment as they enjoy some of the highest research successes per fulltime professor in Canada, while dedicating themselves as well, to enrich your education with research. Our dedicated administrative and support staff's primary focus is to ensure that you have the necessary resources to respond effectively to academic challenges and to develop lifelong skills.

McGill University has been synonymous with first-class education and research since it was founded in 1821. We remain committed to your success.

A handwritten signature in black ink, which appears to read "H. Blum". The signature is fluid and cursive, written in a professional style.

**Professor Heather Munroe-Blum**  
Principal and Vice-Chancellor

▶ **Centre for Continuing Education**

Published by:  
**Centre for Continuing Education**  
McGill University  
688 Sherbrooke Street West, suite 1122  
Montreal, Quebec, Canada  
H3A 3R1

and:  
**Enrolment Services**  
McGill University  
845 Sherbrooke Street West  
Montreal, Quebec, Canada  
H3A 2T5

Published June 2008

**Note:** Not all courses are offered every year, and changes can be made after this calendar is printed. Always check the Class Schedule link at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.

McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements and revising or cancelling particular courses or programs - without prior notification.

**Printed in Canada**

All contents copyright © 2008 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

Legal deposit 2008, National Library of Canada and Bibliothèque nationale du Québec ISSN 1718-9608

**Editor**

Bonnie Borenstein  
*Enrolment Services*

**Cover Photos**

Claudio Calligaris  
Owen Egan

**Cover Design**

*Content and Collaboration Solutions*



# How to Reach the Centre for Continuing Education

<b>Web</b>	<a href="http://www.mcgill.ca/conted">www.mcgill.ca/conted</a>
<b>By mail</b>	688 Sherbrooke Street West, Montréal, QC Canada H3A 3R1
<b>By telephone</b>	(514) 398-6200
<b>By fax</b>	(514) 398-4448
<b>By E-mail</b>	<a href="mailto:info.conted@mcgill.ca">info.conted@mcgill.ca</a>
<b>In person</b>	688 Sherbrooke Street West, (corner of University Street) 11 <sup>th</sup> floor

## OFFICE HOURS

### Academic Departments: Regular hours

Monday to Friday, 09:00 - 17:00

### Exceptions

On the following dates, offices will be open Monday to Thursday, 09:00 - 18:00, and Friday, 09:00 - 17:00:

August 25 to September 18, 2008

December 16 to December 22, 2008

January 5 to January 22, 2009

### Student Affairs Office: Regular hours:

Monday to Thursday, 09:00 - 18:15

Friday, 09:00 - 17:00

### Official University Holidays

June 24, 2008	La Fête Nationale du Québec
July 1, 2008	Canada Day
September 1, 2008	Labour Day
October 13, 2008	Thanksgiving Day
December 25 to January 2, 2009	Christmas and New Year's
April 10, 2009	Good Friday
April 13, 2009	Easter Monday
May 18, 2009	Victoria Day
June 24, 2009	La Fête Nationale du Québec
July 1, 2009	Canada Day

### It is the responsibility of each student to read, understand, and abide by the regulations and procedures printed in this booklet.

The University reserves the right to make changes without prior notice to the information contained in this publication, including the alteration of various fees, schedules, conditions of admission and credit requirements, and the revision or cancellation of particular courses or programs.

Some professional development activities do not meet the criteria for student services. Students will not receive a McGill ID card and therefore cannot avail themselves of these services.



## Glossary

**Undergraduate:** A student who has not yet completed a Bachelor's degree or a program that leads to a Bachelor's degree. A graduate student has completed a Bachelor's degree and is working toward a Master's degree or Doctorate.

**Bachelor's degree:** A degree that normally takes 3 or 4 full-time years to complete depending on the educational system you come from. An Honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good academic standing. Students generally complete a first academic year and can then select an Honours program. An Honours program can be a requirement for certain graduate (Master's) programs.

**Certificate Program:** A Certificate is a 30-credit first cycle program, governed by the teaching Faculty.

**Diploma Program:** A Diploma is a 30-credit second-cycle program which has as a pre-requisite for admission, an undergraduate degree, or its equivalent, in any discipline, and for which Faculty approval rests with the teaching Faculty.

**Graduate Diploma:** A Graduate Diploma is a 30-credit second cycle program which has, as a pre-requisite for admission, an undergraduate or graduate degree, or its equivalent, in the same or a related discipline, and for which Faculty approval rests with the Graduate and Postdoctoral Studies Office.

**Graduate Certificate:** A Graduate Certificate is a program of fewer than 30 credits but no less than 15 credits, which has, as a pre-requisite, an undergraduate degree, and for which Faculty approval rests with the Graduate and Postdoctoral Studies Office.

**Credit System:** The Centre for Continuing Education uses the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour. The credit weight of each course is indicated in parentheses beside the course title.

**Continuing Education Units (CE Units):** Some courses at the Centre may carry a Continuing Education Unit rating. These courses do not normally count towards the fulfillment of a credit program. A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One unit represents ten hours of participation.

**Non-Transcript Activity:** A non-transcript activity is a course, seminar or workshop in any discipline that does not carry university credit or Continuing Education Units and will not appear on a university transcript.

**Term:** The academic year is broken into 2 terms: Fall (September to December) and Winter (January to April), with some optional courses available during the Summer term (May to August).

**Advanced standing:** If you are applying from a school system outside North America, or from another university, you may be eligible to receive advanced standing for university-level work you've already completed. Some students applying from outside Quebec may be able to earn exemption from taking basic courses by writing placement exams before classes start.

**Minerva:** By logging into Minerva, McGill's online administrative system, you can apply for admission, register for courses, check your exam schedule, update the status of your tuition, and look at your grades, 7 days a week, 24 hours a day, from the comfort of your own computer.

**University Calendar:** The Calendar is the official listing of requirements for degree, Certificate and Diploma programs

and courses offered by the University. It also describes the University's academic and administrative regulations, policies and procedures.

**Calendar Supplement:** The Calendar supplement is published three times a year before each registration period. It contains specific details on registration dates, and information pertaining to the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence over the information in the University Calendar.



<b>Principal's Message, page 1</b>	
<b>How to Reach the Centre for Continuing Education, page 3</b>	
<b>Glossary, page 5</b>	
<b>1 The University, page 13</b>	
1.1 History, page 13	
1.2 Incorporated and Affiliated Colleges, page 13	
1.3 University Government, page 13	
1.4 Recognition of Degrees, page 14	
1.5 Governance, page 14	
1.5.1 Visitor, page 14	
1.5.2 Board of Governors, page 14	
1.5.3 Members of Senate, page 14	
1.6 Administration, page 14	
1.6.1 Deans, Directors of Schools and Libraries, page 15	
1.6.2 Centre for Continuing Education, page 15	
1.7 Student Governance, page 16	
<b>2 Calendar of Dates 2008-09, page 17</b>	
<b>3 Application Procedures, page 23</b>	
3.1 Admission Requirements, page 23	
3.2 Programs of Study, page 23	
3.2.1 Undergraduate Programs, page 23	
3.2.1.1 Bachelor of Commerce (Part-Time), page 23	
3.2.1.2 Business and Professional Programs, page 23	
3.2.1.3 Education Programs, page 23	
3.2.1.4 Languages, page 23	
3.2.1.5 Translation, page 23	
3.2.2 Graduate Programs, page 23	
3.2.2.1 Business and Professional Programs and Courses, page 23	
3.2.2.2 Education, page 24	
3.2.2.3 Translation, page 24	
3.3 Admission Procedures, page 24	
3.3.1 Bachelor of Commerce (Part-Time), page 24	
3.3.2 Faculty of Education, Continuing Education Programs, page 24	
3.3.3 Continuing Education Undergraduate Certificate and Graduate Certificate and Diploma Programs, page 24	
3.3.3.1 Application Fee, page 24	
3.3.3.2 Tracking the Status of Your Application, page 24	
3.3.3.3 Supporting Documents - Undergraduate Programs, page 24	
3.3.3.4 Supporting Documents for Graduate Level Programs, page 25	
3.3.3.5 Due Date for Documentation requirements for McGill applications, page 25	
3.3.3.6 What are official documents at McGill?, page 25	
3.4 Deferring or declining our offer of admission?, page 25	
3.5 Program Transfers, page 25	
3.6 Advanced Standing, page 25	
3.6.1 Post-Admission Requests for Advanced Standing, page 25	
3.6.1.1 Exemption by Examination (for Career and Management Studies Students), page 25	
3.7 International Students, page 26	
3.7.1 Application Procedures - International Students, page 26	
3.7.2 Immigration Procedures, page 26	
3.7.2.1 Temporary Resident Visa (Only for Special Intensive Language Programs), page 26	
3.7.2.2 Study Permit, page 26	
3.7.2.3 Permanent Code, page 26	
3.7.2.4 Compulsory Health Insurance (International Students), page 27	
3.8 Special Student Status, page 27	
3.8.1 Undergraduate Courses, page 27	
3.8.1.1 Documents Required to Register for Undergraduate Courses, page 27	
3.8.2 Graduate Level Courses, page 27	
3.8.2.1 Documents Required to Register for Graduate Level Courses, page 27	
3.9 Professional Associations, page 27	
<b>4 General University Information and Regulations, page 31</b>	
4.1 General Policies and Information, page 32	
4.1.1 Authorization, Acknowledgement and Consent, page 32	
4.1.2 Student Rights and Responsibilities, page 32	
4.1.3 Language Policy, page 32	
4.1.4 Policy Concerning Access to Records, page 32	
4.1.5 E-mail Communication, page 32	
4.1.6 Academic Integrity, page 32	
4.1.7 Proper Use of Computing Facilities, page 33	
4.1.8 Non-smoking Policy, page 33	
4.1.9 Health Insurance – International Students, page 33	
4.1.10 Health Insurance – Canadian Residents, page 33	
4.1.11 Minerva, page 33	
4.1.12 myMcGill, page 33	
4.2 Personal Information, page 33	
4.2.1 Updating Personal Information, page 33	
4.2.2 Legal Documents, page 33	
4.2.2.1 Why Do We Collect Legal Documents from You?, page 33	
4.2.2.2 What Documents Do We Need from You?, page 33	
4.2.2.3 Have We Received Your Documents?, page 34	
4.2.2.4 What Are the Consequences of Not Providing Your Documents?, page 34	
4.2.2.5 Where Do I Send my Documents?, page 34	
4.2.3 Identification (ID) Cards, page 35	
4.2.4 Name, page 35	
4.2.4.1 Legal Name, page 35	
4.2.4.2 Preferred First Name, page 35	
4.2.5 Verification of Name, page 35	
4.3 Registration, page 35	
4.3.1 Who Can Use Minerva?, page 35	
4.3.2 How to Register Using Minerva, page 36	
4.3.3 Other Ways to Register, page 36	
4.3.3.1 In-Person Registration, page 36	
4.3.3.2 Registration for Short Courses, Seminars and Workshops, page 36	
4.3.3.3 Registration by Proxy, page 36	
4.3.3.4 Registering by Mail, Fax or by Web, page 36	
4.3.4 Course Withdrawals and Refunds, page 36	
4.3.4.1 How to Withdraw from a Course, page 36	
4.3.4.2 Add/Drop Period, page 36	
4.3.4.3 Withdrawing from a course - Grade of W, page 37	
4.3.5 Effective Date for Refunds, page 37	
4.3.6 Classes with Limited Enrolment, page 37	
4.3.7 Registration in Courses Administered By Other Faculties, page 37	
4.3.8 Registration for McGill Full-time Degree Students Taking Continuing Education Courses, page 37	
4.3.9 Late Registration, page 37	
4.3.10 Class Schedule, page 38	
4.3.11 Course Information and Regulations, page 38	

- 4.3.12 Quebec Inter-University Transfer Agreement (IUT), page 38
  - 4.3.12.1 McGill Students, page 38
  - 4.3.12.2 Visiting IUT Students, page 38
- 4.3.13 Auditing of Courses, page 38
- 4.4 Fees, page 39
  - 4.4.1 Access to Fee Information, page 40
  - 4.4.2 Tuition Fees, page 40
    - 4.4.2.1 Quebec Students, page 40
    - 4.4.2.2 Non-Quebec Students (Canadian or Permanent Resident), page 40
    - 4.4.2.3 International Students (2007-2008 rates), page 40
    - 4.4.2.4 Fees for Non-Credit Courses, page 40
    - 4.4.2.5 Senior Citizens, page 40
    - 4.4.2.6 Tuition Assistance for McGill Staff, page 40
    - 4.4.2.7 Staff Dependent Waivers, page 40
  - 4.4.3 Loans and Bursaries, page 40
  - 4.4.4 Compulsory Fees, page 40
    - 4.4.4.1 Administrative Charges, page 40
  - 4.4.5 Other Fees, page 41
  - 4.4.6 Billings and Due Dates, page 41
  - 4.4.7 Other Policies Related to Fees, page 41
    - 4.4.7.1 Overdue Accounts, page 41
    - 4.4.7.2 Acceptance of Fees vs. Academic Standing, page 41
  - 4.4.8 Deferred Fee Payment, page 41
  - 4.4.9 Corporate Tax Benefits, page 42
  - 4.4.10 Tax Receipts, page 42
- 4.5 Student Records, page 42
  - 4.5.1 Academic Standing, page 42
  - 4.5.2 Credit System, page 42
  - 4.5.3 Continuing Education Units (CE units), page 42
  - 4.5.4 Grading and Grade Point Averages (GPA), page 42
    - 4.5.4.1 Other Grades, page 43
  - 4.5.5 Incomplete Courses, page 43
  - 4.5.6 Non-Evaluated Work, page 43
  - 4.5.7 Verification of Student Record, page 43
    - 4.5.7.1 Unofficial Transcripts, page 43
  - 4.5.8 Changes to Student Records after Normal Deadlines, page 43
    - 4.5.8.1 Student Record Changes, page 43
    - 4.5.8.2 Registrar Deadlines, page 43
    - 4.5.8.3 Before Registrar Deadlines, page 43
    - 4.5.8.4 After Registrar Deadlines, page 44
    - 4.5.8.5 Fee Assessment Consequences, page 44
    - 4.5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 44
  - 4.5.9 Transcript of Academic Record, page 44
    - 4.5.9.1 Unofficial Transcripts, page 44
    - 4.5.9.2 Official Transcripts, page 44
    - 4.5.9.3 General Information, page 44
    - 4.5.9.4 Course Numbering on the Transcript, page 44
  - 4.5.10 Letters of Attestation, page 44
- 4.6 Examinations, page 44
  - 4.6.1 Examinations – General Information, page 44
  - 4.6.2 Final Examinations, page 45
    - 4.6.2.1 University Regulations Concerning Final Examinations, page 45
    - 4.6.2.2 Deferred Examinations, page 45
    - 4.6.2.3 Examination Conflicts, page 45
    - 4.6.2.4 Supplemental Examinations, page 46
    - 4.6.2.5 Reassessments and Rereads, page 46
  - 4.6.3 Invigilation (Exams from Other Universities), page 46
- 4.7 Graduation, page 46
  - 4.7.1 Apply to Graduate, page 46
  - 4.7.2 Graduation Approval Query, page 46
- 4.7.3 Replacement Diploma, page 46
- 4.8 Language Requirements for Professions, page 47
- 4.9 Honours and Awards, page 47
- 5 Advising and Support, page 49**
  - 5.1 Advising, page 49
    - 5.1.1 Advising and the University Mission, page 49
    - 5.1.2 The Role of the Student in Advising, page 49
  - 5.2 Student Services, page 49
    - 5.2.1 Office of the Dean of Students, page 49
    - 5.2.2 Office of the Executive Director, Services for Students, page 49
    - 5.2.3 Office for Students with Disabilities, page 49
    - 5.2.4 Ombudsperson for Students, page 49
    - 5.2.5 Bookstore, page 50
    - 5.2.6 Computer Store, page 50
    - 5.2.7 Library Workshops, page 50
    - 5.2.8 Minerva Workstations, page 50
  - 5.3 Optional Student Services, page 50
    - 5.3.1 Optional Student Services Package, page 50
    - 5.3.2 McGill Career Centre (CAPS) Package, page 50
    - 5.3.3 McGill Athletics Package, page 50
  - 5.4 Parking, page 50
  - 5.5 University Centre, page 50
  - 5.6 Tutorial Service, page 51
  - 5.7 For your Information Technology (IT) needs, page 51
    - 5.7.1 Logging In, page 51
    - 5.7.2 myMcGill, page 51
      - 5.7.2.1 Browser compatibility, page 51
    - 5.7.3 myCourses, page 51
    - 5.7.4 E-mail, page 51
    - 5.7.5 Online Student Directory, page 51
    - 5.7.6 Getting Connected, page 51
    - 5.7.7 Safe Computing, page 51
    - 5.7.8 Need Help?, page 51
      - 5.7.8.1 Getting Help, page 52
  - 5.8 Resources for Study and Research, page 52
    - 5.8.1 Libraries, page 52
    - 5.8.2 University Archives, page 52
    - 5.8.3 Museums, page 52
      - 5.8.3.1 Redpath Museum, page 52
      - 5.8.3.2 McCord Museum of Canadian History, page 52
      - 5.8.3.3 Lyman Entomological Museum and Research Laboratory, page 53
      - 5.8.3.4 Other Historical Collections, page 53
- 6 Career and Management Studies (Undergraduate Certificate Programs), page 55**
  - 6.1 Career and Management Studies, page 55
    - 6.1.1 Location, page 55
    - 6.1.2 Administrative Officers, page 55
    - 6.1.3 Introduction, page 55
    - 6.1.4 Certificate Programs, page 56
  - 6.2 McGill Certificates, page 56
    - 6.2.1 Certificate in Accounting (30 credits), page 56
    - 6.2.2 Certificate in Entrepreneurship (30 credits), page 56
    - 6.2.3 Certificate in Health and Social Services Management (30 credits), page 57
    - 6.2.4 Certificate in Human Resources Management (30 credits), page 57
    - 6.2.5 Certificate in Logistics Management (30 credits), page 57
    - 6.2.6 Certificate in Management (30 credits), page 57
    - 6.2.7 Certificate in Marketing (30 credits), page 58
    - 6.2.8 Certificate in Public Relations (30 credits), page 58
    - 6.2.9 Certificate in Risk Management (30 credits), page 58
    - 6.2.10 Certificate in Software Development (30 credits), page 59



- 6.2.11 Certificate in Systems Analysis And Design (30 credits), page 59
- 6.3 Restricted Programs, page 59
  - 6.3.1 Certificate in Aboriginal Social Work Practice (30 credits), page 59
    - 6.3.1.1 Admission Requirements, page 59
  - 6.3.2 Certificate in Northern Social Work Practice (30 credits), page 59
- 6.4 Bachelor of Commerce for Part-Time Students, page 60
  - 6.4.1 Admission Requirements, page 60
  - 6.4.2 Mature Applicants/ Re-entry/ Re-qualifying Applicants, page 60
  - 6.4.3 Information and Advising, page 61
- 6.5 Bachelor of Commerce Part-Time Program Credit Structure, page 61
  - 6.5.1 Core Program, page 62
- 6.6 Concentrations, page 62
  - 6.6.1 Accounting Concentration (15 credits), page 62
  - 6.6.2 Entrepreneurship Concentration (15 credits), page 62
  - 6.6.3 Information Systems Concentration (15 credits), page 62
  - 6.6.4 Marketing Concentration (15 credits), page 63
  - 6.6.5 Organizational Behaviour Concentration (15 credits), page 63
- 6.7 Majors, page 63
  - 6.7.1 Major in Accounting (30 credits), page 63
  - 6.7.2 Major in Information Systems (30 credits), page 63
  - 6.7.3 Major in Marketing (30 credits), page 64
- 6.8 Admission Regulations for Certificate Programs, page 64
  - 6.8.1 Admission Requirements, page 64
  - 6.8.2 Proof of Proficiency in English, page 64
  - 6.8.3 Admission Procedures, page 65
  - 6.8.4 Integrated English Language and Professional Studies (IELPS), page 65
  - 6.8.5 Independent Studies, page 65
  - 6.8.6 Exemption By Examination, page 65
  - 6.8.7 Academic Regulations, page 65
    - 6.8.7.1 Academic Advisers, page 65
    - 6.8.7.2 Academic Standing for Certificate Programs, page 65
    - 6.8.7.3 Advanced Standing, page 65
    - 6.8.7.4 Advanced Standing and Residency Requirement, page 66
    - 6.8.7.5 Co-Requisite, page 66
    - 6.8.7.6 Co-Requisites for Programs, page 66
    - 6.8.7.7 Course Load, page 66
    - 6.8.7.8 Information Sessions, page 66
    - 6.8.7.9 Pre-requisites for Courses, page 66
    - 6.8.7.10 Independent Studies (Special Student Status), page 66
    - 6.8.7.11 Time Limits, page 66
    - 6.8.7.12 Transfer of Program, page 67
- 6.9 Course Descriptions - Undergraduate Programs, page 67
- 7 Career and Management Studies (Graduate Programs, Diplomas and Graduate Certificates), page 69**
  - 7.1 Career and Management Studies, page 70
    - 7.1.1 Location, page 70
    - 7.1.2 Administrative Officers, page 70
    - 7.1.3 Introduction, page 70
  - 7.2 Graduate Programs, page 70
    - 7.2.1 Admission Requirements – Diploma Programs, page 70
      - 7.2.1.1 Admission Procedures, page 70
    - 7.2.2 Diploma in Accounting (30 credits), page 70
      - 7.2.2.1 Admission Requirements – Diploma in Accounting, page 71
    - 7.2.3 Diploma in E-Business (30 credits), page 71
    - 7.2.3.1 Admission Requirements – Diploma in E-Business, page 72
    - 7.2.4 Diploma in Human Resources Management (30 credits), page 72
      - 7.2.4.1 Admission Requirements – Diploma in Human Resources Management, page 72
    - 7.2.5 Diploma in Information Technology (30 credits), page 72
      - 7.2.5.1 Admission Requirements – Diploma in Information Technology, page 72
    - 7.2.6 Diploma in Management (30 credits), page 72
      - 7.2.6.1 Admission Requirements – Diploma in Management, page 72
      - 7.2.6.2 Admission Requirements – Diploma in Management – E-Business Concentration, page 73
      - 7.2.6.3 Admission Requirements – Diploma in Management – Entrepreneurship Concentration, page 73
      - 7.2.6.4 Admission Requirements – Diploma in Management – Health Care Concentration, page 73
      - 7.2.6.5 Admission Requirements – Diploma in Management – Human Resources Concentration, page 74
      - 7.2.6.6 Admission Requirements – Diploma in Management – International Business Concentration, page 74
      - 7.2.6.7 Admission Requirements – Diploma in Management – Leadership Concentration, page 74
      - 7.2.6.8 Admission Requirements – Diploma in Management – Marketing Concentration, page 75
      - 7.2.6.9 Admission Requirements – Diploma in Management – Operations Management Concentration, page 75
      - 7.2.6.10 Admission Requirements – Diploma in Management – Public Relations Concentration, page 75
      - 7.2.6.11 Admission Requirements – Diploma in Management – Taxation Concentration, page 76
      - 7.2.6.12 Admission Requirements – Diploma in Management – Treasury-Finance Concentration, page 76
    - 7.2.7 Diploma in Management – General (30 credits), page 76
      - 7.2.7.1 Admission Requirements for the Diploma in Management – General, page 76
    - 7.2.8 Diploma in Public Relations Management (30 credits), page 76
      - 7.2.8.1 Admission Requirements for the Diploma in Public Relations Management, page 77
    - 7.2.9 Graduate Certificates, page 77
      - 7.2.9.1 Admission Requirements for Graduate Certificates, page 77
    - 7.2.10 Graduate Certificate in E-Business (15 credits), page 77
    - 7.2.11 Graduate Certificate in Entrepreneurship (15 credits), page 77
      - 7.2.11.1 Admission Requirements for the Graduate Certificate in Entrepreneurship, page 77
    - 7.2.12 Graduate Certificate in Health Care Management (15 credits), page 77
    - 7.2.13 Graduate Certificate in Human Resources Management (15 credits), page 77
      - 7.2.13.1 Admission Requirements for the Graduate Certificate in Human Resources Management, page 78
    - 7.2.14 Graduate Certificate in International Business (15 credits), page 78

- 7.2.15 Graduate Certificate in Leadership (15 credits), page 78
  - 7.2.15.1 Admission Requirements for the Graduate Certificate in Leadership, page 78
- 7.2.16 Graduate Certificate in Marketing (15 credits), page 78
- 7.2.17 Graduate Certificate in Operations Management (15 credits), page 78
- 7.2.18 Graduate Certificate in Public Relations Management (15 credits), page 78
  - 7.2.18.1 Admission Requirements for the Graduate Certificate in Public Relations Management, page 78
- 7.2.19 Graduate Certificate In Taxation (15 credits), page 78
  - 7.2.19.1 Admission Requirements for the Graduate Certificate in Taxation, page 79
- 7.2.20 Graduate Certificate in Treasury – Finance (15 credits), page 79
- 7.2.21 Graduate Certificate in Accounting Practice (15 credits), page 79
  - 7.2.21.1 Admission Requirements for the Graduate Certificate in Accounting Practice, page 79
- 7.2.22 Graduate Diploma in Taxation (30 credits), page 79
  - 7.2.22.1 Admission Requirements for the Graduate Diploma in Taxation, page 79
- 7.3 Academic Regulations, page 80
  - 7.3.1 Admission Procedures for all Programs, page 80
  - 7.3.2 Proof of Proficiency in English, page 80
    - 7.3.2.1 Integrated English Language and Professional Studies (IELPS), page 80
  - 7.3.3 Independent Studies, page 81
  - 7.3.4 Academic Advisers, page 81
  - 7.3.5 Advanced Standing for the Diploma Programs, page 81
    - 7.3.5.1 Supplementals for all Programs, page 81
  - 7.3.6 Academic Standing Regulations, page 81
  - 7.3.7 Registration in Graduate Level Courses, page 82
- 7.4 Engineering – Graduate Level, page 82
- 7.5 Course Descriptions, page 82
  - 7.5.1 Graduate Programs, page 82
- 8 DELF (Diplôme d'Études en Langue Française)/ DALF (Diplôme Approfondi de Langue Française), page 83**
  - 8.1 DELF/ DALF, page 83
    - 8.1.1 Location, page 83
    - 8.1.2 Administrators, page 83
  - 8.2 Introduction, page 83
  - 8.3 Diplôme d'études en langue Française (DELFF) / Diplôme approfondi de langue française (DALF), page 83
    - 8.3.1 Description, page 83
    - 8.3.2 Conditions, page 83
- 9 Education, page 85**
  - 9.1 The Department, page 85
    - 9.1.1 Location, page 85
  - 9.2 Introduction, page 85
    - 9.2.1 Programs For Professional Development In Education, page 85
  - 9.3 Admission Requirements and Procedures, page 85
  - 9.4 Programs, page 85
    - 9.4.1 Bachelor of Education (Vocational) (90 credits), page 85
    - 9.4.2 Diploma In Human Relations And Family Life Education (30 credits), page 86
    - 9.4.3 Graduate Certificate in Counselling Applied to Teaching (15 credits), page 86
    - 9.4.4 Certificate in Inclusive Education (30 credits), page 86
    - 9.4.5 Programs for First Nations and Inuit, page 87
      - 9.4.5.1 Certificate in Education for First Nations and Inuit (60 credits), page 87
      - 9.4.5.2 Certificate in Aboriginal Literacy Education (30 credits), page 87
      - 9.4.5.3 Certificate in Middle School Education In Aboriginal Communities (30 credits), page 87
      - 9.4.5.4 Certificate in First Nations and Inuit Educational Leadership (30 credits), page 87
      - 9.4.5.5 Bachelor of Education for Certified Teachers (FNIE) (90 credits), page 87
      - 9.4.5.6 Certificate in Aboriginal Education for Certified Teachers (30 credits), page 87
      - 9.4.5.7 Certificate in First Nations & Inuit Student Personnel Services (30 credits), page 88
- 9.5 Academic Regulations, page 88
- 9.6 Course Descriptions, page 88
- 10 English Language Programs, page 89**
  - 10.1 The Department, page 89
    - 10.1.1 Location, page 89
    - 10.1.2 Administrative Officers, page 89
  - 10.2 Introduction, page 89
  - 10.3 Certificate of Proficiency – English for Professional Communication (30 credits), page 89
    - 10.3.1 Program Structure, page 89
    - 10.3.2 Academic Regulations, page 90
    - 10.3.3 Entrance Placement Test (EPT), page 90
  - 10.4 Certificate of Proficiency in English – Special Intensive English (SIE), page 91
    - 10.4.1 Placement Tests for Special Intensive English (SIE), page 91
    - 10.4.2 Academic Regulations, page 91
    - 10.4.3 International Students, page 91
    - 10.4.4 Housing, page 91
    - 10.4.5 Special Projects, Customized Training, IELPS, page 92
  - 10.5 Course Descriptions, page 92
- 11 French Language Programs, page 93**
  - 11.1 The Department, page 93
    - 11.1.1 Location, page 93
    - 11.1.2 Administrative Officers, page 93
  - 11.2 Introduction, page 93
  - 11.3 Certificate of Proficiency – French for Professional Communication (30 credits), page 93
    - 11.3.1 Program Structure, page 93
    - 11.3.2 Academic Regulations, page 94
    - 11.3.3 Entrance Placement Test (EPT), page 94
  - 11.4 Certificate of Proficiency in French – Special Intensive French Program (SIF), page 94
    - 11.4.1 Placement Tests for Special Intensive French (SIF), page 95
    - 11.4.2 Academic Regulations, page 95
    - 11.4.3 Housing, page 95
    - 11.4.4 Special Projects, Customized Training, page 95
  - 11.5 Course Descriptions, page 95
- 12 General Studies, page 97**
  - 12.1 The Department, page 97
    - 12.1.1 Location, page 97
    - 12.1.2 Administrative Officers, page 97
  - 12.2 Introduction, page 97
  - 12.3 General Information, page 97
    - 12.3.1 Registration, page 97
    - 12.3.2 Fees, page 97
    - 12.3.3 Course Cancellations and Withdrawals, page 97
    - 12.3.4 Grading and Evaluation, page 97
    - 12.3.5 Supplemental Examinations, page 97
    - 12.3.6 Professional Associations, page 97
  - 12.4 Course Offerings, page 97
    - 12.4.1 Credit Courses, page 97

- 
- 12.4.2 Non-Credit Courses, page 98
    - 12.4.2.1 Professional Development Seminars, page 98
  - 13 McGill Institute for Learning in Retirement, page 99**
    - 13.1 The Institute, page 99
      - 13.1.1 Location, page 99
      - 13.1.2 Administrative Officer, page 99
      - 13.1.3 The MILR Program, page 99
      - 13.1.4 Study Group Subjects, page 99
      - 13.1.5 MILR Schedule, page 99
      - 13.1.6 Self-Administration, page 99
      - 13.1.7 Social Events, page 99
      - 13.1.8 Membership Fees, page 99
      - 13.1.9 Registration, page 99
  - 14 Translation Studies, page 101**
    - 14.1 The Department, page 101
      - 14.1.1 Location, page 101
      - 14.1.2 Administrative Officers, page 101
      - 14.1.3 Introduction, page 101
    - 14.2 Classification Tests for Part-time Spanish Courses, page 101
      - 14.2.1 Spanish and Portuguese, page 101
        - 14.2.1.1 Academic Regulations - Language Programs and Courses, page 101
      - 14.2.2 Certificate of Proficiency, page 101
    - 14.3 Translation Programs, page 101
      - 14.3.1 Certificate in Translation (30 credits) (English to French, French to English) (Spanish to French, Spanish to English) (French/English to Spanish), page 102
        - 14.3.1.1 Objectives, page 102
        - 14.3.1.2 Program Structure, page 102
        - 14.3.1.3 General Academic Requirements, page 102
      - 14.3.2 Graduate Diploma In Translation (30 credits), page 103
        - 14.3.2.1 Objectives, page 103
        - 14.3.2.2 Program Structure, page 103
        - 14.3.2.3 General Academic Requirements, page 103
      - 14.3.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec, page 104
    - 14.4 Course Descriptions, page 104
  - 15 Course Information, Regulations and Descriptions, page C-1**
  - 16 Lecturers, page L-1**

## Maps



# 1 The University

## Table of Contents

<b>1</b>	<b>The University, page 13</b>
1.1	History, page 13
1.2	Incorporated and Affiliated Colleges, page 13
1.3	University Government, page 13
1.4	Recognition of Degrees, page 14
1.5	Governance, page 14
1.5.1	Visitor, page 14
1.5.2	Board of Governors, page 14
1.5.3	Members of Senate, page 14
1.6	Administration, page 14
1.6.1	Deans, Directors of Schools and Libraries, page 15
1.6.2	Centre for Continuing Education, page 15
1.7	Student Governance, page 16

### 1.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the "Royal Institution for the Advancement of Learning" upon condition that the latter erect "upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province"; and further upon condition that "one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of "McGill College."

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called "The University of McGill College" but in 1885 the Governors adopted the name "McGill University." Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then the University has continued to grow vigorously. In 1884 the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald Campus, and the Faculty of Education, located on the downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures

did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 11 faculties and 10 schools. At present over 32,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the Centre for Continuing Education.

### 1.2 Incorporated and Affiliated Colleges

#### INCORPORATED COLLEGE

##### Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for women students.

#### AFFILIATED THEOLOGICAL COLLEGES

##### Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B. (Trinity, Toronto), Ph.D.(Georgetown)

##### Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Toronto), Th.M.(Princeton), Th.D.(Knox, Toronto)

##### United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: P. Joudrey; B.A., M.Div.(Acadia), D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

### 1.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and four elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor, the Principal, and the President of the McGill Students' Society are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the academic head and chief administrative officer of the University, appointed by the Board of Governors after consultation with a Statutory

Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

## 1.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization which evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS) and the Conférence des recteurs et des principaux des universités du Québec (CREPUQ).

## 1.5 Governance

### 1.5.1 Visitor

#### The Governor General of Canada

Her Excellency The Right Honourable Michaëlle Jean

### 1.5.2 Board of Governors

(As of January 2008)

Robert Rabinovitch; B.Com.(McG.), M.A., Ph.D.(Penn.) **Chair**

Richard W. Pound; O.C., O.Q., Q.C., C.A., B.Com.(McG.), B.A.(Sir G.Wms.), B.C.L.(McG.) **Chancellor**

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W. (W. Laur.), Ph.D.(N. Carolina)

**Principal and Vice-Chancellor**

#### Members

Roshi Chadha

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Lili de Grandpré; B.A.(Western), M.B.A.(McG.)

Darren Entwistle; B.Econ.(C'dia), M.B.A.(McG.)

Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)

Trevor Garland; B.Sc.(McG.)

Kohur GowriSankaran; B.A., M.A.(Madr.), Ph.D.(Bombay)

Daniel Guitton; Dipl. IVK(U. Libre de Brux.), B.Eng., M.Eng., Ph.D.Eng., Ph.D.Physiol.(McG.)

Eric Maldoff; B.A., B.C.L., LL.B.(McG.)

Michael Meighen; B.A.(McG.)

Jan Peeters; B.Eng.(McG.)

Gary Pekeles; B.Sc.(McG.), M.Sc.(McG.), MDCM(Baylor)

Jeremy Reitman; A.B.(Dart.), B.C.L.(McG.)

Nigel Roulet; B.Sc., M.Sc.(Trent), Ph.D.(McM.)

Maria Ruocco

Michael Richards; B.A., B.C.L.(McG.)

Gerald Sheff; B.Arch.(McG.), M.B.A.(Harv.)

Thierry Vandal; B.Eng., M.B.A.(Montr.)

## Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

*Observers*

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

### 1.5.3 Members of Senate

#### *Ex-officio*

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Education

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Director of Libraries

#### **Elected Members**

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff.

Medical Residents or Postdoctoral Scholars Group (1)

Student Members (19)

## 1.6 Administration

Heather Munroe-Blum; O.C., B.A., B.S.W.(McM.), M.S.W.

(W. Laur.), Ph.D.(N. Carolina)

**Principal and Vice-Chancellor**

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)

**Provost**

Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)

**Deputy Provost (Student Life and Learning)**

Jane Everett; M.A.(Car.), Ph.D.(McG.)

**Dean of Students**

Kathleen Massey; B.A.(York)

**University Registrar and Executive Director of Enrolment Services**

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)

**Executive Director of Services for Students**

William F. Foster; LL.B.(Auck.), LL.M.(Br.Col.)

**Associate Provost (Policies and Procedures)**

Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)

**Associate Provost (Graduate Education) and Dean (Graduate and Postdoctoral Studies)**

TBA

**Associate Provost (Planning and Budgets)**

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)

**Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)**

Sylvia Franke; LL.B., B.Sc.(Tor.)

**Chief Information Officer**

Johanne Pelletier; B.A., M.A.(McG.)

**Secretary-General**

François R. Roy; B.A., M.B.A.(Tor.)

**Vice-Principal (Administration and Finance)**

Lynne B. Gervais; B.A.(C'dia), Dip.Management(McG.)

**Associate Vice-Principal (Human Resources)**

Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.

**Associate Vice-Principal (University Services)**

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

**Vice-Principal (Development and Alumni Relations)**

Michael Goldbloom; B.C.L., LL.B.(McG.)

**Vice-Principal (Public Affairs)**

Richard I. Levin; B.S.(Yale), M.D.(NYU)

**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**

Denis Thérien; B.Sc.(Montr.), M.Sc., Ph.D.(Wat.)  
**Vice-Principal (Research and International Relations)**

Mourad El-Gamal; B.Sc.(Ain Shams), M.Sc.(Vanderbilt),  
 Ph.D.(McG.)  
**Associate Vice-Principal (Research and International Relations)**

Rima Rozen; B.Sc., Ph.D.(McG.)  
**Associate Vice-Principal (Research and International Relations)**

### 1.6.1 Deans, Directors of Schools and Libraries

#### Deans

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)  
**Agricultural and Environmental Sciences**

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)  
**Arts**

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)  
**Continuing Education**

Paul J. Allison; B.D.S.(Lond.), F.D.S.R.C.S.(Eng), M.Sc.(Lond.),  
 Ph.D.(McG.)  
**Dentistry**

Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.) (*effective August 2008*)  
**Education**

Christophe Pierre; M.Sc.(Prin.), Ph.D. (Duke)  
**Engineering**

Martin Kreiswirth; B.A. (Hamilton), M.A. (Chic.), Ph.D. (Tor.)  
**Graduate and Postdoctoral Studies**

Nicholas Kasirer; B.A.(Tor.), B.C.L., LL.B.(McG.), D.E.A.(Paris)  
**Law**

Peter Todd; B.Com.(McG.), Ph.D.(Br.Col.)  
**Management**

Richard I. Levin; B.Sc.(Yale); M.D.(NYU)  
**Medicine**

Donald McLean; Mus.Bac., M.A., Ph.D.(Tor.)  
**Music**

Ellen Aitken; Th.D.(Harv.), M.Div.(U.of South); A.B.(Harv.)  
**Religious Studies**

Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)  
**Science**

Jane Everett; M.A.(Car.), Ph.D.(McG.)  
**Dean of Students**

#### Directors of Schools and Libraries

Michael Jemtrud; B.Sc., B.Arch., B.A.(Penn. St.), M.Arch.(McG.)  
**Architecture**

Shari R. Baum; B.A.(C'nell), M.S.(Vt.), M.A., Ph.D.(Brown)  
**Communication Sciences and Disorders**

Sue Whitesides; M.Sc.(Stan.), Ph.D.(Wis.)  
**Computer Science**

Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)  
**Dietetics and Human Nutrition**

Nigel Roulet; B.Sc., M.Sc.(Trent), Ph.D.(McM.)  
**Environment**

France Bouthillier; B.Ed.(Que.), M.S.BI.(Montr.), Ph.D.(Tor.)  
**Library and Information Studies**

Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)  
**Nursing**

Maureen J. Simmonds; Dip. P.T.(Wolverhampton), B.Sc.(P.T.),  
 M.Sc.(P.T.), Ph.D.(Alta.)  
**Physical and Occupational Therapy**

Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)  
**Social Work**

David Brown; B.A.(Bishop's), M.U.P.(McG.), Ph.D.(Sheffield)  
**Urban Planning**

Janine Schmidt; B.A.(Qld.), M.Lib.(N.S.W.)  
**Libraries**

### 1.6.2 Centre for Continuing Education

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.) **Dean**

Alfred M. Jaeger; B.Sc.(N'western), M.B.A., Ph.D.(Stan.)  
**Associate Dean (Academic)**

#### ADMINISTRATIVE SERVICES

Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.)  
**Assistant to the Dean (Administration and Finance)**

Claudette Lapierre **Assistant to the Dean (Special Projects)**

Antoinette Greco; Cert. Mgmt.(McG.)  
**Assistant to the Associate Dean (Academic)**

Andrée LaHaise **Administrative Assistant and Building Director**

Kevork Abadjian **Microcomputer Systems Coordinator**

Jean-Paul Rémillieux; B.A., M.Sc.(UQAM)  
**Director, E-Learning**

Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)  
**Director of Academic Development**

#### STUDENT AFFAIRS OFFICE

Assunta Cerrone-Mancini  
**Manager, Admissions and Convocation**

Lucia Chimienti; B.A.(C'dia)  
**Student Records and Accounts Officer**

Johnny Martuccio; B.Com.(McG.)  
**Manager, Student Records, Registration and Accounts**

#### CAREER AND MANAGEMENT STUDIES

TBA **Director**

Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)  
**Program Administrator**

Mary Rubiano **Program Advisor**

Daniel Darrigan; B.A., Dip. Ed.(McG.) **Program Advisor**

Larry Goldsman; B.Com.(C'dia), G.D.P.A.(McG.), C.A.  
**Faculty Lecturer**

Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)  
**Director Information Technology Programs, Faculty Lecturer**

Jean-Claude Provost; B.A.(York (Can.)), M.A.(McG.), C.R.H.A.  
**Coordinator - Human Resources Management Programs  
 Faculty Lecturer**

Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), A.P.R., F.C.P.R.S.  
**Communications Officer, Faculty Lecturer**

#### ENGLISH AND FRENCH LANGUAGE PROGRAMS

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.) **Director**

Effie Dracopoulos; B.A.(C'dia)  
**Coordinator, Faculty Lecturer, English Language Programs**

Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)  
**Coordinator, Faculty Lecturer, Special Intensive English**

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)  
**Coordinator, Faculty Lecturer, French Language Programs**

Isabelle Mathieu; B.A.(Brock), M.Ed.(Montr.)  
**Coordinator, Faculty Lecturer, Special Intensive French**

Helen Athanassiadis; B.A., Cert. Human Resources Mgmt.(McG.)  
**Program Administrator**

## GENERAL STUDIES

Aldo Cerantola; B.Sc.A.(Laval)

**Director**

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

**Program  
Administrator**

## SUMMER STUDIES

Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)

**Program  
Administrator**

## TRANSLATION STUDIES

James Archibald; B.A.(McG.), B.Ph.(Montr.), M.èsL., Dr. 3rd cy.  
(Lille), Ph.D.(Montr.)

**Director**

Héberto Fernandez; B.Sc., M.Sc.(U. of Los Andes), Ph.D.(Montr.)  
**Coordinator, Spanish and Portuguese Programs**

## MCGILL INSTITUTE FOR LEARNING IN RETIREMENT

Carolynn Rafman; B.F.A.(C'dia), M.A.(McG.)

**Program Coordinator**

---

## 1.7 Student Governance

### McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989 and a certificate of accreditation was issued in 1990. All McGill Continuing Education Students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a Computer Lab which is free for all MACES members and a Social Centre/Cafeteria where hot food, sandwiches and beverages are sold. Also, a lounge is available for group meetings or individual studying. MACES is an ideal warm relaxed ambiance for socializing, studying or having a group meeting after a working day, before classes, after classes and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open door policy.

Full details of the by-laws, officers and committees of MACES are available from the Association (tel.: (514) 398-4974).



## 2 Calendar of Dates 2008-09

The complete Calendar of Dates is available on the Web at [www.mcgill.ca/student-records](http://www.mcgill.ca/student-records). The excerpt published herein was accurate as of February 2008. The information is subject to change and users are advised to verify important dates by checking the Web.

A Calendar Supplement is published three times a year. This document supplements the information contained in this calendar and is mailed to all returning and newly admitted students prior to registration. It contains specific details on registration dates and information you will need for the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence.

FACULTY / SCHOOL LEGENDS			
CE	Continuing Education	ALL	All students
NEW	New students	RET	Returning students
→	Read activity column for details		

ACTIVITY CODE LEGENDS			
APP	Application	INFO	Information
APPGRAD	Apply to graduate on Minerva	LEC	Lecture
CONV	Convocation	NOTE	Note to students
DEF	Deferred—application and examination	REG	Registration
EXAMS	Examinations	VERIF	Verification Period
HOLIDAY	Holiday	W	Course withdrawal
IFT	Inter-faculty transfer	W--	University withdrawal

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
<b>June 2008</b>			
June 1, Sun.	APP	CE	Application deadline for Fall admission to Continuing Education Programs.
June 1, Sun.	IFT	→	Agricultural and Environmental Sciences, Arts, B.A. & Sc., Education, Engineering (except Architecture), Management and Science application deadline for Fall term 2008 inter-faculty transfers. This deadline also applies to Continuing Education students wishing to transfer into Management.
June 24, Tues.	HOLIDAY	→	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
<b>July 2008</b>			
July 1, Tues.	HOLIDAY	→	<b>CANADA DAY.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
July 2, Wed.	REG	CE	Registration using Minerva begins for <u>returning students</u> in Continuing Education for Fall courses and programs.
July 8, Tues.	REG	CE	Registration using Minerva begins for <u>newly-admitted</u> students in Continuing Education for Fall courses and programs.
July 15, Tues.	REG	CE	Registration using Minerva for <u>returning Continuing Education Special students</u> for Fall courses and programs.
<b>August 2008</b>			
Aug. 15, Fri.	INFO	→	Last day for the Summer 2008 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Aug. 15, Fri.	NOTE	→	Grades of K will convert to KF for Winter term 2008 for all faculties except Dentistry, Medicine and Graduate Studies.
Aug. 15, Fri.	REG	→	Registration begins for Fall term Continuing Education courses via Minerva for all faculties except Dentistry, Law, Management (day programs), Medicine and Physical and Occupational Therapy.
<b>September 2008</b>			
Sept. 1, Mon.	HOLIDAY	→	<b>LABOUR DAY.</b> (Classes cancelled). Administrative offices closed.
Sept. 2, Tues.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.

CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Sept. 2, Tues.	LEC	—→	Lectures begin in programs in Agricultural and Environmental Sciences, Arts, all credit courses and non-credit language courses at Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 <sup>st</sup> and 2 <sup>nd</sup> year), Religious Studies, and Science.
	NOTE	—→	The normal Tuesday schedule of course activities will be cancelled for December 2, 2008. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Tuesday, December 2, 2008</b> as well. This change in schedule is to make up for activities that will be cancelled on Monday, October 13 due to Thanksgiving Day.
Sept. 3, Wed. to Sept. 16, Tues.	REG	ALL	Late registration period with \$100 late registration fee for all faculties; \$40 for Special Students and Graduate part-time students (\$25 late registration fee for Continuing Education students).
Sept. 15, Mon.	LEC	CE	Lectures begin in Special Intensive English, Special Intensive French and General Studies non-credit courses at Continuing Education.
Sept. 16, Tues.	W	—→	Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in Summer 2008 ( <b>with fee refund for Fall term 2008</b> ) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive courses).
Sept. 16, Tues.	REG	—→	Course Change (drop/add) deadline for Fall term and first part of multi-term courses starting in September 2008 for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Music Ensembles after this date.)
Sept. 21, Sun.	W	CE	Deadline to Web withdraw (grade of "W") with fee refund from Continuing Education <i>credit</i> courses (\$20 fee).
Sept. 29, Mon. to Oct. 3, Fri.	VERIF	—→	Verification period via Minerva for all students in all faculties. It is especially critical that graduating students verify their records. Faculty of Law students must pick up their examination number during Verification from their Faculty Student Affairs Office.
<b>October 2008</b>			
Oct. 1, Wed.	APP	CE	Application deadline for Winter admission to Continuing Education Programs.
Oct. 13, Mon.	HOLIDAY	—→	<b>THANKSGIVING DAY.</b> (Classes cancelled). Administrative offices closed. Continuing Education evening classes will be re-scheduled.
	NOTE	—→	The normal Tuesday schedule of course activities will be cancelled for December 2, 2008. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Tuesday, December 2, 2008</b> as well. This change in schedule is to make up for activities that are cancelled on Monday, October 13 due to Thanksgiving Day.
Oct. 16, Thurs. to Oct. 19, Sun.	EVENT	ALL	Homecoming 2008.
Oct. 19, Sun.	W/W--	—→	Deadline for Web withdrawing (grade of "W") or University Withdrawal (grade of "W--") from Fall term 2008 courses and Continuing Education Fall term courses ( <b>with no fee refund</b> ) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science. (No withdrawals from Education Intensive or from ensembles or practical lessons in Music.)
Oct. 30, Thurs.	REG	CE	Registration using Minerva for Winter courses and programs for returning students in Continuing Education.
<b>November 2008</b>			
Nov. 4, Tues.	REG	CE	Registration using Minerva for Winter courses and programs for newly-admitted students in Continuing Education.
Nov. 6, Thurs. to Dec. 3, Wed.	INFO	—→	Online course evaluation period for Fall term: Evaluations available for completion on Mercury through Minerva.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Nov. 11, Tues.	REG	CE	Registration using Minerva for Winter courses and programs for returning Continuing Education <b>Special</b> Students.
Nov. 14, Fri. (tentative)	CONV	ALL	10:00 Fall Convocation - AM Ceremony 14:00 Fall Convocation - PM Ceremony
<b>December 2008</b>			
Dec. 1, Mon.	NOTE	—→	Grades of K will convert to KF for Summer term 2008 for all faculties except Dentistry, Medicine and Graduate Studies.
Dec. 2, Tues.	INFO	—→	Last day for the Fall 2008 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Dec. 2, Tues.	LEC	—→	Last day of lectures for courses in Agricultural and Environmental Sciences, Arts, Continuing Education, Education (except for 1 <sup>st</sup> year students in Kind & Elem & Sec programs), Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 <sup>st</sup> & 2 <sup>nd</sup> year), Religious Studies, Science and Social Work (B.S.W and M.S.W.).
Dec. 2, Tues.	NOTE	—→	The normal Tuesday schedule of course activities is cancelled for December 2, 2008. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Monday</b> will be held on <b>Tuesday, December 2, 2008</b> as well. This change in schedule is to make up for activities that were cancelled on Monday, October 13 due to Thanksgiving Day.
Dec. 3, Wed.	INFO	—→	Study Day.
Dec. 4, Thurs. to Dec. 19, Fri.	EXAM	—→	Examination period for Fall term courses, and multi-term courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 <sup>st</sup> and 2 <sup>nd</sup> year), Religious Studies, Science, and Social Work (B.S.W.).
Dec. 15, Mon.	REG	—→	Registration begins for Winter term Continuing Education courses via Minerva for all faculties except Dentistry, Law, Management (day programs), Medicine and Physical and Occupational Therapy.
Dec. 24, Wed.	NOTE	—→	Administrative offices will be open on Wednesday, December 24.
Dec. 25, Thurs. to Jan. 2, Fri.	HOLIDAY	—→	<b>CHRISTMAS AND NEW YEAR'S.</b> Administrative offices will be closed between December 25 and January 2 inclusive. Library hours available at Reference Desks.
<b>January 2009</b>			
Jan. 1, Thurs.	HOLIDAY	—→	<b>NEW YEAR'S.</b> Administrative offices will be closed. Library hours available at Reference Desks.
Jan. 2, Fri.	NOTE	—→	Administrative offices will be closed on Friday, January 2 and will reopen on Monday, January 5.
Jan. 5, Mon.	REG	CE	Deadline for students to register for Continuing Education courses without a late registration fee.
Jan. 5, Mon.	LEC	—→	Winter term lectures begin in Agricultural and Environmental Sciences (including Farm Management and Technology program), Arts, all credit courses and non-credit language courses at Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy (1 <sup>st</sup> and 2 <sup>nd</sup> year students), Religious Studies, Science, Dentistry (all programs) and Medicine students (1 <sup>st</sup> and 2 <sup>nd</sup> year students).
	NOTE	—→	The normal Tuesday schedule of course activities will be cancelled for April 14, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Fridays</b> will be held on <b>Tuesday, April 14, 2009</b> as well. This change in schedule is to make up for activities that will be cancelled on Friday, April 10, 2009 due to the Easter holiday.
Jan. 5, Mon.	LEC	CE	Lectures begin in non-credit General Studies courses at Continuing Education.
Jan. 6, Tues. to Jan. 20, Tues.	REG	NEW	Late registration for new students with \$100 late registration fee for all faculties; \$40 for Special Students and Graduate part-time students. (\$25 late registration fee for Continuing Education students).

## CALENDAR OF DATES

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Jan. 12, Mon.	LEC	CE	Lectures begin in Special Intensive English and French at Continuing Education.
Jan. 15, Thurs.	DEF	—→	Application deadline for deferred examinations for courses from the Fall term 2008 in Agricultural and Environmental Sciences, Arts (including School of Social Work), Continuing Education, Education, Engineering, Law, Management, Nursing, Physical and Occupational Therapy and Science.
Jan. 20, Tues.	REG	ALL	Course Change (drop/add) deadline for Winter term courses and Continuing Education Winter term courses for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Law, Management, Music (except practical lessons), Nursing, Physical and Occupational Therapy, Religious Studies, Science and Social Work. (No withdrawals from Music Ensembles after this date.)
Jan. 20, Tues.	W	—→	Deadline for Web withdrawing (grade of "W") from multi-term courses that started in September 2008 ( <b>with fee refund for Winter term</b> ) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive).
Jan. 25, Sun.	W	CE	Deadline to Web withdraw (grade of "W") with fee refund from Continuing Education <i>credit</i> courses (\$20 fee).
Jan. 26, Mon. to Jan. 30, Fri.	VERIF	—→	Verification period via Minerva for all students in all faculties. It is especially critical that graduating students verify their records. Faculty of Law students pick up examination numbers during Verification from their Faculty Student Affairs Office.
<b>February 2009</b>			
Feb. 1, Sun.	APP	CE	Application deadline for Spring admission to Continuing Education Programs.
Feb. 15, Sun.	W/W--	—→	Deadline for Web withdrawing ( <b>with no fee refund</b> ) (grade of "W") or University Withdrawal (grade of "W- -") from Winter 2009 and Winter term 2009 Cont. Ed courses for Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from ensembles or practical lessons in Music).
Feb. 22, Sun. to Feb. 28, Sat.	BREAK	—→	<b>STUDY BREAK.</b> (Classes cancelled for all faculties except Dentistry, Medicine, Continuing Education non-credit courses and English & French credit courses, Stage in Dietetics Level 3).
<b>March 2009</b>			
Mar. 19, Thurs. to Apr. 14, Tues.	INFO	—→	Online course evaluation period for Winter term: Evaluations available for completion on Mercury through Minerva.
<b>April 2009</b>			
Apr. 10, Fri. to Apr. 13, Mon.	HOLIDAY	—→	<b>EASTER.</b> No classes or exams. Administrative offices closed. Library hours to be announced.
Apr. 14, Tues.	INFO	—→	Last day for the Winter 2009 term for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.
Apr. 14, Tues.	LEC	—→	Last day of lectures for Winter term in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work (B.S.W./M.S.W.), and Science.
Apr. 14, Tues.	NOTE	—→	The normal Tuesday schedule of course activities is cancelled for April 14, 2009. In its place, all lectures, labs, conferences and other course-related activities that are normally held on <b>Fridays</b> will be held on <b>Tuesday, April 14, 2009</b> as well. This change in schedule is to make up for activities that were cancelled on Friday, April 10, 2009 due to the Easter holiday.

DATE	ACTIVITY CODE	FACULTY/SCHOOL	ACTIVITY
Apr. 15, Wed. to Apr. 30, Thurs.	EXAM	—→	Examination period for Winter term and multi-term courses given by Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Science, and Social Work. <i>Exams begin earlier for Dentistry students. Contact Faculty for specific dates.</i>
<b>May 2009</b>			
May 1, Fri.	APP	—→	Deadline for application for admission to evening Part-time B.Com. Program.
May 11, Mon.	NOTE	—→	Grades of K will convert to KF for Fall term 2008 for all faculties except Dentistry, Medicine and Graduate Studies.
May 15, Fri.	DEF	—→	Application deadline for deferred examinations for Winter term and multi-term courses ending in the Winter term 2009 in Agricultural and Environmental Sciences, Arts (including School of Social Work), Continuing Education, Education, Engineering, Law, Management and Science.
May 15, Fri.	<b>W</b>	—→	Deadline for Web withdrawing (grade of "W") from multi-term courses (D1/D2, N1/N2) that started in the Winter term 2009 and end in the Summer term 2009 or in the Fall term 2009 ( <b>with fee refund for Summer term 2009</b> ) for students in Agricultural and Environmental Sciences, Arts, Continuing Education, Education, Engineering including Architecture, Graduate Studies, Law, Management, Music, Nursing, Physical and Occupational Therapy, Religious Studies, Social Work, and Science (no withdrawals from Education Intensive).
May 18, Mon.	HOLIDAY	—→	<b>VICTORIA DAY.</b> (Classes cancelled). Administrative offices closed.
<b>June 2009</b>			
TBA	CONV	—→	Spring 2009 Convocation
June 1, Mon.	APP	CE	Application deadline for Fall admission to Continuing Education Programs.
June 1, Mon.	IFT	—→	Agricultural and Environmental Sciences, Arts, B.A. & Sc., Education, Engineering (except Architecture), Management and Science application deadline for Fall term 2009 inter-faculty transfers. This deadline also applies to Continuing Education students wishing to transfer into Management.
June 24, Wed.	HOLIDAY	—→	<b>LA FÊTE NATIONALE DU QUÉBEC.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
<b>July 2009</b>			
July 1, Wed.	HOLIDAY	—→	<b>CANADA DAY.</b> (Classes cancelled). Administrative offices closed. Libraries closed.
<b>August 2009</b>			
Aug. 15, Sat.	INFO	—→	Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the Enrolment Services Office for the Summer 2009 term. Students in Medicine or Continuing Education should submit their documents directly to their Faculty Student Affairs office or the Centre for Continuing Education. Documents received after this date will be updated for the following term only.



## 3 Application Procedures

### Table of Contents

- 3.1 Admission Requirements, page 23
- 3.2 Programs of Study, page 23
  - 3.2.1 Undergraduate Programs, page 23
    - 3.2.1.1 Bachelor of Commerce (Part-Time), page 23
    - 3.2.1.2 Business and Professional Programs, page 23
    - 3.2.1.3 Education Programs, page 23
    - 3.2.1.4 Languages, page 23
    - 3.2.1.5 Translation, page 23
  - 3.2.2 Graduate Programs, page 23
    - 3.2.2.1 Business and Professional Programs and Courses, page 23
    - 3.2.2.2 Education, page 24
    - 3.2.2.3 Translation, page 24
- 3.3 Admission Procedures, page 24
  - 3.3.1 Bachelor of Commerce (Part-Time), page 24
  - 3.3.2 Faculty of Education, Continuing Education Programs, page 24
  - 3.3.3 Continuing Education Undergraduate Certificate and Graduate Certificate and Diploma Programs, page 24
    - 3.3.3.1 Application Fee, page 24
    - 3.3.3.2 Tracking the Status of Your Application, page 24
    - 3.3.3.3 Supporting Documents - Undergraduate Programs, page 24
    - 3.3.3.4 Supporting Documents for Graduate Level Programs, page 25
    - 3.3.3.5 Due Date for Documentation requirements for McGill applications, page 25
    - 3.3.3.6 What are official documents at McGill?, page 25
- 3.4 Deferring or declining our offer of admission?, page 25
- 3.5 Program Transfers, page 25
- 3.6 Advanced Standing, page 25
  - 3.6.1 Post-Admission Requests for Advanced Standing, page 25
    - 3.6.1.1 Exemption by Examination (for Career and Management Studies Students), page 25
- 3.7 International Students, page 26
  - 3.7.1 Application Procedures - International Students, page 26
  - 3.7.2 Immigration Procedures, page 26
    - 3.7.2.1 Temporary Resident Visa (Only for Special Intensive Language Programs), page 26
    - 3.7.2.2 Study Permit, page 26
    - 3.7.2.3 Permanent Code, page 26
    - 3.7.2.4 Compulsory Health Insurance (International Students), page 27
- 3.8 Special Student Status, page 27
  - 3.8.1 Undergraduate Courses, page 27
    - 3.8.1.1 Documents Required to Register for Undergraduate Courses, page 27
  - 3.8.2 Graduate Level Courses, page 27
    - 3.8.2.1 Documents Required to Register for Graduate Level Courses, page 27
- 3.9 Professional Associations, page 27

### 3.1 Admission Requirements

The admission requirements for programs offered through the Centre for Continuing Education vary. Please consult the appropriate department for the admission requirements for the program to which you would like to apply.

### 3.2 Programs of Study

Programs requiring formal admission include:

#### 3.2.1 Undergraduate Programs

##### 3.2.1.1 Bachelor of Commerce (Part-Time)

For more information, [see section 6.4 "Bachelor of Commerce for Part-Time Students"](#).

##### 3.2.1.2 Business and Professional Programs

For more information, [see section 6 "Career and Management Studies \(Undergraduate Certificate Programs\)"](#).

Certificate in Accounting  
 Certificate in Entrepreneurship  
 Certificate in Health and Social Services Management  
 Certificate in Human Resources Management  
 Certificate in Logistics Management  
 Certificate in Management  
 Certificate in Marketing  
 Certificate in Public Relations  
 Certificate in Risk Management  
 Certificate in Software Development  
 Certificate in Systems Analysis and Design  
 Certificate in Aboriginal Social Work Practice  
 Certificate in Northern Social Work Practice

##### 3.2.1.3 Education Programs

For more information, [see section 9 "Education"](#).

Diploma in Human Relations & Family Life Education  
 Certificate in Inclusive Education  
 Certificate in Education for First Nations and Inuit  
 Certificate in Aboriginal Literacy Education  
 Certificate in Middle School Education in Aboriginal Communities  
 Certificate in First Nations and Inuit Educational Leadership  
 Bachelor of Education for Certified Teachers - (FNIE)  
 Certificate in Aboriginal Education for Certified Teachers  
 Certificate in First Nations and Inuit Student Personnel Services

##### 3.2.1.4 Languages

For more information, [see section 10 "English Language Programs"](#) and [see section 11 "French Language Programs"](#).

Certificate of Proficiency - English for Professional Communication  
 Certificate of Proficiency - French for Professional Communication

##### 3.2.1.5 Translation

For more information, [see section 14 "Translation Studies"](#).

Certificate in Translation - English to French  
 Certificate in Translation - French to English  
 Certificate in Translation - Spanish to English  
 Certificate in Translation - Spanish to French  
 Certificate in Translation - English / French to Spanish

#### 3.2.2 Graduate Programs

##### 3.2.2.1 Business and Professional Programs and Courses

For more information, [see section 7 "Career and Management Studies \(Graduate Programs, Diplomas and Graduate Certificates\)"](#).

**Diplomas in Management in eleven concentrations:**

Diploma in Management - E-Business  
 Diploma in Management - Entrepreneurship  
 Diploma in Management - Health Care  
 Diploma in Management - Human Resources  
 Diploma in Management - International Business  
 Diploma in Management - Leadership  
 Diploma in Management - Marketing  
 Diploma in Management - Operations Management  
 Diploma in Management - Public Relations  
 Diploma in Management - Taxation  
 Diploma in Management - Treasury-Finance

**Graduate Certificates:**

Graduate Certificate in E-Business  
 Graduate Certificate in Entrepreneurship  
 Graduate Certificate in Health Care Management  
 Graduate Certificate in Human Resources Management  
 Graduate Certificate in International Business  
 Graduate Certificate in Leadership  
 Graduate Certificate in Marketing  
 Graduate Certificate in Operations Management  
 Graduate Certificate in Public Relations Management  
 Graduate Certificate in Taxation  
 Graduate Certificate in Treasury-Finance  
 Graduate Certificate in Accounting Practice

**Diploma Programs**

Diploma in Accounting  
 Diploma in E-Business  
 Diploma in Human Resources Management  
 Diploma in Information Technology  
 Diploma in Management - General  
 Diploma in Public Relations Management  
 Graduate Diploma in Taxation

**3.2.2.2 Education**

For more information, [see section 9 "Education"](#).

Graduate Certificate in Counselling Applied to Teaching

**3.2.2.3 Translation**

For more information, [see section 14 "Translation Studies"](#).

Graduate Diploma in Translation - English to French  
 Graduate Diploma in Translation - French to English  
 Graduate Diploma in Translation - Spanish to English  
 Graduate Diploma in Translation - Spanish to French

**3.3 Admission Procedures****3.3.1 Bachelor of Commerce (Part-Time)**

Admission to the Bachelor of Commerce program is through Enrolment Services. Students can apply on-line at [www.mcgill.ca/applying](http://www.mcgill.ca/applying). Applications for admission can be obtained from Enrolment Services, James Administration Building, 845 Sherbrooke St. West, Montreal, Quebec, H3A 2T5; Tel.: (514) 398-3910.

For application deadlines and procedures, contact Enrolment Services.

**3.3.2 Faculty of Education, Continuing Education Programs**

Application for admission to Faculty of Education, Continuing Education programs can be made on the Web at: [www.mcgill.ca/applying](http://www.mcgill.ca/applying). Students should complete the application form and submit the required documents to the appropriate department. For application deadlines and procedures visit [www.mcgill.ca/conted-edu](http://www.mcgill.ca/conted-edu).

**3.3.3 Continuing Education Undergraduate Certificate and Graduate Certificate and Diploma Programs**

The Student Affairs Office of the Centre for Continuing Education processes admissions to the Centre's formal programs except for the Bachelor of Commerce and the Bachelor of Education programs.

McGill's on-line application form is available on the Web at [www.mcgill.ca/applying](http://www.mcgill.ca/applying). On-line application is preferred, however, limited numbers of paper applications are available and may be obtained by calling (514) 398-6200 or by e-mailing [admissions.conted@mcgill.ca](mailto:admissions.conted@mcgill.ca). Forms may also be picked up at 688 Sherbrooke Street West, 11th floor. A PDF copy of the paper application is also available on the Website.

**Application Deadlines for all programs:**

Fall term	June 1
Winter term	October 1
Spring term	February 1

**Note:** Students who do not register within one year of the date of acceptance will be required to reapply.

**3.3.3.1 Application Fee**

A non-refundable application fee of \$60 in Canadian funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting advanced standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes card-holder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, you will be required to submit a paper application. In this case, your payment can be by certified cheque or money order.

**3.3.3.2 Tracking the Status of Your Application**

A notice acknowledging receipt of your application to McGill University will be sent to the email address indicated on your application.

This acknowledgement notice will contain a McGill identification number and a PIN which you can subsequently use to log on to Minerva, McGill self-service Web-based administrative system, at [www.mcgill.ca/minerva/applicants](http://www.mcgill.ca/minerva/applicants).

You will be able to check the status of your application, including the receipt of supporting documents, on Minerva.

**3.3.3.3 Supporting Documents - Undergraduate Programs**

The following documents must be received before the application can be processed:

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the Centre for Continuing Education (see [Legal Documents, section 4.2.2](#)). Applicants applying on the basis of the CEGEP Diplôme d'études collégiales (DEC) must provide their Permanent Code so that McGill University can electronically access their CEGEP transcripts.
2. Proof of age: Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students. Two pieces of personal identification must be attached.
3. TOEFL, IELTS, APIEL, McGill CCE TELP or McGill Certificate of Proficiency in English (if applicable) if your mother tongue is other than English: (see [Proof of Proficiency in English, section 6.9.2](#) or [Proof of Proficiency in English, section 7.3.2](#).) Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.



4. Proof of Canadian Citizenship or Landed Immigrant status: (see [Legal Documents, section 4.2.2](#)).
5. Proof of Residency in Quebec: (see [Legal Documents, section 4.2.2](#)).
6. The Quebec Ministry of Education (MELS) requires that all students attending a Quebec university have a Permanent Code. (See [Legal Documents, section 4.2.2](#)).

### 3.3.3.4 Supporting Documents for Graduate Level Programs

Candidates wishing to apply to a graduate program must have a degree (i.e. a Bachelor's degree) from a recognized university that is equivalent to an undergraduate degree as approved by the Ministère de l'immigration et des communautés culturelles. Programs may have additional admission requirements. Please refer to the admission requirements specified in the program description.

The following documents must be received before the application can be processed:

1. An unofficial transcript with confirmation of degree awarded and date of graduation and a letter from the University confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript with confirmation of degree awarded and date of graduation sent directly to the Department from their previous educational institution before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill CCE TELP or McGill Certificate of Proficiency in English (if applicable) if your mother tongue is other than English: (see [Proof of Proficiency in English, section 7.3.2](#)). Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.
4. Proof of Canadian Citizenship or Landed Immigrant status: (see [Legal Documents, section 4.2.2](#)).
5. Proof of Residency in Quebec: (see [Legal Documents, section 4.2.2](#)).
6. The Quebec Ministry of Education (MELS) requires that all students attending a Quebec university have a Permanent Code. (See [Legal Documents, section 4.2.2](#)).

**Note:** You cannot apply as a mature student for Graduate level programs.

### 3.3.3.5 Due Date for Documentation requirements for McGill applications

All required supporting documents, including: transcripts, statements of standing, test scores; letters of recommendation, portfolios, etc. (depending on the program) must reach McGill by the admission deadline date, i.e. June 1 for Fall admission, October 1 for Winter admission and February 1 for Spring admission.

### 3.3.3.6 What are official documents at McGill?

McGill requires official versions of all transcripts and statements of academic standing from schools or other education institutions. Test scores and examination results must also be official. At McGill, "official" signifies that the school, educational institution or Examination Board, for students who write Advanced Level examinations, sends directly to McGill University without intermediary all transcripts, statements of academic standing, test scores and examination results. We do not accept as "official", copies of documents certified by a notary, commissioner of oaths, Canadian Education Centre or embassy staff member. We do not make conditional decisions based on unofficial transcripts or statements of academic standing.

We recognize that in some countries it is difficult to arrange for schools to send official transcripts. We also recognize that individuals who no longer reside in the country where they studied face particular challenges in arranging for official documentation. Should this be the case, please communicate this to us in writing and, if warranted, we will consider extending the deadline for document submissions.

For further information such as the complete list of acceptable documents and the Attestation of Residency form, please contact the Student Affairs Office at (514) 398-6200.

## 3.4 Deferring or declining our offer of admission?

The offer of admission is valid for one academic year beginning with the session of admission. If you do not enroll in courses during that one year period, you will be required to re-apply. If you wish to decline our offer of admission, please contact the Student Affairs Office via e-mail at [admissions.conted@mcgill.ca](mailto:admissions.conted@mcgill.ca) to inform them of your decision.

## 3.5 Program Transfers

A student may request one program transfer; each subsequent request will be treated as a new admission. In the latter case, the student will be required to complete an "Application for Admission" and will be subject to the \$60 application fee. Students who wish to transfer from one program to another must submit a written request to the Student Affairs Office. Please note that a student cannot request a transfer in the same session that he/she was admitted.

## 3.6 Advanced Standing

Advanced standing is processed at the time of admission at the written request of the student and is granted based on the documents submitted with the admission application. You may still, however, apply for advanced standing for equivalent credit courses, however advanced standing will only be granted for equivalent credit courses taken within the last five years at the appropriate level and with the grade stipulated by the university.

### 3.6.1 Post-Admission Requests for Advanced Standing

Students applying for advanced standing after the time of admission must complete an "Application for Advanced Standing" and submit it to the Student Affairs Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).  
**Note:** Summary course description(s) are NOT acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Student Affairs Office of the Centre for Continuing Education.
5. Students are responsible for submitting any additional supporting documentation to the Student Affairs Office of the Centre for Continuing Education.

The Application for Advanced Standing can be found on-line at: [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms). It is also available at the Student Affairs Office.

#### 3.6.1.1 Exemption by Examination (for Career and Management Studies Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- co-requisite courses to the program;
- or
- pre-requisite courses which are not part of their program.

Students who successfully pass the Exemption by Examination test(s) 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 enroll in the course(s) for which the particular test was taken.

Students may obtain an application form from the department or from the Web [www.mcgill.ca/contestedstudents/forms](http://www.mcgill.ca/contestedstudents/forms). Students interested in the Exemption by Examination test should contact the Career and Management Studies department for further details.

**Note:** Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

## 3.7 International Students

The immigration authorities do not issue visas to students unless they are studying full time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the Centre are designed for part-time students, but some may be taken full time. To be full time in a credit program you must take at least 12 credits each term towards your program. The Special Intensive Language Programs are full-time programs.

Prospective visa students should contact the Centre for Continuing Education to verify that the program to which they wish to apply may be taken full time. Students will be advised prior to registration of the appropriate sequence of courses which will enable them to complete the program within the time frame specified by the immigration authorities. Students will also be given a Study Plan which will outline the course sequence. Immigration authorities will ask to see the Study Plan before issuing or renewing a student visa. The Study Plan should be updated on a regular basis.

**Note:** Special Intensive Language Students will not be required to produce a Study Plan to immigration authorities.

### 3.7.1 Application Procedures - International Students

For acceptance into a program, students must complete a formal application. Please see [Admission Procedures, section 3.3](#), for information on how to apply to a program.

International students are reminded that in order to study at McGill they are required to obtain a "study permit" (visa) from the Canadian immigration authorities. This, in turn, can be issued only after a "certificate of acceptance" has been obtained from the Québec immigration authorities.

Initial application for a "study permit" may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the Centre's programs does not of necessity entitle a student to a "certificate of acceptance" or "study permit", which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate "work permit" is required.

### 3.7.2 Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

The process begins with a Letter of Acceptance from McGill University. You should start the application process as soon as you receive your letter of admission from McGill. International students are reminded that it may take up to three to six months for a study permit to be issued and that they should make allowance for this when making their application to the Centre for Continuing Education.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of C.A.Q. (Certificat d'Acceptation du Québec) will be required of all international students at registration. International students have two immigration options depending on the length of time chosen to study in Canada:

#### 3.7.2.1 Temporary Resident Visa (Only for Special Intensive Language Programs)

If you are certain that you will study for less than 6 consecutive months, you need only apply for a Temporary Resident Visa from the Canadian Immigration service. Please note, a person arriving on a Temporary Resident Visa cannot study for more than 6 consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

#### 3.7.2.2 Study Permit

Persons planning to study for more than 6 consecutive months are required to obtain a Québec Acceptance Certificate (C.A.Q.) from Immigration Québec and a Study Permit from Immigration Canada. The first application for these documents must be made before arriving in Canada. For more information, you may consult the Immigration Canada Website at [www.cic.gc.ca](http://www.cic.gc.ca).

Students must start by applying for the Québec Acceptance Certificate (C.A.Q.) at the Immigration Québec office designated to serve the geographic area where the student resides. The application form as well as a guide on how to apply is available on their Website at [www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca). Allow at least five weeks to complete the application process for a C.A.Q. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the C.A.Q. has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit. In some cases it may expire before you register for your second year at McGill. It is extremely important that you do not let your Study Permit expire. You should contact Québec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

#### 3.7.2.3 Permanent Code

You will also be required to submit copies of both the CAQ and Study Permit to the Student Affairs Office for the creation of a Permanent Code. Please take special note that students, who have been accepted to programs that will be completed in less than six months, have the option of studying without the CAQ and the Study Permit.

Students who register without a CAQ and a Study Permit will be required to submit a copy of their passport and birth certificate to the Student Affairs Office for the creation of a Permanent Code.

## Immigration Contacts

### Citizenship & Immigration Canada

[www.cic.gc.ca](http://www.cic.gc.ca)  
Case Processing Centre  
Vegreville, Alberta T9C 1X6  
Tel.: 1 888 242-2100  
CANADA

### Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)  
285 Notre-Dame Street West  
Main Floor, Suite G-15  
Montreal, Quebec H2Y 1T8  
Tel.: (514) 864-9191  
CANADA

### Canadian Bureau for International Education (CBIE)

[www.cbie.ca](http://www.cbie.ca)  
220 Laurier Ave. West  
Suite 1550  
Ottawa, Ontario K1P 5Z9  
Tel.: (613) 237-4820  
CANADA

### Canada Border Services Agency

[www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)  
From within Canada, call: 1 800 461-9999 (toll-free)  
From outside Canada, call: (204) 983-3500 or (506) 636-5064  
(long-distance charges apply)

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

### 3.7.2.4 Compulsory Health Insurance (International Students)

By Senate regulation, all students (full-time, part-time, special, exchange and visiting) and their accompanying dependants who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan.

For enrolment procedures and details on the health insurance plan, students should consult the International Student Services Website. All inquiries related to this University policy must be directed to International Student Services.

Health Insurance Tel.: (514) 398-6012  
E-mail: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

**Note:** Students registered in the Special Intensive English and/or the Special Intensive French programs should contact the Student Affairs Office for details.

## 3.8 Special Student Status

### 3.8.1 Undergraduate Courses

The majority of undergraduate courses at the Centre are open to the general public. Anyone over 18 years of age can participate. (If you are under 18 years of age you may register only if you have already completed your CEGEP diploma).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do this by registering as a "Special Student". You must nevertheless have the pre-requisite qualifications normally required for the course and meet the admission criteria.

**Note:** The number of courses a special student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The Centre for Continuing Education has no obligation to recognize credits earned by Special students towards completion of a certificate program.

For details on how to register in courses, please consult the Website: [www.mcgill.ca/conted-register/inperson](http://www.mcgill.ca/conted-register/inperson).

### 3.8.1.1 Documents Required to Register for Undergraduate Courses

For more information, see section 4.3.3 "Other Ways to Register".

### 3.8.2 Graduate Level Courses

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by the Ministère de l'immigration et des communautés culturelles to be admitted to a graduate level course.

**Note:** Other academic regulations may apply to Special students, depending on the courses in which you register.

For further information please refer to the relevant Department section of the Calendar or to the Website: [www.mcgill.ca/conted-register/inperson](http://www.mcgill.ca/conted-register/inperson). Special students who wish to register for graduate-level courses must see an adviser prior to registration.

### 3.8.2.1 Documents Required to Register for Graduate Level Courses

For more information, see section 4.3.3 "Other Ways to Register".

## 3.9 Professional Associations

The Centre for Continuing Education is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Education courses and programs as credit towards their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to pass/fail marks and other examination conditions. The Centre cooperates with the following organizations:

### Association of Administrative Assistants Qualified Administrative Assistant Programme (Q.A.A.)

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization with a three-fold purpose: to establish a national standard of qualifications for administrative assistants to senior personnel; to reach this standard by providing advanced education; and to make management aware of the fully qualified administrative assistant.

Its mission is to assist members in the continuing development of administrative skill, underlying knowledge and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

The Qualified Administrative Assistant Program provides a solid background in general business education. An applicant wishing to register as a student must be a member of the Association of Administrative Assistants before they can apply to become a Q.A.A. Program student. Q.A.A. designation holders must remain members in good standing of the Association of Administrative Assistants to retain the designation of Qualified Administrative Assistant.

The program consists of three compulsory courses and four elective courses offered at 18 post secondary institutions across Canada and must be successfully completed within six years to qualify for the Q.A.A. Certificate and designation. Students must successfully complete the seven course program with an overall grade point average of 60%.

To obtain important information on program requirements, please visit our Website at [www.aaa.ca](http://www.aaa.ca) or contact the National Director Registrar at E-mail: [registrar@aaa.ca](mailto:registrar@aaa.ca).

### Autorité des Marchés Financiers

The Centre for Continuing Education at McGill University offers courses in "Personal-lines and Commercial-lines damage insurance" (I.A.R.D.). These courses will help you prepare for examinations, which are administered by the "Autorité des marchés

financiers". To receive a representative's certificate (agent/broker) in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at "l'Autorité des marchés financiers". Before registering for courses at McGill, it is necessary to first contact the "Autorité des marchés financiers" to find out the minimum requirements. You must contact them by calling: 1-877-395-0337 or by visiting them on the Web at: [www.lautorite.qc.ca](http://www.lautorite.qc.ca). For more information on the courses offered at McGill, call: (514) 398-1030.

### Canadian Institute of Management

The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information can be obtained from the National Council of the Canadian Institute of Management, 15 Collier Street, Lower Level, Barrie, ON L4M 1G5. Tel: 1-800-387-5774; Fax: (705) 725-8196; E-mail: [office@cim.ca](mailto:office@cim.ca); Internet address: [www.cim.ca](http://www.cim.ca). Montreal Address: P.O. Box 974, Station "B", Montreal, QC H3B 3K5; Tel: (514) 483-6402.

### Canadian Institute of Traffic and Transport

Completion of the Certificate in Logistics Management and satisfying the other requirements of the Canadian Institute of Traffic and Transportation will qualify the candidates for membership in the Institute and, as a member, the use of the designation "CITT".

The first two courses, Transportation Systems (formerly Distribution 1) and Logistics Processes (formerly Distribution II) are offered by the CITT directly. No exemptions are allowed for these two courses.

Full information on the cooperative arrangements can be obtained from the Centre. Students interested in membership or further information on the organization should contact the Canadian Institute of Traffic and Transportation, 10 King Street East, Suite 400, Toronto, ON M5C 1C3; Telephone: (416) 363-5696; Fax: (416) 363-5698; E-mail: [info@citt.ca](mailto:info@citt.ca); [www.citt.ca](http://www.citt.ca).

### Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) - the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration; Chartered Secretaries Canada is the only body in North America offering an international professional designation - ACIS and FCIS - for corporate governance professionals, administrators, and corporate secretaries.

To become a Chartered Secretary, candidates must complete ICSA's International Qualifying Scheme. The Professional Program is an express route available to qualified candidates - including students and graduates from McGill University in any discipline. This 8-module program of study includes:

- Corporate Law
- Financial Accounting
- Management Accounting
- Strategic & Operations Management
- Corporate Governance
- Corporate Administration
- Corporate Secretarial Practice & Procedures
- Corporate Financial Management

The Institute maintains an international standard exemption policy. Exemptions of 4 subjects will be granted to students pursuing, or graduates with, a degree in Commerce, Business Administration, or Law.

For further information contact:  
Director of Education  
Chartered Secretaries Canada  
310 - 2175 Sheppard Avenue East  
Toronto, Ontario M2J 1W8  
Tel: 416-944-9727 or 1-800-501-3440  
E-mail: [info@icsacanada.org](mailto:info@icsacanada.org)  
Website: [www.icsacanada.org](http://www.icsacanada.org)

### Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional designation. Full information on the cooperative arrangements can be obtained from the Centre. Students interested in membership or further information on the organization should contact the Institute d'assurance de dommage du Québec, 1200 McGill College Ave., Suite 2230, Montréal, QC, H3B 4G7, Tel: (514) 393-8156; Fax (514) 393-9222;

Website: [www.iadq.qc.ca](http://www.iadq.qc.ca);  
E-mail: [montrealcourriel@institutedassurance.ca](mailto:montrealcourriel@institutedassurance.ca).

Insurance Institute of Canada  
18 King Street East, 6th Floor, Toronto, ON M5C 1C4,  
Telephone: (416) 362-8586; Fax: (416) 362-1126;  
Website: [www.insuranceinstitute.ca](http://www.insuranceinstitute.ca);  
E-mail: [genmail@insuranceinstitute.ca](mailto:genmail@insuranceinstitute.ca).

### International Association of Business Communicators

The Montreal chapter of this association recognizes McGill's public relations programs. Students interested in membership or further information on the organization should contact the Vice-President, Membership, Sylvie, Duchesneau, at (514) 354-6170;

Website: [www.aipc-mtl-iabc.com](http://www.aipc-mtl-iabc.com);  
E-mail: [info@aipc-mtl-iabc.com](mailto:info@aipc-mtl-iabc.com).

### Intellectual Property Institute of Canada (IPIC)

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trade-marks, copyright and industrial design. It is comprised of over 1,700 members from Canada and abroad. IPIC is the only professional association in Canada to which nearly all patent agents, trade-mark agents and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC Website at [www.ipic.ca](http://www.ipic.ca).

### L'Ordre des Administrateurs Agréés du Québec

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers special opportunities to exchange with experienced chartered administrators (C.AdM.) while they work towards obtaining their official title.

To become a member, candidates must possess:

- A bachelor degree in business administration, commerce or similar discipline;
- Minimum five years of relevant management experience\*;
- Good knowledge of French.

OR

- A degree in other discipline but at least 30 credits in business administration, commerce or similar discipline;
- Minimum five years of relevant management experience\*;
- Good knowledge of French.

\*Candidates who do not possess five years of relevant management experience may take an examination of which their management skills will be tested. Successful completion of the examination will exempt candidates from obtaining the required years of relevant work experience.

Students interested in membership or further information on the organization should contact: le service de l'admission de l'Ordre, 910 Sherbrooke St. West, suite 100, Montréal, Québec, H3A 1G3.  
Telephone: (514) 499-0880 or 1 (800) 465-0880;  
Fax: (514) 499-0892 ;  
E-mail: [info@adma.qc.ca](mailto:info@adma.qc.ca);  
Website: [www.adma.qc.ca](http://www.adma.qc.ca).

### Ordre des CGA du Québec (Certified General Accountant - CGA)

In order to fulfill the educational requirements necessary to obtain the CGA professional designation, the candidate must hold:

- a bachelor of commerce degree with a major in accounting; or
- a bachelor of commerce degree with honours in accounting; or
- a certificate in management with a certificate in accounting and one other certificate;

and she/he must complete the Short Graduate Program in Professional Practice, pass the four national examinations and acquire 24 months of practical work experience. Under certain conditions, the specific competencies examinations: Taxation 2 (TX2), Management Auditing 1 (MU1) or Auditing 2 (AU2) might be exempted. A list of specific courses necessary to complete the educational requirements and descriptive brochures of the Order can be obtained from the Centre. Students interested in membership should contact Ordre des CGA du Québec, 500 Places d'Armes, Room 1800, Montréal, Québec H2Y 2W2.

Telephone: (514) 861-1823 or (800) 463-0163;

Fax: (514) 861-7661;

E-mail: [formation@cga-quebec.org](mailto:formation@cga-quebec.org);

Website: [www.cga-quebec.org](http://www.cga-quebec.org).

### Ordre des Comptables en Management Accrédités du Québec (Certified Management Accountant - CMA)

The Bachelor of Commerce program with an Accounting Concentration fulfills the educational requirements of the Ordre des comptables en management accrédités du Québec and with the appropriate options prepares students to write the CMA Entrance Examination.

A list of specific courses required to complete the educational requirements and descriptive brochures of the Order can be obtained from the Centre. Students interested in further information on the CMA designation should contact the Coordinator, Admission and Quality at: Ordre des comptables en management accrédités du Québec, 715 Square Victoria, 3rd Floor, Montreal, Quebec H2Y 2H7.

Telephone: (514) 849-1155 ext. 227 or (800) 263-5390;

Fax: (514) 849-9674;

E-mail: [formation@cma-quebec.org](mailto:formation@cma-quebec.org);

Website: [www.cma-quebec.org](http://www.cma-quebec.org).

### Ordre des Conseillers en Ressources Humaines et en Relations Industrielles Agréées du Québec (ORHRI)

ORHRI is the primary human resources management and industrial relations reference organization in Quebec. Recipient of a Grand Prix québécois de la qualité in 2005, the Ordre has a membership of close to 9,000 dynamic professionals, including almost 7,500 CHRPs and CIRC's. It is the only organization authorized by the Professional Code to confer the designations of certified human resources professional and certified industrial relations counsellor. Active in all sectors - businesses, government organizations, unions, universities, and consulting firms - CHRPs and CIRC's work in industrial relations, human resources management, occupational health and safety and in-house professional development.

Students who are interested in membership or further information concerning ORHRI should contact Ordre des conseillers en ressources humaines et en relations industrielles agréées du Québec: 1200 McGill College Avenue, Suite 1400, Montreal, Quebec H3B 4G7. Telephone: (514) 879-1636; Fax: (514) 879-1722; E-mail: [info@orhri.org](mailto:info@orhri.org); Website: [www.orhri.org](http://www.orhri.org).

### Project Management Institute (PMI®)

The Project Management Institute (PMI) is an autonomous, non-profit, tax-exempt, membership association dedicated to advancing the state-of-the-art in effective and appropriate application of the practice and science of project management.

McGill University's Centre for Continuing Education has been approved as a provider of project management training by the PMI.

As such, certain courses and seminars in project management offered by the Centre may lead to PDU credit for PMI members.

For more information about the PMI, please visit [www.pmi.org](http://www.pmi.org) or contact:

Phone: +1-610-356-4600 (Option 8 from phone menu)

Fax: +1-610-356-4647

E-Mail: [customercare@pmi.org](mailto:customercare@pmi.org)

### Purchasing Management Association (P.M.A.C.)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the Corporation des Approvisionneurs du Québec (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8000 members in 10 institutes across Canada.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Purchasing decisions are strategically important. They reflect directly on a corporation's bottom line, where a purchasing dollar saved has the same effect as \$10.00 sales.

The CAQ and the PMAC are the voice of an exciting and progressive business profession, purchasing and supply management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and ten provincial and territorial institutes.

The association offers both a Tactical Certificate in Purchasing and the internationally recognized CERTIFIED PROFESSIONAL PURCHASER (C.P.P.) DESIGNATION. The programs are comprised of purchasing courses, modules, seminars, workshops and general management course (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting Websites of the P.M.A.C. at [www.pmac.ca](http://www.pmac.ca) or the Quebec Institute at [www.caq.qc.ca](http://www.caq.qc.ca). Corporation des Approvisionneurs du Québec, 895 boul. du Séminaire Nord, Suite 302, Saint-Jean-sur-Richelieu, QC J3A 1J2. The Corporation des Approvisionneurs du Québec can also be reached via telephone at (800) 977-1877 or (450) 357-0033; fax at (450) 357-0044; E-mail: [info@caq.qc.ca](mailto:info@caq.qc.ca).

### Quebec Risk and Insurance Management Association (QRIMA)

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the offering of risk management courses that lead to the CRM (Canadian Risk Management) and the RIMS Fellow designation. Further information can be obtained from the association or visit the QRIMA Website: <http://quebec.rims.org> or e-mail: [agraq@sympatico.ca](mailto:agraq@sympatico.ca). Any queries can be directed to Janice McGraw at (514) 398-6251.

### Risk and Insurance Management Society, Inc. (RIMS)

RIMS is the professional body determining standards, sponsoring education programs and controlling the professional designations for the CRM (Canadian Risk Management) and the RIMS Fellow. To be eligible for the CRM designation, candidates must successfully complete the three risk management (Risk Assessment, Risk Control and Risk Financing) courses. To be eligible for the RIMS Fellow designation, candidates must complete four university-level courses, Accounting and Finance are required and the two courses selected from business, economics, MIS, law, insurance, marketing or management, twelve days of RIMS Fellow workshop, as well as completing the three risk management courses. For further information please contact: The Global Risk Management Institute, Inc., 1065 Avenue of the Americas, 13th Floor, New York, NY 10018, USA; Tel: (212) 655-6221; Fax: (212) 655-6042; E-mail: [fjordan@rims.org](mailto:fjordan@rims.org).

**Société Québécoise des Professionnels en Relations Publiques**

This association recognizes McGill's public relations programs. Students interested in membership or further information about the organization should contact the société québécoise des professionnels en relations publiques, 4316 boul. St-Laurent, Suite 200, Montreal, QC H2W 1Z3. Telephone: (514) 845-4441; Fax: (514) 842-4886; Website: [www.sqprp.ca](http://www.sqprp.ca); E-mail: [info@sqprp.ca](mailto:info@sqprp.ca).

**Ordre des Traducteurs, Terminologues et Interprètes Agréés du Québec**

The mission of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) is to promote effective, high-quality communication by setting standards of competence in translation, terminology and interpretation. In so doing, the Order fulfills its mandate to protect the public.

The Société des traducteurs du Québec (STQ), which was founded in 1940, became in 1992 the Corporation professionnelle des traducteurs et interprètes agréés du Québec (CPTIAQ). Following several name changes, the association is now known officially as l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). Under the powers conferred to it by the Professional Code, this professional body certifies professional translators. OTTIAQ is affiliated with the International Federation of Translators, an umbrella organization of 70 associations from over 50 countries.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation of certified translator. Students wishing to apply for admission as student members or to apply for certification may do so by contacting OTTIAQ at the following address:

2021 Union Avenue, Suite 1108  
Montreal, Quebec, H3A 2S9  
Tel.: (514) 845-4411 or 1 800 265-4815  
Fax: (514) 845-9903  
E-mail: [info@ottiaq.org](mailto:info@ottiaq.org)

## 4 General University Information and Regulations

### Table of Contents

4.1	General Policies and Information, page 32	4.4.2	Tuition Fees, page 40
4.1.1	Authorization, Acknowledgement and Consent, page 32	4.4.2.1	Quebec Students, page 40
4.1.2	Student Rights and Responsibilities, page 32	4.4.2.2	Non-Quebec Students (Canadian or Permanent Resident), page 40
4.1.3	Language Policy, page 32	4.4.2.3	International Students (2007-2008 rates), page 40
4.1.4	Policy Concerning Access to Records, page 32	4.4.2.4	Fees for Non-Credit Courses, page 40
4.1.5	E-mail Communication, page 32	4.4.2.5	Senior Citizens, page 40
4.1.6	Academic Integrity, page 32	4.4.2.6	Tuition Assistance for McGill Staff, page 40
4.1.7	Proper Use of Computing Facilities, page 33	4.4.2.7	Staff Dependent Waivers, page 40
4.1.8	Non-smoking Policy, page 33	4.4.3	Loans and Bursaries, page 40
4.1.9	Health Insurance – International Students, page 33	4.4.4	Compulsory Fees, page 40
4.1.10	Health Insurance – Canadian Residents, page 33	4.4.4.1	Administrative Charges, page 40
4.1.11	Minerva, page 33	4.4.5	Other Fees, page 41
4.1.12	myMcGill, page 33	4.4.6	Billings and Due Dates, page 41
4.2	Personal Information, page 33	4.4.7	Other Policies Related to Fees, page 41
4.2.1	Updating Personal Information, page 33	4.4.7.1	Overdue Accounts, page 41
4.2.2	Legal Documents, page 33	4.4.7.2	Acceptance of Fees vs. Academic Standing, page 41
4.2.2.1	Why Do We Collect Legal Documents from You?, page 33	4.4.8	Deferred Fee Payment, page 41
4.2.2.2	What Documents Do We Need from You?, page 33	4.4.9	Corporate Tax Benefits, page 42
4.2.2.3	Have We Received Your Documents?, page 34	4.4.10	Tax Receipts, page 42
4.2.2.4	What Are the Consequences of Not Providing Your Documents?, page 34	4.5	Student Records, page 42
4.2.2.5	Where Do I Send my Documents?, page 34	4.5.1	Academic Standing, page 42
4.2.3	Identification (ID) Cards, page 35	4.5.2	Credit System, page 42
4.2.4	Name, page 35	4.5.3	Continuing Education Units (CE units), page 42
4.2.4.1	Legal Name, page 35	4.5.4	Grading and Grade Point Averages (GPA), page 42
4.2.4.2	Preferred First Name, page 35	4.5.4.1	Other Grades, page 43
4.2.5	Verification of Name, page 35	4.5.5	Incomplete Courses, page 43
4.3	Registration, page 35	4.5.6	Non-Evaluated Work, page 43
4.3.1	Who Can Use Minerva?, page 35	4.5.7	Verification of Student Record, page 43
4.3.2	How to Register Using Minerva, page 36	4.5.7.1	Unofficial Transcripts, page 43
4.3.3	Other Ways to Register, page 36	4.5.8	Changes to Student Records after Normal Deadlines, page 43
4.3.3.1	In-Person Registration, page 36	4.5.8.1	Student Record Changes, page 43
4.3.3.2	Registration for Short Courses, Seminars and Workshops, page 36	4.5.8.2	Registrar Deadlines, page 43
4.3.3.3	Registration by Proxy, page 36	4.5.8.3	Before Registrar Deadlines, page 43
4.3.3.4	Registering by Mail, Fax or by Web, page 36	4.5.8.4	After Registrar Deadlines, page 44
4.3.4	Course Withdrawals and Refunds, page 36	4.5.8.5	Fee Assessment Consequences, page 44
4.3.4.1	How to Withdraw from a Course, page 36	4.5.8.6	Student's Citizenship and/or Immigration or Fee Exemption Status, page 44
4.3.4.2	Add/Drop Period, page 36	4.5.9	Transcript of Academic Record, page 44
4.3.4.3	Withdrawing from a course - Grade of W, page 37	4.5.9.1	Unofficial Transcripts, page 44
4.3.5	Effective Date for Refunds, page 37	4.5.9.2	Official Transcripts, page 44
4.3.6	Classes with Limited Enrolment, page 37	4.5.9.3	General Information, page 44
4.3.7	Registration in Courses Administered By Other Faculties, page 37	4.5.9.4	Course Numbering on the Transcript, page 44
4.3.8	Registration for McGill Full-time Degree Students Taking Continuing Education Courses, page 37	4.5.10	Letters of Attestation, page 44
4.3.9	Late Registration, page 37	4.6	Examinations, page 44
4.3.10	Class Schedule, page 38	4.6.1	Examinations – General Information, page 44
4.3.11	Course Information and Regulations, page 38	4.6.2	Final Examinations, page 45
4.3.12	Quebec Inter-University Transfer Agreement (IUT), page 38	4.6.2.1	University Regulations Concerning Final Examinations, page 45
4.3.12.1	McGill Students, page 38	4.6.2.2	Deferred Examinations, page 45
4.3.12.2	Visiting IUT Students, page 38	4.6.2.3	Examination Conflicts, page 45
4.3.13	Auditing of Courses, page 38	4.6.2.4	Supplemental Examinations, page 46
4.4	Fees, page 39	4.6.2.5	Reassessments and Rereads, page 46
4.4.1	Access to Fee Information, page 40	4.6.3	Invigilation (Exams from Other Universities), page 46
		4.7	Graduation, page 46
		4.7.1	Apply to Graduate, page 46
		4.7.2	Graduation Approval Query, page 46
		4.7.3	Replacement Diploma, page 46
		4.8	Language Requirements for Professions, page 47
		4.9	Honours and Awards, page 47

## 4.1 General Policies and Information

### 4.1.1 Authorization, Acknowledgement and Consent

When applying for admission to the University, all students acknowledge that they are bound by and undertake to observe the statutes, rules, regulations, and policies in place from time to time at McGill University and the faculty or faculties in which they are registered, including those policies contained in the University Calendars and related fee documents. Their obligation as a student commences with their registration and terminates in accordance with the University's statutes, regulations, and policies.

Students should verify any information or statement provided as part of their application, realizing that an admission granted based on information in their application or supporting documents that is incorrect or untrue may be revoked at the sole discretion of the University.

### 4.1.2 Student Rights and Responsibilities

The Handbook on Student Rights and Responsibilities is published jointly by the Office of the Dean of Students and the University Secretariat.

The Handbook is also available on the Web at [www.mcgill.ca/deanofstudents/rights](http://www.mcgill.ca/deanofstudents/rights).

### 4.1.3 Language Policy

The main language of instruction at McGill is English. Every student has a right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

It is recommended that students who lack proficiency in English avail themselves of the opportunity to take an English as a second language course offered through the Centre for Continuing Education. For "English Language Programs", see section 10.

### 4.1.4 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for recognized and legitimate use.) No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student in writing.

In accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act") personal information, including transcripts of academic records, may be released only with the authorization of the student. When a student applies to McGill, he/she authorizes the University to release certain personal information (name, address, telephone number, e-mail address, date of birth, program and student status) to the persons and bodies listed below.

The following persons and bodies are included in the authorization:

- libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (ID number and bar code may also be disclosed to such libraries)
- the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS), in order to create, validate and/or modify the student's Permanent Code
- the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
- the Association of Universities and Colleges of Canada
- the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these

organizations, for the purpose of admissions operations and the production of statistics

- the school(s) or college(s) which the student attended
- students and alumni who have volunteered to speak with admitted students
- the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
- the McGill Alumni Association
- professional bodies or corporations (e.g., engineers, dentists)
- McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an on-line e-mail directory.

Students who choose not to authorize the University to disclose personal information to the organizations mentioned above in h, i, j and k must complete and submit an Opposition Form. The Opposition Form is available at Enrolment Services.

### 4.1.5 E-mail Communication

E-mail is an official means of communication between McGill University and its students. All students are assigned a McGill e-mail address. They should view and verify their McGill e-mail address on Minerva, under the Personal menu. As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. If a student chooses to forward University e-mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable.

It is a violation for any user of official McGill e-mail addresses to impersonate a University officer, a member of the faculty, staff or student body, in line with the McGill University "Code of Conduct for Users of McGill Computing Facilities" and relevant federal and provincial legislation.

The E-mail policy is available at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). Find more information on E-mail at [www.mcgill.ca/it](http://www.mcgill.ca/it) under "Email and Calendaring". Please see section 5.7 "For your Information Technology (IT) needs".

**Note to Continuing Education students:** The above services are not available to those students who are registered in short courses or seminars not recorded on the official McGill transcript.

### 4.1.6 Academic Integrity

Communicating about academic integrity is an essential way to foster it. In submitting work in their courses, students must understand the meaning and consequences of plagiarism and cheating; these are considered to be extremely serious academic offences. Students who have any doubt as to what might be considered plagiarism in preparing an essay or term paper should consult the instructor of the course to obtain appropriate guidelines. There is a student guide to the meaning of plagiarism; students should consult the academic integrity Website at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity). Links to instructional tutorials are also provided on this Website. Strategies to prevent cheating are also provided on the Integrity Website. The possession or use of unauthorized materials in any test or examination constitutes cheating. Responses on multiple-choice examinations are normally checked by the exam security computer monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple choice exams. Data generated by the exam security computer monitoring program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The Code is included in the *Handbook on Student Rights and Responsibilities*, which is available through the academic integrity Website or at [www.mcgill.ca/secretariat/handbooks/student](http://www.mcgill.ca/secretariat/handbooks/student).



#### 4.1.7 Proper Use of Computing Facilities

Students are required to comply with the Code of Conduct for Users of McGill Computing Facilities as approved by the University Senate. The Code is published in the *Handbook on Student Rights and Responsibilities*.

This policy (or code) is also posted on the CIO Website at [www.mcgill.ca/cio/e-policies](http://www.mcgill.ca/cio/e-policies).

#### 4.1.8 Non-smoking Policy

Quebec law prohibits smoking in public buildings.

#### 4.1.9 Health Insurance – International Students

By Senate regulation, all students (full-time, part-time, special, exchange and visiting) and their accompanying dependants who do not have Canadian citizenship or Permanent Resident status must participate in the University's compulsory sickness and accident plan. For enrolment procedures and details on the health insurance plan, students should consult the International Student Services Website. For information concerning rates, see [section 4.4.5, "Other Fees"](#).

All inquiries related to this University policy must be directed to International Student Services.

International Health Insurance

Telephone: (514) 398-6012

E-mail: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

**Note:** Students registered in the Special Intensive English and/or the Special Intensive French programs should contact the Student Affairs Office for information on health insurance.

#### 4.1.10 Health Insurance – Canadian Residents

Canadian students from outside the province of Quebec should check with their own provincial Medicare office to ensure the validity of their health coverage while studying at McGill.

Canadian students who have been living abroad may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services.

#### 4.1.11 Minerva

Minerva is McGill's Web-based information system serving students, staff and faculty. To access Minerva students should go to [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and click on the login icon. Once logged in to Minerva, students can view class schedules, including course descriptions and spaces available in course sections; register and make course changes; view their unofficial transcript and degree evaluation reports; view their Permanent Code, citizenship and Quebec residency status and fee information; update their personal information such as address, telephone number and emergency contacts; apply to graduate; view their graduation status and convocation details; view their McGill log-in information to access the Internet and e-mail; order official transcripts; retrieve tax receipts; submit an on-line course evaluation; apply to McGill and view their application status. In addition, students in some faculties can change their major or minor programs; and apply for an Exchange program using Minerva.

#### 4.1.12 myMcGill

Launched in April 2006, myMcGill is McGill's own Web portal, giving students and staff a personalized interface to McGill's information systems.

myMcGill offers an integrated McGill Web experience by offering Single-Sign-On (SSO) to several McGill Web systems. This translates into users accessing these systems without being prompted for additional or subsequent logins. It also provides

direct (one click) access to functions within the back end systems without having to go to the front screen of these systems and navigate through multiple menus. To log into myMcGill go to: <http://my.mcgill.ca> or from the McGill homepage ([www.mcgill.ca](http://www.mcgill.ca)), click on the myMcGill tab at the top right hand corner of the page.

## 4.2 Personal Information

### 4.2.1 Updating Personal Information

It is important that all students keep their official records up to date, especially their mailing or student billing address as these are used by the University year round. If address information on file is invalid, incomplete or missing, a student's mail will be held. Once a valid address has been updated, future mail will be sent to the student.

Students must update their addresses and/or telephone number and emergency contact information on Minerva in the Personal Menu tab.

Students who are away from campus and do not have access to the Internet may request changes by writing to their Student Affairs Office or to Enrolment Services. A written request must include the student's signature.

Changes to personal information requiring verification of official documents, e.g., change of name or citizenship or correction of birth date, must be reported to the Continuing Education Student Affairs Office as soon as possible. Such changes can only be made in person at the Centre for Continuing Education, Student Affairs Office, 688 Sherbrooke Street West, Room 1199.

### 4.2.2 Legal Documents

#### 4.2.2.1 Why Do We Collect Legal Documents from You?

Your **tuition fees** at McGill will vary according to whether you are a Quebec student, a Canadian out-of-province student, or an international student, as per [section 4.2.2.2, "What Documents Do We Need from You?"](#) Fee schedules are listed in [section 4.4, "Fees"](#).

Some of the documents we ask from you help us obtain your **Permanent Code** from the Government of Québec. This unique 12-character code, issued by the Ministry of Education, is obligatory for all students registered in a Quebec Institution.

If you have previously attended school in Québec, you already possess a Permanent Code - you can find it on your school report card or your CEGEP or university transcript. Students can also check if McGill has received their Permanent Code after they have accepted the University's offer of admission on Minerva under the Personal menu.

Students can consult their tuition and legal status (including their Permanent Code) on Minerva. Select **Student Menu -> Student Accounts Menu -> View your Tuition and Legal Status**.

#### 4.2.2.2 What Documents Do We Need from You?

Follow instructions in the **first** row of this table that applies to you. **Send clear, legible copies of documents (not originals).**

#### Quebec and Canadian-Out-Of-Province Students

You have applied to McGill from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> <li>Usually <b>no documents</b> are required for your Canadian and/or Quebec status, as per our records or as ascertained from the Quebec Ministry of Education (MELS).</li> </ul>
You have applied to McGill from another Quebec University	<ul style="list-style-type: none"> <li>Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3)</li> <li>For your Quebec residency status, usually no documents are required, unless we cannot ascertain this from the Quebec Ministry of Education (MELS)</li> </ul>

You were born in Quebec	<ul style="list-style-type: none"> <li>• Quebec <b>birth certificate</b> (note 1 &amp; 5)</li> <li>• Permanent Code Data Form (note 2 &amp; 6)</li> </ul>
You were born (or became a Landed Immigrant) in a Canadian province other than Quebec	<ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3)</li> <li>• Permanent Code Data Form (note 2 &amp; 6)</li> </ul>
You are a Quebec resident through one of the other situations outlined by the Ministry of Education	<ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card (both sides); or Certificate of Indian status card; or Makivik Society card; or Record of Permanent Resident status (note 3)</li> <li>• Permanent Code Data Form (note 2 &amp; 6)</li> <li>• Attestation of Residency in Quebec Form (note 6)</li> <li>• <b>Other supporting documents</b>, depending on which situation you checked on the above Attestation of Residency form</li> </ul>

**International Students**

You will be in Canada for less than 6 months (i.e. for only one academic semester)	<ul style="list-style-type: none"> <li>• Visitors Permit issued by Citizenship and Immigration Canada at your port of entry into Canada</li> <li>• Photo page of your passport and the page stamped by Citizenship and Immigration Canada at your port of entry</li> <li>• Permanent Code Data Form (note 2 &amp; 6)</li> </ul>
You will be in Canada for more than 6 months (i.e. for two or more consecutive academic semesters)	<ul style="list-style-type: none"> <li>• Certificate of Acceptance of Quebec (CAQ)</li> <li>• Permanent Code Data Form (note 2 &amp; 6)</li> <li>• Study Permit issued by Immigration Canada (note 4)</li> </ul>

**Note 1:** You may alternatively supply your Quebec baptismal certificate if it was issued **prior to January 1, 1994** and clearly shows where you were born and that your baptism occurred no more than 4 months after your birth.

**Note 2:** Permanent Code Data Form (signed) is usually required. If the names of your parents appear on your birth certificate, or if you have already provided us with your Permanent Code, you do not need to supply this form.

**Note 3:** Proof of Permanent Resident status can be proved by an IMM 5292 document together with the Permanent Resident card (copy of both sides required). Alternatively, you may provide the IMM 1000 document along with the PR card (copy of both sides required).

**Note 4:** If you are a refugee, you should instead provide your Convention Refugee status document.

**Note 5:** Usually we need your birth certificate to prove your place of birth in Quebec. If you already have a valid MELS Permanent Code, but we are still showing you as being charged Canadian fees, we will accept a Canadian passport that shows your birth place in Quebec as proof that you qualify for Quebec residency.

**Note 6:** The links to download and print the **Permanent Code Data and Attestation of Quebec Residency** forms can be found at [www.mcgill.ca/legaldocuments/forms](http://www.mcgill.ca/legaldocuments/forms).

**Fee Exemptions**

Exemptions from international tuition fees may be claimed by students in certain categories. Students, if eligible for one of the exemption categories, are then assessed at the Quebec student rate. A list of categories and the required application forms are available at [www.mcgill.ca/student-records/fees/exemption](http://www.mcgill.ca/student-records/fees/exemption) and also at Enrolment Services where the application forms must be submitted. An exemption will not be granted unless the application form is submitted.

**4.2.2.3 Have We Received Your Documents?**

**Quebec/Canadian/International Fees**

Once received, it usually takes us about a week to record your documents and update your file accordingly.

- Check your tuition status on **Minerva** student accounts menu: **Student Menu->Student Accounts Menu->View your Tuition and Legal Status**.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if you are assessed as: International student, Canadian student, or a Quebec student.
- The University has implemented e-billing as of the 2005-2006 academic year. A paper fee statement will no longer be mailed via Canada Post. For more information please refer to the following Website: [www.mcgill.ca/student-accounts/e-bill](http://www.mcgill.ca/student-accounts/e-bill).

**If you do not agree with the assessment, notify us right away. We cannot accept changes or offer you a lower tuition rate after the last day of classes at the end of the term, as the government does not allow us to amend our files at that point.**

**Permanent Code**

It can take anywhere from one week to four weeks for the Ministry to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: **Personal Menu ->Name Change** or alternately via **Student Menu->Student Accounts Menu->View Tuition Fee and Legal Status**. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided us with your documents listed above or we have not yet received confirmation from the Ministry that your documents are sufficient for creation of a Permanent Code.

**4.2.2.4 What Are the Consequences of Not Providing Your Documents?**

All proofs of citizenship, requests for Quebec residency, international fee exemption, and immigration status changes must be received by the end of the last day of classes of a current term to take effect for that term. **All documents received after that date will be updated and lower your fees for the following term only.**

We cannot issue you an ID card without having received your documents. Your ID card is essential to use many services on campus, and to sit for your final exams.

If your Permanent Code has not been issued by October 15 (Fall term) or February 15 (Winter term) we will put a hold on your record, which will prevent you from registering or dropping any courses, and will prevent you from obtaining your official transcript, until our record has been put in order. For students in short programs, this action may be taken earlier in the term.

Should your tuition status be reduced as a result of the document review process, any late payment or interest charges accumulated on the difference will also be waived.

**4.2.2.5 Where Do I Send my Documents?**

Send in all your documents after you have been accepted to McGill and before you arrive on campus. **Do not send us originals.** Please fax or mail a clear and legible photocopy. Write your McGill ID on the documents so that we can match them to your record. The sooner you submit your documents, the sooner we can update your status and ensure that your record is in order.

**By E-mail:**

You may submit your legal documents electronically by following these steps:

1. **Save the attached file in an accepted format:**
  - Standard PDF (.pdf) - encrypted PDF's will not be accepted
  - Tagged image format (.tif, .tiff; for scans)

(Due to the possibility of malicious content, Microsoft Word Documents (.doc), Hypertext files (.htm, .html) or any other format will not be accepted. Do save in an accepted format and do not just rename the file extension.)

2. **Ensure that the resolution used is no less than 300 dpi** for an electronic replica (scan) of documentation (e.g., scan of your birth certificate). Preferred file size is 100Kb per image.
3. **Address your e-mail to [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca) and attach your relevant scanned document(s)**. Files should be sent as attachments to your e-mail and not as part of the e-mail body.
4. **Put your First Name, Last Name, and McGill ID number in the subject line of your e-mail.**  
**Note:** Individual e-mail size (including your attachments) should not exceed 5 MB (5120 KB).

**By Mail or in Person:**

McGill University  
Centre for Continuing Education  
688 Sherbrooke Street West  
11<sup>th</sup> Floor  
Montreal, QC H3A 3R1

**By Fax:**

(514) 398-2650

If there is a problem with your documents, you may contact us at:

**Telephone:** (514) 398-6200

**E-mail:** [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

---

### 4.2.3 Identification (ID) Cards

Students registered at McGill are required to present an ID card when writing examinations and when using libraries, Student Services, certain laboratories, and many residences.

An ID card cannot be issued until at least 1 day after the student has registered. When requesting the card, new students must present Permanent Code information and proof of legal status in Canada (for a list of documents please see [section 4.2.2, "Legal Documents"](#)).

**ID cards will not be issued if any of the legal documents are missing.**

You may obtain your ID card at the Student Affairs Office of the Centre for Continuing Education.

**Notes:**

- students who do not register for consecutive terms should retain their ID card to avoid having to replace it when they re-register.
- if your card has expired there is no charge for a replacement as long as you hand in the ID card.
- if you change programs or faculties there is no charge as long as you hand in the ID card.
- if your card has been lost, stolen or damaged, there is a \$20 replacement fee.
- students who need security access to labs or other facilities should refer to [www.mcgill.ca/security/services/access](http://www.mcgill.ca/security/services/access).

The Student Identification Card is the property of the University, is to be used by the cardholder only, and is not transferable. Students withdrawing from all of their courses must attach their ID card to the withdrawal form or return their ID card to the Student Affairs Office.

---

### 4.2.4 Name

#### 4.2.4.1 Legal Name

All students are registered under their legal name as shown in one of the following documents:

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM1000 or IMM5292 and Permanent Residence card, both sides).
3. Canadian Immigration Study or Work Permit document.
4. Certificate of Acceptance of Quebec (CAQ).
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable).

6. Letter from international student's consulate or embassy in Canada.
7. Marriage certificate issued outside of Quebec\* (translated into English or French by a sworn officer if in another language). In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

**Note:** This is the name that will appear on the student's degree, diploma or certificate on graduation, and on the student's transcript, and used by the Ministère de l'Éducation, du Loisir et du Sport (MELS) to create a Permanent Code.

\* Quebec marriage certificates are only acceptable if issued prior to 1984.

#### 4.2.4.2 Preferred First Name

Students can provide a preferred first name at the time of admission on their Web application and following that by sending a signed request to Enrolment Services, James Administration Building, Room 205, for the name to be updated on their file.

The preferred first name is included on class lists (in brackets alongside the legal name) for use by instructors. Students should note that their legal name will be the name that will appear on their transcript and diploma.

---

### 4.2.5 Verification of Name

Students should verify the accuracy of their name on McGill's student records via Minerva. Any necessary corrections to formatting, e.g., changing case (upper/lower), adding accents and spacing, can be made on Minerva under the **Personal Menu -> Name Change Form**.

Students **cannot** change the name on their record via Minerva. Requests for such changes must be made by presenting official documents ([see section 4.2.4 "Name"](#)) in person at the Student Affairs Office.

---

## 4.3 Registration

The majority of students in Continuing Education must register using Minerva, during the registration periods published on the Minerva Website and in the ["Calendar of Dates 2008-09"](#), [section 2](#) of this calendar.

**Note:** Students registering for short courses or seminars will not register using Minerva (see individual departments for specific registration information).

Students will be charged a late registration fee during the late registration period. To avoid the late registration fee, students must access the Minerva Website and register for at least one course. A student may add courses until the end of the course change period without penalty.

While Centre advisers and staff give advice and guidance, students have ultimate responsibility for the completeness and correctness of their course selection and registration, compliance with the completion of their program and degree requirements, and observance of regulations and deadlines as outlined in this calendar.

---

### 4.3.1 Who Can Use Minerva?

Students who were registered at the Centre for Continuing Education during the past year, or were recently admitted to a program must use Minerva to register for courses.

**EXCEPTIONS**

Students will not be able to use Minerva to register if:

- they have outstanding fees
- they do not have a Permanent Code
- they have a registration hold on their record for administrative or academic reasons
- they are registering for a Language course and their record does not indicate successful completion of the previous level.

- they do not have the pre-requisite for the course(s) they wish to register for. If any of these conditions apply, students should see an adviser and register in person (see [section 4.3.3.1, "In-Person Registration"](#)).

### 4.3.2 How to Register Using Minerva

Go to the Minerva Web page at [www.mcgill.ca/minerva-students](http://www.mcgill.ca/minerva-students) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see "[MINERVA REGISTRATION SCHEDULE 2008/2009](#)".

#### Before Going to Minerva:

- Read Notices. Please read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an Adviser. If you wish to substitute required courses or enroll in courses outside your program, you must obtain written approval from your Department, otherwise the course may not be recognized for credit towards your program. If you need to see an adviser, call your Department well before registration to make an appointment.

#### Problems Using Minerva?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at (514) 398-6200. If you have problems using Minerva, contact the Minerva Help Line at (514) 398-4474.

#### Can't Remember Your PIN?

If you cannot remember your PIN, even with Minerva's assistance, you must call the Minerva Help Line at (514) 398-4474.

### 4.3.3 Other Ways to Register

#### 4.3.3.1 In-Person Registration

New Special Students, or students who are unable to register using Minerva for any reason, must register in person. This service is by appointment only. Call for an appointment: (514) 398-2900.

As of August 5 for Fall term  
 As of December 2 for Winter term  
 As of April 6 for the Spring/Summer term

Students who are required to take a Language classification test should schedule an appointment at least two days after the test.

#### What to bring to IN-PERSON Registration:

##### RETURNING STUDENTS

- 1) McGill ID card or proof of Student Number
- 2) Proof of satisfactory completion of pre-requisite courses

##### NEWLY ADMITTED STUDENTS

- 1) Your letter of admission
- 2) Proof of satisfactory completion of pre-requisite courses
- 3) If you were formerly a Special student, your student ID card
- 4) Documents to prove Quebec residency (POR) or Proof of citizenship (POC) if you have not done so

##### NEW SPECIAL STUDENTS

- (see [section 3.8, "Special Student Status"](#))
- 1) Proof of Canadian Citizenship or Permanent Resident status (see [section 4.2.2, "Legal Documents"](#))
  - 2) Proof of Residency in Quebec (if applicable) (see [section 4.2.2, "Legal Documents"](#)).
  - 3) Permanent Code (see [section 4.2.2, "Legal Documents"](#))
  - 4) One other piece of personal identification (with photo)
  - 5) Proof of satisfactory completion of pre-requisite courses
  - 6) Proof of proficiency in English, if applicable ([section 6.9.2, "Proof of Proficiency in English"](#) and [section 7.3.2, "Proof of Proficiency in English"](#))

### SPECIAL STUDENTS REGISTERING IN GRADUATE LEVEL COURSES

- 1) An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the Gouvernement du Québec, Ministère de l'immigration et des communautés culturelles;
- 2) If your degree has not yet been granted, a letter from your university of origin confirming the expected date of completion of your degree. Please note that you must make arrangements to have an official transcript sent to us before the end of term.
- 3) Proof of proficiency in English if applicable (see [section 7.3.2, "Proof of Proficiency in English"](#)). Failure to provide the documents listed above will result in your not being permitted to register in courses.

For Translation Studies (see [section 14.3.1.3, "General Academic Requirements"](#)).

### INTERNATIONAL STUDENTS

In addition to the above, international students should bring:

- 1) A Completed Study Plan
- 2) A study permit and C.A.Q., or other proof of immigration status
- 3) Valid passport
- 4) Their Health Insurance Number (If not purchased, students must do so at the Brown Student Services Building, 3600 McTavish, before registration)

#### 4.3.3.2 Registration for Short Courses, Seminars and Workshops

For registration in the following areas, please see the appropriate Department in this calendar:

General Studies/Professional Development [section 12, "General Studies"](#)  
 MILR [section 13, "McGill Institute for Learning in Retirement"](#)

#### 4.3.3.3 Registration by Proxy

Students who are unable to register during the scheduled registration periods may register by proxy. A Proxy form is available at the Centre for Continuing Education or at [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms). This form must be completed and signed by both the student and the proxy-holder and presented at the in-person registration. We cannot accept proxy forms sent to the Centre by fax. The proxy holder must also present all supporting documents and be prepared to pay the fees in full (see [section 4.3.3.1, "In-Person Registration"](#)).

#### 4.3.3.4 Registering by Mail, Fax or by Web

Students registering for courses, workshops or seminars offered by the Department of General Studies should refer to their Website at [www.mcgill.ca/conted-general](http://www.mcgill.ca/conted-general).

### 4.3.4 Course Withdrawals and Refunds

Once registered for a course, students are responsible for the fees. Students who decide not to follow the course must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

#### 4.3.4.1 How to Withdraw from a Course

Students can withdraw from a course in one of two ways:

- Online using Minerva (Registration menu)
- In-person by completing a "Course Change Form" available at [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms) and bringing it to the Student Affairs Office.

#### 4.3.4.2 Add/Drop Period

Courses dropped before and during the Late Registration and Course Change period will not show on the student's record. Students may change sections, add and drop courses during this period only. Students will be assessed a \$20 administrative fee for each course dropped. Please refer to the Calendar Supplement for specific add/drop dates.

#### 4.3.4.3 Withdrawing from a course - Grade of W

There are two withdrawal periods for each term (except for Spring / Summer Courses); one with a refund and one without a refund. It is very important that students take note of the deadlines for obtaining a refund.

If the term deadline is missed, students will be responsible for all

course fees. During both withdrawal periods, students may withdraw from course(s) using Minerva. Students will be given a grade of "W", which does not affect the CGPA. Failure to officially withdraw will result in a grade of "J" (incomplete/failure) which counts as "0" in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Please refer to the Calendar Supplement for specific dates.

#### MINERVA REGISTRATION SCHEDULE 2008/2009

	Fall	Winter
Returning Students	July 2 to September 2	October 30 to January 5
Newly Admitted Students	July 8 to September 2	November 4 to January 5
Returning " <i>Special Students</i> "	July 15 to September 2	November 11 to January 5

#### Late Registration and Course Change

	Fall	Winter
All Students except General Studies	September 3 to September 16	January 6 to January 20

#### 4.3.5 Effective Date for Refunds

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva. Neither the date on which you notify the course instructor nor the date of discontinuance of class attendance will suffice. Allowances cannot be made for a change of personal plans, including transfer from Montreal or for additional commitments which you may accept after registering.

Refunds are not automatically issued as a result of course withdrawals or for any other reason. You must specifically request a refund in writing, otherwise any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

**Note:** Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature, depending on the nature and type of course. For specific details, please inquire at the time of registration.

In order to conform with Faculty regulations, full-time students registered in Continuing Education courses who wish to withdraw must do so within the time period stipulated by their Faculty. They should consult their Faculty Calendar for refund charges and procedures.

#### REFUND REQUEST

To make a request for a refund, complete a Refund Request form available at [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms) and return it to the Student Affairs Office.

If the withdrawn course is your only course, your McGill ID card must be returned since it is the property of McGill University. The refund, less any applicable transfer or cancellation fees, will be mailed within four weeks.

#### 4.3.6 Classes with Limited Enrolment

The Centre reserves the right to limit the size of classes on academic grounds or because of constraints of physical facilities. In all such cases enrolment is on a "first-come, first-served" basis, with preference being given to students admitted to certificate, diploma and degree programs.

#### 4.3.7 Registration in Courses Administered By Other Faculties

Students may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit towards their program. Acceptance is at the discretion of the appropriate Faculty. The number of courses students can take is limited and is subject to approval.

Students will not be able to register for these courses using Minerva. In order to receive permission to register for a course administered by another faculty, students must be formally admitted to a Continuing Education program and supply proof that they have satisfied all pre-requisites.

Students must receive written approval from the Director or Program Adviser. For these registrations all regulations of the Centre will apply, and NOT those of the Faculty where the course is taken, including those for transfers, withdrawals and obtaining a refund. However, you must abide by the rules and regulations of the Faculty with regards to examination conflicts or requests for deferrals. Note that some faculties do not offer supplemental examinations. This means that any failed course must be repeated.

#### 4.3.8 Registration for McGill Full-time Degree Students Taking Continuing Education Courses

Full-time faculty students may use Minerva to register for a Continuing Education course. Students who are currently in a McGill degree program and wish to take a Continuing Education course for credit towards their program must obtain authorization from their Faculty.

Most students who are currently in a McGill degree program and wish to take a Continuing Education course for interest or personal development may register using Minerva. With the exception of some General Studies short courses, workshops and seminars, these courses will appear on their official transcript, however they will not count towards the completion of any degree requirement.

**Note:** English and French language courses are not available to full-time students in other faculties.

#### 4.3.9 Late Registration

Following the regular registration period, students may register late provided there are spaces available in the course. The late registration period is indicated in the Calendar Supplement. During this period a late registration fee of \$25 will be assessed, irrespective of whether the registration was made on Minerva or in-person.

### 4.3.10 Class Schedule

The Class Schedule for the upcoming Fall and Winter terms normally becomes available in mid-March at [www.mcgill.ca/courses](http://www.mcgill.ca/courses). (The Summer term schedule is normally made available in January).

This schedule includes the days and times when courses are offered, class locations, names of instructors, and informational remarks and comments. The calendar entries of scheduled courses can be accessed by clicking on the CRN (course reference number) that appears with each course section shown.

Students should make special note of any pre-registration requirements for a course, such as placement tests, or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled or relocated. It is the responsibility of all students to consult the Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not resulted in conflicts in their schedule.

Students must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee of \$25. Students who are in doubt about what course(s) to register for should meet with an adviser.

A calendar supplement is published three times a year and contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence.

---

### 4.3.11 Course Information and Regulations

For more information on courses, students are advised to refer to "[Course Information, Regulations and Descriptions](#)".

---

### 4.3.12 Quebec Inter-University Transfer Agreement (IUT)

The IUT Agreement permits concurrent registration at McGill and another Quebec institution.

#### 4.3.12.1 McGill Students

Regular undergraduate and graduate degree, diploma or certificate students registered at McGill may, with the permission of their faculty, register at any university in the province of Quebec in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the purpose of the program for which the student is registered up to the limit imposed by the residency requirements of the program. This privilege will be granted if there are valid academic reasons.

Students wishing to take advantage of this agreement should consult their Student Affairs Office for details, and are informed that this agreement is subject to the following conditions:

- The other universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- Students must complete their faculty and program requirement.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- Students who are attending McGill as exchange students from outside Quebec are not eligible to take courses at another Quebec institution through the IUT agreement.
- Students should be aware that late results received from host universities may delay their graduation.

Students must initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations at [www.mcgill.ca/student-records/iut](http://www.mcgill.ca/student-records/iut). Students may also find additional information posted at their faculty Website.

**Note:** Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. The method of registration of the host university will vary (e.g., Web, in-person, phone, etc.). **The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution.** Students who later wish to drop or withdraw from the course(s) for which approval has been granted, will need to drop or withdraw from the course as per the method of registration at the host university AND submit this change on the online IUT application.

For courses that are completed the grade will be automatically submitted to the home university by the host institution.

#### 4.3.12.2 Visiting IUT Students

Students from other Quebec universities wishing to come to McGill using the Inter-University Transfer (IUT) agreement must initiate an on-line application to request the required authorizations at [www.mcgill.ca/student-records/iut](http://www.mcgill.ca/student-records/iut). Visiting students should also refer to their home university Website for regulations on the number of credits allowed as well the policies for transferring the credits.

**Note:** Once the IUT application is approved by both the home and host universities, the student remains responsible for registering in the same course for which they have obtained electronic approval. At McGill, the visiting student whose application has been approved will have to register on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). Visiting students will be informed via e-mail of the steps involved in registering once their application has been approved. The student is advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, the student is responsible for adhering to all registration deadlines of the host institution. Students who later wish to drop or withdraw from the course(s) for which approval has been granted will need to drop or withdraw from the course as per the method of registration at the host university AND submit this change on the online IUT application.

For courses that are completed the grade will be automatically submitted to the home university by the host institution.

**Note for Continuing Education students:** a visiting student whose IUT application has been approved will have to register in-person, by appointment only (see section 4.3.3.1 "In-Person Registration").

---

### 4.3.13 Auditing of Courses

No auditing of courses is permitted at McGill.

## 4.4 Fees

The University reserves the right to make changes without notice in the published scale of fees. (**Note:** The information in this section was prepared in early February 2008. Fees for the 2008-09 year will only be finalized in the late spring.) Further information regarding fees can be found on the Student Accounts Website: [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

The Centre for Continuing Education is not responsible for any fees payable to an external association or institute.

### TYPICAL EXPECTED COURSE FEES 2008/09

#### CREDIT COURSES

	Tuition	Registration Charge*	Information Technology Charge*	Transcripts & Diploma Charge*	Copyright Charge	MACES	Total
<b>Quebec Fee Rate:</b>							
One 3-credit course	\$ 186.81	\$ 21.06	\$ 20.58	\$ 3.72	\$ 2.34	\$ 12.99	\$ 247.50
Two 3-credit courses	\$ 373.62	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 25.98	\$ 495.00
One 6-credit course	\$ 373.62	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 12.99	\$ 482.01
Four 3-credit courses	\$ 747.24	\$ 84.24	\$ 82.32	\$ 14.88	\$ 9.36	\$ 51.96	\$ 990.00
<b>Seniors Fees:</b>							
One 3-credit course	\$ 93.41	\$ 21.06	\$ 20.58	\$ 3.72	\$ 2.34	\$ 12.99	\$ 154.10
Two 3-credit courses	\$ 186.81	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 25.98	\$ 308.19
<b>Non-Quebec Fee Rate:</b>							
One 3-credit course	\$ 537.84	\$ 21.06	\$ 20.58	\$ 3.72	\$ 2.34	\$ 12.99	\$ 598.53
Two 3-credit courses	\$ 1,075.68	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 25.98	\$ 1,197.06
One 6-credit course	\$ 1,075.68	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 12.99	\$ 1,184.07
<b>International Fee Rate:</b>							
<b>Undergraduate Student**</b>							
One 3-credit course	\$ 1,396.50	\$ 21.06	\$ 20.58	\$ 3.72	\$ 2.34	\$ 12.99	\$ 1,457.19
One 6-credit course	\$ 2,793.00	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 12.99	\$ 2,901.39
Four 3-credit courses	\$ 5,586.00	\$ 84.24	\$ 82.32	\$ 14.88	\$ 9.36	\$ 51.96	\$ 5,828.76
<b>International Fee Rate:</b>							
<b>Graduate Student**</b>							
One 3-credit course	\$ 1,198.59	\$ 21.06	\$ 20.58	\$ 3.72	\$ 2.34	\$ 12.99	\$ 1,259.28
One 6-credit course	\$ 2,397.18	\$ 42.12	\$ 41.16	\$ 7.44	\$ 4.68	\$ 12.99	\$ 2,505.57
Four 3-credit courses	\$ 4,794.36	\$ 84.24	\$ 82.32	\$ 14.88	\$ 9.36	\$ 51.96	\$ 5,037.12

\* based on the cost of living index at the end of January as calculated by Statistics Canada, pending approval by student groups.

\*\* In the case of international students, tuition fees are quoted at the 2007-08 rates, as they have not been finalized at the time of publication.

#### NON-CREDIT COURSES

##### Part-time Courses

##### Quebec Fee Rate:

English course	\$ 337.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 349.99
French course	\$ 337.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 349.99
Spanish course	\$ 273.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 285.99

##### International Fee Rate:

English course	\$ 437.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 449.99
French course	\$ 437.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 449.99
Spanish course	\$ 425.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 437.99

##### Seniors Fees:

English course	\$ 168.50	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 181.49
French course	\$ 168.50	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 181.49
Spanish course	\$ 136.50	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 149.49

#### INTENSIVE LANGUAGE PROGRAMS

##### Canadian Fee Rate:

Special Intensive English	\$ 1,982.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 1,994.99
Special Intensive French	\$ 1,652.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 1,664.99

##### International Fee Rate:

Special Intensive English	\$ 2,582.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 2,594.99
Special Intensive French	\$ 2,122.00	\$ -	\$ -	\$ -	\$ -	\$ 12.99	\$ 2,134.99

As of May 2008

#### 4.4.1 Access to Fee Information

Students can view their Account Summary by Term on Minerva. The Fall 2008 term fees will be accessible as of August 1.

#### 4.4.2 Tuition Fees

Tuition fees vary according to the residence and citizenship status of the student. Please see [section 4.2.2, "Legal Documents"](#) for more information.

##### 4.4.2.1 Quebec Students

Tuition fees for Quebec students who are Canadian citizens or Permanent Residents are \$62.27 per credit. In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec rate; (see [section 4.2.2.2, "What Documents Do We Need from You?"](#) for details).

**Note:** Students who do not submit appropriate documentation by the stipulated deadline are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Should your tuition status be changed during the evaluation period resulting in a reduction of fees, any late payment and/or interest charges accumulated on the difference will also be waived.

##### 4.4.2.2 Non-Quebec Students (Canadian or Permanent Resident)

Tuition fees for non-Quebec students who are Canadian citizens or Permanent Residents are \$179.28 per credit (\$62.27 Quebec rate plus \$117.01 Out-of-Province supplement). In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the non-Quebec Canadian rate; (see [section 4.2.2, "Legal Documents"](#) for details).

**Note:** Students who do not submit appropriate documentation by the stipulated deadline will be billed at the international rate. If proof of status is submitted after a student has been billed, but before the document submission deadline, the tuition supplement will be waived. Should your tuition status be changed during the evaluation period resulting in a reduction of fees, any late payment and/or interest charges accumulated on the difference will also be waived.

##### 4.4.2.3 International Students (2007-2008 rates)

At the time of publishing, any increases to tuition fees for international students had not been announced. Students should check on the Student Accounts Website ([www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)) where any announcements will be immediately posted as soon as information is received. Tuition fees for undergraduate international students were \$465.50 per credit in 2007-08. Tuition fees for graduate international students were \$399.53 per credit in 2007-08. Exemption from International Tuition Fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate.

A list of these categories and the required application forms can be obtained from Enrolment Services. Information is also available on the Web at [www.mcgill.ca/students](http://www.mcgill.ca/students).

##### 4.4.2.4 Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in the yellow pages of this calendar or on the Continuing Education Website at [www.mcgill.ca/conted](http://www.mcgill.ca/conted). The MACES fee is included where applicable (see [section 1.7, "Student Governance"](#)).

##### 4.4.2.5 Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have

turned 65 as of September 30 for the Fall term and January 31 for the Winter term. Seniors fee reductions do not apply to fees for: Special Intensive English and Special Intensive French, special programs in General Studies or membership in the McGill Institute for Learning in Retirement. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

##### 4.4.2.6 Tuition Assistance for McGill Staff

McGill staff may be entitled to partial reimbursement of their fees. For complete details please refer to the University Administrative Handbook ([www.mcgill.ca/adminhandbook](http://www.mcgill.ca/adminhandbook)) and the MUNACA collective agreement.

##### 4.4.2.7 Staff Dependent Waivers

Students who feel they qualify for this waiver should download the application form from: [www.mcgill.ca/benefits/forms](http://www.mcgill.ca/benefits/forms) and forward the completed form to either Enrolment Services or the Student Affairs Office of the Centre for Continuing Education as appropriate.

Waivers are credited to your account once all the appropriate signatures have been obtained.

For more information please refer to the MUNACA Collective Agreement, or Staff Dependent Policy in the University Administrative Handbook ([www.mcgill.ca/adminhandbook](http://www.mcgill.ca/adminhandbook)).

#### 4.4.3 Loans and Bursaries

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid) for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

#### 4.4.4 Compulsory Fees

##### McGill Association of Continuing Education Students (MACES)

A fee of \$12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

##### Exceptions

- 1) Students in short courses, seminars and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
- 2) The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see [section 1.7, "Student Governance"](#).

##### 4.4.4.1 Administrative Charges

(Fees that follow are an **estimate** based on the cost of living index as calculated by Statistics Canada. These figures will be updated and available on the Student Accounts Website, [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts), based on the index at the end of January 2008 pending approval by student groups.)

##### Registration Charge

The University charges a per credit registration charge to all students in courses and programs. This is assessed as follows: \$7.02 per credit.

##### Information Technology Charge

The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology. The fee is assessed as follows: \$6.86 per credit.

##### Transcripts and Diploma Charge

The University charges a per credit transcript charge to all students. This entitles students to order transcripts free of charge and is assessed as follows: \$1.24 per credit.



### Copyright Fee

All Quebec universities pay a per credit fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright. The fee is assessed as follows: \$0.78 per credit.

#### 4.4.5 Other Fees

International Student Health and Accident Plan (compulsory)	
Single	\$639
Dependant	\$1,794
Family (one with two or more dependants)	\$3,408
Application for Admission (credit programs)	\$60
Late Registration (non-refundable)	\$25
Language Placement Test	\$25
Course Transfer	\$20
Course dropped prior to refund deadline	\$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations	\$35
Duplicate ID card	\$20
Returned or void cheques	\$20
Rescheduled Examinations	\$30
Exemption by Examination	\$50
Comprehensive Challenge Examination (English and French Language Programs)	\$100
McGill Centre for Continuing Education Test of English Language Proficiency (TELP)	\$100
<b>Special Intensive Language Programs</b>	
Application Fee	\$75
Course cancellation prior to refund deadline	\$200

#### 4.4.6 Billings and Due Dates

##### Invoicing of Fees

Fees are assessed on a term by term basis. Electronic billing is the official means of delivering fee statements to all McGill University students. All charges to the student's account, including tuition, fees, health insurance and other miscellaneous charges are on your e-bill. E-bills are generally produced in the first few days of the month and an e-mail notification that the e-bill is ready to be viewed on Minerva is sent to the student's official McGill e-mail address. Charges or payments that occur after the statement date will appear on the next month's statement, but may be immediately viewed on the Account Summary by Term on Minerva (this is the on-line dynamic account balance view).

Interest will not be cancelled due to non-receipt of fee invoices. Students should access the Student Accounts Website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) for information on payment due dates.

##### Late Payment Fees:

Students who still have an outstanding balance greater than \$100 on their account as of October 30th (February 28th for the Winter term) will be charged a late payment fee of \$25 over and above interest.

#### 4.4.7 Other Policies Related to Fees

##### 4.4.7.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. A financial hold will be placed on such accounts, preventing students from obtaining

official academic transcripts and from accessing Minerva for any registration functions.

**Interest:** Interest is charged on overdue balances at the monthly rate of 1.24% multiplied by the balance outstanding at the end of the month (14.9% annually). The rate is evaluated each Spring, at which time it is set for the following academic year.

Students are advised to regularly verify their account balance via Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student in the case of non-payment of tuition fees, library fees, residence fees or loans on their due date.

##### Information for Registered Students

Students who have registered in a given term and who have amounts owing from previous terms must either pay their accounts or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. Students in financial difficulty should first consult the Student Aid Office (Brown Student Services Building, Room 3200; 398-6013) to discuss the possibility of obtaining financial aid.

Failure to pay the previous term's fees or to make arrangements to settle the debt prior to the add/drop deadline will lead to cancellation of registration in the current and subsequent terms.

##### Information for Students who are no Longer Registered

The delinquent accounts of students who fail to settle their debt or reach a suitable arrangement and of students who fail to provide the Student Accounts Office with up-to-date contact information, will be referred to a collection agency. **Where neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** Students should be aware that the University is entitled to use all legal means to obtain payment and that students will be responsible for all costs associated with such actions.

##### Cancelling Registration for Non-Payment

In accordance with the fee policy as stated in the [section 4.4.7.1, "Overdue Accounts"](#).

The Student Accounts Office will make all reasonable efforts to notify students with a delinquent student account, and who have more than \$100 outstanding from the previous term, that their registration will be cancelled for non-payment. The cancellation will be made effective the last day of the drop/add period unless the account has been settled or payment arrangements have been made with the University by then. After the add/drop deadline, students who pay or make payment arrangements with the Student Accounts Office and who want to confirm that their registration for the current or subsequent term(s) should be re-instated must complete the Request for Term Reinstatement form ([www.mcgill.ca/files/student-accounts/RequestforReinstatement-Form.pdf](http://www.mcgill.ca/files/student-accounts/RequestforReinstatement-Form.pdf)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing.

##### 4.4.7.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that the academic standing does not permit the student to continue, all fees paid in advance will be refunded on application to the Student Accounts Office.

#### 4.4.8 Deferred Fee Payment

##### Students with Sponsors

Students whose fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or their University department (i.e., teaching assistants or demonstrators), must have written evidence to that effect. Sponsors and students alike must inform the University that a sponsorship is taking place so that the contract may be initiated and the student's fee account affected. Notification to the University should occur at least one month prior to the beginning of the term in which the contract is to take effect.

Full documentation on the procedure as well as the forms required to be completed are found at [www.mcgill.ca/studentaccounts/third](http://www.mcgill.ca/studentaccounts/third).

When a third party has agreed to pay fees on behalf of a student, payment will be recorded on the fee account, thereby reducing the balance the student must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, the student will be responsible for paying the fees plus the late payment fee and accrued interest.**

#### 4.4.9 Corporate Tax Benefits

McGill University is recognized by the Ministère de l'Éemploi et de la Solidarité-Sociale Québec as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following Website for further information: [www.emploiquebec.net/anglais](http://www.emploiquebec.net/anglais).

#### 4.4.10 Tax Receipts

Tax receipts will be available on Minerva as of the end of February. Under the Student Accounts Menu there is a selection entitled "Student Tax Menu", where students may select the taxation year to be viewed. Tax information will be available for a number of years and students are able to access printable versions of these government approved forms should paper forms be required.

### 4.5 Student Records

#### 4.5.1 Academic Standing

Students enter the University in satisfactory standing and their academic standing is determined soon after the end of a term in accordance with the regulations of their faculty. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term. Students who are placed in unsatisfactory standing must apply to the faculty for re-admission. Consult the appropriate section of this Calendar for the Regulations on Academic Standing that apply to a particular program. **Note to Continuing Education students:** Students in unsatisfactory standing must apply to the Appeals Committee of their respective department.

#### 4.5.2 Credit System

Most Departments in this Calendar use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of students and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.

Students may not count such courses towards the fulfillment of a program unless:

- 1) they have been formally admitted to the program; and
- 2) the specific course has been approved in advance for inclusion in their program by the Associate Dean of a relevant Faculty or a Director of the Centre for Continuing Education.

**Note:** Credit for multi-term courses (courses with the suffix sets: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.

#### 4.5.3 Continuing Education Units (CE units)

Some courses at the Centre may carry a Continuing Education Unit rating. These courses do not normally count towards the fulfillment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation - contact and/or study - in an organized Continuing Education activity. One CE unit represents ten hours of participation.

#### 4.5.4 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Effective with the Fall term of 2002, all verification forms, transcripts and other documents show only letter grades for all subsequent terms. Where appropriate, a class average will be calculated and appear on transcripts expressed as the letter grade most representative of the class performance.

**For undergraduate courses,** Grades A through C are termed satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

**For graduate level courses,** Grades A through B- are termed satisfactory passes. Students must obtain a B- or better in courses to fulfill program requirements.

Students may not register in a course for which they have not passed all the pre-requisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate Department of this calendar.

##### Undergraduate Level

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
B	3.0	70 - 74%
B-	2.7	65 - 69%
C+	2.3	60 - 64%
C	2.0	55 - 59%
D*	1.0	50 - 54%
F (Fail)	0	0 - 49%
P		Pass

\* Although D is a passing grade, it will not permit entry into a subsequent course for which it is a pre-requisite, nor will it be recognized if the course is a compulsory course in the student's program.

##### Graduate Level

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 - 100%
A-	3.7	80 - 84%
B+	3.3	75 - 79%
B	3.0	70 - 74%
B-	2.7	65 - 69%
F (Fail)	0	0 - 64%
P		Pass

Letter grades are assigned grade points according to the table shown above. A student's academic standing will be determined on the basis of a grade point average (GPA), which is calculated by dividing the sum of the course credit times the grade points by the total course GPA credits.

GPA credits are the credits of courses with grades that are assigned grade points.

$$GPA = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The term total grade point average (TGPA) will be the GPA for a given term calculated using all the applicable courses at the same level in that term. The cumulative grade point average (CGPA) will

be the GPA calculated using the student's entire record of applicable courses at McGill at the same level; if the level is changed, e.g., from undergraduate to graduate, the CGPA starts again. This policy took effect January 2003. Prior to January 2003, if a student's degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting. If courses are repeated, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after the course is repeated or if a supplemental examination is taken. Students should note that credits are only granted once for a repeated course regardless of the passing grade.

#### 4.5.4.1 Other Grades

- J** – unexcused absence (failed): the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA (see note below).
- K** – incomplete; deadline extended for submission of work in a course (see section 4.5.5 "Incomplete Courses").
- KE or K\*** – further extension granted (see section 4.5.5 "Incomplete Courses").
- KF** – failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
- KK** – completion requirement waived. Not calculated in TGPA or CGPA.
- L** – deferred examination.
- LE or L\*** – permitted to defer examination for more than the normal period.
- NE** – No Evaluation. Indicates work for which no evaluation has been carried out and which may not count as credit towards any program.
- NR** – no grade reported by the instructor (recorded by the Registrar).
- P** – pass; not calculated in TGPA or CGPA.
- Q** – course continued in next term (applicable only to courses taken pre-Fall 2002).
- W** – withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
- WF** – withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA.
- WL** – faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
- NA or &&** – grade not yet available.
- W-- or --** – no grade: student withdrew from the University, not calculated in TGPA or CGPA.

**Note re J grade:** All students who miss a final exam will be given a grade of J.

#### 4.5.5 Incomplete Courses

If, in the instructor's opinion, there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

If a grade of K is submitted, the instructor will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on the student's faculty reports and verification forms. However, on the student's official transcript the new grade will replace the K.

If the required work is not completed before the deadline, a grade of KF will be updated on the student's record. A KF denotes

a failed course and is calculated in the TGPA and CGPA the same as an F.

In exceptional circumstances, and with the approval of the Associate Dean (or Director), the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.

Students who have not, without a valid excuse, participated in or written a final examination or submitted required term work for any courses they were registered in shall be assigned a final grade of J (unexcused absence). For more information, see note regarding J grade above.

#### 4.5.6 Non-Evaluated Work

Students attending courses which would normally involve an evaluation process, whether based on an examination or other criteria, may themselves elect not to be evaluated. This request must be made in writing by completing the required form (available at [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms)) prior to the commencement of the third lecture. This will result in a mark of "NE" being placed on the academic record. In no circumstances will a course attended on this basis be accepted towards a certificate, diploma or degree program. (Note that the grade of NE is permitted only for courses administered by Continuing Education.)

Most non-program courses have an evaluation process. However, in those few courses that do not, students may request evaluation. Such a request must be made in writing to the appropriate department prior to the third lecture. (This does not apply to short courses, workshops and seminars not included on the McGill transcript.)

#### 4.5.7 Verification of Student Record

##### 4.5.7.1 Unofficial Transcripts

Subject to section 4.5.8, "Changes to Student Records after Normal Deadlines", students are responsible for verifying their academic record on Minerva using the unofficial transcript to ensure that they are registered in the proper courses, and that the correct program information and expected term of graduation is appearing on their record.

Graduating students must make sure to verify their record on Minerva prior to the end of term in which they are graduating to ensure that the correct expected term of graduation is indicated on their unofficial transcript; if not, the student may be overlooked for graduation. Any questions or problems with their record should be directed to the Student Affairs Office.

#### 4.5.8 Changes to Student Records after Normal Deadlines

##### 4.5.8.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing minors or concentrations).

##### 4.5.8.2 Registrar Deadlines

Fall term - January 31

Winter term - June 1

Summer term - October 1

##### 4.5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in the calendar, but before the Registrar deadlines above, the student must make a request in writing to the Associate Dean of their faculty or Director of the department for Continuing Education students (or Director, BCom Program, Desautels Faculty of Management), clearly explaining the reasons why the change could not have been requested prior to these dates. The Associate Dean will then review the request and render a decision. If

permitted, the change will then be processed according to existing faculty and Enrolment Services student record procedures.

#### 4.5.8.4 After Registrar Deadlines

A change that is requested after the Registrar deadlines above will not normally be considered. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, students may formally request a student record change from the Associate Dean of the faculty or Director of the department for Continuing Education students (or Director, BCom Program, Desautels Faculty of Management). If the Associate Dean of the faculty approves the request, the change will then be processed according to faculty and Enrolment Services student record procedures. For all changes other than grade changes, full documentation supporting extraordinary circumstances will be filed by the faculty with Enrolment Services.

#### 4.5.8.5 Fee Assessment Consequences

When a change to the student record is made, the revised fee assessment will be reflected on the next fee statement.

If a student wishes to contest the fee assessment, he or she must make a request in writing to Enrolment Services. ES, upon reviewing the extraordinary circumstances described in the supporting documentation provided by the faculty, and upon consultation with the Student Accounts Office if necessary, will decide whether or not to consider the request and will advise the student in writing of the outcome.

#### 4.5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Changes related to student's citizenship and/or immigration or fee exemption status are not handled by the Faculty and are dealt with in [section 4.2.2, "Legal Documents"](#).

### 4.5.9 Transcript of Academic Record

#### 4.5.9.1 Unofficial Transcripts

Students who require a copy of their student record can view and print their own unofficial transcript by accessing Minerva. This applies to records from 1976 to present. For pre-1976 records, an official transcript must be ordered.

#### 4.5.9.2 Official Transcripts

Official transcripts can be ordered on-line via **Minerva** by going to Student Menu->Student Records Menu->Request Printed/Official Transcript. Students who cannot access Minerva should fill out the "Request for Release of Official Document" form available on-line at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) or in person at Enrolment Services at the address below. Transcript requests may be submitted by mail, by fax, or in person but must be signed by the student. To protect privacy, we do not accept telephone or e-mail requests.

Enrolment Services  
James Administration Building  
845 Sherbrooke Street West, Room 205  
Montreal, Quebec H3A 2T5  
Fax: (514) 398-8939

#### 4.5.9.3 General Information

Transcripts are free of charge.

Official transcripts are sent directly to the addresses provided by the student. Official transcripts in sealed envelopes can be given to those requesting them.

Requests are processed in 3 to 5 working days, somewhat longer for pre-1976 records and at peak times.

Enrolment Services is not responsible for transcripts that are lost or delayed in the mail.

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued.

Official transcripts will NOT be issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts will not be issued if you owe fees or fines over \$30.

Official transcripts are produced on secure paper that cannot be copied.

#### 4.5.9.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had a seven-character designation beginning with the three-number code for the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available on the Web at [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

### 4.5.10 Letters of Attestation

Letters of Attestation may be requested by the student from the Student Affairs Office. These letters will confirm that the student is registered for the current term with the Centre for Continuing Education, and will also include the following information:

- registration load (full/part-time),
- courses (course numbers and titles),
- credit or CE units for each course,
- beginning and end dates for each course,
- Certificate or Diploma program in which the student is registered.

Letters will show information from the current term only. Students who require information from previous terms should order a transcript. (Please allow 48 hours for these letters to be prepared.)

## 4.6 Examinations

### 4.6.1 Examinations – General Information

In addition to the general policies listed here, students should consult the faculty sections of this Calendar for particular regulations. Students will be informed by the end of the change of course period of the evaluation method to be used in each course.

Every student has a right to write term papers, examinations and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

Students will not be permitted to write an examination in any course unless they have fulfilled the requirements of the course to the satisfaction of the instructor and the Associate Dean. Once students have presented themselves for an examination or test, they must submit all written work to the invigilator before leaving.

Students writing examinations must have with them their valid McGill student ID card. Forgetfulness cannot be considered an acceptable excuse.

**Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cellphones, iPods, MP3 players, PDA's and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.**

Responses on multiple choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer

patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

All students are responsible for knowing the University Examination Regulations and the Code of Student Conduct and Disciplinary Procedures. The former are normally posted during the examination period and are available at the following Website: [www.mcgill.ca/student-records/exam/regulations](http://www.mcgill.ca/student-records/exam/regulations). Both may be obtained from the Office of the Associate Dean (not applicable to Continuing Education students).

Information about issues related to academic integrity can be found at [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity).

**Note to Continuing Education students:** Students should consult the departmental sections of this Calendar for particular regulations.

### Class Tests

Members of the teaching staff may from time to time give interim class tests if they think them necessary.

### Special Facilities

Students with visual or other disabilities should consult the Coordinator, Office for Students with Disabilities, Brown Building, about the possibility of special examination facilities.

### Credit by Examination

In certain exceptional cases and in certain faculties, students may apply to the Director of the Department to write a final examination in order to obtain credit in a course for which they were not registered. This is possible only in those courses where there is no other assessment except the final examination.

## 4.6.2 Final Examinations

Formal final examinations are held during an examination period following the term in which the course is given. The dates of the examination periods are listed in the Calendar of Dates. **Students are warned not to make travel arrangements to leave Montreal prior to the scheduled end of any examination period.** In some courses there is no final examination; standing in these courses is determined on the basis of term work and class tests.

### 4.6.2.1 University Regulations Concerning Final Examinations

#### Preamble

The objectives of these regulations are as follows:

- 1) to protect students from excessive workloads;
- 2) to use the full 15-week term to maximum advantage.

#### Regulations

1. These regulations shall apply to undergraduate and Continuing Education graduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be

assigned early enough in the term for students to complete the assignment(s) by the last day of class.

6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

**Instructors are not permitted to grant any special treatment regarding examinations to any student.** Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their Department.

**It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules posted on notice boards on campus and on the Web at [www.mcgill.ca/students](http://www.mcgill.ca/students).** This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

### 4.6.2.2 Deferred Examinations

Students who, for serious reasons such as illness or family affliction, have not written one or more examinations, may receive the permission of their own faculty Student Affairs Office to defer the examination. Students should be aware that deferred examinations are granted only for compelling reasons, verified and accepted by the Student Affairs Office. Supporting evidence such as an appropriate medical report is required. The Student Affairs Office must be informed as soon as possible after the examination of the reason for their absence from the examination.

Students in the following faculties must apply for deferred exams on Minerva: Agricultural and Environmental Sciences, Arts, Education, Engineering, Religious Studies, Science, School of Physical and Occupational Therapy, School of Social Work, and the Centre for Continuing Education. Students belonging to faculties not mentioned in the above list should consult their own Faculty for application procedures.

If the request is approved, an L will appear in place of a grade in such courses. The grade obtained in the deferred examination after it has been written will replace the grade of L on the student's official transcript.

If deferred status is not granted, the student will receive a grade of J in the course, which will count as a failure in the GPA and CGPA.

Students who have already written an examination may not subsequently request that the exam be deferred. Such students should consult their faculty office regarding the availability of supplemental examinations.

### 4.6.2.3 Examination Conflicts

If you have an examination conflict, you must complete an "Examination Conflict Form" and return it to the Student Affairs Office for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation. Only under exceptional circumstances are examinations rescheduled. There is a \$30 fee (non-refundable) for rescheduling an examination.

#### 4.6.2.4 Supplemental Examinations

Availability of supplemental exams and the conditions under which students will be permitted to take them are different in each department.

#### 4.6.2.5 Reassessments and Rereads

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner. If, after such discussion, students want to have a formal final examination reread, they must apply in writing to the Student Affairs Office by the following deadlines:

Fall Term:	February 15
Winter Term:	June 15
Summer Term:	October 15

A reread is a formal review by a third party of the final examination paper, for which there is a \$35 fee payable to McGill University by certified cheque or money order.

Students are eligible to receive a refund if, as a result of a reread, the mark is upgraded to the next letter grade or if the mark is upgraded from a fail to a pass. Grades may be lowered or raised, or they may remain the same.

The grade obtained on the reread takes precedence over the original grade.

Students may also request a verification of their final mark. This involves a detailed review of the final examination to ensure that all questions have been marked, that marks have been added correctly and that any term work has been included in the final grade as per the course outline. Please see forms at [www.mcgill.ca/contedstudents/forms](http://www.mcgill.ca/contedstudents/forms).

#### 4.6.3 Invigilation (Exams from Other Universities)

Upon request, McGill will offer an invigilation service enabling students to write exams given by other universities. Exams must be scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, McGill holidays, or Fridays during the months of July and August.

##### The Cost

The cost for invigilation and administration is \$50 per student per exam plus \$10 for courier charges to Canada and \$20 to the USA and \$30 courier charges to overseas.

The home university should confirm in advance of the exam date if it is paying; otherwise, the student will be charged.

##### Setting Up

Please confirm the exam date and time well in advance of the scheduled exam and also provide your phone number and e-mail address.

Exams and examination booklets, along with full instructions, should be sent to this address well in advance of the scheduled exam:

Enrolment Services  
James Administration Building, Room 205  
McGill University  
845 Sherbrooke St. West  
Montreal, Quebec H3A 2T5  
Telephone: (514) 398-2207  
Fax: (514) 398-5544  
E-mail: [proctor.arr@mcgill.ca](mailto:proctor.arr@mcgill.ca)

## 4.7 Graduation

In order to graduate, a student must complete faculty and program requirements. **It is the student's responsibility to ensure that all faculty requirements are met before graduation.** All students should contact their advisers early in the graduating year with any questions as to whether they will meet the necessary program requirements by graduation time.

#### 4.7.1 Apply to Graduate

**Most students must use Minerva to apply to graduate. It is your responsibility to inform us of your intention to graduate. Deadlines:**

- Students who intend to graduate at the end of the Fall term (courses completed December for June convocation) must apply on Minerva by the end of November.
- Students who intend to graduate at the end of the Winter term (courses completed April for June convocation) must apply on Minerva by February.
- Students who intend to graduate at the end of the Summer term (courses completed August for October convocation) must apply on Minerva by March.

Students who have missed these deadlines must contact their Faculty Student Affairs Office immediately.

The Application for Graduation is available on Minerva. For more information on how to apply on Minerva, go to [www.mcgill.ca/minerva-students/records/graduation](http://www.mcgill.ca/minerva-students/records/graduation).

#### 4.7.2 Graduation Approval Query

Graduating students may view the status of their graduation record on Minerva as part of the Faculty review and approval process. The menu option called "Student Graduation Query" is accessed via the Student Records menu option on Minerva, and becomes available to graduating students approximately 3-4 weeks before the "degree granted" notation is updated on their records.

If all requirements for graduation are met, the student's record on Minerva will be updated with the "degree granted" notation at the appropriate time:

- late February, if term of graduation is Fall (Convocation in Spring)
- late May, if term of graduation is Winter (Convocation in Spring)
- late October, if term of graduation is Summer (Convocation in Fall)

**Note:** Information regarding the Convocation ceremonies can be obtained on the McGill Website at [www.mcgill.ca/convocations](http://www.mcgill.ca/convocations).

#### 4.7.3 Replacement Diploma

There are several instances when students might request a replacement diploma: if your diploma was lost, damaged, or if the name on the diploma should be changed. Students must make a request in writing and should also include a certified cheque or money order for the amount of CDN \$60 made payable to McGill University. Students should refer to the sections below to determine which situation applies to them. All requests should be sent to:

Enrolment Services  
Duplicate Diploma Request  
McGill University  
James Administration Building, Room 205  
Montreal QC H3A 2T5  
E-mail: [registration@mcgill.ca](mailto:registration@mcgill.ca)

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

**To replace a lost diploma:** Students must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit should include: full name; student number; address; phone number; date of birth; degree granted/year granted; reason for a replacement diploma.

**To replace a damaged diploma or change the name on the diploma:** Students must send or deliver the original diploma. Include clear and complete photocopies of legal documents supporting the name change. Please refer to [section 4.2.4, "Name"](#) for the list of acceptable documents. Please note that the name change must be processed in the system before a duplicate diploma can be issued. Students must enclose a letter containing the following important information: full name; student number;

address; phone number; date of birth; reason for a replacement diploma; new spelling/grammar changes.

## 4.8 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations must possess a working knowledge of the French language, that is, be able to communicate verbally and in writing in that language.

To demonstrate this capability, candidates will be required to pass an examination set by the Office de la langue française, unless they can show that three years of full-time instruction in a French post-primary school have been completed. Candidates who have completed their secondary education in Quebec in 1986 or later and have received their certificate from secondary school are exempt from writing the examination. The professional corporation will require this certificate, proof of attendance or of successful completion of the Office examination.

The examination may be attempted by registered students during the two years prior to the date they receive a degree giving access to a professional corporation. Application forms for sitting the exam while still a student may be obtained from Enrolment Services. Priority will be given to those closest to graduation. Examinations take place every three months and may be attempted an unlimited number of times.

More information may be obtained from the Office de la langue française, 125 Sherbrooke Street West, Montréal, Québec, H2X 1X4. Telephone: (514) 873-6565.

Students who need to acquire a functional level of proficiency in French may take courses from either the English and French Language Centre, Faculty of Arts, or the Centre for Continuing Education, 688 Sherbrooke Street West, telephone (514) 398-6200.

Students already proficient in French but who wish to keep up practice might consider courses in the Department of French Language and Literature, Faculty of Arts.

**Note:** Non-credit language courses, and in some cases credit language courses, completed at the Centre for Continuing Education may not be applied to program/degree requirements. Consult your Faculty for clarification.

## 4.9 Honours and Awards

### DEAN'S HONOUR LIST

The Centre for Continuing Education recognizes students who have achieved a high academic standing in their program by naming them to the Dean's Honour List. The formal recognition takes place at Convocation and is recorded on all transcripts issued.

### THE ABITIBI-CONSOLIDATED PRIZES

Established in 1980 to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations. Value: \$350 each.

### THE AMERICAN EXPRESS PRIZES IN MANAGEMENT-TREASURY/FINANCE.

Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/Finance). One award will be available for each of the Spring and Fall convocations and awarded by the Executive Committee of the Centre for Continuing Education. Value: \$350 each.

### BERNARD J. FINESTONE PRIZES IN GENERAL INSURANCE

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill Centre for Continuing Education. Awarded by the Executive Committee of the Centre. Value: \$400 each.

### CARSWELL PRIZE

Established in 1992, to be awarded on the basis of overall academic performance to the top student completing the Diploma in Management (Taxation concentration) program. One prize will be available each Spring convocation. Value: \$500.

### THE EDWARD C. WEBSTER PRIZE IN ENGLISH AS A SECOND LANGUAGE

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the Centre for Continuing Education as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English. Value: \$300.

### HONDA STE-ROSE AWARDS

Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations. Value: \$250 each.

### JACOB JONKER MEMORIAL PRIZE

Established in 2003 by Jonker Navigation Corp., in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the Centre for Continuing Education on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations. Value: minimum \$500 each.

### MCGILL ASSOCIATES PRIZE IN MANAGEMENT

Awarded annually by the Executive Committee of the Centre for Continuing Education to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program. Value: \$300.

### MCGILL ASSOCIATES PRIZES IN TRANSLATION

Awarded annually to the student with the best academic record, over the entire program, in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French. Two prizes of \$300.

### THE TELEGLOBE CANADA PRIZE IN FRENCH AS A SECOND LANGUAGE

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French. Value: \$300.

### NEW AMERA TRANSIT PRIZE

Established in 2002 by New Amera Transit Inc. to recognize the academic performance of the top student graduating with the Diploma in Management - International Business. Awarded by the Executive Committee of the Centre for Continuing Education on the recommendation of the Diploma in Management - International Business program committee. Value: minimum \$500.

Students are eligible for honours and awards only in the year they have completed the program.





## 5 Advising and Support

### Table of Contents

- 5.1 Advising, page 49
  - 5.1.1 Advising and the University Mission, page 49
  - 5.1.2 The Role of the Student in Advising, page 49
- 5.2 Student Services, page 49
  - 5.2.1 Office of the Dean of Students, page 49
  - 5.2.2 Office of the Executive Director, Services for Students, page 49
  - 5.2.3 Office for Students with Disabilities, page 49
  - 5.2.4 Ombudsperson for Students, page 49
  - 5.2.5 Bookstore, page 50
  - 5.2.6 Computer Store, page 50
  - 5.2.7 Library Workshops, page 50
  - 5.2.8 Minerva Workstations, page 50
- 5.3 Optional Student Services, page 50
  - 5.3.1 Optional Student Services Package, page 50
  - 5.3.2 McGill Career Centre (CAPS) Package, page 50
  - 5.3.3 McGill Athletics Package, page 50
- 5.4 Parking, page 50
- 5.5 University Centre, page 50
- 5.6 Tutorial Service, page 51
- 5.7 For your Information Technology (IT) needs, page 51
  - 5.7.1 Logging In, page 51
  - 5.7.2 myMcGill, page 51
    - 5.7.2.1 Browser compatibility, page 51
  - 5.7.3 myCourses, page 51
  - 5.7.4 E-mail, page 51
  - 5.7.5 Online Student Directory, page 51
  - 5.7.6 Getting Connected, page 51
  - 5.7.7 Safe Computing, page 51
  - 5.7.8 Need Help?, page 51
    - 5.7.8.1 Getting Help, page 52
- 5.8 Resources for Study and Research, page 52
  - 5.8.1 Libraries, page 52
  - 5.8.2 University Archives, page 52
  - 5.8.3 Museums, page 52
    - 5.8.3.1 Redpath Museum, page 52
    - 5.8.3.2 McCord Museum of Canadian History, page 52
    - 5.8.3.3 Lyman Entomological Museum and Research Laboratory, page 53
    - 5.8.3.4 Other Historical Collections, page 53

---

### 5.1 Advising

#### 5.1.1 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students “the best education available”. An essential component of this is the advising process.

#### 5.1.2 The Role of the Student in Advising

The active participation of students in the advising process is essential in order for them to access the full range of academic opportunities during their studies. They must be proactive in seeking meetings with advisers to ensure that they receive the advice they need to formulate a personal plan of study and to meet their academic goals.

It should be noted that, while advisers are there to provide students with guidance, students are ultimately responsible for meeting the requirements of their degree or diploma. It is their responsibility to inform themselves about the rules and regulations of the University, their faculty, and their program. With the students' cooperation, all advisers and counsellors will work together to help students throughout their studies.

Students who would like to take the opportunity to meet with an academic adviser should do so by contacting:

#### Career and Management Studies

##### Undergraduate Programs

Dan Darrigan - (514) 398-1030

##### Graduate Level Programs

Mary Rubiano - (514) 398-1030

##### English and French Language Programs

Helen Athanassiadis (514) 398-2817

##### Translation Programs

Katherine Peacock (514) 398-1484

---

### 5.2 Student Services

#### 5.2.1 Office of the Dean of Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 1Y2

Telephone:

Dean/Associate Dean: (514) 398-4990

E-mail: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)

Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community and the broader local community.

#### 5.2.2 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 1Y2

Telephone:

General Information: (514) 398-3825

Website: [www.mcgill.ca/studentervices](http://www.mcgill.ca/studentervices)

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature will be directed to the proper individual, office or department.

#### 5.2.3 Office for Students with Disabilities

This office coordinates services to meet the special needs of students with disabilities.

Brown Student Services Building, Suite 3100

Telephone: (514) 398-6009

TDD: (514) 398-8198

E-mail: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

#### 5.2.4 Ombudsperson for Students

The position of Ombudsperson for Students is filled on a half-time basis by an academic staff member. The Ombudsperson receives complaints from students and assists in the resolution of those complaints through informal means including information, advice, intervention, and referrals with a view to avoiding the more formal grievance procedures that already exist in the University.

The Office of the Ombudsperson is a confidential, independent, and neutral dispute resolution service for all members of the student community. Please call (514) 398-7059 for an appointment.

Office of the Ombudsperson, Brown Building, Room 5202  
Website: [www.mcgill.ca/ombudsperson](http://www.mcgill.ca/ombudsperson).

### 5.2.5 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items.

3420 McTavish Street Telephone: (514) 398-7444  
Website: [www.mcgill.ca/bookstore](http://www.mcgill.ca/bookstore)

Macdonald Bookstore Telephone: (514) 398-8300  
Centennial Centre  
Website: [www.mcsc.mcgill.ca/bookstore.html](http://www.mcsc.mcgill.ca/bookstore.html)

### 5.2.6 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of PC, Macintosh and Unix hardware, computer software and consumer electronics at educational prices.

3420 McTavish Street Telephone: (514) 398-5025  
Website: [www.mcs.mcgill.ca](http://www.mcs.mcgill.ca) [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)

### 5.2.7 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session, with a concentrated schedule during the first week of classes and then continuing from September to October and January to February. Library guides and brochures are also available. For information and schedules, visit the Website at [www.mcgill.ca/library-assistance](http://www.mcgill.ca/library-assistance).

### 5.2.8 Minerva Workstations

The Centre for Continuing Education has two Minerva workstations which students may use to view course offerings, add and drop courses, view their transcript, and access all other services available through Minerva. Workstations are located at 688 Sherbrooke Street West, on the 11th floor.

## 5.3 Optional Student Services

Continuing Education students are not obligated to pay Student Services fees, however if they want to use the student services offered at McGill, they must opt-in to one of the following packages.

### 5.3.1 Optional Student Services Package

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to Career and Placement Services (CAPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office, Tutorial Services, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

Optional Student Services Fees for one term (2008-2009) are \$121.92 (includes taxes). A McGill ID card is mandatory for access to services.

Students may obtain further information or apply for this package at:

Office of the Dean of Students  
William and Mary Brown Student Services Building  
3600 McTavish Street, Room 4100  
Tel.: (514) 398-4990  
Website: [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services)

### 5.3.2 McGill Career Centre (CAPS) Package

Registration for CAPS (without the other Students Services) is available to students who are admitted to a credit or non-credit Certificate, Diploma or Special Intensive Language program. CAPS provides career education and individual advising and guidance to students, job/career fairs, research libraries, mentor programs, CV drop-in-clinic and workshops.

They offer over 5,000 jobs and internship opportunities to students each year. Fees for CAPS per term is \$52 (September, January or May). Students may obtain further information or register for CAPS at:

Career and Placement Services  
William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2200  
Tel.: (514) 398-3304  
E-mail: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.caps.mcgill.ca](http://www.caps.mcgill.ca)

### 5.3.3 McGill Athletics Package

McGill Athletic facilities include: Fitness Centre, aerobics room, two gymnasias; basketball, volleyball, indoor and outdoor tennis, squash and racquetball courts; indoor and outdoor track; outdoor fields, stadium, pool and diving boards; dance, fitness and fencing studios; Sports Medicine clinic; locker rooms and lounges; Pro shop and snack bar.

**Note:** Some services may not be included in the gym membership rates below. Rates are valid as of April 14, 2008 but may change without prior notice.

#### Continuing Education Students

All athletics facilities, excluding Fitness centre \$ 39 + taxes/month  
All athletics facilities, including Fitness centre \$ 52 + taxes/month

#### Non-credit students or students taking less than 9 credits

#### Community Membership

All McGill Athletics facilities, excluding Fitness Centre \$ 48 + taxes/month  
All McGill Athletics facilities, including Fitness Centre \$ 61 + taxes/month

Students may obtain further information or sign up for a membership at:

Sir Arthur Currie Memorial Gymnasium  
475 Pine Ave. W  
Tel.: (514) 398-7000  
Website: [www.athletics.mcgill.ca](http://www.athletics.mcgill.ca)

## 5.4 Parking

Parking facilities are limited. For information on parking rates, please visit [www.mcgill.ca/ancillary/parking/visitor](http://www.mcgill.ca/ancillary/parking/visitor), or call (514) 398-4559.

## 5.5 University Centre

Food and beverage services are available to Continuing Education students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

## 5.6 Tutorial Service

The Tutorial Service sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200

Telephone: (514) 398-6011

E-mail: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)

Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

## 5.7 For your Information Technology (IT) needs

The **IT at McGill** website, [www.mcgill.ca/it](http://www.mcgill.ca/it), is your one-stop access point for Information Technology resources at McGill.

Visit the **IT at McGill** website to:

- Get resources, references and links to central IT services at McGill,
- Search the McGill IT Knowledge Base,
- View online video presentations,
- Contact the ICS Service Desk for IT help,
- View IT announcements,
- Find useful tips on keeping your equipment secure and running smoothly.

The following are some of the basic IT services, to get you started.

### 5.7.1 Logging In

You need to use your **McGill Username** (usually in the form of `firstname.lastname@mail.mcgill.ca`) and **McGill Password** to access many central IT services including: the myMcGill portal, myCourses, E-mail, wireless, Virtual Private Network (VPN), and McGill's dialup access service (DAS).

To find out your McGill Username and set your McGill Password:

- 1) Log in to Minerva (using your 9-digit McGill ID number and your PIN).
- 2) Go to the Personal Menu and click "Password for McGill Username".
- 3) Follow the onscreen instructions.

### 5.7.2 myMcGill

The myMcGill web portal is the central access point, where you will go to:

- Read your E-mail,
- Check myCourses,
- View and update your student records and account information, with direct links to Minerva,
- Search the McGill Library Catalogue,
- Keep abreast of the latest McGill news,
- And more.

Click **myMcGill** at the top right of any McGill Website ([www.mcgill.ca](http://www.mcgill.ca)) and sign in using your McGill Username and McGill Password.

#### 5.7.2.1 Browser compatibility

The myMcGill portal currently supports the latest versions of following browsers:

- IE (Windows)
- Firefox (Mozilla) (Windows/Mac)
- Netscape (Windows)

### 5.7.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, the syllabus, project guidelines, discussion forums, calendars, etc.

Access your online course content via myCourses at [www.mcgill.ca/mycourses](http://www.mcgill.ca/mycourses) or through the myMcGill web portal.

- Sign in using your McGill Username and McGill Password.
- Click myCourses (WebCT Vista) to enter the site.
- Verify your browser settings using the Check Browser utility at the top right corner of the page.

Find more information on myCourses at [www.mcgill.ca/it](http://www.mcgill.ca/it) under "Teaching and Learning".

### 5.7.4 E-mail

Your McGill E-mail Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) is the official way the University communicates with you by E-mail. Please read the Student E-mail Policy at [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). Access your E-mail at <http://exchange.mcgill.ca> or through the myMcGill portal. Verify your McGill E-mail Address on the Minerva Personal Menu.

### 5.7.5 Online Student Directory

Opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at [www.mcgill.ca/directory/students](http://www.mcgill.ca/directory/students).

### 5.7.6 Getting Connected

You can find more details on the following services at [www.mcgill.ca/it](http://www.mcgill.ca/it), under "Telephone, Network and Wireless":

**Wireless** - Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless Network.

**Virtual Private Network (VPN)** - You need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases) if you connect to the Internet with an Internet Service Provider (ISP) other than McGill's DAS.

**Dialup access (DAS)** - Access the Internet using your telephone line and a modem, instead of using a high speed ISP.

**McGill Residences Telecommunications** - For students living in McGill Residences and MORE buildings, there is a Voice and Data (wired and wireless) service.

**Computer labs** are provided by many faculties and departments for students in their programs. For lab locations, computer availability, software/peripheral availability and more, visit <http://vhd.mcgill.ca/labs>.

**"Connectivity@McGill" iCare clinic** - Attend this free, hands-on clinic and learn how to configure your computer to connect to the Internet via wireless or modem, and how to set up a VPN connection. Find out how to register at [www.mcgill.ca/it](http://www.mcgill.ca/it), under "IT Service Desk and Training".

### 5.7.7 Safe Computing

**"Computing Safety" iCare clinic** - Attend this free clinic and learn how to prevent being infected by viruses, spyware, adware and other malicious programs. Find out how to register at [www.mcgill.ca/it](http://www.mcgill.ca/it) under "IT Service Desk and Training".

**Antivirus software** from Symantec is free to download from McGill's Software Licensing site at <http://elms04.e-academy.com/mcgill>. Find out how at [www.mcgill.ca/it](http://www.mcgill.ca/it) under "IT Security Best Practices". Note: Please uninstall any previous antivirus software from your computer before installing Symantec.

### 5.7.8 Need Help?

**Welcome New Students** - Take an interactive guided tour of IT services at [www.mcgill.ca/it](http://www.mcgill.ca/it), under "ICS Service Desk and Training".

**McGill IT Knowledge Base** - Search the Knowledge Base at <http://vhd.mcgill.ca/knowledgebase> for answers to commonly asked questions about IT.

### 5.7.8.1 Getting Help

Contact the ICS Service Desk by submitting your request via a Web form at <http://webforms.mcgill.ca>, or go to the Service Desk at [www.mcgill.ca/it](http://www.mcgill.ca/it), under "ICS Service Desk and Training".

---

## 5.8 Resources for Study and Research

### 5.8.1 Libraries

The Library consists of 13 branch libraries, special collections and specialized services located across the University's downtown campus and Macdonald campus, on the shores of Lac St. Louis. Numbering over 6 million items, the Library's vast holdings include 2.5 million books, 250,000 cartographic items and thousands of sound and video recordings. The Library's e-resources are extensive, and include almost 50,000 e-journals, and over 1 million e-books on subjects ranging from early English texts to nutrition.

A comprehensive Website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), and a wide range of services link the Library's resources to those who need them for teaching, learning, research and scholarship and is key to finding all the information you need. The online catalogue lists most items held in the Library's collections. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. From past examination papers and McGill theses to foreign newspapers, there's an amazing range of online information you can find using the Library's Website.

The expert and friendly staff in each branch library will help you locate information for course work, assignments or research topics. Training is provided at all levels to ensure users are able to find, locate and use information, and information skills programs are undertaken as part of mandatory course curricula. Furthermore, Liaison Librarians proficient in specific disciplinary areas and are on hand to assist students and staff. Should you have any queries, assistance is always close by, whether in person, on the phone, or online, via E-mail and online chat.

Opening hours vary for each library but most are open up to 84 hours per week. All branch libraries extend their opening hours during examination periods: to 24hr access in the case of the Humanities and Social Sciences Library. Hundreds of computers are available for e-mail, word-processing, accessing online courses, reading library materials, preparing assignments and internet searching. Designed to enhance the learning experiences of a diverse range of users, the Library's facilities offer a variety of comfortable and attractive spaces. There are places for quiet individual study, dynamic e-zones, and group study rooms which can be booked for use. Wireless access is available across the library, and printing and copying facilities, operated by a card system, are conveniently located in all libraries. Special facilities are available for the vision and hearing impaired.

Users have access to specialized services such as the Electronic Data Resources Service, which supports empirical and statistical research, and a digitization program highlighting unique scholarly materials. You can borrow from any library, and should be sure to check out the Course Reserve collection in your branch library, where you can find copies of textbooks and high-demand items on course reading lists.

---

### 5.8.2 University Archives

The McGill University Archives (MUA) acquires, preserves and makes available to researchers (including students) of all disciplines more than 5,000 metres of records dating from 1797 to the

present. These records document the history of McGill University faculty research, alumni and student organizations, and select Montreal-based organizations, all in a variety of media (including textual records, photographs, slides, audio-tapes, film, video, University publications, and artifacts). The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its Records Management Program. The Records Management Program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open to the public Monday-Friday, 9:00-12:30 and 1:45 to 4:45; however, appointments are recommended. The MUA Website includes virtual exhibitions, on-line searching of the MUA holdings, digital collections including the largest campus database of digitized images, and access to the McGill History Portal (focusing on historical information about McGill University and its community).

McGill University Archives  
McLennan Library - Ground Floor  
Telephone: (514) 398-3772  
Fax: (514) 398-8456  
Website: [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

---

### 5.8.3 Museums

#### 5.8.3.1 Redpath Museum

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Among the largest collections are fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its new permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, besides displays that feature the mineral and mollusc collections. A new ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa, has recently been installed.

859 Sherbrooke Street West  
Telephone: (514) 398-4086  
E-mail: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

#### 5.8.3.2 McCord Museum of Canadian History

The McCord Museum is home to one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing - comprised of over 16,000 garments or accessories - made or worn in Canada; an extensive collection of First Nations artifacts - the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,000,000 historical photographs and offer a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's Website ([www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)) features award-winning virtual exhibitions, innovative learning resources and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide inspirational and innovative interpretations of the social and cultural history of Montréal, Quebec and Canada. In addition to guided tours, school programs,

cultural activities and lectures, the McCord offers a range of services including the Museum Café and the boutique.

Researchers welcome by appointment.

690 Sherbrooke Street West

Telephone: (514) 398-7100

E-mail: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)

Website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

### **5.8.3.3 Lyman Entomological Museum and Research Laboratory**

Located on the Macdonald Campus, this institution has the largest insect collection of any Canadian university, and is second in both numbers of species and specimens only to the Canadian National Collection of Insects, Ottawa. As its main function is research and teaching, and not exhibition, it is not generally open to the public, but tours are available, by appointment, to interested parties. Telephone: (514) 398-7914.

### **5.8.3.4 Other Historical Collections**

In addition to the above, there are other collections and exhibits of a specialized nature, ordinarily open only to students but to which access may be gained by application to the department concerned. These include the Anatomical and Pathological Museums.

The Physics Department has two specialized collections which may be viewed by appointment. The Rutherford Museum contains original apparatus and other items used by Professor Ernest Rutherford in his Nobel Prize-winning research on radioactivity at McGill University, 1898-1907. The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics.



## 6 Career and Management Studies (Undergraduate Certificate Programs)

### Table of Contents

6.1	Career and Management Studies, page 55		
6.1.1	Location, page 55	6.8.7.5	Requirement, page 66
6.1.2	Administrative Officers, page 55	6.8.7.6	Co-Requisite, page 66
6.1.3	Introduction, page 55	6.8.7.7	Co-Requisites for Programs, page 66
6.1.4	Certificate Programs, page 56	6.8.7.8	Course Load, page 66
6.2	McGill Certificates, page 56	6.8.7.8	Information Sessions, page 66
6.2.1	Certificate in Accounting (30 credits), page 56	6.8.7.9	Pre-requisites for Courses, page 66
6.2.2	Certificate in Entrepreneurship (30 credits), page 56	6.8.7.10	Independent Studies (Special Student Status), page 66
6.2.3	Certificate in Health and Social Services Management (30 credits), page 57	6.8.7.11	Time Limits, page 66
6.2.4	Certificate in Human Resources Management (30 credits), page 57	6.8.7.12	Transfer of Program, page 67
6.2.5	Certificate in Logistics Management (30 credits), page 57	6.9	Course Descriptions - Undergraduate Programs, page 67
6.2.6	Certificate in Management (30 credits), page 57		
6.2.7	Certificate in Marketing (30 credits), page 58		
6.2.8	Certificate in Public Relations (30 credits), page 58		
6.2.9	Certificate in Risk Management (30 credits), page 58		
6.2.10	Certificate in Software Development (30 credits), page 59		
6.2.11	Certificate in Systems Analysis And Design (30 credits), page 59		
6.3	Restricted Programs, page 59		
6.3.1	Certificate in Aboriginal Social Work Practice (30 credits), page 59		
6.3.1.1	Admission Requirements, page 59		
6.3.2	Certificate in Northern Social Work Practice (30 credits), page 59		
6.4	Bachelor of Commerce for Part-Time Students, page 60		
6.4.1	Admission Requirements, page 60		
6.4.2	Mature Applicants/ Re-entry/ Re-qualifying Applicants, page 60		
6.4.3	Information and Advising, page 61		
6.5	Bachelor of Commerce Part-Time Program Credit Structure, page 61		
6.5.1	Core Program, page 62		
6.6	Concentrations, page 62		
6.6.1	Accounting Concentration (15 credits), page 62		
6.6.2	Entrepreneurship Concentration (15 credits), page 62		
6.6.3	Information Systems Concentration (15 credits), page 62		
6.6.4	Marketing Concentration (15 credits), page 63		
6.6.5	Organizational Behaviour Concentration (15 credits), page 63		
6.7	Majors, page 63		
6.7.1	Major in Accounting (30 credits), page 63		
6.7.2	Major in Information Systems (30 credits), page 63		
6.7.3	Major in Marketing (30 credits), page 64		
6.8	Admission Regulations for Certificate Programs, page 64		
6.8.1	Admission Requirements, page 64		
6.8.2	Proof of Proficiency in English, page 64		
6.8.3	Admission Procedures, page 65		
6.8.4	Integrated English Language and Professional Studies (IELPS), page 65		
6.8.5	Independent Studies, page 65		
6.8.6	Exemption By Examination, page 65		
6.8.7	Academic Regulations, page 65		
6.8.7.1	Academic Advisers, page 65		
6.8.7.2	Academic Standing for Certificate Programs, page 65		
6.8.7.3	Advanced Standing, page 65		
6.8.7.4	Advanced Standing and Residency		

### 6.1 Career and Management Studies

#### 6.1.1 Location

Career and Management Studies  
Undergraduate Certificate Programs  
Tel.: (514) 398-1030  
Fax: (514) 398-3108  
Website: [www.mcgill.ca/conted-cms](http://www.mcgill.ca/conted-cms)  
E-mail: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

#### 6.1.2 Administrative Officers

TBA	<b>Director</b>
Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)	<b>Program Manager</b>
Mary Rubiano	<b>Program Adviser</b>
Daniel Darrigan; B.A., Dip.Ed.(McG.)	<b>Program Adviser</b>
Larry Goldsman; B.Com.(C'dia), G.D.P.A.(McG.), C.A.	<b>Faculty Lecturer</b>
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	<b>Director Information Technology Programs, Faculty Lecturer</b>
Jean-Claude Provost; B.A.(York (Can.)), M.A.(McG.), C.R.H.A.	<b>Coordinator – Human Resources Management Programs, Faculty Lecturer</b>
Elizabeth J. Hirst; M.A.(Montr.), A.P.R., F.C.P.R.S.	<b>Coordinator – Public Relations Programs, Faculty Lecturer</b>

#### 6.1.3 Introduction

This Department offers programs at the undergraduate level for which a university degree is not required. Graduate level programs are also offered for students who have completed undergraduate degrees (see [section 7.2 "Graduate Programs"](#)). A certificate program comprises a series of courses designed to provide a suitable combination of breadth and depth of knowledge in a specific area of study. The programs offered are normally the equivalent of one year of full-time university study and require the completion of 10 courses.

Students who have complied with the admission procedures may fulfill the requirements for McGill University Certificates and the requirements of various professional associations. Those who wish to continue studies in the Bachelor of Commerce (B.Com.) program of the Desautels Faculty of Management must meet the entrance requirements of that Faculty and apply for admission; see [section 3.3.1 "Bachelor of Commerce \(Part-Time\)"](#). Courses can be taken in the Fall, Winter, Spring and Summer. Students are urged to keep their academic and professional goals in mind when choosing courses.

Students who do not wish to be admitted to a certificate program may register as special students in courses which meet

their needs provided they have satisfactorily completed the necessary pre-requisites and meet the admissions criteria.

The staff of the Department of Career and Management Studies will answer questions on certificate admission procedures, assist you with your choice of courses and provide you with information on professional or undergraduate requirements.

### 6.1.4 Certificate Programs

Undergraduate programs, university degree not required:

- “Certificate in Accounting (30 credits)”, section 6.2.1
- “Certificate in Entrepreneurship (30 credits)”, section 6.2.2
- “Certificate in Health and Social Services Management (30 credits)”, section 6.2.3
- “Certificate in Human Resources Management (30 credits)”, section 6.2.4
- “Certificate in Logistics Management (30 credits)”, section 6.2.5t
- “Certificate in Management (30 credits)”, section 6.2.6
- “Certificate in Marketing (30 credits)”, section 6.2.7
- “Certificate in Public Relations (30 credits)”, section 6.2.8
- “Certificate in Risk Management (30 credits)”, section 6.2.9
- “Certificate in Software Development (30 credits)”, section 6.2.10
- “Certificate in Systems Analysis And Design (30 credits)”, section 6.2.11
- “Certificate in Aboriginal Social Work Practice (30 credits)”, section 6.3.1
- “Certificate in Northern Social Work Practice (30 credits)”, section 6.3.2

## 6.2 McGill Certificates

### 6.2.1 Certificate in Accounting (30 credits)

To provide the academic training necessary for performing the accounting function. The Certificate in Accounting, in conjunction with the Certificate in Management, fulfills most of the educational requirements of L'Ordre des comptables généraux licenciés du Québec (CGA) and L'Ordre des comptables en management accrédités du Québec (CMA) and with the appropriate options prepares students to write the professional accreditation examinations of the particular Ordres. A detailed list of the specific certificate courses which satisfy the requirements of the particular Ordre can be obtained from the Department of Career and Management Studies.

**Note:** Pre-requisite courses are not included in the total credit requirement for the program.

**Pre-requisites:**

MGCR 211 (3) Introduction to Financial Accounting  
(or the Exemption by Examination Test)

**Required courses:** (21 credits)

- ACCT 351 (3) Intermediate Financial Accounting 1
- ACCT 352 (3) Intermediate Financial Accounting 2
- ACCT 361 (3) Intermediate Management Accounting 1
- ACCT 362 (3) Intermediate Management Accounting 2
- ACCT 385 (3) Principles of Taxation
- ACCT 453 (3) Advanced Financial Accounting
- ACCT 475 (3) Principles of Auditing

**Complementary courses:** (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

**CGA Requirement**

In addition to the required and pre-requisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required: contact the CGA office).

- ACCT 354 (3) Financial Statement Analysis
- ACCT 455 (3) Development of Accounting Thought
- ACCT 476 (3) Internal Auditing\*
- ACCT 477 (3) External Auditing\*

- ACCT 486 (3) Business Taxation 2
  - INSY 332 (3) Accounting Information Systems
- \*Only one of these courses may be taken for credit in the Certificate program.

**CMA Requirement**

In addition to the required and pre-requisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required: contact the CMA office).

- ACCT 354 (3) Financial Statement Analysis
- ACCT 455 (3) Development of Accounting Thought
- ACCT 463 (3) Advanced Management Accounting
- ACCT 476 (3) Internal Auditing
- INSY 332 (3) Accounting Information Systems

**Other Complementary options:**

- BUSA 400 (3) Independent Studies in Management
- CCTX 540 (3) U.S. Taxation

**CGA Contact Information**

Mr. Victor Djevalikian  
General Information, CGA Exams and Exemptions  
[examens@cga-quebec.org](mailto:examens@cga-quebec.org)  
(514) 861-1823 Ext. 210  
[www.cga-quebec.org](http://www.cga-quebec.org)

or

Ms. Frédérique Sarrazin-Morrisette  
General Information and Course Equivalencies  
[inscriptions@cga-quebec.org](mailto:inscriptions@cga-quebec.org)  
(514) 861-1823 ext. 246  
[www.cga-quebec.org](http://www.cga-quebec.org)

**CMA Contact Information**

Ms. Karine Blais  
[k.blais@cma-quebec.org](mailto:k.blais@cma-quebec.org)  
(514) 849-1155 Ext. 226  
[www.cma-quebec.org](http://www.cma-quebec.org)

### 6.2.2 Certificate in Entrepreneurship (30 credits)

To provide an understanding of what is required to launch and maintain a sustainable venture. Participants will develop the tools needed to produce a business plan, communicate with financial advisors, interpret financial statements, prepare a marketing and sales structure and present a product or service to potential investors. Some courses in the program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CMSC 101 (3) College Algebra and Functions  
(or the Exemption by Examination test)
- EDEC 205 (3) Communication in Management 1  
(or the Exemption by Examination test)

**Required courses:** (27 credits)

- BUSA 464 (3) Management of Small Enterprises
- CACC 520 (3) Accounting for Management
- CENT 300 (3) Fundamentals of Entrepreneurship
- CENT 305 (3) Product Validation and Sales
- CENT 434 (3) Entrepreneurship Issues Management
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 293 (3) Managerial Economics
- MGCR 352 (3) Marketing Management 1
- MGCR 382 (3) International Business

**Complementary course:** (3 credits)

- BUSA 364 (3) Business Law 1
- CPRL 223 (3) Basics of Public Relations
- MGCR 331 (3) Information Systems
- MGPO 450 (3) Ethics in Management
- MRKT 355 (3) Services Marketing
- MRKT 452 (3) Consumer Behaviour



### 6.2.3 Certificate in Health and Social Services Management (30 credits)

The Certificate is designed to provide an integrated base of management knowledge for those who have an interest in the organization, functioning and management of departments in hospitals (general, for long-term care, etc.), reception centers for the youth and elderly, local community centers and other health and social service establishments. 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:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

EDEC 205 (3) Communication in Management 1 (or the Exemption by Examination Test)

**Required courses:** (27 credits)

CACC 520 (3) Accounting for Management  
 CHLC 351 (3) Social Service Systems  
 CHLC 401 (3) Evaluation of Health and Social Services  
 CHLC 500 (3) Health Care Systems  
 CHLC 552 (3) Legal Aspects: Health and Social Services  
 INDR 294 (3) Introduction to Labour-Management Relations  
 MGCR 222 (3) Introduction to Organizational Behaviour  
 MGCR 331 (3) Information Systems  
 ORGB 423 (3) Human Resources Management

**Complementary course:** (3 credits)

CORG 450 (3) Workplace Health and Safety  
 INSY 332 (3) Accounting Information Systems  
 ORGB 420 (3) Managing Organizational Teams

### 6.2.4 Certificate in Human Resources Management (30 credits)

The Certificate program provides an introduction to the disciplines and basic practices of human resources management (HRM). In addition, the Certificate program presents an overview of the HRM functions and some of the current and future issues in organizational effectiveness, staffing, total compensations training and development, employee and labour relations, workplace health and safety, and professional practice in HRM.

**Required courses:** (18 credits)

CGMG 282 (3) Introduction to Business  
 MGCR 222 (3) Introduction to Organizational Behaviour  
 ORGB 423 (3) Human Resources Management  
 ORGB 424 (3) Employment  
 ORGB 426 (3) Human Resource Training and Development  
 ORGB 525 (3) Compensation Management

**Complementary courses:** (12 credits)

*Employee Relations*

EDPC 501 (3) Helping Relationships  
 INDR 294 (3) Introduction to Labour-Management Relations  
 INDR 494 (3) Labour Law  
 INDR 496 (3) Collective Bargaining  
 ORGB 420 (3) Managing Organizational Teams

*Training and Development*

EDPC 501 (3) Helping Relationships  
 EDPC 504 (3) Practicum in Interviewing Skills  
 MGCR 331 (3) Information Systems  
 ORGB 420 (3) Managing Organizational Teams  
 ORGB 421 (3) Managing Organizational Change

*Organizational Development*

CORG 450 (3) Workplace Health and Safety  
 MGCR 423 (3) Organizational Policy  
 MGPO 450 (3) Ethics in Management  
 ORGB 420 (3) Managing Organizational Teams  
 ORGB 421 (3) Managing Organizational Change

The complementary courses may be chosen from one area or from among all 3 areas.

### 6.2.5 Certificate in Logistics Management (30 credits)

The objective of this program is to offer students and industry practitioners greater management skills and knowledge in the effective and efficient movement of goods within the Canadian context and its relationship to today's complex and challenging international business environment. The program will provide a solid base in the fundamentals of logistics and transportation management.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CMSC 101 (3) College Algebra and Functions  
 (or the Exemption by Examination Test)  
 EDEC 205 (3) Communication in Management 1  
 (or the Exemption by Examination Test)

**Required Courses:** (24 credits)

CEC1 206 (3) Transportation Economics  
 CTPT 205 (3) Principles of Logistics 1  
 CTPT 207 (3) Transportation Law and Policy  
 CTPT 220 (3) Strategic Logistics  
 CTPT 225 (3) Principles of Logistics 2  
 CTPT 347 (3) Transportation Management  
 CTPT 410 (3) International Trade and Logistics  
 CTPT 440 (3) Supply Chain Management

**Complementary courses:** (6 credits)

BUSA 364 (3) Business Law 1  
 CACC 520 (3) Accounting for Management  
 CPDV 301 (3) Risk Management  
 MGCR 352 (3) Marketing Management 1

Or any other undergraduate course offered by Career and Management Studies for which the pre-requisite course(s) have been taken.

**Note:** Students wishing to complete the requirements for the C.I.T.T. must complete additional courses. Details are available from the department or the C.I.T.T. office at [info@citt.ca](mailto:info@citt.ca).

### 6.2.6 Certificate in Management (30 credits)

The Certificate prepares students for positions in general management and sets the stage for further management education. It presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this Certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CMSC 101 (3) College Algebra and Functions  
 (or the Exemption by Examination Test)  
 EDEC 205 (3) Communication in Management 1  
 (or the Exemption by Examination Test)

**Required courses:** (18 credits)

MGCR 211 (3) Introduction to Financial Accounting  
 MGCR 222 (3) Introduction to Organizational Behaviour  
 MGCR 273 (3) Introductory Management Statistics  
 MGCR 293 (3) Managerial Economics  
 MGCR 341 (3) Finance 1  
 MGCR 352 (3) Marketing Management 1

**Complementary courses:** (12 credits)

**Complementary courses:** (3 or 6 credits)  
 BUSA 464 (3) Management of Small Enterprises  
 MGCR 423 (3) Organizational Policy

**Complementary courses:** (6 or 9 credits)

ACCT 361 (3) Intermediate Management Accounting 1  
 BUSA 364 (3) Business Law 1  
 BUSA 368 (3) Business Law 2  
 CGMG 282 (3) Introduction to Business

ECON 295	(3)	Macroeconomic Policy
FINE 343	(3)	Managerial Finance
FINE 443	(3)	Applied Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 472	(3)	Operations Management
MGPO 450	(3)	Ethics in Management
MGSC 272	(3)	Advanced Business Statistics
MGSC 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

**CGA Requirement**

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the Ordre des Comptables en Management Accrédités du Québec for details (see "[Professional Associations](#)", section 3.9).

BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 343	(3)	Managerial Finance
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 423	(3)	Organizational Policy

**CMA Requirement**

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the Ordre des Comptables en Management Accrédités du Québec for details (see "[Professional Associations](#)", section 3.9).

ACCT 361	(3)	Intermediate Management Accounting 1
BUSA 364	(3)	Business Law 1
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGSC 272	(3)	Advanced Business Statistics
MGSC 373	(3)	Operations Research 1

**Canadian Institute of Management**

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details (see "[Professional Associations](#)", section 3.9).

BUSA 364	(3)	Business Law 1
CGMG 282	(3)	Introduction to Business
EDEC 205	(3)	Communication in Management 1
FINE 343	(3)	Managerial Finance
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

**6.2.7 Certificate in Marketing (30 credits)**

To introduce students to theories and concepts of marketing, and to provide an opportunity to apply these in practical situations. It is intended that the student who completes the program will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CMSC 101	(3)	College Algebra and Functions (or the Exemption by Examination Test)
----------	-----	---

**Required courses:** (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 357	(3)	Marketing Planning 1

(Must be taken as the final course in the Certificate)

**Complementary courses:** (9 credits)

BUSA 464	(3)	Management of Small Enterprises
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management
MGCR 382	(3)	International Business

**6.2.8 Certificate in Public Relations (30 credits)**

The Certificate in Public Relations is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student-oriented. The program is professionally based because its content is kept up to date with best practices in industry, and is frequently augmented by ongoing research in communications studies. Students have opportunities to work directly with industry on real and evolving public relations cases. Content follows the guidelines of the Canadian Public Relations Society and the Société des relationnistes du Québec (SRQ). Representatives of these and other professional associations participate on the Program Committee.

**Required courses:** (21 credits)

CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods
CPRL 225	(3)	Media Relations
CPRL 320	(3)	Public Relations Research
CPRL 321	(3)	Public Relations Issues Management
CPRL 322	(3)	Cases in Public Relations
EDEC 207	(3)	Communication in Public Relations

**Complementary courses:** (9 credits)

<b>Complementary courses:</b> (3 or 6 credits)		
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication

**Complementary courses:** (3 or 6 credits)

CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1

**6.2.9 Certificate in Risk Management (30 credits)**

This program will increase the basic knowledge and educational excellence of risk managers and others seeking an education in risk management. The key areas addressed are: business organization, statistics, economics, law, risk management and insurance. The completion of this program satisfies most of the educational requirements of the Institute of Risk Management for the RIMS Fellow designation.

**Required courses:** (21 credits)

- BUSA 364 (3) Business Law 1
- GEC2 532 (3) Business Economics
- CPDV 301 (3) Risk Management
- CPDV 302 (3) Risk Control
- CPDV 303 (3) Risk Financing
- EDEC 205 (3) Communication in Management 1
- MGCR 211 (3) Introduction to Financial Accounting

**Complementary courses:** (9 credits)

- ACCT 385 (3) Principles of Taxation
- BUSA 368 (3) Business Law 2
- CPDV 305 (3) General Insurance 1
- CPDV 306 (3) General Insurance 2
- MGCR 273 (3) Introductory Management Statistics
- MGCR 331 (3) Information Systems

**6.2.10 Certificate in Software Development**  
(30 credits)

The Certificate in Software Development provides a solid foundation in software application development. It stresses applied computer knowledge in fundamentals of computer programming, networking, and internet technologies. Completing the program enables a pursuit of careers such as software development and maintenance specialist, network administrator, internet and web specialists in a variety of organizations.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CMSC 101 (3) College Algebra and Functions  
(or the Exemption by Examination Test)

**Required courses:** (24 credits)

- CCCS 300 (3) Programming Techniques 1
- CCCS 301 (3) Programming Techniques 2
- CCCS 310 (3) Web Development
- CCCS 315 (3) Data Structures & Algorithms
- CCCS 321 (3) Operating Systems Administration
- CCCS 330 (3) Database Systems & Internet Applications
- CCCS 431 (3) Networking Fundamentals
- MGCR 331 (3) Information Systems

**Complementary courses:** (6 credits)

- CCCS 320 (3) User Interface Design
- CCCS 425 (3) Web Services
- CCCS 441 (3) Network Security & Implementation

**6.2.11 Certificate in Systems Analysis And Design**  
(30 credits)

The Certificate in Systems Analysis and Design provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems. Emphasis is placed on practical application of techniques towards the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CMSC 101 (3) College Algebra and Functions  
(or the Exemption by Examination Test)

**Required Courses:** (24 credits)

- CCCS 300 (3) Programming Techniques 1
- CMIS 431 (3) Systems Implementation
- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 432 (3) Information Technology in Business
- INSY 437 (3) Managing Data and Database
- INSY 450 (3) Information Systems Project Management
- MGCR 331 (3) Information Systems

**Complementary Courses:** (6 credits)

The two complementary courses may be chosen from any of the following courses.

*Management*

- CMIS 422 (3) Information System Security
- INSY 444 (3) Managing Knowledge with Information Technology

*Technical*

- CCCS 301 (3) Programming Techniques 2
- CCCS 310 (3) Web Development
- CCCS 320 (3) User Interface Design

**6.3 Restricted Programs**

**6.3.1 Certificate in Aboriginal Social Work Practice**  
(30 credits)

Currently under review. Admissions will not be accepted for the 2008/2009 academic year.

The Certificate Program in Aboriginal Social Work Practice aims to prepare Aboriginals for social work practice in their own communities by providing professional training in assessment and counselling skills for a range of social problems such as addictions, family violence, child abuse and mental and physical health. Courses are planned to reflect the sociocultural characteristics of Aboriginal society as well as the specific social service needs of their communities.

**Required courses:** (21 credits)

- SWRK 240 (3) Introduction to Social Work
- SWRK 255 (3) Introduction to Practicum
- SWRK 341 (3) Introduction: Practice with Families
- SWRK 355 (3) Field Practice 1
- SWRK 357 (3) Legal Problems of the Poor
- SWRK 374 (3) Community Development/Social Action
- SWRK 438 (3) Drug Addiction and Society

**Complementary courses:** (9 credits)

- ANTH 306 (3) Native Peoples' History in Canada
- SWRK 354 (3) Social Work in the Health Field
- SWRK 434 (3) Practice with Involuntary Clients
- SWRK 459 (3) Adult / Children Sexual Relations
- SWRK 465 (3) School Social Services
- SWRK 497 (3) Clinical Practice Seminar 1

*One of the complementary courses may be replaced by:*

- EDEC 204 (3) Communication in Social Work

**6.3.1.1 Admission Requirements**

In addition to the requirements found in **section 6.8.1 "Admission Requirements"**, applicants must provide two (2) letters of recommendation from their aboriginal community.

**6.3.2 Certificate in Northern Social Work Practice**  
(30 credits)

Currently under review. Admissions will not be accepted for the 2008/2009 academic year.

This 10 course (30 credit) Certificate program offered by the Centre for Continuing Education on behalf of the School of Social Work is available only in the North and is for Inuit community workers employed by Nouveau Québec. The purpose of the program is to prepare Inuit community workers for social work practice within their communities. The courses reflect the sociocultural characteristics of northern society as well as the social service needs of Inuit communities. Particular attention is directed to the complex role of the social worker in various relationships to the community.

Courses will reflect the following themes: identification and analysis of social problems; welfare policy and legislation methods

of social work practice with individuals, groups, and organizations and the process of community organizing.

All the courses are taught in the North by the staff of the School of Social Work.

**Required courses:** (21 credits)

- SWRK 240 (3) Introduction to Social Work
- SWRK 255 (3) Introduction to Practicum
- SWRK 341 (3) Introduction: Practice with Families
- SWRK 351 (3) Children's Needs and Social Services
- SWRK 354 (3) Social Work in the Health Field
- SWRK 355 (3) Field Practice 1
- SWRK 473 (3) Individuals and Families in Crisis

**Complementary courses:** (9 credits)

- EDPI 211 (3) Social and Emotional Development
- SWRK 374 (3) Community Development / Social Action
- SWRK 377 (3) Women's Issues in Practice
- SWRK 485 (3) Tutorial: Social Work Practice

**Optional course:**

- EDEE 249 (3) Inuktitut Orthography and Grammar

## 6.4 Bachelor of Commerce for Part-Time Students

### 6.4.1 Admission Requirements

The Bachelor of Commerce (B.Com.) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring and Summer.

The B.Com. program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average academic standing expected; decisions are based on the whole academic record. Students who are completing courses in subjects which repeat course material already studied are considered on an individual basis.

**Note: Meeting the minimum requirements for admission does not guarantee acceptance into the B.Com. program.**

In order to be accepted for the Fall term, students must apply to Enrolment Services by May 1st. For acceptance for the Winter term, students must apply by November 1st. Applications for admission as well as information on admission requirements can be obtained from Enrolment Services, McGill University, James Administration Building, 845 Sherbrooke St. West, Montreal, Quebec H3A 2T5, Tel.: (514) 398-3910. Applicants can submit the on-line application available at the Website at [www.mcgill.ca](http://www.mcgill.ca).

Applicants who hold the **CEGEP Diploma (DCS)** must have completed, within the past five years, Calculus 1, Calculus 2 and Linear Algebra (Mathematics - OOUN, Ooup, OOUQ or 201-NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105 at CEGEP with a competitive "COTE R". (Students whose mathematics results do not meet this level of achievement or whose overall average is below the usual criteria for admission should consult the Mature Applicants/Re-entry/Re-Qualifying Applicants section below or contact Ron Critchley, Student Adviser, B.Com. Program Office (514-398-8582) or Enrolment Services for advice.)

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of "B+" in each course, may be completed at the Centre by applicants who have not taken mathematics at college but otherwise meet the admissions requirements.

**Note:** These courses are sequential and are offered only in September and January. The courses will not be credited toward the minimum credit requirement. Students accepted to the program will take a minimum of 90 credits.

**Note:** Applicants should not complete more than 60 credits at the Centre before applying since a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program. A minimum "B+" average is required of course work taken at the Centre. Advanced standing credits and exemptions, as appropriate, will be awarded for courses taken at the Centre.

**Transfer Applicants** (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2 and Linear Algebra (Mathematics - OOUN, Ooup, OOUQ, or 201-NYA, 201-NYB, 201-NYC, or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R" or with "B+" grades if taken at another university. (Students whose mathematics results do not meet this level of achievement or whose overall average is below the usual criteria for admission should consult the Mature Applicants/Re-entry/Re-Qualifying section below or Enrolment Services for advice.)

If mathematics courses were not studied previously in college or university, Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204) with a minimum of "B+" in each course must be completed at the Centre for Continuing Education. The courses will not normally be credited toward the minimum credit requirement.

University courses completed, other than at the Centre, will be considered for transfer credit on an individual basis.

The minimum number of credits required to complete the degree will depend on the student's previous background.

**Note:** While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program, a total of at least 60 credits must be completed at McGill University to fulfil University residency requirements.

### 6.4.2 Mature Applicants/ Re-entry/ Re-qualifying Applicants

Canadian citizens and permanent residents who lack the academic background normally required for admission may apply directly to the Desautels Faculty of Management for entrance as Mature or Re-Qualifying students if the following conditions are met:

- 1) they are at least 21, unless otherwise specified, by September 1 (for admission to the fall semester) or January 1 (for admission to the winter semester);
  - 2) they do not have college or university level studies, completed within the five-year period prior to the application, which would constitute a basis for admission. Applicants who have completed college or university studies but have achieved results that are not competitive must complete more advanced studies with a high level of achievement at another college or university before reapplying;
  - 3) they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. (Applicants who have completed 24 or more credits at the university level will be assessed as transfer students and must meet the transfer student requirements.)
- Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at (514) 398-8582 or by e-mail at [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca) for further information.

Entry to the program is highly competitive and having the minimum requirements does not guarantee admission. Notwithstanding the general requirements for Mature Students, applicants to the Desautels Faculty of Management with results insufficient for admission must normally:

- 1) have been out of school for three years after such results and
- 2) be at least 21 years of age at the time of admission.

All applicants must have completed the following two courses within five years of the date of admission with a minimum average of "B+". (CEGEP mathematics NYA, NYB, NYC with a competitive R score or university equivalents within a minimum "B+" average are acceptable in lieu of CMSC 203 (Survey of Basic Mathematics 1) and CMSC 204 (Survey of Basic Mathematics 2).)

In addition, all students must do a minimum of six of the courses (18 credits) listed below with an average of "B+".

The following three courses are required:  
 MGCR 211 Introduction to Financial Accounting  
 MGCR 271 Statistics 1 **or**  
 MGCR 273 Introductory Management Statistics **and**  
 MGCR 293 Managerial Economics

Choose a minimum of three of the following five courses:  
 ECON 295 Macroeconomic Policy  
 MGCR 222 Introduction to Organizational Behaviour  
 MGCR 331 Information Systems  
 MGCR 341 Finance 1  
 MGCR 352 Marketing Management 1

Should a student take more management courses at CCE than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above prerequisites and on the overall average.

**Note:** While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce Program, a total of at least 60 credits must be completed at McGill University to fulfill the University residency requirements. The minimum number of credits required to complete the degree will depend on the student's previous background; however, exemptions will be given for core courses already completed at the Centre. Mature status grants 15 credits of advanced standing towards the 120 credits of the degree program.

Further information on Mature Applicant status may be obtained from Ron Critchley at (514) 398-8582 or by e-mail at [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca).

### 6.4.3 Information and Advising

Information concerning the Faculty regulations and procedures may be obtained from the Desautels Faculty of Management section of the Undergraduate Programs calendar.

All students will be advised and have their programs approved by the Desautels Faculty of Management. The courses will only be part of a degree program if you have been officially accepted.

Correspondence and enquiries should be addressed to: Student Affairs Office, B.Com. Program, Desautels Faculty of Management, Samuel Bronfman Building, 1001 Sherbrooke Street West, Montreal, Québec H3A 1G5; Tel.: (514) 398-4068.

All students accepted into the B.Com. for part-time studies should contact the student adviser, Ron Critchley (e-mail: [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca)), in the Desautels Faculty of Management before registering with the Centre for Continuing Education.

## 6.5 Bachelor of Commerce Part-Time Program Credit Structure

The Bachelor of Commerce (B.Com.) degree program is a 90 or 120 credit program which may be pursued on a part-time evening basis, or full-time day basis.

The availability of program choices is limited in the part-time program. Consult the Desautels Faculty of Management section of the undergraduate calendar for full details on all programs available; and the freshman requirements for the 120 credit program if applicable.

### General Management Program (Concentrations)

2 Concentrations	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	18
Free Electives	18	18
Total	90	120

1 Concentration & 1 Minor (18 credits)	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Free Electives	21	21
Total	90	120

1 Concentration & 1 Minor (24 credits)	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Free Electives	15	15
Total	90	120

### Concentrations

In order to complete a concentration, the student must achieve a grade of "C" or better in all the courses which comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, to replace the course(s) with a satisfactory option from the concentration courses.

### Second Concentration

Students who chose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of "C" in each course.

### Concentrations (Part-Time Program)

Accounting  
 Entrepreneurship  
 Information Systems  
 Marketing

Organizational Behaviour, Entrepreneurship, Finance, International Business, Labour- Management Relations, Operations Management and Strategic Management concentrations are also available, with some day-time studies required.

**Major Programs**

Majors in Management	90 credit	120 credit
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	18
Free Electives	18	18
Total	90	120

**Majors (Part-Time Program)**

Accounting  
Information Systems  
Marketing

Majors in Economics, Finance, Labour-Management Relations, Mathematics (Major Concentration), Psychology, and Statistics (Major Concentration) are also available. Some day-time studies required. Please refer to the Undergraduate Programs Calendar for additional information with regards to these majors.

**6.5.1 Core Program**

**Core Courses** - 36 credits required by all B.Com. students, with a minimum grade of "C" in each course.

- ECON 295 (3) Macroeconomic Policy
- MGCR 211 (3) Introduction to Financial Accounting
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 273 (3) Introductory Management Statistics
- MGCR 293 (3) Managerial Economics
- MGCR 331 (3) Information Systems
- MGCR 341 (3) Finance 1
- MGCR 352 (3) Marketing Management 1
- MGCR 360 (3) Social Context of Business
- MGCR 382 (3) International Business
- MGCR 423 (3) Organizational Policy
- MGCR 472 (3) Operations Management

**6.6 Concentrations**

**6.6.1 Accounting Concentration (15 credits)**

Advisers: Professors L. Goldsman, F. W. Valliant

This concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting but do not intend to become professional accountants or accounting specialists. It is primarily oriented towards users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

The Accounting Concentration complements or forms part of the B.Com., General Management Program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

**Required courses:** (6 credits)

- ACCT 351 (3) Intermediate Financial Accounting 1
- ACCT 361 (3) Intermediate Management Accounting 1

**Complementary courses:** (9 credits)

- ACCT 352 (3) Intermediate Financial Accounting 2
- ACCT 354 (3) Financial Statement Analysis
- ACCT 362 (3) Intermediate Management Accounting 2
- ACCT 385 (3) Principles of Taxation
- ACCT 434 (3) Topics in Accounting
- ACCT 452 (3) Financial Reporting Valuation
- ACCT 453 (3) Advanced Financial Accounting
- ACCT 454 (3) Financial Reporting
- ACCT 463 (3) Advanced Management Accounting
- ACCT 475 (3) Principles of Auditing
- ACCT 486 (3) Business Taxation 2

**6.6.2 Entrepreneurship Concentration (15 credits)**

Advisers: Professors A. Burlton, D. Lank

This Concentration is concerned with the genesis and development of entrepreneurial activities. It deals with the integration of marketing, finance, organization and policy in the development and expansion of business enterprise. Included are the evaluation of new business ventures, the role of acquisitions, and the strategic issues and operating problems at various stages of a firm's existence from its beginnings to maturity.

**Complementary Courses:** (15 credits)

At least 6 credits from the following:

- BUSA 462 (3) Management of New Enterprises
- BUSA 464 (3) Management of Small Enterprises
- BUSA 465 (3) Technological Entrepreneurship

Remaining credits to be selected from:

- ACCT 361 (3) Intermediate Management Accounting 1
- ACCT 385 (3) Principles of Taxation
- BUSA 364 (3) Business Law 1
- FINE 442 (3) Capital Markets and Institutions
- INSY 332 (3) Accounting Information Systems
- INSY 432 (3) Information Technology in Business
- INSY 454 (3) Technological Foundation for E-Commerce
- MGPO 445 (3) Industry Analysis & Competitive Strategy
- MGPO 450 (3) Ethics in Management
- MGPO 560 (3) Managing Innovation
- MRKT 438 (3) Brand Management
- MRKT 452 (3) Consumer Behaviour
- MRKT 453 (3) Advertising Management
- MRKT 483 (3) International Marketing Management
- ORGB 380 (3) Cross Cultural Management

or a 400-level course approved by the adviser.

**6.6.3 Information Systems Concentration (15 credits)**

Advisers: Professor L. Lapointe

Information Technology is fundamental to corporate strategy, organization structure, building and maintaining relationships with customers and suppliers, as well as developing and offering products and services.

This 15-credit concentration prepares students for a multitude of IT and IT-related career opportunities. The concentration in Information Systems is an ideal complement to the majors and concentrations of several other areas. It employs a blend of theoretical concepts, technical knowledge, hands-on tools, case studies, and real-life projects to train students to identify business challenges that can benefit from information systems support and implement appropriate solutions.

**Required courses:** (9 credits)

- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 437 (3) Managing Data and Databases

**Complementary courses:** (6 credits)

- INSY 332 (3) Accounting Information Systems
- INSY 341 (3) Developing Business Applications
- INSY 342 (3) Advanced Application Development
- INSY 431 (3) System Design and Implementation
- INSY 432 (3) Information Technology in Business
- INSY 434 (3) Advanced Topics
- INSY 438 (3) Interface Design and Prototyping
- INSY 440 (3) Information Technology Challenges in Electronic Business
- INSY 444 (3) Managing Knowledge with Information Technology
- INSY 450 (3) Information Systems Project Management
- INSY 454 (3) Technological Foundation for E-Commerce

### 6.6.4 Marketing Concentration (15 credits)

Advisers: Professors M.S. Jo, A. Mukherjee

This concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the field of product management, advertising, sales management, marketing management, pricing, marketing research, distribution and retailing. The marketing concentration provides a balance between courses focusing on fundamental, theoretical and "need to know" material, and courses with a strong practical and applied orientation.

**Required courses:** (12 credits)

- MRKT 354 (3) Marketing Management 2
- MRKT 357 (3) Marketing Planning 1
- MRKT 451 (3) Marketing Research (to be taken in U2)
- MRKT 452 (3) Consumer Behaviour

**Complementary course:** (3 credits)

- MRKT 351 (3) Marketing in Society
- MRKT 355 (3) Services Marketing
- MRKT 365 (3) New Products
- MRKT 434 (3) Topics in Marketing
- MRKT 438 (3) Brand Management
- MRKT 453 (3) Advertising Management
- MRKT 455 (3) Sales Management
- MRKT 456 (3) Business to Business Marketing
- MRKT 459 (3) Retail Management
- MRKT 461 (3) Advertising Practicum
- MRKT 483 (3) International Marketing Management
- MRKT 557 (3) Marketing Productivity

### 6.6.5 Organizational Behaviour Concentration (15 credits)

Adviser: Professor A. Jaeger

The Concentration in Organizational Behaviour provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and prepare themselves for graduate study in the behavioural sciences or for careers in general management of human resource management.

**Complementary courses:** (15 credits)

Five of:

- ORGB 321 (3) Leadership
- ORGB 325 (3) Negotiations and Conflict Resolutions
- ORGB 380 (3) Cross Cultural Management
- ORGB 409 (3) Organizational Research Methods
- ORGB 420 (3) Managing Organizational Teams
- ORGB 421 (3) Managing Organizational Change
- ORGB 423 (3) Human Resources Management
- ORGB 429\* (6) Organizational Behaviour for Course Counsellors
- ORGB 434 (3) Advanced Topics in Organizational Behaviour
- ORGB 435 (3) Women as Global Leaders and Managers
- ORGB 525 (3) Compensation Management

\* If the course ORGB 429 is taken, only three credits will count towards the Concentration in Organizational Behaviour. The remaining three credits will be counted as free electives. Students who are able to take courses during the day should consult the Desautels Faculty of Management calendar for further possibilities with the concentrations listed above.

## 6.7 Majors

Major programs are available in Accounting, Information Systems and Marketing in the Part-time Program.

Because of the heavier demands of Major programs, students desiring to pursue a program of this type are advised to declare their intention at the beginning of the program. Only satisfactory grades ("C" or better) may count towards the Majors requirements.

### 6.7.1 Major in Accounting (30 credits)

Advisers: Professors R. Cecere, L. Goldsman

This Major is designed to provide students with a background in financial reporting, performance measurement, assurance engagements and other related Accounting concepts.

**Required courses:** (18 credits)

- ACCT 351 (3) Intermediate Financial Accounting 1
- ACCT 352 (3) Intermediate Financial Accounting 2
- ACCT 361 (3) Intermediate Management Accounting 1
- ACCT 362 (3) Intermediate Management Accounting 2
- ACCT 385 (3) Principles of Taxation
- ACCT 455 (3) Development of Accounting Thought

**Complementary courses:** (12 credits)

- ACCT 354 (3) Financial Statement Analysis
- ACCT 356 (3) International Accounting
- ACCT 434 (3) Topics in Accounting
- ACCT 452 (3) Financial Reporting Valuation
- ACCT 453 (3) Advanced Financial Accounting
- ACCT 454 (3) Financial Reporting
- ACCT 463 (3) Advanced Management Accounting
- ACCT 471 (3) Non-Profit Accounting
- ACCT 475 (3) Principles of Auditing
- ACCT 476 (3) Internal Auditing
- ACCT 477 (3) External Auditing
- ACCT 486 (3) Business Taxation 2

### 6.7.2 Major in Information Systems (30 credits)

Adviser: Professor L. Lapointe

Information Technology is fundamental to corporate strategy, organization structure, building and maintaining relationships with customers and suppliers, as well as developing and offering products and services.

This 30-credit major prepares students for the multitude of IT related career opportunities available in industry. It employs a blend of theoretical concepts, hands-on tools, and actual case studies to train students to identify business problems and opportunities, analyze business processes, and develop and implement information systems to support them. The IS major covers a variety of topics, including strategic planning and investment in information technologies, analysis, design, and deployment of information systems, understanding the opportunities and challenges of Web-based businesses, and managing resistance of IT-initiated changes in organizations.

**Required courses:** (21 credits)

- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 341 (3) Developing Business Applications
- INSY 431 (3) System Design and Implementation
- INSY 432 (3) Information Technology in Business
- INSY 437 (3) Managing Data and Databases
- INSY 450 (3) Information Systems Project Management

**Complementary courses:** (9 credits)

- INSY 332 (3) Accounting Information Systems
- INSY 342 (3) Advanced Application Development
- INSY 434 (3) Advanced Topics
- INSY 438 (3) Interface Design and Prototyping
- INSY 440 (3) Information Technology Challenges in Electronic Business
- INSY 444 (3) Managing Knowledge with Information Technology
- INSY 454 (3) Technological Foundation for E-Commerce
- BUSA 499\* (3) Case Analysis and Presentation

\* Students wishing to take BUSA 499 as a complementary course must seek prior approval from the adviser.

### 6.7.3 Major in Marketing (30 credits)

Advisers: Professors M.S. Jo, A. Mukherjee

The 30-credit Marketing Major is designed to provide students with a strong background in marketing in order to prepare them for the wide variety of marketing careers available. The major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management and business-to-business marketing.

In addition to the 15 required credits, students must select an additional 15 credits from the list of complementary courses.

#### Required courses: (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

#### Complementary courses: (15 credits)

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing in Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
MRKT 557	(3)	Marketing Productivity

#### B.Com. elective courses - for completion of minimum credit requirement.

Any courses listed but not used to fulfill the Concentration or Major requirements may be used as electives as well as those listed below:

BUSA 368	(3)	Business Law 2
BUSA 400	(3)	Independent Studies in Management
ACCT 356	(3)	International Accounting
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
INSY 533	(3)	Information Systems Auditing and Security
FINE 343	(3)	Managerial Finance
FINE 441	(3)	Investments and Portfolio Management
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
EDPC 501	(3)	Helping Relationships
CHLC 500	(3)	Health Care Systems
CHLC 522	(3)	Health and Social Services Management
CTPT 207	(3)	Transportation Policy
CTPT 341	(3)	Transport Law and Regulations
CEC1 206	(3)	Transport Economics
EDEC 205	(3)	Communication in Management 1
CHEM 150	(3)	World of Chemistry: Food
CHEM 170	(3)	World of Chemistry: Drugs
HSEL 308	(3)	Issues in Women's Health
HSEL 309	(3)	Women's Reproductive Health
RELG 254	(3)	Introduction to Sikhism

**Language courses:** A maximum of 6 credits including EDEC 205 if taken.

## 6.8 Admission Regulations for Certificate Programs

### 6.8.1 Admission Requirements

To be admitted to a certificate program:

- 1) Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (D.E.C.) 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 the Department. 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 (D.E.C.) will **not** be admitted to a certificate program nor will they be permitted to take courses.

### 6.8.2 Proof of Proficiency in English

The language of instruction for most courses at McGill University is English; however, you may make arrangements to write term papers, examinations and theses in English or in French, except in courses where knowledge of the language is one of the objectives of the course.

You must demonstrate an adequate level of English proficiency prior to admission to McGill, regardless of citizenship status or country of origin.

If you answer "yes" to any of the following six statements, you do **NOT** need to provide proof of English proficiency.

- Have you lived and attended school, for at least five years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate - Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English (other than English as a Second Language) with a final grade of "C" or better?

If you answered "no" to all of the above, but answer "yes" to either of the following two questions, you **may** be asked to provide proof of English language proficiency.

- Do you consider English to be your first language?
- Have you been attending school at an accredited institution (in a non-English country) where English is the main language of instruction?

All other applicants to Career Management Studies must demonstrate proficiency in English, using one of the following five options:

- 1) Test of English as a Foreign Language (TOEFL) with a minimum score of 233 (or a minimum score of 577 for the paper-based version of this test). A minimum overall or composite score of 90 in conjunction with a minimum individual component score (reading, writing, listening and speaking) of 21 is required for applicants who took the internet-based TOEFL (iBT). For further information contact: TOEFL (Test of English as a Foreign Language) Box 6151, Princeton, New Jersey, 08541-6151, USA; Website: [www.toefl.org](http://www.toefl.org).
- 2) University of Michigan English Language Test (MELAB) with a minimum mark of 85%. For further information contact: English Language Institute, MELAB Office, 401 E. Liberty, Suite 350,



Ann Arbor, Michigan 48104, USA; Tel.: 1-866-696-3522;  
Fax: (734) 615-6586; E-mail: [melablium@umich.edu](mailto:melablium@umich.edu);  
Website: [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab).

- 3) McGill Certificate of Proficiency in English. For further information please visit McGill's Continuing Education English and French Language Programs Website at: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp). English and French Language Programs, McGill University, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, Canada H3A 3R1; Tel.: (514) 398-1212; Fax: (514) 398-1769; E-mail: [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca).
- 4) International English Language Testing System (IELTS) with a band score of 6.5 or better. For further information about IELTS contact: The British Council, Medlock Street, Manchester, M15 4AA, United Kingdom; Website: [www.ielts.org](http://www.ielts.org).
- 5) APIEL (Advanced Placement International English Language) with a minimum score of 4. For further information about APIEL contact: The College Board Headquarters, 45 Columbus Avenue New York, NY 10022-6992 USA; Tel.: (212) 713-8091; Web: [www.collegeboard.com/ap/students/apiel](http://www.collegeboard.com/ap/students/apiel).
- 6) McGill CCE Test of English Language Proficiency (McGill CCE TELP) with a Category A result. For further information please visit McGill University's Continuing Education English and French Language Programs Website at: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp). English and French Language Programs, McGill University, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, H3A 3R1. Tel.: (514) 398-1212; Fax: (514) 398-1769; E-mail: [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca).

**Note:** An institutional version of these tests is not acceptable. It is the student's responsibility to ensure that the official test results are forwarded directly to the Student Affairs Office (Admissions) of the Centre for Continuing Education. For TOEFL and APIEL, the institutional code at McGill is 0935-00.

### 6.8.3 Admission Procedures

See [section 3 "Application Procedures"](#) for more information.

### 6.8.4 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (Department of English and French Language Programs) and to one or more of the Certificates or Diplomas offered by the Department of Career and Management Studies. Students applying to their programs of choice through the IELPS, will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our Website at: [www.mcgill.ca/conted-ielps](http://www.mcgill.ca/conted-ielps).

### 6.8.5 Independent Studies

For information see ["Special Student Status", section 3.8](#).

### 6.8.6 Exemption by Examination

In general, Certificates offered by Career and Management Studies are comprised of ten courses. Some programs, however, have co-requisite and pre-requisite courses which 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 co-requisite(s) to the program or one or more of the pre-requisite courses that are not part of the program to which they have applied may take an Exemption by Examination test.

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) 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 enroll in the course(s) for which the particular test was taken. Students will be notified in writing of their test results.

Students may obtain an application form from the Student Affairs Office or may download one from the following Web address: [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms). An applicant may submit an Exemption by Examination application form to the Student Affairs Office by mail or in person (no e-mails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form.

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

Wednesday	August 6, 2008
Thursday	August 7, 2008
Wednesday	November 26, 2008
Thursday	November 27, 2008
Wednesday	April 1, 2009
Thursday	April 2, 2009

**Note:** The Centre reserves the right to re-schedule test dates and to revise the application fee without prior notice.

## 6.8.7 Academic Regulations

### 6.8.7.1 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser may call (514) 398-1030 to schedule an appointment during regular business hours. Please note this service is by appointment only.

### 6.8.7.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception that a grade of D will be allowed in one elective course that is not a pre-requisite 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 towards 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 the Department.

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 co-requisite courses) taken in the program. If a student's CGPA falls below 2.0, he/she may be asked to withdraw.

### 6.8.7.3 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 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 accompanied by all required documentation.

**Note:** The evaluation process takes at least 6 weeks to complete.

#### 6.8.7.4 Advanced Standing and 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 towards that certificate program up to and including five (5) courses provided they were completed within the last five years. They must complete a minimum of 5 courses (15 credits) in the certificate program at the Centre 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 (3 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 3 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 the Department. Courses cannot be counted more than twice.
  - 2) Students may be concurrently registered in a certificate and degree program. Courses taken at the Centre and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted by the Centre toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five (5) 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:  
Special students may apply for admission to a certificate program provided they have not completed more than 12 credits (4 courses) at the Centre for Continuing Education towards the certificate requirements. A minimum of 15 credits (5 courses) must be completed at the Centre after admission to that program.

#### 6.8.7.5 Co-Requisite

This refers to academic course requirements that may be completed before or concurrently.

#### 6.8.7.6 Co-Requisites for Programs

Certain programs require specific co-requisites. These may be completed after admission to the program.

#### 6.8.7.7 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 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, he/she 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.

#### 6.8.7.8 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 Department's 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 and instructors. Please call the department at (514) 398-1030 for further information.

#### 6.8.7.9 Pre-requisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work.

The pre-requisite course(s) or conditions are specified in the course description, see "[Course Information, Regulations and Descriptions](#)". Students must observe these pre-requisites. If you fail to meet the pre-requisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a pre-requisite must enquire at the Centre.

#### 6.8.7.10 Independent Studies (Special Student Status)

For more information, see also "[Special Student Status](#)", section 3.8.

A student who does not wish to be admitted to a program may register as a "Special student" in individual courses on a selected basis provided they have the necessary pre-requisites and meet the admission criteria.

A Special student takes regular credit courses but is not recognized as working towards a certificate. The number of courses a special student may take may be limited. The Centre for Continuing Education is under no obligation to recognize credits earned by Special students towards the completion of a certificate program. Students must apply to a program before completing four (4) courses.

#### 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 are permitted to repeat the same course only once. Special students who fail more than three courses in the Department and/or whose CGPA falls below 2.0 will not be permitted to register for further courses in the Department.

#### 6.8.7.11 Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For co-requisite certificates, the two certificate programs (20 courses,

60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted advanced standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to re-apply and meet any new program requirements.

#### **6.8.7.12 Transfer of Program**

For more information, see [section 3.5 "Program Transfers"](#).

---

## **6.9 Course Descriptions - Undergraduate Programs**

For a listing of the courses, please [see section 15 "Course Information, Regulations and Descriptions"](#).



## 7 Career and Management Studies (Graduate Programs, Diplomas and Graduate Certificates)

### Table of Contents

7.1	Career and Management Studies, page 70		
7.1.1	Location, page 70		
7.1.2	Administrative Officers, page 70		
7.1.3	Introduction, page 70		
7.2	Graduate Programs, page 70		
7.2.1	Admission Requirements – Diploma Programs, page 70		
7.2.1.1	Admission Procedures, page 70		
7.2.2	Diploma in Accounting (30 credits), page 70		
7.2.2.1	Admission Requirements – Diploma in Accounting, page 71		
7.2.3	Diploma in E-Business (30 credits), page 71		
7.2.3.1	Admission Requirements – Diploma in E-Business, page 72		
7.2.4	Diploma in Human Resources Management (30 credits), page 72		
7.2.4.1	Admission Requirements – Diploma in Human Resources Management, page 72		
7.2.5	Diploma in Information Technology (30 credits), page 72		
7.2.5.1	Admission Requirements – Diploma in Information Technology, page 72		
7.2.6	Diploma in Management (30 credits), page 72		
7.2.6.1	Admission Requirements – Diploma in Management, page 72		
7.2.6.2	Admission Requirements – Diploma in Management – E-Business Concentration, page 73		
7.2.6.3	Admission Requirements – Diploma in Management – Entrepreneurship Concentration, page 73		
7.2.6.4	Admission Requirements – Diploma in Management – Health Care Concentration, page 73		
7.2.6.5	Admission Requirements – Diploma in Management – Human Resources Concentration, page 74		
7.2.6.6	Admission Requirements – Diploma in Management – International Business Concentration, page 74		
7.2.6.7	Admission Requirements – Diploma in Management – Leadership Concentration, page 74		
7.2.6.8	Admission Requirements – Diploma in Management – Marketing Concentration, page 75		
7.2.6.9	Admission Requirements – Diploma in Management – Operations Management Concentration, page 75		
7.2.6.10	Admission Requirements – Diploma in Management – Public Relations Concentration, page 75		
7.2.6.11	Admission Requirements – Diploma in Management – Taxation Concentration, page 76		
7.2.6.12	Admission Requirements – Diploma in Management – Treasury-Finance Concentration, page 76		
7.2.7	Diploma in Management – General (30 credits), page 76		
7.2.7.1	Admission Requirements for the Diploma in Management – General, page 76		
7.2.8	Diploma in Public Relations Management (30 credits), page 76		
7.2.8.1	Admission Requirements for the Diploma in Public Relations Management, page 77		
7.2.9	Graduate Certificates, page 77		
7.2.9.1	Admission Requirements for Graduate		
			Certificates, page 77
7.2.10	Graduate Certificate in E-Business (15 credits), page 77		
7.2.11	Graduate Certificate in Entrepreneurship (15 credits), page 77		
7.2.11.1	Admission Requirements for the Graduate Certificate in Entrepreneurship, page 77		
7.2.12	Graduate Certificate in Health Care Management (15 credits), page 77		
7.2.13	Graduate Certificate in Human Resources Management (15 credits), page 77		
7.2.13.1	Admission Requirements for the Graduate Certificate in Human Resources Management, page 78		
7.2.14	Graduate Certificate in International Business (15 credits), page 78		
7.2.15	Graduate Certificate in Leadership (15 credits), page 78		
7.2.15.1	Admission Requirements for the Graduate Certificate in Leadership, page 78		
7.2.16	Graduate Certificate in Marketing (15 credits), page 78		
7.2.17	Graduate Certificate in Operations Management (15 credits), page 78		
7.2.18	Graduate Certificate in Public Relations Management (15 credits), page 78		
7.2.18.1	Admission Requirements for the Graduate Certificate in Public Relations Management, page 78		
7.2.19	Graduate Certificate In Taxation (15 credits), page 78		
7.2.19.1	Admission Requirements for the Graduate Certificate in Taxation, page 79		
7.2.20	Graduate Certificate in Treasury – Finance (15 credits), page 79		
7.2.21	Graduate Certificate in Accounting Practice (15 credits), page 79		
7.2.21.1	Admission Requirements for the Graduate Certificate in Accounting Practice, page 79		
7.2.22	Graduate Diploma in Taxation (30 credits), page 79		
7.2.22.1	Admission Requirements for the Graduate Diploma in Taxation, page 79		
7.3	Academic Regulations, page 80		
7.3.1	Admission Procedures for all Programs, page 80		
7.3.2	Proof of Proficiency in English, page 80		
7.3.2.1	Integrated English Language and Professional Studies (IELPS), page 80		
7.3.3	Independent Studies, page 81		
7.3.4	Academic Advisers, page 81		
7.3.5	Advanced Standing for the Diploma Programs, page 81		
7.3.5.1	Supplementals for all Programs, page 81		
7.3.6	Academic Standing Regulations, page 81		
7.3.7	Registration in Graduate Level Courses, page 82		
7.4	Engineering – Graduate Level, page 82		
7.5	Course Descriptions, page 82		
7.5.1	Graduate Programs, page 82		

## 7.1 Career and Management Studies

### 7.1.1 Location

Career and Management Studies  
 Graduate Programs, Diplomas and Graduate Certificates  
 Tel.: (514) 398-1030; Fax: (514) 398-3108  
 Website: [www.mcgill.ca/conted-cms](http://www.mcgill.ca/conted-cms)  
 E-mail: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

### 7.1.2 Administrative Officers

TBA	<b>Director</b>
Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)	<b>Program Manager</b>
Mary Rubiano	<b>Program Adviser</b>
Daniel Darrigan; B.A., Dip.Ed.(McG.)	<b>Program Adviser</b>
Larry Goldsman; B.Com.(C'dia), G.D.P.A.(McG.), C.A.	<b>Faculty Lecturer</b>
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	<b>Director Information Technology Programs, Faculty Lecturer</b>
Jean-Claude Provost; B.A.(York (Can.)), M.A.(McG.), C.R.H.A.	<b>Coordinator - Human Resources Management Programs, Faculty Lecturer</b>
Elizabeth J. Hirst; M.A.(Montr.), A.P.R., F.C.P.R.S.	<b>Coordinator – Public Relations Programs, Faculty Lecturer</b>

### 7.1.3 Introduction

The diploma and graduate certificate programs are offered at the graduate level for which a university degree is required for admission. Each of these programs is comprised of a series of courses designed to provide a suitable combination of breadth and depth of knowledge in a specific area of study.

The programs offered are normally the equivalent of one year of full-time university study and require the completion of 30 credits. The graduate certificate programs require the completion of 15 credits. Those who do not wish to be admitted to a graduate certificate or diploma program may register as special students in courses which meet their needs provided they have a university degree, satisfactorily completed the pre-requisites and fulfil the admission criteria.

## 7.2 Graduate Programs

### Diploma and Graduate Certificate Programs

(University Degree Required)

- "Diploma in Accounting (30 credits)", section 7.2.2
- "Diploma in E-Business (30 credits)", section 7.2.3
- "Diploma in Human Resources Management (30 credits)", section 7.2.4
- "Diploma in Information Technology (30 credits)", section 7.2.5
- "Diploma in Management – General (30 credits)", section 7.2.7
- "Diploma in Public Relations Management (30 credits)", section 7.2.8
- "Graduate Diploma in Taxation (30 credits)", section 7.2.22

### "Diploma in Management (30 credits)", section 7.2.6

Offered in eleven concentrations:

- Diploma in Management: "E-BUSINESS CONCENTRATION"
- Diploma in Management: "ENTREPRENEURSHIP CONCENTRATION"

- Diploma in Management: "HEALTH CARE CONCENTRATION"
- Diploma in Management: "HUMAN RESOURCES CONCENTRATION"
- Diploma in Management: "INTERNATIONAL BUSINESS CONCENTRATION"
- Diploma in Management: "LEADERSHIP CONCENTRATION"
- Diploma in Management: "MARKETING CONCENTRATION"
- Diploma in Management: "OPERATIONS MANAGEMENT CONCENTRATION"
- Diploma in Management: "PUBLIC RELATIONS CONCENTRATION"
- Diploma in Management: "TAXATION CONCENTRATION"
- Diploma in Management: "TREASURY– FINANCE CONCENTRATION"

### "Graduate Certificates", section 7.2.9

- "Graduate Certificate in E-Business (15 credits)", section 7.2.10
- "Graduate Certificate in Entrepreneurship (15 credits)", section 7.2.11
- "Graduate Certificate in Health Care Management (15 credits)", section 7.2.12
- "Graduate Certificate in Human Resources Management (15 credits)", section 7.2.13
- "Graduate Certificate in International Business (15 credits)", section 7.2.14
- "Graduate Certificate in Leadership (15 credits)", section 7.2.15
- "Graduate Certificate in Marketing (15 credits)", section 7.2.16
- "Graduate Certificate in Operations Management (15 credits)", section 7.2.17
- "Graduate Certificate in Public Relations Management (15 credits)", section 7.2.18
- "Graduate Certificate In Taxation (15 credits)", section 7.2.19
- "Graduate Certificate in Treasury – Finance (15 credits)", section 7.2.20
- "Graduate Certificate in Accounting Practice (15 credits)", section 7.2.21

### 7.2.1 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 7.3.2 "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 "Evaluation comparative des études effectuées hors du Québec", from Quebec's Ministère de l'immigration et de Communautés culturelles". Further details can be found on the Web at [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html), or by calling (514) 864-9191. This equivalency evaluation will 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.

#### 7.2.1.1 Admission Procedures

Please see section 7.3.1 "Admission Procedures for all Programs".

#### 7.2.2 Diploma in Accounting (30 credits)

This is a 30 credit program which consists of 2 co-requisite courses, 6 required courses and 4 complementary courses. The program provides a broad-based accounting education for university graduates which will help prepare them for admission to the CA, CGA and CMA professions as well as for positions as an accountant in industry.

**Note:** There are 2 external courses which are pre-requisites for courses in the program that must either be completed prior to

commencing the program or taken concurrently with the co-requisite courses. Students who wish to apply for Advanced Standing for the pre-requisite or co-requisite courses to the program must complete an Advanced Standing Form at the time of admission or they may take an Exemption by Examination Test.

**Note:** Pre-requisite and co-requisite courses are not included in the total credit requirement for the program.

**Pre-requisites:**

MGCR 211 (3) Introduction to Financial Accounting (or the Exemption by Examination Test)

and

MGCR 331 Information Systems (or the Exemption by Examination Test)

**Co-requisites:**

CEC2 532 (3) Business Economics (or the Exemption by Examination Test)

CMS2 521 (3) Applied Management Statistics (or the Exemption by Examination Test)

**Required courses: (18 credits)**

CCFC 511 (3) Financial Accounting 1

CCFC 512 (3) Financial Accounting 2

CCFC 513 (3) Financial Accounting 3

CCMA 511 (3) Managerial Accounting 1

CCTX 511 (3) Taxation 1

CFIN 512 (3) Corporate Finance

**Complementary courses: (12 credits)**

The 4 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

**CA Stream**

In addition to the required and co-requisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CA stream (other courses may be required; contact the CA Program).

CCAU 511 (3) Auditing I

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCTX 532 (3) Taxation 2

**CGA Stream**

In addition to the required and co-requisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required; contact the CGA office).

CCAU 511 (3) Auditing I

CCAU 520 (3) External Auditing\*

CCAU 525 (3) Operational Auditing\*

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCTX 532 (3) Taxation 2

CFIN 522 (3) Applied Topics: Corporate Finance

CMIS 520 (3) Accounting Information Support Systems

\* Only one of these courses can be taken for credit towards the Diploma in Accounting.

**CMA Stream**

In addition to the required and co-requisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required; contact the CMA office).

**Complementary courses: (12 credits)**

CCAU 511 (3) Auditing I

CCFC 514 (3) Accounting Theory and Practice

CCMA 522 (3) Managerial Accounting 2

CCMA 523 (3) Managerial Accounting 3

CFIN 522 (3) Applied Topics: Corporate Finance

CMIS 520 (3) Accounting Information Support Systems

**Other Complementary courses:**

CCFC 516 (3) Forensic Accounting

CCFC 521 (3) Corporate Governance

CCFC 522 (3) Strategic Financial Management

CCFC 590 (3) Topics in Accounting and Auditing

CCTX 540 (3) U.S. Taxation

**CA Contact Information**

Patricia Strutz

Graduate Diploma in Public Accountancy Program (CA Program)

Desautels Faculty of Management:

1001 Sherbrooke St. W., Room 300

Montreal, QC H3A 1G5

[patricia.strutz@mcgill.ca](mailto:patricia.strutz@mcgill.ca)

(514) 398-4648

[www.mcgill.ca/ca](http://www.mcgill.ca/ca)

**CGA Contact Information**

Mr. Victor Djevalikian

General Information, CGA Exams and Exemptions

[examens@cga-quebec.org](mailto:examens@cga-quebec.org)

(514) 861-1823 Ext. 210

[www.cga-quebec.org](http://www.cga-quebec.org)

or

Ms. Frédérique Sarrazin-Morrisette

General Information and Course Equivalencies

[inscriptions@cga-quebec.org](mailto:inscriptions@cga-quebec.org)

(514) 861-1823 ext. 246

[www.cga-quebec.org](http://www.cga-quebec.org)

**CMA Contact Information**

Ms. Karine Blais

[kblais@cma-quebec](mailto:kblais@cma-quebec)

(514) 849-1155 ext. 226

[www.cma-quebec.org](http://www.cma-quebec.org)

**7.2.2.1 Admission Requirements – Diploma in Accounting**

In addition to the admission requirements stipulated in section 7.2.1 “Admission Requirements – Diploma Programs”, students must have a CGPA of 2.8 out of 4.0 in their undergraduate degree.

**7.2.3 Diploma in E-Business (30 credits)**

To provide the necessary knowledge and insight required to design, implement, and run an electronic business, on its own or integrated with a more conventional business. Students completing this diploma will have a well-rounded and complete understanding of electronic commerce, making them a valuable asset to any organization.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CMIS 541 (3) Information Systems for Managers (or the Exemption by Examination Test)

CMR2 542 (3) Marketing Principles and Applications (or the Exemption by Examination Test)

**Required courses: (21 credits)**

CMIS 542 (3) Electronic Marketplaces

CMIS 543 (3) E-Business Analysis and Design

CMIS 544 (3) E-Business Technologies

CMIS 547 (3) E-Business Project Management

CMIS 560 (3) E-Business Seminar and Project

CMR2 548 (3) Processes of Marketing Research

CMR2 550 (3) E-Business Marketing Strategies

**Complementary courses: (9 credits)**

- CACC 540 (3) E-Business Security
- CCLW 540 (3) E-Business Law
- CMIS 535 (3) Topics in E-Business
- CMIS 546 (3) E-Business Operations

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.3.1 Admission Requirements – Diploma in E-Business**

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

**7.2.4 Diploma in Human Resources Management (30 credits)**

To provide the knowledge and skills required to become successful practitioners 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 towards the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

**Required courses: (24 credits)**

- CORG 551 (3) Behaviour in Organizations
- CORG 552 (3) Finance and Accounting Principles for HR Management
- CORG 553 (3) Employee and Labour Relations
- CORG 554 (3) Managing Occupational Health and Safety
- 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: (6 credits)**

- CORG 565 (3) Managing Human Resources Management Information
- CORG 570 (3) International Human Resources Management
- CORG 590 (3) Topics in Human Resources Management
- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Transcultural Leadership

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.4.1 Admission Requirements – Diploma in Human Resources Management**

In addition to the admission requirements stipulated in [section 7.2.1 “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.

**7.2.5 Diploma in Information Technology (30 credits)**

The Centre for Continuing Education in cooperation with the School of Computer Science offers the Diploma in Information Technology (DIT) to those who have completed a university undergraduate degree and wish to obtain a qualification in the field of Information Technology. The program is designed to provide a solid base in the fundamentals of Computer Science and an in-depth exposure to the many aspects of large-scale software projects. Students completing the Diploma will considerably

increase their market value, as they will be in an excellent position to understand and manage information technology-related issues in their workplace.

**Required courses: (24 credits)**

- CCS2 500 (3) Design of Efficient Algorithms
- CCS2 505 (3) Programming
- CCS2 510 (3) Computer Systems
- CCS2 515 (3) Software Engineering
- CCS2 520 (3) Life of Projects
- CCS2 525 (3) Project 1
- CCS2 530 (3) Basic Information Systems
- CCS2 535 (3) Project 2

**Complementary courses from: (6 credits)**

- CCS2 550 (3) Graphics & Visualization
- CCS2 552 (3) Internet Services & Solutions
- CCS2 555 (3) Computer Modeling & Simulation
- CCS2 590 (3) Topics in Information Technology

**7.2.5.1 Admission Requirements – Diploma in Information Technology**

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have a CGPA of 3.0 out of 4.0. Students must have knowledge of basic college level mathematics, equivalent to McGill course CMSC 101 and have previous experience with some programming language equivalent to McGill course CCCS 300.

**7.2.6 Diploma in Management (30 credits)**

The Centre for Continuing Education in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management with a choice of eleven concentrations: E-Business, Entrepreneurship, Health Care, Human Resources, International Business, Leadership, Marketing, Operations Management, Public Relations, Taxation and Treasury/Finance. It also offers a Diploma in Management (General). The Diploma in Management Program covers broad-based management knowledge and integration skills with a concentration in a selected specialty. This program offers students the opportunity to choose from one of eleven specialties.

Students in the McGill Diploma in Management program build on the foundation of their undergraduate studies and practical experience. This program equips experienced managers and professionals with the ability to understand and keep pace with new developments in management practice. The courses emphasize the application of management theory to real managerial and administrative settings. Many lecturers in the program are highly qualified, practicing professionals who provide quality teaching and recognized business expertise. Others are full-time professors at the University who have established reputations in their respective fields. A team approach to learning offers students the opportunity to exchange ideas and expertise with a network of people from organizations, large and small, both public and private.

**7.2.6.1 Admission Requirements – Diploma in Management**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**E-BUSINESS CONCENTRATION**

This program will provide students with the opportunity to develop E-Business knowledge and skills. It 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.

Please note that there is one external course, CMIS 541 Information Systems for Managers, which is a pre-requisite for the concentration and complementary courses in the program and must be completed prior to commencing the program or can be taken



concurrently with the co-requisite courses. Students who wish to apply for Advanced Standing for the pre-requisite or co-requisite courses to the program must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- 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 542 (3) Electronic Marketplaces
- CMIS 543 (3) E-Business Analysis and Design
- CMIS 544 (3) E-Business Technologies
- CMIS 547 (3) E-Business Project Management
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

**Complementary course: (3 credits)**

- CACC 540 (3) E-Business Security
- CCLW 540 (3) E-Business Law
- CMIS 535 (3) Topics in E-Business
- CMIS 546 (3) E-Business Operations
- CMR2 550 (3) E-Business Marketing Strategies
- Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.2 Admission Requirements – Diploma in Management – E-Business Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**ENTREPRENEURSHIP CONCENTRATION**

The Centre for Continuing Education in cooperation with The Dobson Centre for Entrepreneurial Studies offers the Diploma in Management with an Entrepreneurship Concentration. The program 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. Participants who complete the program will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- 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) Principles of Entrepreneurship
- CEN2 505 (3) Product Commercialization
- 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

**Complementary course: (3 credits)**

- CCLW 511 (3) Law 1
- CMR2 543 (3) Service Marketing
- CMR2 556 (3) Buyer Behaviour
- CMR2 566 (3) International Marketing
- CPL2 524 (3) Introduction: International Business
- CPL2 533 (3) Developing Leadership Skills
- Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.3 Admission Requirements – Diploma in Management – Entrepreneurship Concentration**

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

**HEALTH CARE CONCENTRATION**

One glance at today's newspapers tells you the need for and applicability of effective management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

**Required courses: (27 credits)**

- CACC 520 (3) Accounting for Management
- CACC 523 (3) Financial Aspects of Health Care
- CFIN 512 (3) Corporate Finance
- CHLC 500 (3) Health Care Systems
- CHLC 552 (3) Legal Aspects: Health and Social Services
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CORG 553 (3) Employee and Labour Relations

**Complementary course: (3 credits)**

- CCLW 511 (3) Law 1
- CHLC 590 (3) Topics in Health Care
- CMIS 541 (3) Information Systems for Managers
- CORG 554 (3) Managing Occupational Health and Safety
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.4 Admission Requirements – Diploma in Management – Health Care Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**HUMAN RESOURCES CONCENTRATION**

This program provides skills to integrate human resources functions with the overall business strategy of an organization. This program covers key areas of management, and specialized Human Resources Management (HRM) courses for managers who want to play a greater role in HRM. HR professionals are also under pressure to know more about other aspects of management, and to manage their own professional development. This program offers both a general knowledge of management, and the possibility of an in-depth study of some of the HR functional areas. Thus, the HR professional learns business

fundamentals and strategic linkages impacting HR professional practice.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- 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
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- 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 course:** (3 credits)

- CORG 553 (3) Employee and Labour Relations
- CORG 554 (3) Managing Occupational Health and Safety
- CORG 565 (3) Managing Human Resources Management Information
- CORG 570 (3) International Human Resources Management
- CORG 590 (3) Topics in Human Resources Management
- CPL2 532 (3) Leading Change

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.5 Admission Requirements – Diploma in Management – Human Resources Concentration**

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

**INTERNATIONAL BUSINESS CONCENTRATION**

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

**Required courses:** (21 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CFIN 540 (3) Introduction to International Finance
- CPL2 524 (3) Introduction: International Business

**Complementary courses:** (9 credits)

6 credits from:

- CMR2 566 (3) International Marketing
- CPL2 554 (3) International Business Policy
- CPL2 561 (3) North America and Global Economy

3 credits from:

- CCLW 511 (3) Law 1
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CPL2 590 (3) Topics in International Business

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.6 Admission Requirements – Diploma in Management – International Business Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**LEADERSHIP CONCENTRATION**

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills which take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- 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
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CPL2 531 (3) Leadership Theory and Practice
- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Transcultural Leadership

**Complementary course:** (3 credits)

- CCLW 511 (3) Law 1
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CPL2 595 (3) Topics in Leadership

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.7 Admission Requirements – Diploma in Management – Leadership Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**MARKETING CONCENTRATION**

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- 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
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications - Strategic Approach
CMR2 566	(3)	International Marketing
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**Complementary course:** (3 credits)

CCLW 511	(3)	Law 1
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.8 Admission Requirements – Diploma in Management – Marketing Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**OPERATIONS MANAGEMENT CONCENTRATION**

As a person who is involved in the day-to-day production aspects of a business, your skills have a direct impact on the bottom line. With a specialization in operations management, you develop in-depth knowledge of manufacturing systems and operations management plus technology management and total quality management.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
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
CMR2 542	(3)	Marketing Principles and Applications
CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**Complementary course:** (3 credits)

CCLW 511	(3)	Law 1
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.9 Admission Requirements – Diploma in Management – Operations Management Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**PUBLIC RELATIONS CONCENTRATION**

The Public Relations concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations either to enhance their communication effectiveness or because they need to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow a public relations career are advised to take the Diploma in Public Relations Management in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real projects in industry.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
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
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
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)

CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Government Relations and Public Opinion
CPRL 542	(3)	Financial Communications
CPRL 543	(3)	Diversity and Community Relations

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.10 Admission Requirements – Diploma in Management – Public Relations Concentration**

In addition to the admission requirements stipulated in [section 7.2.1 “Admission Requirements – Diploma Programs”](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

**TAXATION CONCENTRATION**

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general business and view taxation (and tax planning) as only one aspect of the business decision-making process. The student will be taught about taxation as an important factor affecting business and to properly integrate tax factors with business decisions without becoming a tax specialist.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

CEC2 532	(3)	Business Economics (or the Exemption by Examination Test)
CMS2 500	(3)	Mathematics for Management (or the Exemption by Examination Test)

**Required courses:** (24 credits)

- CACC 520 (3) Accounting for Management
- CCLW 511 (3) Law 1
- CCTX 511 (3) Taxation 1
- CCTX 532 (3) Taxation 2
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

**Complementary courses:** (6 credits)

- CCFC 516 (3) Forensic Accounting
- CCFC 521 (3) Corporate Governance
- CCFC 522 (3) Strategic Financial Management
- CCLW 643 (3) U.S. Taxation
- CCLW 644 (3) Corporate Reorganizations
- CCTX 640 (3) Taxation of Real Estate
- CCTX 641 (3) Federal and Provincial Taxes
- CCTX 643 (3) Taxation of International Operations

**7.2.6.11 Admission Requirements – Diploma in Management – Taxation Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**TREASURY– FINANCE CONCENTRATION**

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- 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
- CFIN 522 (3) Applied Topics: Corporate Finance
- CFIN 525 (3) Treasury Management
- CFIN 530 (3) Investment Analysis
- CFIN 540 (3) Introduction to International Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

**Complementary course:** (3 credits)

- CCLW 511 (3) Law 1
- CFIN 590 (3) Topics in Treasury-Finance
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.6.12 Admission Requirements – Diploma in Management – Treasury-Finance Concentration**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**7.2.7 Diploma in Management – General (30 credits)**

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education. It represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

**Co-requisites:**

- CEC2 532 (3) Business Economics (or the Exemption by Examination Test)
- CMS2 500 (3) Mathematics for Management (or the Exemption by Examination Test)

**Required courses:** (21 credits)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMIS 541 (3) Information Systems for Managers
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations
- CPL2 552 (3) Strategic Management

**Complementary courses** (9 credits) taken from the following:

- CGM2 590 (3) Topics in Management
- And any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.7.1 Admission Requirements for the Diploma in Management – General**

Please see [section 7.2.1 “Admission Requirements – Diploma Programs”](#).

**7.2.8 Diploma in Public Relations 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 further academic background. It offers students an opportunity to gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. While skills are taught, major emphasis is placed on the strategic aspects of public relations. Instructors are experienced practitioners active in the field who will introduce students to guest speakers and real projects in the industry. The Canadian Public Relations Society, through its member organization, the Société des professionnels en relations publiques du Québec, and the International Association of Business Communicators have representation on the Program Committee. Student membership in these professional associations is strongly encouraged.

**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) Government Relations and Public Opinion
- CPRL 540 (3) Communication Planning
- CPRL 541 (3) Ethics in Public Relations

**Complementary courses:** (9 credits)

**3 - 9 credits from:**

- CPRL 515 (3) Fund-raising and Philanthropy
- CPRL 532 (3) Public Relations Event Management
- CPRL 542 (3) Financial Communications
- CPRL 543 (3) Diversity and Community Relations
- CPRL 590 (3) Topics in Public Relations

**0 - 6 credits from:**

- CCLW 511 (3) Law 1
- CMR2 542 (3) Marketing Principles and Applications

CORG 551 (3) Behaviour in Organizations  
 CPL2 534 (3) Transcultural Leadership  
 CPL2 553 (3) Small Business Management  
 Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.8.1 Admission Requirements for the Diploma in Public Relations Management

In addition to the admission requirements stipulated in section 7.2.1 "Admission Requirements – Diploma Programs", students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

## 7.2.9 Graduate Certificates

The Graduate Certificates are offered in eleven specializations which include: E-Business, Entrepreneurship, Health Care, Human Resources Management, International Business, Leadership, Marketing, Operations Management, Public Relations Management, Taxation and Treasury/Finance.

The Programs are offered by the Centre for Continuing Education under the academic supervision of the Graduate and Postdoctoral Studies Office (G.P.S.O.) and the Desautels Faculty of Management. The Graduate Certificates consist of four required three-credit courses and one three-credit elective course.

As a person with a Bachelor of Commerce degree, which provides a solid academic background in business, these 15 credit programs are designed to provide you with the specialized knowledge you need for today's changing business world in the shortest possible time.

### 7.2.9.1 Admission Requirements for Graduate Certificates

To be admitted to the 15 credit Graduate Certificate Program, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated), as approved by the Graduate and Postdoctoral Studies Office (G.P.S.O.). Students holding other degrees may follow a Qualifying Program to gain access to the Graduate Certificate 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 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.

### 7.2.10 Graduate Certificate in E-Business (15 credits)

#### Required courses: (12 credits)

CMIS 542 (3) Electronic Marketplaces  
 CMIS 543 (3) E-Business Analysis and Design  
 CMIS 544 (3) E-Business Technologies  
 CMIS 547 (3) E-Business Project Management

#### Complementary course: (3 credits)

CACC 540 (3) E-Business Security  
 CCLW 540 (3) E-Business Law  
 CMIS 535 (3) Topics in E-Business  
 CMIS 546 (3) E-Business Operations  
 CMR2 550 (3) E-Business Marketing Strategies

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**Note:** There is one external course, CMIS 541 Information Systems for Managers, which is a pre-requisite for the concentration and complementary courses in the program and must be completed prior to commencing the program or can be taken concurrently with the co-requisite courses. Students who wish to apply for advanced standing for the pre-requisite or co-requisite courses to

a program must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

### 7.2.11 Graduate Certificate in Entrepreneurship (15 credits)

#### Required courses: (12 credits)

CEN2 500 (3) Principles of Entrepreneurship  
 CEN2 505 (3) Product Commercialization  
 CEN2 510 (3) Practical Entrepreneurship Management  
 CPL2 553 (3) Small Business Management

#### Complementary course: (3 credits)

CCLW 511 (3) Law 1  
 CMR2 543 (3) Service Marketing  
 CMR2 556 (3) Buyer Behaviour  
 CMR2 566 (3) International Marketing  
 CPL2 524 (3) Introduction: International Business  
 CPL2 533 (3) Developing Leadership Skills

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.11.1 Admission Requirements for the Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in section 7.2.9.1 "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.

### 7.2.12 Graduate Certificate in Health Care Management (15 credits)

#### Required courses: (12 credits)

CACC 523 (3) Financial Aspects of Health Care  
 CHLC 500 (3) Health Care Systems  
 CHLC 552 (3) Legal Aspects: Health and Social Services  
 CORG 553 (3) Employee and Labour Relations

#### Complementary course: (3 credits)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CORG 554 (3) Managing Occupational Health and Safety  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CHLC 590 (3) Topics in Health Care

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.13 Graduate Certificate in Human Resources Management (15 credits)

**Note:** Co-requisite courses are not included in the total credit requirement for the program.

#### Co-requisite:

CORG 551 (3) Behaviour in Organizations (or the Exemption by Examination Test)

#### 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 course: (3 credits)

CORG 552 (3) Finance and Accounting Principles for HR Management  
 CORG 553 (3) Employee and Labour Relations  
 CORG 554 (3) Managing Occupational Health and Safety  
 CORG 565 (3) Managing Human Resources Management Information  
 CORG 570 (3) International Human Resources Management

CORG 590 (3) Topics in Human Resources Management  
 CPL2 532 (3) Leading Change  
 Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.13.1 Admission Requirements for the Graduate Certificate in Human Resources Management

In addition to the admission requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must hold a Bachelor of Commerce (or equivalent), a Bachelor of Arts or Bachelor of Science (Industrial Relations, Industrial Psychology, Organizational Psychology or equivalent) or a Bachelor of Law as approved by the Graduate and Postdoctoral Studies Office (G.P.S.O.) 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.

### 7.2.14 Graduate Certificate in International Business (15 credits)

#### Required courses: (6 credits)

CFIN 540 (3) Introduction to International Finance  
 CPL2 524 (3) Introduction: International Business

#### Complementary courses: (6-9 credits)

In addition to the above courses, two courses from the following:

CMR2 566 (3) International Marketing  
 CPL2 554 (3) International Business Policy  
 CPL2 561 (3) North America and Global Economy

#### Complementary course: (0-3 credits)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CPL2 590 (3) Topics in International Business  
 Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.15 Graduate Certificate in Leadership (15 credits)

**Note:** Pre-requisite courses are not included in the total credit requirement for the program.

#### Pre-requisite:

CORG 551 (3) Behaviour in Organizations  
 (or Exemption by Examination)

#### Required courses: (12 credits)

CPL2 531 (3) Leadership Theory and Practice  
 CPL2 532 (3) Leading Change  
 CPL2 533 (3) Developing Leadership Skills  
 CPL2 534 (3) Transcultural Leadership

#### Complementary course: (3 credits)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CPL2 595 (3) Topics in Leadership  
 Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.15.1 Admission Requirements for the Graduate Certificate in Leadership

To be admitted to a 15 credit Graduate Certificate in Leadership, applicants must have a Bachelor's degree from any discipline as recognized by the Graduate and Postdoctoral Studies Office (G.P.S.O.) 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. Students must also meet the language requirements ([see section 7.3.2 "Proof of Proficiency in English"](#)).

### 7.2.16 Graduate Certificate in Marketing (15 credits)

#### Required courses: (12 credits)

CMR2 548 (3) Processes of Marketing Research  
 CMR2 564 (3) Marketing Communications - Strategic Approach  
 CMR2 556 (3) Buyer Behaviour  
 CMR2 566 (3) International Marketing

#### Complementary course: (3 credits)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CMR2 543 (3) Service Marketing  
 CMR2 590 (3) Topics in Marketing  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.17 Graduate Certificate in Operations Management (15 credits)

#### Required courses: (12 credits)

CMS2 514 (3) Analysis: Manufacturing Systems  
 CMS2 515 (3) Operations Management  
 CMS2 516 (3) Total Quality Management  
 CMS2 518 (3) Current Manufacturing Strategies

#### Complementary course: (3 credits)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CMS2 590 (3) Topics in Operations Management  
 Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

### 7.2.18 Graduate Certificate in 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)

CPRL 515 (3) Fund-raising and Philanthropy  
 CPRL 532 (3) Public Relations Event Management  
 CPRL 535 (3) Government Relations and Public Opinion  
 CPRL 542 (3) Financial Communications  
 CPRL 543 (3) Diversity and Community Relations

### 7.2.18.1 Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

### 7.2.19 Graduate Certificate In Taxation (15 credits)

This program provides a solid academic background in business, and is designed to provide you with the specialized knowledge of taxation needed for today's changing business world.

#### Required courses: (9 credits)

CCLW 511 (3) Law 1  
 CCTX 511 (3) Taxation 1  
 CCTX 532 (3) Taxation 2

**Complementary courses:** (6 credits)

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations

**7.2.19.1 Admission Requirements for the Graduate Certificate in Taxation**

In addition to the admissions requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor's degree in Commerce 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.

**7.2.20 Graduate Certificate in Treasury – Finance**  
(15 credits)**Required courses:** (12 credits)

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

**Complementary course:** (3 credits)

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Treasury Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500 or 600 graduate level course offered through Career and Management Studies except those in the Diploma in Accounting and the Diploma in Information Technology.

**7.2.21 Graduate Certificate in Accounting Practice**  
(15 credits)**Required courses:** (12 credits)

CCFC 515	(3)	Issues in Professional Practice 1
CCFC 520	(3)	Issues in Professional Practice 2
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management

**Complementary courses:** (3 credits)

CCFC 516	(3)	Forensic Accounting
CMIS 541	(3)	Information Systems for Managers

**7.2.21.1 Admission Requirements for the Graduate Certificate in Accounting Practice**

In addition to the admission requirements stipulated in [section 7.2.9.1 "Admission Requirements for Graduate Certificates"](#), students must have a Bachelor of Commerce (Accounting) 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 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 a Certificate in Accounting, or a Bachelor's degree in any discipline and a Certificate in Accounting with a minimum CGPA of 3.0 out of 4.0, or a Diploma in Accounting.

**7.2.22 Graduate Diploma in Taxation** (30 credits)

Currently under review. Admissions will not be accepted for the 2008/2009 academic year. If you are interested in the taxation area, please refer to the Diploma in Management with a concentration in Taxation, see [section 7.2.6.11 "Admission Requirements – Diploma in Management – Taxation Concentration"](#).

The Graduate Diploma in Taxation is offered by the Centre for Continuing Education under the academic supervision of the Graduate and Postdoctoral Studies Office (G.P.S.O.). This 10-course (30-credit) program offers the widest possible range of

graduate-level courses in Canadian, U.S. and International taxation. From the first day, you'll be learning practical knowledge you can apply immediately, whether you work in a professional practice, for a corporation or a government agency.

**The following Qualifying Program must be completed by degree holders other than CA and Law:**

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics
CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

**The Abbreviated Qualifying Program must be completed by lawyers**

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

**Diploma Program (for CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program)**

There are 10 three-credit courses required for your Diploma. The curriculum consists of:

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Taxation Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

**7.2.22.1 Admission Requirements for the Graduate Diploma in Taxation****For holders of degrees other than CA and Law**

Students must be graduates of an approved university with a cumulative grade point average (CGPA) of 3.0 out of 4.0, or a CPGA of 3.2 out of 4.0 for the last 2 full-time academic years. Students will be required to complete the Qualifying Program with a passing grade of B- (65%). Exemptions will normally be given for high academic standing in equivalent courses in the Qualifying Program, provided courses were completed within the past five years.

If you have completed an undergraduate degree in any other discipline, you will probably be required to complete an 8-course (24 credit) qualifying program which provides the foundation for the study of taxation at the graduate level. For further information, make an appointment with one of our academic advisers.

**For lawyers and notaries (Abbreviated Qualifying Program)**

Students must be graduates of an approved university with a cumulative grade point average (CGPA) of 3.0 out of 4.0, or a CPGA of 3.2 out of 4.0 for the last 2 full-time academic years. Students will be required to complete the Qualifying Program with a passing grade of B- (65%).

If you are a lawyer or notary, or have completed a Bachelor of Commerce program at a Canadian university, you may need to take an abbreviated four or five course qualifying program.

**For CA's and those who have completed a Qualifying Program or Abbreviated Qualifying Program.**

Students must be graduates of an approved university and hold the Chartered Accountancy designation. Chartered Accountants may have to complete some courses in the Qualifying Program if

these were not completed as part of their university studies. Please refer to [section 7.3.1 "Admission Procedures for all Programs"](#).

## 7.3 Academic Regulations

In general, Diplomas offered by Career and Management Studies are comprised of ten courses. Some programs, however, have co-requisite and pre-requisite courses which 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 co-requisite(s) to the program or one or more of the pre-requisite courses that are not part of the program to which they have applied may take an Exemption by Examination test.

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) 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 enroll in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Students may obtain an application form from the Student Affairs Office or may download one from the following Web address: [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms).

An applicant may submit an Exemption by Examination application form to the Student Affairs Office by mail or in person (no emails or faxes accepted). A \$50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form. For further details on the Exemption by Examination test, students should contact the department.

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

Wednesday	August 6, 2008
Thursday	August 7, 2008
Wednesday	November 26, 2008
Thursday	November 27, 2008
Wednesday	April 1, 2009
Thursday	April 2, 2009

**Note:** The Centre reserves the right to re-schedule test dates and to revise the application fee without prior notice.

### 7.3.1 Admission Procedures for all Programs

For more information, see [section 3 "Application Procedures"](#).

### 7.3.2 Proof of Proficiency in English

The language of instruction for most courses at McGill University is English; however, you may make arrangements to write term papers, examinations and theses in English or in French, except in courses where knowledge of the language is one of the objectives of the course.

You must demonstrate an adequate level of English proficiency prior to admission to McGill, regardless of citizenship status or country of origin.

If you answer "yes" to any of the following six statements, you do **NOT** need to provide proof of English proficiency.

- Have you lived and attended school, for at least five years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate - Option Internationale (British or American section)?

- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English (other than English as a Second Language) with a final grade of C or better?

If you answered "no" to all of the above, but answer "yes" to either of the following two questions, you **may** be asked to provide proof of English language proficiency.

- Do you consider English to be your first language?
- Have you been attending school at an accredited institution (in a non-English country) where English is the main language of instruction?

All other applicants to Career Management Studies must demonstrate proficiency in English, using one of the following five options:

- 1) Test of English as a Foreign Language (TOEFL) with a minimum score of 233 (or a minimum score of 577 for the CMS paper-based version of this test). A minimum overall or composite score of 90 in conjunction with a minimum individual component score (reading, writing, listening and speaking) of 21 is required for applicants who took the internet-based TOEFL (iBT).

For further information contact: TOEFL (Test of English as a Foreign Language), Box 6151, Princeton, New Jersey 08541-6151, USA Website: [www.toefl.org](http://www.toefl.org)

- 2) University of Michigan English Language Test (MELAB) with a minimum mark of 85%.

For further information contact: English Language Institute MELAB Office, 401 E. Liberty, Suite 350, Ann Arbor, Michigan 48104, USA; Tel: 1-866-696-3522; Fax: (734) 615-6586; E-mail: [melabelium@umich.edu](mailto:melabelium@umich.edu); Website: [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab)

- 3) McGill Certificate of Proficiency in English.

For further information please visit McGill's Continuing Education English and French Language Programs Website at: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp). McGill University, English and French Language Programs, Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, Canada H3A 3R1; Tel: (514) 398-1212; Fax: (514) 398-1769; E-mail: [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca)

- 4) International English Language Testing System (IELTS) with a band score of 6.5 or better.

For further information about IELTS contact: The British Council, Medlock Street, Manchester, M15 4AA, United Kingdom; Website: [www.ielts.org](http://www.ielts.org)

- 5) APIEL (Advanced Placement International English Language) with a minimum score of 4.

For further information about APIEL contact: The College Board Headquarters, 45 Columbus Avenue, New York, NY 10022-6992 USA; Tel: (212) 713-8091; Website: [www.collegeboard.com/ap/students/apiel](http://www.collegeboard.com/ap/students/apiel)

- 6) McGill CCE Test of English Language Proficiency (McGill CCETELP) with a Category A result.

For further information please visit McGill University's Continuing Education English and French Language Programs Website at: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp). McGill University English and French Language Programs Centre for Continuing Education, 688 Sherbrooke Street West, Suite 1181, Montreal, Quebec, Canada H3A 3R1; Tel: (514) 398-1212; Fax: (514) 398-1769; E-mail: [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca)

**Note:** An institutional version of these tests is not acceptable. It is the student's responsibility to ensure that the official test results are forwarded directly to the Student Affairs Office (Admissions) of the Centre for Continuing Education. For TOEFL and APIEL, the institutional code at McGill is 0935-00.

#### 7.3.2.1 Integrated English Language and Professional Studies (IELPS)

Integrated English Language and Professional Studies (IELPS) serves to facilitate the joint application to existing programs leading to the Certificate of Proficiency in English (Department of English and French Language Programs) and to one or more of the



Certificates or Diplomas offered by the Department of Career and Management Studies. Students applying to their programs of choice through the IELPS, will be required to submit only one application for both areas of study. IELPS is available to both local and international students. For further information, please visit our Website at: [www.mcgill.ca/conted-ielps](http://www.mcgill.ca/conted-ielps).

### 7.3.3 Independent Studies

For more information see "[Special Student Status](#)", section 3.8. A student who does not wish to be admitted to one of the management programs may register as a "Special Student" in individual courses on a selected basis provided they have the necessary pre-requisites and meet the admission criteria. A Special Student takes regular credit courses but is not recognized as working towards a Diploma or Graduate Certificate. The number of courses a Special Student may take may be limited. Students must apply to a program before completing four (4) courses.

### 7.3.4 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser from Career and Management Studies may call (514) 398-1030 during regular business hours to schedule an appointment. Please note this service is by appointment only.

### 7.3.5 Advanced Standing for the Diploma Programs

Students transferring to McGill from another university may be awarded Advanced standing of up to 30% of the courses in any one degree program for successfully completed equivalent study done at another recognized university within the last five years.

Students may apply for admission to and register in more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of 3 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 the Department.

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.

Special students may apply for admission to a diploma program provided they have not completed more than 12 credits (4 courses) at the Centre for Continuing Education towards the diploma requirements. A minimum of 15 credits (5 courses) must be completed at the Centre after admission to that program.

#### 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 in order to be eligible for the program.

#### Graduate Certificates

Students who have completed equivalent post-graduate level courses, including co-requisite and pre-requisite courses, with a minimum grade of "B-" at a recognized university may be granted a maximum of 3 credits (one course). Students must complete 12 credits (four courses) in the Graduate Certificate at McGill. Students completing two graduate certificates may only double count 3 credits.

#### 7.3.5.1 Supplementals for all Programs

**Please note:** Supplemental examinations are not available in courses offered by this department. (i.e. if a student fails a course he/she must repeat it).

## 7.3.6 Academic Standing Regulations

### DIPLOMA PROGRAMS

1. Students must complete all courses with a minimum passing grade of "B-". This includes all required courses, elective courses, co-requisite courses, pre-requisite 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 towards the total number of unsatisfactory grades.
2. Students have a maximum of four years to complete the Diploma in Management.

### GRADUATE CERTIFICATES

1. Students must complete all courses, including co-requisite and pre-requisite 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 towards the total number of unsatisfactory grades.
2. Students have a maximum of two years to complete a Graduate Certificate.

### SPECIAL STUDENTS

1. Special Students must complete all courses, including co-requisite and pre-requisite 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 the Department 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 towards the total number of unsatisfactory grades.

Students who have failed to comply with the minimum standards set by the Department may not continue in their program, and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in the department, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's Centre for Continuing Education affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. A formal academic appeal must be made in writing directly to the Career and Management Studies Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

#### 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.

### Co-requisite

This refers to academic requirements that may be completed before or concurrently.

### Co-requisites for Programs

Certain programs require specific co-requisites. These may be completed after admission to the program.

### Pre-requisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. The pre-requisite course(s) or conditions are specified in the course descriptions. Students must observe these pre-requisites. If you fail to meet the pre-requisite requirement, you will be denied permission to register in the course. Students unsure of their status with regards to a pre-requisite must enquire at the Centre.

### Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student, with special reason, wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

A failure is defined as being a grade less than "B-" (65%).

### Information Sessions

Information sessions will be held prior to each registration period. Please refer to the Centre's 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.

### 7.3.7 Registration in Graduate Level Courses

For information, see [section 3.8.2 "Graduate Level Courses"](#).

---

## 7.4 Engineering – Graduate Level

The Department of Career and Management Studies, in cooperation with the Faculty of Engineering, offers graduate level courses which may be credited in the program for the Masters in Engineering degree.

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

- 1) they have been formally admitted to the program
- 2) the specific course has been approved for inclusion in their program by the Associate Dean of a relevant faculty.

Students wishing information on admission requirements should contact the Graduate and Postdoctoral Studies Office. Information on the programs can be obtained by contacting:  
Prof. Jim Clark, Associate Dean (Academic), Faculty of Engineering, Tel. (514) 398-1221.

### Ordre des Ingénieurs du Québec

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

L'Ordre des Ingénieurs du Québec  
Windsor Station  
1100 De la Gauchetière West, Room 350  
Montréal, Québec  
H3B 2S2  
Telephone: (514) 845-6141

---

## 7.5 Course Descriptions

### 7.5.1 Graduate Programs

For a listing of the courses, please see "[Course Information, Regulations and Descriptions](#)".

# 8 DELF (Diplôme d'Études en Langue Française)/ DALF (Diplôme Approfondi de Langue Française)

## Table of Contents

- 8.1 DELF/ DALF, page 83
  - 8.1.1 Location, page 83
  - 8.1.2 Administrators, page 83
- 8.2 Introduction, page 83
- 8.3 Diplôme d'études en langue Française (DELF) / Diplôme approfondi de langue française (DALF), page 83
  - 8.3.1 Description, page 83
  - 8.3.2 Conditions, page 83

## 8.1 DELF/ DALF

### 8.1.1 Location

Diplôme d'études en langue française  
 Diplôme approfondi de langue française  
 Tel.: (514) 398-1484  
 Fax: (514) 398-1769  
 Website: [www.mcgill.ca/trs](http://www.mcgill.ca/trs)  
 E-mail: [lang.conted@mcgill.ca](mailto:lang.conted@mcgill.ca)

### 8.1.2 Administrators

James Archibald; B.A.(McG.), B.A.(Montr.), M.èsL., Dr. 3rd cy.  
 (Lille), Ph.D.(Montr.) **Program Director, Translation Studies**

## 8.2 Introduction

McGill University is the National Examination Centre in Québec for the DELF and the DALF. The Diplôme d'études en langue française (DELF), which has two levels, and the Diplôme approfondi de langue française (DALF) are given by the French Ministry of National Education to certify foreign candidates' skills in French. These diplomas are recognized by the Council of Europe and the Québec Ministry of Citizen Relations and Immigration.

The DALF certifies the ability to successfully study in a French or francophone university. It exempts candidates from entry-level language tests in French universities.

The quality of the DELF and DALF certifications is recognized by French and European employers. There are DELF-DALF examination centres in 130 countries.

All candidates wishing to sit the DELF and DALF examinations must register with the Examination Centre at McGill University.

Centre d'examens du Québec  
 Translation Studies  
 688 Sherbrooke West, Suite 1181  
 Montreal, Quebec H3A 3R1  
 Tel.: (514) 398-1484  
 Fax: (514) 398-1769

## 8.3 Diplôme d'études en langue Française (DELF) / Diplôme approfondi de langue française (DALF)

These diplomas, issued by the Ministère de l'Éducation Nationale (France), are open to students learning French or anyone interested in receiving official certification of their proficiency in French as a second or foreign language. Passing the DALF eliminates the need to take entry level language tests in all French universities.

### 8.3.1 Description

The DELF, level 1, covers the acquisition of basic skills in French: the ability to communicate in normal, everyday situations.

#### DELF, level 1:

2 units: - A1  
 - A2

The DELF, level 2, covers the further development of these skills. It presents a general overview of French-speaking civilization (in France, Québec, etc.) and an introduction to the specialized usage of French in a discipline of the candidate's choice.

#### DELF, level 2:

2 units: - B1  
 - B2

### 8.3.2 Conditions

The DELF is composed of cumulative units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma. All marks are final and not subject to appeal. Successful completion of the first two units allows candidates to receive the first diploma: DELF 1er degré (DELF, level 1). Completion of units B1 and B2 qualifies you to receive the next diploma: DELF 2nd degré (DELF, level 2).

You can undertake the different units at your own pace; you will retain credit for all units that you have passed. If you wish, you can spread your study of the units over several years, or you can attempt the examinations for several units in the same session (for example, the 2 units of the DELF, level 1). No previous diploma is required for a candidate to register for the DELF/DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at the Centre d'examens, Centre for Continuing Education, McGill University, 688 Sherbrooke Street West, Montreal, H3A 3R1. Tel: (514) 398-1484; Fax: (514) 398-1769; E-mail: [lang.conted@mcgill.ca](mailto:lang.conted@mcgill.ca).

More detailed information on DELF and DALF Examinations may be found on the following Websites:

France: Centre international d'études pédagogiques: DELF  
 DALF: Website: [www.ciep.fr/delfdalf](http://www.ciep.fr/delfdalf)  
 McGill: [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation)

#### DELF/DALF Equivalencies

DELF/DALF	Council of Europe	ALTE*
DALF	C2	5
DALF	C1	4
DELF 2nd Degree Units A5 and A6	B2	3
DELF 1st Degree Units A3 and A4	B1	2
DELF 1: Unit A2	A2	1
DELF 1: Unit A1	A1	

\*Association of Language Testers in Europe



# 9 Education

## Table of Contents

- 9.1 The Department, page 85
  - 9.1.1 Location, page 85
- 9.2 Introduction, page 85
  - 9.2.1 Programs For Professional Development In Education, page 85
- 9.3 Admission Requirements and Procedures, page 85
- 9.4 Programs, page 85
  - 9.4.1 Bachelor of Education (Vocational) (90 credits), page 85
  - 9.4.2 Diploma In Human Relations And Family Life Education (30 credits), page 86
  - 9.4.3 Graduate Certificate in Counselling Applied to Teaching (15 credits), page 86
  - 9.4.4 Certificate in Inclusive Education (30 credits), page 86
  - 9.4.5 Programs for First Nations and Inuit, page 87
    - 9.4.5.1 Certificate in Education for First Nations and Inuit (60 credits), page 87
    - 9.4.5.2 Certificate in Aboriginal Literacy Education (30 credits), page 87
    - 9.4.5.3 Certificate in Middle School Education In Aboriginal Communities (30 credits), page 87
    - 9.4.5.4 Certificate in First Nations and Inuit Educational Leadership (30 credits), page 87
    - 9.4.5.5 Bachelor of Education for Certified Teachers (FNIE) (90 credits), page 87
    - 9.4.5.6 Certificate in Aboriginal Education for Certified Teachers (30 credits), page 87
    - 9.4.5.7 Certificate in First Nations & Inuit Student Personnel Services (30 credits), page 88
- 9.5 Academic Regulations, page 88
- 9.6 Course Descriptions, page 88

## 9.1 The Department

### 9.1.1 Location

3700 McTavish Street, Room 243  
 Montreal QC, H3A 1Y2  
 Tel.: (514) 398-7042  
 Fax: (514) 398-4679  
 Website: [www.mcgill.ca/conted-edu](http://www.mcgill.ca/conted-edu)  
 E-mail: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)

## 9.2 Introduction

### 9.2.1 Programs For Professional Development In Education

The Faculty of Education offers the following programs:

- “Diploma In Human Relations And Family Life Education (30 credits)”, page 86
- “Graduate Certificate in Counselling Applied to Teaching (15 credits)”, page 86
- “Certificate in Inclusive Education (30 credits)”, page 86
- “Certificate in Education for First Nations and Inuit (60 credits)”, page 87
- “Certificate in Aboriginal Literacy Education (30 credits)”, page 87
- “Certificate in Middle School Education In Aboriginal Communities (30 credits)”, page 87
- “Certificate in First Nations and Inuit Educational Leadership (30 credits)”, page 87

- “Bachelor of Education for Certified Teachers (FNIE) (90 credits)”, page 87
- “Certificate in Aboriginal Education for Certified Teachers (30 credits)”, page 87
- “Certificate in First Nations & Inuit Student Personnel Services (30 credits)”, page 88

## 9.3 Admission Requirements and Procedures

Application for admission to Faculty of Education, Continuing Education programs can be made at the McGill Website [www.mcgill.ca/applying](http://www.mcgill.ca/applying). Your application cannot be considered until all requirements have been met. Please complete the application form and submit required documents to the appropriate department in the Faculty of Education, 3700 McTavish Street, Montreal, Quebec H3A 1Y2.

### Documents Required

In addition to those listed on the application Website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of \$60 (non-refundable), proof of Canadian citizenship, permanent code and proof of residency to qualify for Quebec rate of tuition.

### Application Deadlines

Fall Session June 1  
 Winter Session October 1  
 Spring/Summer Session February 1

## 9.4 Programs

### 9.4.1 Bachelor of Education (Vocational) (90 credits)

Admission to this program has been suspended.

### Program Components

Professional Concentration - 30 credits. Courses that give attention to teaching methodologies, learning theories, and educational psychology and philosophy and "on-site" teaching practice.

### Courses to Fulfill Permit Requirements:

EDET 360	(3)	Methods of Teaching Business Education or
EDET 373	(3)	Methods of Teaching Technical Subjects
EDPT 204	(3)	Educational Media
EDEM 405	(3)	Policy Issues in Quebec Education
EDEC 202	(3)	Effective Communication
EDPE 300	(3)	Educational Psychology or
EDPE 320	(3)	Adult Learning and Teaching
EDPE 377	(3)	Adolescence and the Process of Education
EDET 376	(3)	Educational Evaluation in Vocational Education (Pre-requisite: EDET 360 or EDET 373) or
EDPE 304	(3)	Measurement and Evaluation
EDET 395	(3)	Principles and Foundations of Vocational Education or
EDET 398	(3)	Special Project in Vocational Education
EDFE 478	(6)	Field Experience (Teaching Practice) (Pre-requisites: P.T.A. and EDET 360/373)
EDFE 374	(3)	Field Experience (Teaching Practice) (Pre-requisite: EDFE 478)

Total = 30 credits

**Academic Concentration ( 30 credits)** - courses directly related to the subject option.

**Departmental Selections (15 credits)** - courses in vocational education that complement the professional concentrations.

**Electives (15 credits)** - courses selected in consultation with an adviser and which count for university credit.

#### 9.4.2 Diploma In Human Relations And Family Life Education (30 credits)

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres. The program is also designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation and effective interviewing.

##### Admission Requirements

1. An undergraduate degree with a CGPA of at least 2.7 out of 4.0
2. Two letters of recommendation
3. An autobiographical sketch that should include a statement of interest in the program.
4. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at (514) 398-4248.

##### Required Courses: (21 credits)

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development

##### Complementary Courses: (9 credits)

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 565	(3)	Psychosocial Aspects of Cancer
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

#### 9.4.3 Graduate Certificate in Counselling Applied to Teaching (15 credits)

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. In each of these knowledge areas it addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practice professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved

titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in the Graduate and Postdoctoral Studies Calendar.

##### Admission Requirements

1. An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with Diploma and graduate students, therefore students must have demonstrated equivalent levels of accomplishment in their undergraduate studies).
2. Certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases the program reserves final discretion about the appropriateness of an alternative qualifications to a teaching certificate).
3. A 3-5-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.
4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character.
5. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.
6. The Department reserves the right to request an interview of any applicant.

##### Program Requirements

###### Required Courses: (6 credits)

EDPC 542	(3)	Counselling Role of the Teacher
EDPC 562	(3)	Career Education and Guidance*

###### Complementary Courses: (9 credits)

Choose from the following:

EDPC 501	(3)	Helping Relationships*
EDPC 502	(3)	Group Processes and Individuals*
EDPC 504	(3)	Practicum: Interviewing Skills*
EDPC 505	(3)	Crisis Intervention Processes*
EDPC 507	(3)	Practicum: Group Leadership Skills*
EDPI 543	(3)	Family, School and Community*

\*These or other courses may be offered in alternate years.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at (514) 398-4248.

#### 9.4.4 Certificate in Inclusive Education (30 credits)

This 30-credit program is designed to prepare educators to work effectively with students who have special needs. It is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses which will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

##### Admission Requirements

To be eligible for admission applicants must:

1. **Have either:**
  - a) a diploma of collegial studies (DEC) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent

or a community member;

**or**

b) a teaching certificate from Quebec (permis d'enseigner) or equivalent;

**or**

c) be a Mature Student - over 21 years of age AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.

2. One letter of reference.
3. Personal statement regarding interest in the program.
4. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.
5. The Department reserves the right to request an interview of any applicant.

For further information on other supporting documents required, please see "[Program Transfers](#)", [section 3.5](#).

**Required Courses:** (24 credits)

EDPI 309	(3)	Exceptional Students
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behavior Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Talented and Gifted Students
EDPI 543	(3)	Family, School and Community

**Complementary Courses:** (6 credits)

*Choose from the following:*

EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 447	(3)	Special Topics
EDPI 448	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 536	(3)	Practicum Gifted Education 1
EDPI 537	(3)	Practicum Gifted Education 2
EDPI 539	(3)	Field Work 1: Exceptional Students
EDPI 540	(3)	Field Work 2: Exceptional Students

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, Dean Thomson, (514) 398-4248. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

## 9.4.5 Programs for First Nations and Inuit

The following programs are offered for Aboriginal teachers. All courses are normally given off campus and are normally limited to students enrolled in off-campus programs delivered through the Department of Integrated Studies in Education, First Nations and Inuit Education (514) 398-4533.

For detailed descriptions of the requirements for these programs, please refer to the Faculty of Education section in the McGill University Calendar: Undergraduate Programs Calendar.

### 9.4.5.1 Certificate in Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq and Kaniienkehaka (Mohawk) people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with the Cree School Board, the Kativik School Board, and various Mi'kmaq, Mohawk and Algonquin education authorities.

Quebec graduates of this program receive Ministry (MELS) certification to teach at the elementary level in First Nations and Inuit schools.

### 9.4.5.2 Certificate in Aboriginal Literacy Education (30 credits)

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq and Kaniienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language and is only available through partnerships with the communities concerned.

### 9.4.5.3 Certificate in Middle School Education In Aboriginal Communities (30 credits)

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

### 9.4.5.4 Certificate in First Nations and Inuit Educational Leadership (30 credits)

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

### 9.4.5.5 Bachelor of Education for Certified Teachers (FNIE) (90 credits)

The Faculty of Education offers a 90-credit program for teachers who are already certified to teach in elementary schools and who wish to earn a B.Ed. degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the Certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Aboriginal Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed.

Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the Certificate and a further 60 for the B.Ed.

### 9.4.5.6 Certificate in Aboriginal Education for Certified Teachers (30 credits)

This 30-credit professional development program provides training to assist mainstream teachers in becoming more effective teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, cooperative learning, second language teaching, and curriculum development.

### **9.4.5.7 Certificate in First Nations & Inuit Student Personnel Services (30 credits)**

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education. This program is designed to provide Aboriginal school personnel advisers with a training program which will enable them to learn about principles and practice of personnel services as generally applied in educational settings; to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs which address the social needs of their communities, to up-grade their academic qualifications and professional development; and to develop and make available, in English and the languages of instruction, collections of professional and scholarly knowledge about students' needs and services in First Nations and Inuit communities. Bearers of this Certificate will be qualified to work as Educational and School Personnel Advisers within the employ of an Aboriginal educational authority.

---

## **9.5 Academic Regulations**

It is the responsibility of the student to read, understand and abide by the regulations and procedures printed in this booklet.

### **Academic Standing**

A minimum grade of "C" is required in all required courses. A grade of "D" will be allowed in one elective course that is not a pre-requisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

### **Time Limits**

Thirty credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in First Nations and Inuit Education is 12 years. The University reserves the right to request that a student retake a course or courses after a 5-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

### **Student Teaching Practicums**

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass ("P") is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Undergraduate Student Affairs Committee for readmission. Satisfactory progress in the student's course work is a pre-requisite for placement in the Practicum.

### **Advanced Standing and Transfer Credits**

Advanced Standing and Transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five (5) years ago will not be recognized for advanced standing. Permission must be obtained from the program director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted a grade of "C" or better must have been obtained.

### **Advising**

Academic Advisers are available to answer inquiries by calling the appropriate department.

---

## **9.6 Course Descriptions**

For description of courses in these programs, please see *Course Information, Regulations and Descriptions (Appendix B)* of the Undergraduate Programs Calendar and Class Schedule.



## 10 English Language Programs

### Table of Contents

- 10.1 The Department, page 89
  - 10.1.1 Location, page 89
  - 10.1.2 Administrative Officers, page 89
- 10.2 Introduction, page 89
- 10.3 Certificate of Proficiency – English for Professional Communication (30 credits), page 89
  - 10.3.1 Program Structure, page 89
  - 10.3.2 Academic Regulations, page 90
  - 10.3.3 Entrance Placement Test (EPT), page 90
- 10.4 Certificate of Proficiency in English – Special Intensive English (SIE), page 91
  - 10.4.1 Placement Tests for Special Intensive English (SIE), page 91
  - 10.4.2 Academic Regulations, page 91
  - 10.4.3 International Students, page 91
  - 10.4.4 Housing, page 91
  - 10.4.5 Special Projects, Customized Training, IELPS, page 92
- 10.5 Course Descriptions, page 92

### 10.1 The Department

#### 10.1.1 Location

English & French Language Programs  
 Tel.: (514) 398-3069  
 Fax: (514) 398-1769  
 Web: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp)  
 Email: [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca)

#### 10.1.2 Administrative Officers

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.) **Director**  
 Effie Dracopoulos; B.A.(C' dia) **Program Coordinator**  
**(Part-time Credit Program & Special Projects)**  
 Kevin Callahan; B.A.(Tor.), M.A.(C' dia), Cert. TESL(McG.)  
**Program Coordinator (Special Intensive English)**  
 Verena Waterstradt; B. ADM.(Germany) (*on leave*)  
 Helen Athanassiadis; B.A., Cert. H.R.(McG.) (*acting*)  
**Program Administrator**  
 Adriana Starnino **Administrative Coordinator**

For the latest updates on programs and course offerings, please visit our Website: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp).

### 10.2 Introduction

The English Language Programs offer a variety of programs and courses designed to meet the needs of every person who wants to develop and perfect his or her level of proficiency in the English language. We offer courses ranging from beginner to advanced levels. The aim of our programs is to allow students to reach a global proficiency in various areas: linguistic and communicative competence, *savoir-faire* of workplace English and the sociocultural aspects of the English language.

We offer two programs as well as specialized courses. Both the *English for Professional Communication Program* and the *Special Intensive English Program* lead, under certain conditions, to a Certificate of Proficiency in English.

### 10.3 Certificate of Proficiency – English for Professional Communication (30 credits)

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University. It has been designed to enable students to master, in both oral and written English, the linguistic and communication skills necessary to function effectively in a professional anglophone environment. The Program is the equivalent of one year of full time university studies and requires the completion of ten 3-credit courses, and starts at the low intermediate level (courses CEEN 211 and CEEN 212).

Students with a basic or an elementary knowledge of English will need to complete non-credit pre-requisite courses before entering the Program. The overall program structure is divided into two modules:

- 1) **The Non-Credit Module** comprises three pre-requisite courses: one at the basic level and two at the elementary level, of 60 hours each.
- 2) **The Credit Program Module** consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of 10 weeks. Courses are offered during weekday evenings and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to on-line pedagogical material and other resources. This interface (WebCT/Vista platform) allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in WebCT further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication (see Academic Regulations below). The level of this Certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

For information on the term dates, please refer to "[Calendar of Dates 2008-09](#)" section.

#### 10.3.1 Program Structure

##### Pre-requisite Courses - Non-credit Module

CEGL 102 (11 CE units) Basic English  
 CEGL 104 (11 CE units) Elementary English 1  
 CEGL 106 (11 CE units) Elementary English 2

##### Required Courses - Credit Module (30 credits)

CEEN 211 (3) Functional English Grammar/Writing 1  
 CEEN 212 (3) English Communication Practice 1  
 CEEN 221 (3) Functional English Grammar/Writing 2 (see note \*1)  
 CEEN 222 (3) English Communication Practice 2 (see note \*1)  
 CEEN 331 (3) Functional English Grammar/Writing 3 (see note \*2)  
 CEEN 332 (3) English Communication Practice 3 (see note \*2)  
 CEEN 411 (3) English Grammar and Writing Techniques (see note \*3)  
 CEEN 412 (3) English Oral Communication Techniques (see note \*3)  
 CEEN 421 (3) English Written Communication Contexts  
 CEEN 422 (3) English Oral Communication Contexts

**Complementary Courses**

CEEN 401 (3) English Vocabulary in Context  
 CEEN 402 (3) English Communication and Cultural Patterns

**Notes:**

\*1 Students who begin their studies with courses CEEN 221 / CEEN 222 and who would like to be admitted into the Certificate of Proficiency - English for Professional Communication must take two complementary courses (CEEN 401 and CEEN 402), or equivalent courses as approved by the Department, to satisfy the requirements of the program. These courses may be taken within the advanced module of the program. For more information please contact the Department.

\*2 Students who begin their studies with courses CEEN 331 / CEEN 332 and who would like to be admitted into the Certificate of Proficiency - English for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEEN 221/ CEEN 222), and two complementary courses (CEEN 401 and CEEN 402), or equivalent courses as approved by the Department, to satisfy the requirements of the program. These courses may be taken within the advanced module of the program. For more information please contact the Department.

\*3 Students who begin their studies with courses CEEN 411 / CEEN 412 / CEEN 421 / CEEN 422 are not eligible for admission to the Certificate of Proficiency - English for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses (CEEN 411, CEEN 412, CEEN 421 and CEEN 422) with a minimum grade of B- (65%).

**10.3.2 Academic Regulations****Admission Requirements**

To be admitted to the Certificate of Proficiency - English for Professional Communication:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than intermediate high (courses CEEN 331 / CEEN 332); see section 10.3.3 "Entrance Placement Test (EPT)" for details.
- Students must hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by the Department. 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 (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

**Admission Procedures**

For more information on admission procedures, please see section 3.3 "Admission Procedures".

**All students seeking admission to the Certificate of Proficiency - English for Professional Communication must also submit their Entrance Placement Test (EPT) result.** Students who are eligible for admission to the Program are strongly advised to submit an Application for Admission within their first session of studies.

**Residency Requirements and Advanced Standing**

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be awarded for successfully completed equivalent study done at the university level within the last five years.

- Students are permitted to be away from the program for three consecutive sessions without reapplying and re-taking the Entrance Placement Test.

**Time Limits**

The program must normally be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

**Academic Standing Requirements**

A minimum grade of C (55%) for 200 level courses, a minimum grade of B- (65%) for 300 and 400 level courses, and an attendance requirement of 2/3 of all lectures are required in order to proceed from one level to the next. As of Winter 2009, pending approval, a minimum grade of B- (65%) will be required for all courses in the part-time program in order to proceed from one level to the next.

A maximum of two unsatisfactory grades per course and a total of three unsatisfactory grades in the program are permitted. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to fully observe that the pre-requisites of the courses have been met. Students who fail to meet these requirements will be denied permission to continue in the course in which they are registered and may not graduate.

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 supplemental and unsatisfactory grades) taken in the program.

**Special Students**

Students not wishing to be admitted into the program may register as a "Special Student" in a course(s), provided they have taken the Entrance Placement Test (EPT), or have completed the necessary pre-requisites. The number of courses a Special Student can take may be limited. Students are encouraged to apply to the program before completing four courses. A Special Student takes regular credit courses but is not recognized as working toward the Certificate of Proficiency-English for Professional Communication. The Centre for Continuing Education has no obligation to recognize credits earned by Special Students towards completion of a certificate program.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students taking courses will be governed by the Academic Standing Requirements mentioned in the above "Academic Regulations", section 10.3.2.

**10.3.3 Entrance Placement Test (EPT)**

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a maximum of three consecutive sessions. Students who do not register for a course within this time will be required to re-take the EPT.

The Entrance Placement Test for English courses lasts approximately two hours and is usually held in the Frank Dawson Adams Auditorium located at 3450 University. Since the tests are written by large groups of students, test-takers are advised to come 20 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$25 (non-refundable), payable at the time of registration or when the result is picked up. Entrance Placement Test results will be available on the third business day following the test date and at the time of registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our Website: [www.mcgill.ca/eflp/pte/placement](http://www.mcgill.ca/eflp/pte/placement).

## 10.4 Certificate of Proficiency in English – Special Intensive English (SIE)

The Special Intensive English Program (SIE) prepares students to integrate themselves into English-speaking professional, academic and social settings. Students will have the opportunity to learn how to speak, read, write and understand English.

Time is taken during class and in the language laboratory to focus on each student's linguistic needs and development. Pronunciation Clinics are available for those who wish to concentrate on this aspect of the English language. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world. Classes are held from 9:30 a.m. to 3:30 p.m., Monday to Friday. There are four sessions each year: Spring, Summer, Fall and Winter.

We offer six levels of study from Beginners to Advanced (Level Five). A student's level will be determined by the results of the SIE Entrance Placement Test (held approximately one week before courses start). Upon completion of Level Five with a minimum grade of B+ (75%), students will be eligible for the McGill Certificate of Proficiency in English. The Certificate fulfills the language requirements for admission to McGill University undergraduate degree programs.

The application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs.

Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier or faxed to the Student Affairs Office.

### 10.4.1 Placement Tests for Special Intensive English (SIE)

The purpose of the SIE-EPT is to assess a student's level of language proficiency. The results of the test are valid for three sessions. Taking the test does not guarantee a place in a course. New students are required to take the SIE-EPT before they can register for English courses. Students who have not taken courses in the Department within one year are required to re-take a Placement Test.

The test takes approximately two hours, and is comprised of an oral interview as well as a written component.

**Since the tests are written by large groups of students, we ask that students come 20 minutes before the scheduled time and bring a sharp HB pencil and eraser.**

### 10.4.2 Academic Regulations

#### Admission requirements

- Students must be at least 18 years old;
- Students must have completed a secondary level of education, or the equivalent;
- Students must write a Placement Test to assess their level of proficiency. This Test is valid for a maximum of three consecutive sessions within a year. After this period, students must re-take the test.

#### Admission procedures

Students wishing to register in the Special Intensive English Program must complete an application form and return it with:

- Payment of the application fee (\$75 - non-refundable) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- Proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- Proof of completion of secondary level of education or its equivalent;
- Payment of mandatory Blue Cross insurance for International students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Student Affairs Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of \$200.00 CDN. Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to [section 2 "Calendar of Dates 2008-09"](#).

#### Academic Standing Requirements

A minimum grade of C (55%) and an attendance requirement of 2/3 of all lectures are required in order to proceed from one course level to the next. A maximum of two unsatisfactory grades per course is permitted in a Certificate of Proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to fully observe that the pre-requisites have been met. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered.

#### Requirements of Eligibility for the McGill Certificate of Proficiency in English

- Students must complete Level Five in the Special Intensive English Program.
- Students must receive a minimum grade of B+ (75%) in the Level Five course of the Special Intensive English Program.

### 10.4.3 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one session, you must apply for one year in order to obtain a **Quebec Certificate of Acceptance and a Study Permit.**

Students wishing to study for one session need only apply for a Temporary Resident Visa.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the Student Affairs Office, the Canadian Embassy or the Consulate in your country of residence.

By Senate regulations, ALL International students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students must pay in full for coverage for the duration of their studies at McGill. Those who study for more than one session must purchase medical insurance for one year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg and Portugal. In such cases students must apply for the Québec Medicare plan and provide proof to the Student Affairs Office.

### 10.4.4 Housing

The Department can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the summer session only. For more information, visit our Website at [www.mcgill.ca/eflp/apply/sie/#FAQ](http://www.mcgill.ca/eflp/apply/sie/#FAQ) or contact the Department.

#### **10.4.5 Special Projects, Customized Training, IELPS**

For Special Projects, Customized Training courses and programs, and IELPS (Integrated English Language and Professional Studies), please visit our Website at [www.mcgill.ca/eflp/special](http://www.mcgill.ca/eflp/special) or contact the Department.

---

### **10.5 Course Descriptions**

For a listing of the courses, please see "[Course Information, Regulations and Descriptions](#)" section.

# 11 French Language Programs

## Table of Contents

- 11.1 The Department, page 93
  - 11.1.1 Location, page 93
  - 11.1.2 Administrative Officers, page 93
- 11.2 Introduction, page 93
- 11.3 Certificate of Proficiency – French for Professional Communication (30 credits), page 93
  - 11.3.1 Program Structure, page 93
  - 11.3.2 Academic Regulations, page 94
  - 11.3.3 Entrance Placement Test (EPT), page 94
- 11.4 Certificate of Proficiency in French – Special Intensive French Program (SIF), page 94
  - 11.4.1 Placement Tests for Special Intensive French (SIF), page 95
  - 11.4.2 Academic Regulations, page 95
  - 11.4.3 Housing, page 95
  - 11.4.4 Special Projects, Customized Training, page 95
- 11.5 Course Descriptions, page 95

## 11.1 The Department

### 11.1.1 Location

Tel.: (514) 398-1202  
 Fax: (514) 398-1769  
 Website: [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp)  
 E-mail: [french.conted@mcgill.ca](mailto:french.conted@mcgill.ca)

### 11.1.2 Administrative Officers

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.) **Director**  
 Isabelle Mathieu; B.A.(Brock), M.Ed.(Montr.)  
**Program Coordinator (Special Intensive French)**  
 Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)  
**Program Coordinator (Part-time Credit Program and Special Projects)**  
 Verena Waterstradt; B.Adm.(Germany) (*on leave*)  
 Helen Athanassiadis; B.A., Cert. H.R.(McG.) (*acting*)  
**Program Administrator**  
 France Bruneau **Administrative Coordinator**

## 11.2 Introduction

The French Language Programs offer a variety of programs and courses designed to meet the needs of every person who wants to develop and perfect his or her level of proficiency in the French language. We offer courses ranging from beginner to advanced levels. The aim of our programs is to allow students to reach a global proficiency in various areas: linguistic and communicative competence, *savoir-faire* of the workplace and the socio-cultural aspects of the French language.

We offer two programs as well as specialized courses. Both the French for Professional Communication program and the Special Intensive French program may lead, under certain conditions, to a Certificate of Proficiency.

## 11.3 Certificate of Proficiency – French for Professional Communication (30 credits)

This 30-credit part-time program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies and requires the completion of ten 3-credit courses. It starts at the low intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete non-credit pre-requisite courses before entering the Program. The overall program structure is divided into two modules:

- 1) The **Non-Credit Module** comprises three pre-requisite courses: one at the basic level and two at the elementary level, of 60 hours each.
- 2) The **Credit Module** consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: In Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module). In Spring both Modules last 10 weeks. Courses are offered weekday evenings and Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to on-line pedagogical material and other resources. This interface (WebCT/Vista platform) allows students to participate in virtual projects and/or reinforce their language training outside the classroom. The communication tools integrated in WebCT/Vista further consolidates the individual pedagogical support offered by the lecturer. The program leads, under certain conditions, to the *Certificate of Proficiency – French for Professional Communication*. The level of this Certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

For information on term dates, please refer to "[Calendar of Dates 2008-09](#)", section 2.

### 11.3.1 Program Structure

#### Pre-requisite courses - Non Credit Module

CFRN 102 (11 CE units) Basic French  
 CFRN 104 (11 CE units) Elementary French 1  
 CFRN 106 (11 CE units) Elementary French 2

#### Required courses - Credit Module - (30 credits)

CEFN 211 (3) Functional French Grammar/Writing 1  
 CEFN 212 (3) French Communication Practice 1  
 CEFN 221 (3) Functional French Grammar/Writing 2 (see note \*1)  
 CEFN 222 (3) French Communication Practice 2 (see note \*1)  
 CEFN 331 (3) Functional French Grammar/Writing 3 (see note \*2)  
 CEFN 332 (3) French Communication Practice 3 (see note \*2)  
 CEFN 411 (3) French Grammar/Writing Techniques (see note \*3)  
 CEFN 412 (3) French Oral Communication Techniques (see note \*3)  
 CEFN 421 (3) French Written Communication Contexts  
 CEFN 422 (3) French Oral Communication Contexts

#### Complementary Courses

CEFN 401 (3) French Vocabulary in Context  
 CEFN 402 (3) Persuasive French in Communication

#### Notes:

\*1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted into the Certificate of Proficiency – French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Department, to satisfy the requirements of the program. These courses may be taken within the advanced module of the program. For more information please contact the Department.

\*2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted into the Certificate of Proficiency- French for Professional Communication

must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/ CEFN 222), and two complementary courses (CEFN 401 and CEFN 402) in order to satisfy the requirements of the program. These courses may be taken within the advanced module of the program. For more information please contact the Department.

\*3 Students who begin their studies with courses CEFN 411/ CEFN 412/CEFN 421/CEFN 422 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421 and CEFN 422) with a minimum grade of B- (65%).

### 11.3.2 Academic Regulations

#### Admission Requirements

To be admitted to the Certificate of Proficiency - French for Professional Communication:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than 1intermediate high (CEFN 331/ CEFN 332). Please see section 11.3.3 "Entrance Placement Test (EPT)" for details.
- Students must hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by the Department. 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 (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

For more information, please see section 3.3 "Admission Procedures".

**All students seeking admission to the Certificate of Proficiency-French for Professional Communication must also submit their Entrance Placement Test (EPT) result.**

Students who are eligible for admission to the Program are strongly advised to submit an Application for Admission within their first session of studies.

#### Residency and Academic Standing Requirements

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be awarded for successfully completed equivalent study done at the university level within the last five years.
- Students are permitted to be away from the program for three consecutive sessions without reapplying and re-taking the Entrance Placement Test.

#### Time Limits

The program must normally be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### Academic Standing Requirements

A minimum grade of C (55%) for 200 level courses, a minimum grade of B- (65%) for 300 and 400 level courses, and an attendance requirement of 2/3 of all lectures are required in order to proceed from one level to the next. As of Winter 2009, pending approval, a minimum grade of B- (65%) will be required for all courses in the part-time program in order to proceed from one level to the next.

A maximum of two unsatisfactory grades per course and a total of three unsatisfactory grades in the program are permitted. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to fully observe that the pre-requisites of the courses have been met. Students who fail to meet these requirements will be denied permission to continue in the course in which they are registered and may not graduate.

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 supplemental and unsatisfactory grades) taken in the program.

#### Special Students

Students not wishing to be admitted into the program may register as a "Special Student" in a course(s), provided they have taken the Entrance Placement Test (EPT), or have completed the necessary pre-requisites. The number of courses a Special Student can take may be limited. Students are encouraged to apply to the program before completing four courses. A Special Student takes regular credit courses but is not recognized as working toward the Certificate of Proficiency- French for Professional Communication. The Centre for Continuing Education has no obligation to recognize credits earned by Special Students towards completion of a certificate program.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students taking courses will be governed by the Academic Standing Requirements mentioned in the above "Academic Regulations", section 11.3.2.

#### 11.3.3 Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a maximum of three consecutive sessions. Students who do not register for a course within this time will be required to re-take the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

The Entrance Placement Test for French courses lasts approximately two hours and is usually held in the Frank Dawson Adams Auditorium located at 3450 University Street.

Since the tests are written by large groups of students, test-takers are advised to come 15 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil and an eraser. The fee for the test is \$25 (non-refundable), payable at the time of registration or when the result is picked up. The EPT results will be available on the third business day following the test date and at the time of registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to "Calendar of Dates 2008-09", section 2 and our Website: [www.mcgill.ca/eflp/ptf/placement](http://www.mcgill.ca/eflp/ptf/placement).

## 11.4 Certificate of Proficiency in French – Special Intensive French Program (SIF)

This non-credit program is known for the quality of the instruction it provides, and the commitment and professionalism of its teachers who have trained several thousand students from over fifty countries. The objectives of this full-time program are to develop competency in linguistic, communicative and sociocultural aspects of the French language. This special program prepares you for effective interaction in a francophone environment in both written and spoken French. During their studies, students will also develop an understanding of the many facets of Quebecois culture

and that of other francophone countries. In an intensive program, it is possible to study the language far more thoroughly than in a part-time program. Furthermore, students are given the opportunity to practice the language in "real life" situations and to meet French-speakers. We offer five levels of study, from Beginners to Advanced.

The *Special Intensive French Program* is offered four times a year. The fall and winter sessions last nine weeks, while the spring and summer sessions last eight weeks. The courses are held during the day. Students benefit from small class sizes and enjoy sharing their learning experience with classmates who have come from all over the world. Some cultural activities are held after class during the week, or on Fridays.

The program leads, under certain conditions, to the Certificate of Proficiency in French.

#### 11.4.1 Placement Tests for Special Intensive French (SIF)

All new students must take a placement test in order to determine their level and assess their needs. Students must have been admitted to the program in order to take the placement test, which is held approximately one week before classes start. Students who have no knowledge of French, or a very limited knowledge of the language, can sign a waiver attesting that they have no knowledge of French, or only a very minimal knowledge. They will then be registered in Level 1. However, the director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

#### 11.4.2 Academic Regulations

##### Admission requirements

- Students must be at least 18 years old;
- Students must have completed a secondary level of education, or the equivalent;
- Students must write a Placement Test to assess their level of proficiency. This Test is valid for a maximum of three consecutive sessions within a year. After this period, students must re-take the test.

##### Admission procedures

Students wishing to register in the Special Intensive French Program must complete an application form and return it with:

- Payment of the application fee (\$75 - non-refundable) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- Proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- Proof of completion of secondary level of education or its equivalent;
- Payment of mandatory Blue Cross insurance for International students for all sessions.

Admission to the program is on a first-come, first-served basis.

**This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Student Affairs Office must receive a written request **before the end of the third day of class**. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of \$200.00 CDN. Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to [section 2 "Calendar of Dates 2008-09"](#).

##### Academic Standing Requirements

A minimum grade of C+ (60%) and an attendance requirement of 2/3 of all lectures are required in order to proceed from one level to the next.

A maximum of two unsatisfactory grades per course is permitted. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to fully observe that the pre-requisites have been met. Students who fail to meet these

requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are asked to speak nothing but French in the classroom and on the school premises, with the exception of the first weeks in beginners level.

Active participation is required in class.

#### Requirements of Eligibility for the *Certificate of Proficiency in French*

- Students must complete Level Five in the Special Intensive French Program.
- Students must receive a minimum grade of B+ (75%) in the Level Five course of the Special Intensive French Program.

#### 11.4.3 Housing

The Department can refer students to an organization which can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Quebecois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the summer session only. For more information, visit our Website at [www.mcgill.ca/eflp/apply/sif/#FAQ](http://www.mcgill.ca/eflp/apply/sif/#FAQ) or contact the Department.

#### 11.4.4 Special Projects, Customized Training

For Special Projects, and Customized Training courses and programs, please visit our Website at [www.mcgill.ca/eflp/special](http://www.mcgill.ca/eflp/special) or contact the Department.

### 11.5 Course Descriptions

For a listing of the courses, please see "[Course Information, Regulations and Descriptions](#)".





## 12 General Studies

### Table of Contents

- 12.1 The Department, page 97
  - 12.1.1 Location, page 97
  - 12.1.2 Administrative Officers, page 97
- 12.2 Introduction, page 97
- 12.3 General Information, page 97
  - 12.3.1 Registration, page 97
  - 12.3.2 Fees, page 97
  - 12.3.3 Course Cancellations and Withdrawals, page 97
  - 12.3.4 Grading and Evaluation, page 97
  - 12.3.5 Supplemental Examinations, page 97
  - 12.3.6 Professional Associations, page 97
- 12.4 Course Offerings, page 97
  - 12.4.1 Credit Courses, page 97
  - 12.4.2 Non-Credit Courses, page 98
    - 12.4.2.1 Professional Development Seminars, page 98

### 12.1 The Department

#### 12.1.1 Location

Tel.: (514) 398-5454  
 Fax: (514) 398-5224  
 Website: [www.mcgill.ca/conted-general](http://www.mcgill.ca/conted-general)  
 E-mail: [gs.conted@mcgill.ca](mailto:gs.conted@mcgill.ca)

#### 12.1.2 Administrative Officers

Aldo Cerantola; B.Sc.A.(Laval) **Director**  
 Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM) **Program Administrator**  
 Laratta, Michelle; B.A., Cert. in Human Resources Management(McG.) **Student Affairs Coordinator**

### 12.2 Introduction

The Department of General Studies offers credit and non-credit courses, seminars and workshops featuring flexible, market driven and academically sound offerings. These are developed to meet the needs of the business community and the general public.

An up-to-date schedule of courses is available on-line at [www.mcgill.ca/conted-general](http://www.mcgill.ca/conted-general).

### 12.3 General Information

#### 12.3.1 Registration

Returning students who wish to register for credit courses should do so online using Minerva. New students wishing to register must do so in person. Please see [section 4.3 "Registration"](#) for details.

Registration for non-credit courses, seminars and workshops is open to anyone 18 years of age or older. Registration forms can be downloaded for the appropriate courses/programs offered and faxed to the Department at (514) 398-5224. Please consult the list of available courses/programs at [www.mcgill.ca/conted-general](http://www.mcgill.ca/conted-general). Otherwise, in-person registration can be completed at the Department. Please call (514) 398-5454 for an appointment.

#### 12.3.2 Fees

Payment for non-credit courses, seminars and workshops is due at the time of registration and can be made by cheque,

money order, Visa or MasterCard. For further information on fees for credit and non-credit courses, please refer to [section 4.4 "Fees"](#).

#### 12.3.3 Course Cancellations and Withdrawals

The Department reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses please refer to [section 4.3.4 "Course Withdrawals and Refunds"](#).

For non-credit courses carrying CEU's, students must notify the Department, in writing, prior to the second lecture. A \$20 cancellation fee will be assessed. Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For seminars and workshops, students who wish to cancel their registration must notify the department in writing at least 7 days prior to the start of the course. After this deadline, you will be charged a \$100.00 administration fee to cancel your registration. If no notice is given prior to the start of the program and you fail to attend, you will be liable for the full course fee. A qualified substitute will be accepted in place of a cancellation. Please inform us prior to the start of the course if you plan to send someone in your place.

#### 12.3.4 Grading and Evaluation

All courses carrying credits or CEU's 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.

Workshops and seminars do not have an evaluation process; however, an attestation of attendance and/or certificate of participation is provided at the end of the workshop or seminar.

#### 12.3.5 Supplemental Examinations

Supplemental examinations may be permitted in certain cases for students in the Department of General Studies.

#### 12.3.6 Professional Associations

Many of the courses and workshops are recognized by outside bodies for accreditation towards their designations or programs.

For more information, see [section 3.9 "Professional Associations"](#).

### 12.4 Course Offerings

#### 12.4.1 Credit Courses

CHEM 150	(3)	World of Chemistry: Food
CHEM 170	(3)	World of Chemistry: Drugs
HSEL 308	(3)	Issues in Women's Health
HSEL 309	(3)	Women's Reproductive Health
RELG 254	(3)	Introduction to Sikhism

Please refer to [section 15 "Course Information, Regulations and Descriptions"](#).

## 12.4.2 Non-Credit Courses

CBUS 204	Effective Public Speaking and Speech Preparation
CENG 220	Industrial Process Control and Automation
CENG 221	Project Management
CENG 222	Risk Assessment: Ore Reserves/Mine Planning
CENG 223	Project Management: Bridging Theory and Practice

Please refer to [section 15 “Course Information, Regulations and Descriptions”](#).

### 12.4.2.1 Professional Development Seminars

#### Intellectual Property

##### SUMMER COURSES IN INTELLECTUAL PROPERTY

General Studies offers a series of summer courses on Patents, Trademarks, and Copyright that is jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill's Centre for Continuing Education. IPIC is an association of professionals practicing in matters relating to the protection of intellectual property rights (patents, trademarks, copyrights and industrial designs).

Please visit our Website at [www.mcgill.ca/conted-general/professional/ptc](http://www.mcgill.ca/conted-general/professional/ptc) for an up-to-date brochure. You can find out more about IPIC on-line at [www.ipic.ca](http://www.ipic.ca).

**UNDERSTANDING PATENTS – AN INTRODUCTORY COURSE** An intensive, practical course which offers insights and strategies relating to patent issues. It is intended for patent agents in training, new patent agents, in-house contract managers, notaries, in-house counsel, and lawyers who practice or intend to practice privately or corporately in the patent field. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in patent and intellectual property is recommended.

**UNDERSTANDING TRADEMARKS – AN INTRODUCTORY COURSE** An intensive, practical course which offers valuable insights and strategies relating to trademark issues. It is intended primarily for trademark agents and trainees, in-house trademark managers, notaries, in-house counsel, and lawyers who practice or intend to practice privately or corporately in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University.

**THE TRADEMARKS PRACTITIONER – AN INTRODUCTORY COURSE** An intensive, practical course encompassing a number of modules which can be taken in totality or separately. This course extends and refines insights and strategies relating to trademark issues covered in the introductory course. For experienced trademark agents, managers, notaries, in-house counsel and lawyers who specialize in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Participants should have at least three to five years experience in the area of trademark law.

**UNDERSTANDING THE BUSINESS OF COPYRIGHT** An intensive practical course that offers valuable business focused insights and strategies regarding the protection and enforcement of copyright. 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. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in the copyright field recommended.

#### Pharmaceutical Industry

**YCBU N11 INTRODUCTION TO THE PHARMACEUTICAL INDUSTRY IN CANADA** 2-day Seminar (12 hours). Introduce the participant to the structure and operations of the pharmaceutical industry in Canada, focusing on brand-name, research-dependent companies as well as providing an overview of bio-pharmaceutical firms and generic manufacturers.

**YCBU N12 DEMYSTIFYING CLINICAL RESEARCH** 2-day Seminar (14 hours). Basic understanding of the concepts and methods used in

clinical research to interpret results related to design and analysis routinely presented in scientific literature. Basic concepts in pharmacology, biostatistics and data interpretation. Intended for non-clinical research professionals.

**YCBU N14 BRAND PLANNING PHARMACEUTICAL INDUSTRY** 3-day Seminar (21 hours). Key drivers for a successful product plan. Fundamentals of brand planning and market analysis, identification of key stakeholders and their impact on brand performance, resources planning and implementation. For professionals in the pharmaceutical sector.

#### Project Management

##### YCBU N07 PROJECT MANAGEMENT SEMINAR

This combined seminar and workshop provides a unique project management learning experience, bridging both theory and practice. Basic principles and techniques of modern project management are addressed, followed by a full day, hands on laboratory session using the latest in computerized project management tools (MS Project).

**Note:** Please also refer to [section 15 “Course Information, Regulations and Descriptions”](#) for additional Project Management courses.

# 13 McGill Institute for Learning in Retirement

## Table of Contents

- 13.1 The Institute, page 99
  - 13.1.1 Location, page 99
  - 13.1.2 Administrative Officer, page 99
  - 13.1.3 The MILR Program, page 99
  - 13.1.4 Study Group Subjects, page 99
  - 13.1.5 MILR Schedule, page 99
  - 13.1.6 Self-Administration, page 99
  - 13.1.7 Social Events, page 99
  - 13.1.8 Membership Fees, page 99
  - 13.1.9 Registration, page 99

## 13.1 The Institute

### 13.1.1 Location

#### McGill Institute for Learning in Retirement (MILR)

688 Sherbrooke Street West, Suite 229  
 Montreal, QC, H3A 3R1  
 Tel.: (514) 398-8234  
 Coordinator: (514) 398-6152  
 Fax: (514) 398-2757  
 Website: [www.mcgill.ca/milr](http://www.mcgill.ca/milr)  
 E-mail: [milr.conted@mcgill.ca](mailto:milr.conted@mcgill.ca)

Study groups are held in MILR's own premises during the day-time, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station, or the 24 bus.

### 13.1.2 Administrative Officer

Carolynn Rafman; B.F.A.(C'dia), M.A.(McG.)  
**Program Coordinator**

### 13.1.3 The MILR Program

MILR is a self-administered peer learning program of study groups and lectures, led by its members on a volunteer basis.

One of the wonderful opportunities provided in later life is having the time for growth. After many years in your chosen profession or spent in caring for others, you may have decided on a change of direction or feel a need for intellectual stimulation. Maybe you want to explore new fields. Perhaps you would like to share your accumulated knowledge and experience with others. The McGill Institute for Learning in Retirement (MILR) offers you the opportunity to do all this.

MILR is a community of lifelong learners where the emphasis is placed on "peer learning" through participation in self-directed study groups of 10 to 22 members. Active participation rather than passive listening is encouraged. The groups are led informally by peer moderators who are themselves members of the Institute. Members are encouraged to do research and to use the McGill Libraries. There are no educational pre-requisites, no age limitations, no exams and no grades. The cost is low.

Members are entitled to participate in two study groups each term. For an extra minimal fee, members can attend the very popular Friday Lecture Series and the Saturday Get-togethers. The summer program Wonderful Wednesdays is given in July and August.

### 13.1.4 Study Group Subjects

Each semester 25 to 60 study groups are offered which cover a wide range of subjects, such as:

Creative Writing	Literature
Art and Architecture	Science and Society
History	Cultural Studies
Current Events	Area Studies
Music	Film Studies

Psychology  
 Philosophy  
 Computer Skills  
 and other topics

Many topics are inter-disciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

### 13.1.5 MILR Schedule

The study groups meet for a term of ten weeks (2 hours per week per subject) in Fall, Winter and Spring.

Classes for 2008-2009 are tentatively scheduled as follows:

September 22 to November 28

January 19 to March 27

April 6 to June 12

### 13.1.6 Self-Administration

MILR is self-administered by a Council elected by the members. The Council works in collaboration with the Centre for Continuing Education. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Finance, Planning, Special Events, Newsletter, Information Technology and Communications. In addition many members contribute to the day-to-day administration of the Institute.

MILR is governed according to its by-laws, approved by the University Senate and Board of Governors. Full details are described in the *McGill ILR Member Handbook*.

### 13.1.7 Social Events

In each study group you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events which are organized by and for the membership during the Fall, Winter and Spring terms. These additional events introduce you to many more members, who, like you, have a sense of curiosity and determination to exercise it.

Social events that have been organized in the past include lectures by McGill faculty, Saturday musical events, outings to the Macdonald Campus and Botanical Gardens and luncheons to celebrate the Holiday season.

### 13.1.8 Membership Fees

Because of the sense of community at MILR and the activities outside of the study groups, members pay a membership fee rather than a fee for each individual study group. You pay to join by semester and the fee entitles you to participate in one or two study groups. This membership fee includes McGill library privileges and access to the Internet and entitles you to attend other Institute activities.

The 2007-2008 membership fee was \$85 per semester. An Associate membership is available for \$20 for those who are unable to attend and who would like to be on the MILR mailing list and receive the Newsletter.

**Please note:** Fees are subject to annual review. The 2008-2009 fees were not set at the time of publication of this Calendar.

### 13.1.9 Registration

A detailed Calendar of study groups is available prior to the beginning of each term on the Web. Registration is by mail or in-person.

Go to our Website: [www.mcgill.ca/milr](http://www.mcgill.ca/milr) to view the Calendar. To receive the Calendar and registration instructions by mail, please telephone: (514) 398-8234, fax (514) 398-2757, or e-mail: [milr.conted@mcgill.ca](mailto:milr.conted@mcgill.ca).



# 14 Translation Studies

## Table of Contents

- 14.1 The Department, page 101
  - 14.1.1 Location, page 101
  - 14.1.2 Administrative Officers, page 101
  - 14.1.3 Introduction, page 101
- 14.2 Classification Tests for Part-time Spanish Courses, page 101
  - 14.2.1 Spanish and Portuguese, page 101
    - 14.2.1.1 Academic Regulations - Language Programs and Courses, page 101
  - 14.2.2 Certificate of Proficiency, page 101
- 14.3 Translation Programs, page 101
  - 14.3.1 Certificate in Translation (30 credits) (English to French, French to English) (Spanish to French, Spanish to English) (French/English to Spanish), page 102
    - 14.3.1.1 Objectives, page 102
    - 14.3.1.2 Program Structure, page 102
    - 14.3.1.3 General Academic Requirements, page 102
  - 14.3.2 Graduate Diploma In Translation (30 credits), page 103
    - 14.3.2.1 Objectives, page 103
    - 14.3.2.2 Program Structure, page 103
    - 14.3.2.3 General Academic Requirements, page 103
  - 14.3.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec, page 104
- 14.4 Course Descriptions, page 104

## 14.1 The Department

### 14.1.1 Location

Tel.: (514) 398-1484; Fax: (514) 398-1769  
 Website: [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation)  
 E-mail: [lang.conted@mcgill.ca](mailto:lang.conted@mcgill.ca)

### 14.1.2 Administrative Officers

James Archibald; B.A.(McG.), M.èsL., Dr. 3rd cy.(Lille),  
 Ph.D.(Montr.) **Program Director, Translation Studies**

Heberto Fernandez; B.Sc.(U.of Los Andes), Ph.D.(Montr.)  
**Spanish and Portuguese Programs**

### 14.1.3 Introduction

The Translation Studies area offers programs and courses designed to develop new knowledge and interests, as well as enhance opportunities for career advancement. Courses lead to a non-credit certificate of proficiency in Spanish or to credit certificates and diplomas in translation. Courses in Portuguese are also offered.

Through its activities, the Area strives to serve the needs of the community by offering programs and courses that allow students a certain flexibility to proceed at the speed and at a time most convenient to them.

All our classes are limited to 30 students.

## NON-CREDIT PROGRAMS AND COURSES

Spanish  
 Portuguese

## POST-CERTIFICATE COURSES

Advanced Spanish Conversation  
 Spanish for Business  
 Spanish Translation

## CREDIT PROGRAMS

Certificate in Translation  
*(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)*

Graduate Diploma in Translation  
*(English to French, French to English, Spanish to French, Spanish to English)*

## 14.2 Classification Tests for Part-time Spanish Courses

For more information, see [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation).

New students wishing to take Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. Since the tests are written by large groups of students, we ask you to arrive 10-15 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. The fee for the test is \$20 (non-refundable), payable at the time of registration. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Tests.

### CLASSIFICATION TEST DATES

For more information, see [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation).

### 14.2.1 Spanish and Portuguese

#### 14.2.1.1 Academic Regulations - Language Programs and Courses

All language courses and programs are open to any interested person who is at least 18 years of age and fulfills the prerequisite requirements. A minimum grade of 55% is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

### 14.2.2 Certificate of Proficiency

The Centre offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfill the following requirements:

- a) Complete the last two levels of the program with the McGill Centre for Continuing Education.
- b) Obtain a minimum grade of 75% in the Level Four course.
- c) Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

## 14.3 Translation Programs

The Area offers two unique Translation Programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, bilingual, undergraduate-level program. Courses are offered evenings (39 hours).

2. Graduate Diploma in Translation (English, French and Spanish options): a 30-credit, bilingual, graduate-level program. Courses are offered evenings (39 hours).

**14.3.1 Certificate in Translation (30 credits)**  
**(English to French, French to English)**  
**(Spanish to French, Spanish to English)**  
**(French/English to Spanish)**

**14.3.1.1 Objectives**

The Certificate in Translation program is designed to provide students with the fundamentals of translation. The program is the equivalent of one year of full-time university study and requires the completion of 30 credits. Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the first stages of the program equal time is devoted to translation in the two languages of choice. In the final stage, students are divided according to the language of specialization they have chosen.

**ENTRANCE EXAMINATION**

**14.3.1.2 Program Structure**

**Preparatory Course(s):**

CCTR 222 (10 CEUS) English Usage for Translators  
 CCTR 223 (10 CEUS) Le bon usage pour traducteurs

**Required Courses: (27 credits)**

CCTR 225 (3) French Translation 1  
 CCTR 226 (3) English Translation 1  
 CCTR 232\* (3) Documentation and Terminology  
 CCTR 310\* (3) Comparative Stylistics 2  
 CCTR 325 (3) French Translation 2  
 CCTR 326 (3) English Translation 2

**English into French Option**

CCTR 233 (3) Techniques: Rédaction pour traducteurs  
 CCTR 433 (3) French Translation 3  
 CCTR 435 (3) French Translation 4

or

**French into English Option**

CCTR 234 (3) Writing Techniques (Eng.)  
 CCTR 434 (3) English Translation 3  
 CCTR 436 (3) English Translation 4

**Complementary Course: (3 credits)**

One course selected from:

CCTR 230\* (3) Précis-Writing / Contraction: texte  
 CCTR 330\* (3) Text Revision / Révision  
 CCTR 331\* (3) Translation Theory/Practice  
 CCTR 333 (3) Spanish/French Translation  
 CCTR 334 (3) Spanish/English Translation  
 CCTR 337 (3) German/French Translation  
 CCTR 338 (3) German/English Translation  
 CCTR 360 (3) Translation into Spanish  
 CCTR 401 (3) Independent Studies: Translation  
 CCTR 441 (3) Traduction Littéraire-Français  
 CCTR 442 (3) Traduction Littéraire-Anglais  
 CCTR 500 (3) Translation Practicum  
**note:** undergraduate degree required  
 EDEC 202 (3) Effective Communication

\* Bilingual course

**SPANISH OPTION**

**Entrance Examination**

**Required courses:** all concentrations (21 credits)

CCTR 227 (3) Spanish Translation 1  
 CCTR 232 (3) Documentation and Terminology  
 CCTR 317 (3) Comparative Stylistics: Spanish/English/French  
 CCTR 331 (3) Translation: Theory/Practice  
 CCTR 340 (3) Introduction to Spanish Text Revision  
 CCTR 360 (3) Spanish Translation 2  
 CCTR 437 (3) Spanish Translation 3

**Complementary Courses (9 credits)**

6 credits from one of the following groups:

**Spanish to French**

CCTR 233 (3) Techniques: Rédaction pour traducteurs  
 CCTR 333 (3) Spanish Translation (into French)  
 or

**Spanish to English**

CCTR 234 (3) Writing Techniques for Translators  
 CCTR 334 (3) Spanish Translation (into English)  
 or

**French/English into Spanish**

CCTR 237 (3) Writing Techniques (Spanish)  
 CCTR 438 (3) Spanish Translation 4

**3 credits from:**

CCTR 230 (3) Précis-Writing / Contraction: texte  
 CCTR 337 (3) Translation: German Into French  
 CCTR 338 (3) Translation: German Into English  
 CCTR 401 (3) Independent Studies: Translation  
 CCTR 441 (3) Traduction Littéraire-Français  
 CCTR 442 (3) Traduction Littéraire-Anglais  
 CCTR 500 (3) Translation Practicum  
**note:** undergraduate degree required  
 EDEC 202 (3) Effective Communication

**14.3.1.3 General Academic Requirements**

**ADMISSION REQUIREMENTS**

To be admitted to the Certificate Program in Translation:

- 1) A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language.
- 2) Students must pass an Entrance Examination.
- 3) Students must hold a CEGEP diploma (D.C.S. or equivalent).
- 4) Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- 5) Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by the Department. Formal admission to the Certificate Program will normally follow upon satisfactory completion of the Qualifying Program.

**ADMISSION PROCEDURES**

For more information, see also [section 3.3 "Admission Procedures"](#).

**RESIDENCY REQUIREMENTS AND ADVANCED STANDING**

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

**TIME LIMITS**

The program must normally be completed within four years of admission. Students exceeding the time limit may request an

extension, in writing, which may be granted under special circumstances, with the approval of the Director.

### ACADEMIC STANDING REQUIREMENTS

- 1) Students are required to obtain a minimum grade of 65% (B-) in each course in the program.
- 2) Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
- 3) In order to be eligible for the certificate, students must obtain a minimum average of 70% in the program (to be calculated over all courses).

### SUPPLEMENTAL EXAMINATIONS

Students may write supplemental examinations in courses in which they obtained an unsatisfactory grade, provided their final grade in the course is between 45% and 64%. Only one supplemental examination is allowed in a course. Both the original mark and the supplemental result will appear on the student's record and will be calculated in their average mark in the program.

Application to write a supplemental examination must be made at the Centre within 60 working days of the last class lecture. A non-refundable fee of \$25 is payable at the time of application.

### SECOND CERTIFICATE

Students having completed the Certificate in Translation and wishing to complete a second certificate in the other language of specialization, will be granted 9 credits advanced standing and will be required to complete:

- 9 credits - in the second option
- 12 credits - electives in the program

### SPECIAL STUDENTS

For more information, see [section 3.8 "Special Student Status"](#).

- 1) Special Students may take courses in the program provided they have passed the Entrance Examination. The number of courses a Special Student may take is limited. Students are encouraged to apply to the program before completing four (4) courses. The Centre for Continuing Education has no obligation to recognize credits earned by Special Students towards completion of a Certificate Program.
- 2) Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students are permitted to repeat the same course only once.
- 3) Special Students taking courses in the Certificate in Translation program will be governed by the Academic Standing Requirements mentioned in *Academic Standing Requirements*, in "[General Academic Requirements](#)", [section 14.3.1.3](#).

## 14.3.2 Graduate Diploma In Translation (30 credits)

### 14.3.2.1 Objectives

The Graduate Diploma in Translation provides academic training in translation at the professional level. The Diploma, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues et interprètes agréés du Québec.

### 14.3.2.2 Program Structure

Entrance examinations: English, French and Spanish where applicable. All courses, except the Comprehensive Evaluation, carry a credit weight of 3.

#### Module I: Required Courses (18 credits)

##### A: Unilingual (3)

*English into French option:*

CCTR 501 (3) Traductologie

*French into English option:*

CCTR 502 (3) Translation Studies

##### B: Bilingual (15 credits)

CCTR 510 (3) Computer Assisted Translation / Informatique en traduction

CCTR 520 (3) Applied Research: Lexicography/Recherche en lexicographie

CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction

CCTR 527 (3) History of Translation/Histoire de la traduction

CCTR 529 (3) Text Revision/Révision: texte or

CCTR 523 (3) Text Revision in Spanish/Révision de textes en Espagnol

#### Module II: Complementary Courses (12 credits)

##### A: Unilingual

*English into French option:*

CCTR 500 (3) Translation Practicum

CCTR 511 (3) Traduction Spécialisée 1

CCTR 513 (3) Traduction Spécialisée 2

CCTR 515 (3) Les Classiques Anglais

CCTR 517 (3) Histoire Différentielle: Français

*French into English option:*

CCTR 500 (3) Translation Practicum

CCTR 512 (3) Specialized Translation 1

CCTR 514 (3) Specialized Translation 2

CCTR 516 (3) The French Canon in Translation

CCTR 518 (3) Differential History of English

##### B: Bilingual

CCTR 519 (3) Guided Cultural Reading / Lectures culturelles dirigées

CCTR 528 (3) Current Cultural Topics

##### C: Spanish

CCTR 521 (3) Advanced Comparative Stylistics

CCTR 522 (3) Advanced Précis - Writing (Spanish)

CCTR 524 (3) Differential History of Spanish

CCTR 525 (3) The Spanish Canon in Translation

##### Other: Third Languages

CCTR 333 (3) Spanish Translation (into French)<sup>1</sup>

CCTR 334 (3) Spanish Translation (into English)<sup>1</sup>

CCTR 337 (3) Translation: German Into French

CCTR 338 (3) Translation: German Into English

Upon completion of the required and complementary courses students will present themselves for:

CCTR 551 (0) Comprehensive Evaluation/Évaluation globale

#### Note:

<sup>1</sup> This Spanish course may only be taken by students in the English-French or French-English sections.

### 14.3.2.3 General Academic Requirements

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses. Students in the Spanish option must take Spanish Text Revision from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (three credits) from the list of third language courses in translation offered in the Certificate Program. However, students in the Spanish option of the Diploma Program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will

prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

#### ADMISSION REQUIREMENTS

To be admitted to the Graduate Diploma in Translation:

- 1) Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option.
- 2) Applicants must have an undergraduate degree from an approved university with a cumulative grade point average of 3.0 or more and with a concentration in Translation Studies consisting of no less than 30 credits. If the degree is in another field, applicants will be required to follow the Qualifying program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.
- 3) Applicants must pass the Diploma Entrance Examination (see [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation)).

#### ADMISSION PROCEDURES

Please see [section 3.3 "Admission Procedures"](#).

#### RESIDENCY REQUIREMENTS AND ADVANCED STANDING

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted advanced standing and/or exemptions are not permitted to register for the courses for which they have been granted said advanced standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for advanced standing.

#### TIME LIMITS

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### ACADEMIC STANDING REQUIREMENTS

- 1) Students are required to obtain a minimum grade of 65% (B-) in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. For further details see [section 4 "General University Information and Regulations"](#).
- 2) Students may repeat the same course once.
- 3) Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
- 4) After successful completion of all courses, students have to take a comprehensive evaluation.

#### SUPPLEMENTAL EXAMINATIONS

Students may write a supplemental examination, provided their final grade is between 45% and 64%. Both the original grade and the supplemental result will appear on the student's record and will be calculated in their average mark in the program.

Application to write a supplemental examination must be made at the Centre within 60 working days of the last class lecture. A nonrefundable fee of \$25 is payable at the time of application.

#### SPECIAL STUDENTS

Members of the Ordre des traducteurs, terminologues et interprètes agréés du Québec or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the

Graduate Diploma in Translation may register as a Special Student with Departmental approval. A Special Student takes regular credit courses but is not recognized as working towards the Graduate Diploma in Translation. Special Student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

#### 14.3.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec

The mission of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) is to promote effective, high-quality communication by setting standards of competence in translation, terminology and interpretation. In so doing, the Order fulfills its mandate to protect the public.

The Société des traducteurs du Québec (STQ), which was founded in 1940, became in 1992 the Corporation professionnelle des traducteurs et interprètes agréés du Québec (CPTIAQ). Following several name changes, the association is now known officially as l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). Under the powers conferred to it by the Professional Code, this professional body certifies professional translators. OTTIAQ is affiliated with the International Federation of Translators, an umbrella organization of 70 associations from over 50 countries.

Students holding both the Certificate in Translation and the Graduate Diploma in Translation may apply for an equivalence in order to have access to the professional designation of certified translator. Students wishing to apply for admission as student members or to apply for certification may do so by contacting OTTIAQ at the following address: 2021 Union Avenue, Suite 1108, Montreal, Quebec H3A 2S9, Telephone: (514) 845-4411 or 1 800 265-4815 Fax: (514) 845-9903; E-mail: [info@ottiaq.org](mailto:info@ottiaq.org).

---

## 14.4 Course Descriptions

Please see [section 15 "Course Information, Regulations and Descriptions"](#) for credit course offerings.



## 15 Course Information, Regulations and Descriptions

Students are advised to refer also to the **General Information and Regulations** section of this Calendar, in particular **"Registration", section 4.3** and **"Student Records", section 4.5**.

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this Calendar went to press, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult **Class Schedule on the Web** at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on courses to be offered in 2008-09.

Not all courses listed are offered every year.

### 15.1 Course Numbering

Each McGill course is assigned a unique seven-character course "number".

The first four characters (**Subject Code**) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found on the Web at [www.mcgill.ca/studentrecords/transcripts](http://www.mcgill.ca/studentrecords/transcripts).

The three numbers following the **Subject Code** refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs courses at the 300 level and 400 level are normally taken in the student's last two years.
- Courses at the 500 level are intended for graduate students, but may also be open to qualified senior undergraduate students.
- Courses at the 600 and 700 level are intended for graduate students only.

Two additional characters (**D1, D2, N1, N2, J1, J2, J3**) at the end of the seven-character course number identifies **multiterm courses**.

### 15.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses or it is preferable that the work to be done is carried out over two, or three, terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight is equivalent in all modes, the only difference being the scheduling, and students cannot obtain credit for more than one version.

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2008 and Winter 2009.

**Courses with numbers ending in N1 and N2** are taught in two non-consecutive terms (Winter and Fall). Students must

register for the same section of both the N1 and N2 components. No credit will be given unless both components (N1 and N2) are successfully completed within a twelve (12) month period.

**Courses with numbers ending in J1, J2 and J3** are taught over three consecutive terms. Students must register for the same section of all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.

### IMPORTANT CONDITIONS FOR MULTI-TERM COURSES

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multiterm course.
2. Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no credit is given for partial completion.

### 15.3 Course Terminology

**Pre-requisite:** Course A is pre-requisite to course B if a satisfactory pass in course A is required for admission to course B.

**Corequisite:** Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

**Credits:** The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses the credit weight is indicated after the course number. For further information refer to **section 4.5.2 "Credit System"**.

### COURSE NOMENCLATURE IN PROGRAM DESCRIPTIONS:

**Required Courses:** Courses absolutely required in a program. All students in that program must take this (these) course(s) unless they are granted exemption(s).

**Complementary Courses:** Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these in order to meet program requirements.

**Note: Complementary courses are not electives.** The difference between Complementary courses and Required courses is that Complementary courses offer an element of choice, however small that choice may be. Students may choose from the two (or more) courses specified within Complementary Course segment(s) of a program description, but ONLY from those.

**Elective course:** courses chosen freely (sometimes with a device and approval of the departmental adviser or the Student Affairs Office).

### COURSE SYMBOLS

The symbol listed below may appear in front of courses described in this calendar. When used, it represents the following information:

- Denotes courses with limited enrolment.

### CANCELLATION OF LECTURES

Lectures are cancelled by the university in cases of emergency. Decisions dependent on weather conditions are not normally made until 3:00 p.m. on the day of lectures. Cancellations for Continuing Education courses will be announced over the radio (stations CBM and CJAD) whenever possible. Information can also be obtained by calling (514) 398-6200. In such cases lectures will be made up at a time mutually convenient to the students and lecturer.

---

## CANCELLED COURSES

You are entitled to a full refund of course fees paid when a course is cancelled by the Centre for Continuing Education. The procedure for obtaining a refund is outlined in "[Course Withdrawals and Refunds](#)", section 4.3.4.

## COURSE EVALUATIONS

In order to keep in touch with student needs, the Centre seeks continuous feedback on its courses.

Mercury is McGill's online course evaluation system. At the end of each term, you will receive announcements asking you to go to Mercury and give your opinion about your course(s). Evaluations and comments posted on Mercury are strictly confidential.

## WEBCT

WebCT is McGill's Learning Management System. As a student, you will use this system to access course content and services related to each of your courses. Functionalities available vary from one instructor to another. However, while most WebCT course spaces contain a course outline and the instructor's notes, they might also include features such as:

- Course calendar
- Discussion boards and real-time chat rooms
- PowerPoint presentations
- Audio or video lecture recording
- Exercises and quizzes
- Grade book
- On-line submission of assignments

From your *myMcGill* page, click on the name of your course in the section called student courses. You will be taken to the MyWebCT page.

**Note:** You should always check your WebCT space before you attend class. You may find last minute information such as room changes, course cancellations, exam dates, etc.

## Index of Courses by Subject Code and Department

**Course Information and Regulations, page C-2**

Course Numbering.....	C-2
Multi-term Courses.....	C-2
Course Terminology.....	C-2
Course Symbols.....	C-2
Cancellation of Lectures.....	C-3
Cancelled Courses.....	C-3
Course Evaluations.....	C-3
Web CT.....	C-3

**Career and Management Studies, page C-5**

ACCT-Accounting.....	C-5
BUSA-Business Admin.....	C-5
CACC-Accountancy.....	C-5
CCAU-Auditing .....	C-6
CCCS-Computer Science .....	C-6
CCFC-Financial Accounting .....	C-6
CCLW-Law .....	C-7
CCMA-Managerial Accounting .....	C-7
CCS2-Computer Science .....	C-7
CCTX-Tax .....	C-8
CEC1-Economics .....	C-8
CEC2-Economics .....	C-8
CEN2-Entrepreneurship.....	C-8
CENT-Entrepreneurship.....	C-8
CFIN-Finance .....	C-9
CGM2-Management.....	C-9
CGMG-General Management.....	C-9
CHLC-Health Care.....	C-9
CMIS-Management Information Systems.....	C-9
CMR2-Marketing.....	C-10
CMS2-Management Science .....	C-10
CMSC-Management Science .....	C-11
CORG-Organizational Behaviour.....	C-11
CPDV-Professional Devel.....	C-12
CPL2-Policy.....	C-12
CPRL-Public Relations.....	C-13
CTPT-Transportation.....	C-14
ECON-Economics .....	C-14
EDEC-Curriculum and Instruction.....	C-14
EDPC-Ed Psych & Couns (Counselling).....	C-15
FINE-Finance.....	C-15
INDR-Industrial Relations.....	C-15
INSY-Information Systems.....	C-15
MGCR-Management Core.....	C-16
MGPO-Management Policy.....	C-17
MGSC-Management Science.....	C-17

MRKT-Marketing.....	C-17
ORGB-Organizational Behaviour.....	C-17

**English Language Programs, page C-18**

CEEN-English Communication.....	C-18
CEGL-English .....	C-19

**French Language Programs, page C-20**

CEFN-French Communication.....	C-20
CFRN-French .....	C-21

**General Studies, page C-22**

CBUS-Business.....	C-22
CENG-Engineering .....	C-22
CHEM-Chemistry.....	C-23
HSEL-Health Science Electives.....	C-23
RELG-Religious Studies.....	C-23
YCBU-Business.....	C-23

**Translation studies , page C-23**

CCTR-Translation.....	C-23
CPRT-Portuguese.....	C-28
CSPN-Spanish .....	C-28



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

**by Subject Code**

ACCT-Accounting.....	C-5
BUSA-Business Admin.....	C-5
CACC-Accountancy.....	C-5
CBUS-Business.....	C-22
CCAU-Auditing .....	C-6
CCCS-Computer Science .....	C-6
CCFC-Financial Accounting .....	C-6
CCLW-Law .....	C-7
CCMA-Managerial Accounting .....	C-7
CCS2-Computer Science .....	C-7
CCTR-Translation.....	C-23
CCTX-Tax .....	C-8
CEC1-Economics .....	C-8
CEC2-Economics .....	C-8
CEEN-English Communication.....	C-18
CEFN-French Communication.....	C-20
CEGL-English .....	C-19
CEN2-Entrepreneurship.....	C-8
CENG-Engineering .....	C-22
CENT-Entrepreneurship.....	C-8
CFIN-Finance .....	C-9
CFRN-French .....	C-21
CGM2-Management.....	C-9
CGMG-General Management.....	C-9
CHEM-Chemistry.....	C-23
CHLC-Health Care.....	C-9
CMIS-Management Information Systems.....	C-9
CMR2-Marketing.....	C-10
CMS2-Management Science .....	C-10
CMSC-Management Science .....	C-11
CORG-Organizational Behaviour.....	C-11
CPDV-Professional Devel.....	C-12
CPL2-Policy.....	C-12
CPRL-Public Relations.....	C-13
CPRT-Portuguese.....	C-28
CSPN-Spanish .....	C-28
CTPT-Transportation.....	C-14
ECON-Economics .....	C-14
EDEC-Curriculum and Instruction.....	C-14
EDPC-Ed Psych & Couns (Counselling).....	C-15
FINE-Finance.....	C-15
HSEL-Health Science Electives.....	C-23
INDR-Industrial Relations.....	C-15
INSY-Information Systems.....	C-15
MGCR-Management Core.....	C-16
MGPO-Management Policy.....	C-17
MGSC-Management Science.....	C-17
MRKT-Marketing.....	C-17
ORGB-Organizational Behaviour.....	C-17
RELG-Religious Studies.....	C-23
YCBU-Business.....	C-23



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

## Career and Management Studies

### ACCT 351 Intermediate Financial Accounting 1.

(3) (Prerequisite: MGCR 211) An examination of the theoretical foundation for financial reporting and revenue recognition. The tools of accounting, including a review of the accounting process and compound interest concepts. Asset recognition, measurement and disclosure. Partnership accounting.

### ACCT 352 Intermediate Financial Accounting 2.

(3) (Prerequisites: ACCT 351 and MGCR 341 or ACCT 311 and MGCR 341) A continuation of Intermediate Financial Accounting 1. An examination of liability recognition, measurement and disclosure, including leases, pension costs and corporate income tax. Shareholders' equity, dilutive securities and earnings per share. The statement of changes in financial position, basic financial statement analysis and full disclosure in financial reporting.

### ACCT 354 Financial Statement Analysis.

(3) (Prerequisite: MGCR 211) Interpretative nature of the conceptual framework underlying a multitude of financial reporting standards, including the impact of alternative accounting methods, management biases and stakeholder interests in the analysis and valuation of the firm.

### ACCT 361 Intermediate Management Accounting 1.

(3) (Prerequisite: MGCR 211) The role of management accounting information to support internal management decisions and to provide performance incentives.

### ACCT 362 Intermediate Management Accounting 2.

(3) (Prerequisites: ACCT 361 or ACCT 313) An examination of a number of recurring issues in the area of decision-making and control, including cost allocation, alternative costing systems, and innovations in costing and performance measurement.

### ACCT 385 Principles of Taxation.

(3) (Prerequisite: MGCR 211) An introduction to the concepts underlying the Canadian tax system and how they are applied in relation to the taxation of individuals and businesses.

### ACCT 453 Advanced Financial Accounting.

(3) (Prerequisites: ACCT 352 or ACCT 312) Reporting relevant financial information subsequent to long term intercorporate investments. The preparation of consolidated financial statements with emphasis on their economic substance rather than legal form.

### ACCT 454 Financial Reporting.

(3) (Prerequisites: ACCT 352 or ACCT 312) An in-depth study of Canadian accounting standards and how Canadian corporations apply them in their financial reporting.

### ACCT 455 Development of Accounting Thought.

(3) (Prerequisites: ACCT 352 or ACCT 312) The conceptual underpinning of accounting thought, including its historical development and the modifications that have occurred over time. A review of accounting literature and its relevance to practice.

### ACCT 463 Advanced Management Accounting.

(3) (Prerequisites: ACCT 362 or ACCT 415) The theoretical frameworks for the examination and evaluation of management accounting and control systems. The technical aspects of accounting along with behavioural issues of management control.

### ACCT 475 Principles of Auditing.

(3) (Prerequisites: ACCT 352 or ACCT 312) An introduction to basic auditing concepts and internal controls of an accounting system. Topics include current auditing standards, ethical conduct, legal liability, planning of an audit, sampling techniques, non-audit engagements, the study and evaluation of internal controls in an accounting system.

### ACCT 476 Internal Auditing.

(3) (Prerequisites: ACCT 475) The modern internal audit approach including operational and management audit practices within the internal audit framework. Topics include objectives

of an internal audit, communication by internal auditors, planning audit projects, audit of EDP systems, audit testing, operational areas.

### ACCT 477 External Auditing.

(3) (Prerequisites: ACCT 475) The theory of auditing financial statements and the various complexities encountered in these audit environments. A thorough study of auditing standards, ethical conduct, communication by auditors, auditing in an EDP environment, audit of a small business, other reports and services provided by auditors and public accountants.

### ACCT 486 Business Taxation 2.

(3) (Prerequisite: ACCT 385) A study of the Income Tax Act as it applies to the taxation of individuals and corporations, including capital cost allowances, capital gains, corporate reorganisations, trusts and partnerships and administrative regulations. A review of consumption taxes.

### BUSA 364 Business Law 1.

(3) (Restriction: This course cannot be double-counted from the Certificate in Management.) (Continuing Education: requirement for CMA, CGA, the Canadian Institute of Management) An introduction to the legal system and basic legal principles affecting business. Tort negligence, contracts, forms of business organization, creditors' rights and bankruptcy.

### BUSA 368 Business Law 2.

(3) (Prerequisite: BUSA 364) (Continuing Education: CGA requirement) An outline of the application of law to professional negligence, product liability, competition, corporate governance and employment. Review of particular contracts; sale, agency, mortgages, lease, insurance.

### BUSA 400 Independent Studies in Management.

(3) (Prerequisite: U3 students only. CGPA of at least 3.00 required.) (Prerequisite (Continuing Education): Permission of the Director.) Research reading or field projects, permitting independent study under the guidance of a Faculty member. Projects to be arranged individually with instructors. A detailed student proposal must be submitted to the instructor and the Director during the first week of term.

### BUSA 464 Management of Small Enterprises.

(3) (Prerequisite: MGCR 341) The distinctive characteristics, risks, opportunities and rewards inherent in the ownership and management of a small enterprise. It will assist students in judging the appropriateness of an entrepreneurial career and in selecting and timing a specific venture.

### CACC 520 Accounting for Management.

(3) (Corequisite: CMS2 500) This course covers financial and managerial accounting. The course provides an understanding of the various financial statements as well as cost behaviour, cost/volume/profit relationships, budgets, responsibility accounting and relevant costing.

### CACC 523 Financial Aspects of Health Care.

(3) (Prerequisite: CHLC 500 and Core program) Methods of budgeting in the health care system and evaluating health care investment proposals. Problems of benefit measurement and optimal public investment in relation to fiscal and political constraints. This includes the role of governmental expenditures, the public debt, private contributions in the health care system.

### CACC 540 E-Business Security.

(3) (Prerequisite: CMIS 544) Introduction to the risks associated with electronic business, ways in which all levels of an organization need to be involved in the security issues as well as the tools and techniques that can be implemented to address security concerns.



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

**CCAU 511 Auditing 1.**

(3) (Prerequisite: CCFC 512) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy.) An introduction to: the nature and purpose of auditing, appointment, remuneration, powers, duties and responsibilities of an auditor; internal control; audit programs, financial statement presentation; procedures for verification of items in financial statements; audit reports.

**CCAU 520 External Auditing.**

(3) (Prerequisites: CCAU 511 and CCFC 512) An examination of the external auditor's legal rights and responsibilities in carrying out the external audit function with particular attention to current auditing standards and any current developments affecting them.

**CCAU 525 Operational Auditing.**

(3) (Prerequisite: CCAU 511) Appraisal of the internal control structure with the aim of providing management with recommendations on how to design, develop and implement findings will be examined taking into account the objectives and responsibilities of the internal audit function, its relationship with other units of the organization, various techniques and tools available.

**CCCS 300 Programming Techniques 1.**

(3) (Prerequisite: CMSC 101) (Corequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures, including modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

**CCCS 301 Programming Techniques 2.**

(3) (Prerequisite: CCCS 300) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

**CCCS 303 Computer Structure and Assembly.**

(3) (Prerequisite: CCCS 301) An introduction to computer structure and organization including basic logic design, coding and number representation. Functions of and communication between large scale system components. Concepts of assembly language programming.

**CCCS 310 Web Development.**

(3) (Prerequisite: CCCS 300) Development of web sites and web-based applications using page markup, style sheets, and client-side scripting. Emphasis will be placed on developing pages that support current standards and accessibility requirements, as well as multimedia, cross-platform development, and site deployment.

**CCCS 315 Data Structures and Algorithms.**

(3) (Prerequisite: CCCS 300) Programming techniques used to implement algorithms on computers with an object oriented programming language through the careful design of data structures which support the efficient manipulation of data.

**CCCS 320 User Interface Design.**

(3) (Prerequisite: CCCS 300) Principles and techniques of user interface design and prototyping.

**CCCS 321 Operating Systems Administration.**

(3) (Corequisite: MGCR 331) Operating systems such as Windows and LINUX/UNIX environments, administration of computer servers, usage of script languages in various operating systems, back up procedures and remote access, communication protocol used among different systems, managing information and system security.

**CCCS 330 Database Systems & Internet Applications.**

(3) (Prerequisites: CCCS 310 and CCCS 315) Concepts behind the commonly used database management systems, database application development with a focus on Internet applications, discussions of data mining, decision support, Internet security, object-oriented databases, manipulation of information through

simple and complex Structured Query Language (SQL) queries, access to data through Internet-mediated technologies.

**CCCS 425 Web Services.**

(3) (Prerequisites: CCCS 301 and CCCS 310) Design, implementation, and deployment of web services-based solutions to solve common problems in the distributed application domain.

**CCCS 431 Networking Fundamentals.**

(3) (Prerequisite: CCCS 321) Fundamental concepts and practices of network principles, technical and managerial aspects of data communications, overview of local area and wide-area networks, network topology, network protocols, Internet/intranets, client/server communication, and file sharing.

**CCCS 441 Network Security & Implementation.**

(3) (Prerequisite: CCCS 431) Overall security processes of multi-vendor networks with hands on skills in areas including security technologies, products and solutions, anti-virus, firewall design and configuration.

**CCFC 511 Financial Accounting 1.**

(3) (Prerequisite: MGCR 211) Theoretical and practical foundation of financial reporting, specifically focusing on the accounting concepts, the accounting process, revenue and asset recognition, their measurement and disclosure.

**CCFC 512 Financial Accounting 2.**

(3) (Prerequisite: CCFC 511) A detailed review of the accounting for current and long term assets and liabilities, intangibles and shareholders' equity; determination of accounting income and the treatment of prior period adjustments and extraordinary items; working capital and flow of funds; financial statement presentation; partnerships. Current practices and the relevant CICA recommendations will be reviewed in terms of theoretical concepts and principles.

**CCFC 513 Financial Accounting 3.**

(3) (Prerequisite: CCFC 512) The underlying concepts and accounting treatment of intercorporate investments, business combinations, purchases and pooling of interests, including a detailed examination of the CICA recommendations. Reorganizations; valuation of business enterprises; branches, domestic and foreign; consignments; installment sales; estate and trust accounting.

**CCFC 514 Accounting Theory and Practice.**

(3) (Prerequisite: CCFC 512; MGCR 331) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) The study of conceptual underpinnings of current accounting thought and their application to the current practice. An in-depth study of current Canadian accounting standards and practices with an emphasis on financial reporting.

**CCFC 515 Issues in Professional Practice 1.**

(3) (Corequisite: CCFC 520) Practical and concrete application of certain accounting aspects with a view to solving problems faced by businesses by developing the skills required to take decisive action in various business situations, including mergers and acquisitions, asset/business valuations, financial analyses, companies in difficulty and tax/estate planning.

**CCFC 516 Forensic Accounting.**

(3) Forensic accounting including legislative and regulatory approaches to economic crime; accountants' professional legal responsibilities concerning error and fraud detection during engagements; and fraud prevention, detection and management.

**CCFC 520 Issues in Professional Practice 2.**

(3) (Corequisite: CCFC 515) Skills required to provide advisory and public accounting services specifically addressing ethical issues for public accountants, engagement risks and strategies, financial reporting requirements and new developments in GAAP and GAAS.

**CCFC 521 Corporate Governance.**

(3) (Corequisite: CCFC 522) How existing corporate governance systems, wealth creation, business viability and living standards are interconnected. Shareholder power, stakeholder rights and privileges, and who ultimately holds

power and how such power should be delegated are also addressed.

**CCFC 522 Strategic Financial Management.**

(3) (Corequisite: CCFC 521) Strategic financial management skills focusing on growth strategies, financing structures, financial risk management, control mechanism design and performance evaluations from the perspective of the professional accountant internal to the organization.

**CCFC 590 Topics in Accounting and Auditing.**

(3) (Prerequisites: CCAU 511 and CCFC 514) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the accounting and auditing areas selected from current issues or themes in literature.

**CCLW 511 Law 1.**

(3) Sources and administration of law; the Canadian Constitution and the division of powers; the Quebec Civil Code, comprising the law of persons, the law of property, obligations, contracts, sale, lease and hire, mandate, suretyship, hypothecs and prescription.

**CCLW 540 E-Business Law.**

(3) (Corequisite: CMIS 542) Effect of various laws and regulations on electronic business conducted on the Internet and elsewhere by examining intellectual property law, law of contracts, telecommunications law, broadcasting law, certain aspects of criminal law, electronic business law, privacy law as well as, certain aspects of tort law (such as online defamation).

**CCLW 640 Tax Aspects of Litigation.**

(3) In-depth study of the relevant tax issues specific to litigation support services. Topics include measurements and treatment of damages; damages for breach of contract and tort; the process of civil action; personal injury; wrongful dismissal; real estate; disputes between corporations and their shareholders; disputes between members of partnerships; bankruptcies; separation and divorce; appeals; structured settlements. Cases will be used to illustrate concepts.

**CCLW 641 Taxation Research Methodology.**

(3) Familiarization with primary sources of income tax law, interpretations, circulars, court case decisions and research indices. Exercises and casework will be used extensively to gather, organize and integrate research data, interpret information and communicate results. Casework will focus on business, personal and property tax law. Knowledge of the use of research databases is essential.

**CCLW 643 U.S. Taxation.**

(3) U.S. Federal, State and local taxation. Topics include individuals; corporations; corporate distribution techniques; corporate reorganizations; tax-free transactions; purchase and sale of businesses; corporations; real estate; partnerships; estate and gift tax; and current developments.

**CCLW 644 Corporate Reorganizations.**

(3) A study of the theoretical and technical bases of tax issues surrounding corporate reorganizations and distribution of surplus. Topics include in-depth analysis of rollovers; paid up capital; butterfly transactions; amalgamations and windups; losses; takeovers and purchase and sale of business; partnership rollovers; international rollovers; judicial restraints on tax planning for reorganizations; estate planning for individuals and partnerships; trusts; and executive compensation and retirement planning.

**CCLW 645 Taxation: Partnerships and Trusts.**

(3) The following topics will be covered within a business decision making framework: the structure and development of partnership vehicles and trusts from a legal and tax perspective; computation of income; transfer of property to and from partnerships and trusts; tax free rollovers; the effect of death, retirement and non resident status; review of specific tax rules and deeming provisions; tax planning and

implementation.

**CCMA 511 Managerial Accounting 1.**

(3) (Prerequisite: CCFC 512 or MGCR 211) Introduction to cost accounting. Elements of cost; job order and process cost systems; budgeting; standard costs and analysis of variances; cost/volume/profit relationships; variable costing; relevant costs.

**CCMA 522 Managerial Accounting 2.**

(3) (Prerequisite: CCMA 511) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) Building on Managerial Accounting I, this course examines the processes used by management to make decisions relating to business operations; investments; financing (including income tax implications); bankruptcy; liquidation and receivership. Business and Securities Valuation Techniques and considerations; and operations management techniques and considerations are included.

**CCMA 523 Managerial Accounting 3.**

(3) (Prerequisite: CCMA 522) Core management control problems, the management control systems available to address those problems, and important situational factors that can cause managers to choose one set of management controls over another are examined. Coverage of management controls is extended to situations that deserve special attention.

**CCS2 500 Design of Efficient Algorithms.**

(3) Basic elements of algorithms, time and space performance, optimization criteria and methods, as well as basic data structures (vectors, arrays, structures, lists, trees, stacks, queues), their characteristics, behaviour and applicability to different problem types. Illustrative examples chosen from standard computer problems such as searching, sorting and memory allocation.

**CCS2 505 Programming.**

(3) Programming using functional, object-oriented, and interpreted programming techniques covering software requirements, design, implementation, testing and maintenance using C/C++ and Java.

**CCS2 510 Computer Systems.**

(3) Basic computer systems organization and operating system principles. Organization topics include CISC/RISC designs, registers, pipelines, caches, machine and assembly language programming. Operating system concepts: process creation and control, signals and exception handling, inter-process communication and interaction with devices. Systems emphasized: UNIX/Linux and Windows. Introductory network principles, programming and security issues.

**CCS2 515 Software Engineering.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) The software engineering process, tools that facilitate design and construction of software, as well as the management of team software development.

**CCS2 520 Life of Projects.**

(3) (Co-requisites: CCS2 505, CCS2 510) Project solicitation, acquisition, management and assessment, including engineering and legal issues related to successfully completing a software project.

**CCS2 525 Project 1.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) Proposal for project design, development, implementation and "release".

**CCS2 530 Basic Information Systems.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) Computers as information systems: databases and information representation models, concurrent assess and data integrity, system management issues related to availability, correctness,



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

security and distribution of information. Use of popular commercial applications. Remote access to services and data via Internet-mediated technologies.

**CCS2 535 Project 2.**

(3) (Pre-requisites: CCS2 515, CCS2 520, CCS2 525) Project design, development, implementation and "release".

**CCS2 550 Graphics & Visualization.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) Interfaces and interaction, elements of computer graphics systems, algorithms used to perform simple and complex graphical operations, and techniques for effective visualizing of data using standard and non-standard graphical interfaces, computer vision.

**CCS2 552 Internet Services & Solutions.**

(3) (Pre-requisite: CCS2 530) Exploration of typical Internet-based service applications from conception to operation including analysis, design, implementation and deployment.

**CCS2 555 Computer Modeling & Simulation.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) System and application concepts for handling computer simulation of real world processes and phenomena in both simulation-time and real-time using general and special-purpose computing resources.

**CCS2 590 Topics in Information Technology.**

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the information technology area selected from current issues or themes in literature.

**CCTX 511 Taxation 1.**

(3) (Prerequisite: MGC2 211) Basic principles of tax law; residence, meaning and computation of taxable income; computation of personal tax; foreign tax credits; capital gains; partnerships; trusts; administration and enforcement; case decisions; Revenue Department bulletins, circulars and rulings; appeals.

**CCTX 532 Taxation 2.**

(3) (Prerequisite: CCTX 511) (CGA Requirement) (This course is offered by the Faculty of Management) The theory, techniques and considerations in federal corporate taxation will be analyzed. Federal sales tax; provincial sales tax and current issues in taxation will also be discussed.

**CCTX 540 U.S. Taxation.**

(3) (Prerequisites: ACCT 412 and ACCT 441) Examination of U.S. taxation at the federal, state and local level from the perspectives of both the individual and the corporation.

**CCTX 640 Taxation of Real Estate.**

(3) All aspects of real estate will be examined from a resident's and non-resident's perspective, including: distinguishing property from business income; acquisition; development, owning, operating and renting; sales and other dispositions; personal use; forms and methods of ownership; reorganizations; estate planning; syndication; G.A.A.R.; and G.S.T.

**CCTX 641 Federal and Provincial Taxes.**

(3) Special emphasis on differences between Federal and Provincial income tax. Extensive coverage of the Goods and Services Tax (G.S.T.); sales, property and capital taxes. G.S.T. will be covered in depth in all areas including a sectorial review, tax-planning opportunities, remittance requirements and penalties, intercorporate transactions and cross-border transactions.

**CCTX 642 Interpretation of Tax Policy.**

(3) Examination of problems and future developments of taxation in Canada; presentation of legislative mechanisms and procedures used in Canada to establish and implement tax policies; use of taxation to promote incentives and disincentives of private activities; use of the tax system to achieve policy goals of society; general anti-avoidance rules; study of the history, assumptions, social and economic impact of taxation.

**CCTX 643 Taxation of International Operations.**

(3) Within a business decision-making framework, analysis of the relevant tax savings opportunities available to corporations and

individuals planning to operate or invest in foreign jurisdictions. Topics include investment structures; cross border transactions; foreign tax credits; withholding taxes; consolidated companies; profit-reduction techniques; foreign affiliates; tax treaties; exchange controls; reorganizations/liquidations; offshore companies; and foreign trusts.

**CCTX 644 Tax Aspects: Creative Financing.**

(3) Coverage of current financial instruments and techniques available in the marketplace within the context of business decision-making and individual tax planning. Topics include deductibility of interest and financing fees; swaps, hedges; foreign currency and discount obligations; common shares; preferred shares; taxable preferred shares; international debt financing; Canadian investments in the U.S.; foreign investment in Canadian businesses; restructuring; leases; tax shelters; small business financing.

**CEC1 206 Transportation Economics.**

(3) (Prerequisite: CMSC 101) Economic analysis and its application to freight transportation to develop ability to apply economic analysis to specific situations in transportation industry. Perspective and tools to critically assess implications of economic policy and regulation related to transportation within Canadian context.

**CEC2 532 Business Economics.**

(3) Applies economic theory and methodology to business problems. Topics include: demand analysis, determination of cost, pricing and profitability. Marketing and sales forecasting techniques are also introduced briefly.

**CEN2 500 Principles of Entrepreneurship.**

(3) Essential principals and tools of entrepreneurship dealing with idea generation, valuation techniques, funding, data sources, intellectual property, legalities and business plan development.

**CEN2 505 Product Commercialization.**

(3) Sales preparation, techniques, approaches and management will be presented as well as product or service validation through prospecting, initial meetings with clients, closing and follow up. Customer satisfaction will be emphasized.

**CEN2 510 Practical Entrepreneurship Management.**

(3) (Prerequisite: CEN2 500) (Note: The course includes live case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders).) Practical aspects of leadership, funding, exporting, off-shoring and globalization, corporate responsibility, managing in difficult times, communication, green benefits, intellectual property, succession planning and current business issues.

**CENT 300 Fundamentals of Entrepreneurship.**

(3) (Corequisite: EDEC 205) Fundamental concepts of entrepreneurship and the tools required for evaluation and start-up of a new venture. Basic financial aspects are addressed through demystifying financial statements, valuation techniques, seeking and using money, banks, government services, grants and patents. Current events are an integral part so as to encourage ethical entrepreneurship.

**CENT 305 Product Validation and Sales.**

(3) Essential skills required in presenting and selling a business plan, a product or a service to investors or customers including: proof of concept, validation by survey or focus group, elevator pitch, beta sites, sales preparation, initiating and closing sales, customer satisfaction and managing growth.

**CENT 434 Entrepreneurship Issues Management.**

(3) (Prerequisite: CENT 300) (Note: The course includes live



case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders.) Issues relating to leadership, communication, sustainability, financing, globalization, stewardship, GAAP, social responsibility, family business and succession, intellectual property and contemporary management events.

**CFIN 512 Corporate Finance.**

(3) (Prerequisite: CACC 520 or CCFC 511 and CMS2 521) Fundamental finance theory as applied to the firm's short and long-term financing and investment decisions and the sources of funds available to it (stocks, bonds, derivatives). Exposure to critical concepts of "firm value maximization" emphasizing capital budgeting, cost of capital, capital structure, derivatives, dividend policy, risk and return.

**CFIN 522 Applied Topics: Corporate Finance.**

(3) (Prerequisite: CFIN 512) (CGA Requirement) (CMA Requirement) Concepts and techniques developed in earlier courses are extended and/or applied to problems faced by managers in Corporate Finance. Such problems include: working capital management, capital budgeting, capital structure, dividend policy, cost of capital and mergers and acquisitions. Stresses the application of theory and techniques; and makes extensive use of case studies.

**CFIN 525 Treasury Management.**

(3) (Prerequisite: CFIN 512) This course deals with the key aspects of short-term financial management. Describes a framework for decision making followed by a brief introduction to the Canadian banking and payments system from the perspective of the corporate treasurer. Corporate cash planning and forecasting will also be studied, followed by description of collection and disbursement systems in Canada. Strategies for the management of short-term investment and borrowing portfolios are described, including the available instruments for management of interest rate and foreign exchange risk.

**CFIN 530 Investment Analysis.**

(3) (Prerequisites: CEC2 532 and CFIN 512) Deals with security analysis and investment techniques covering the different types and classes of securities. The sources of information, methods of compiling statistics, and assessment of comparative values are discussed, together with portfolio objectives and differing philosophies of investment management. Broad economic trends and international political climates affecting security values are analyzed.

**CFIN 540 Introduction to International Finance.**

(3) (Prerequisite: CFIN 512) The international financial environment as it affects the multinational manager. In-depth study of the various balance of payments concepts, adjustment of the external balance, and the international monetary systems, will be followed by a review of theory and institutional aspects of the foreign exchange and the international markets.

**CFIN 590 Topics in Treasury-Finance.**

(3) (Prerequisite: CFIN 522 or CFIN 525 or CFIN 530 or CFIN 540) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the treasury-finance area selected from current issues or themes in literature.

**CGM2 590 Topics in Management.**

(3) (Prerequisites: CACC 520, CFIN 512 and CMR2 542) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the management area selected from current issues or themes in literature.

**CGMG 282 Introduction to Business.**

(3) (This course is required by students fulfilling the C.I.M requirements.) 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.

**CHLC 351 Social Service System.**

(3) (Prerequisite: EDEC 202 or EDEC 205) This course will provide an overview of private and public social services within Quebec and its evolution over the last century. Will examine the structures, functions and relations of social organizations. Students will achieve an understanding of the nature of the social services and the subjective impact of seeking and providing help.

**CHLC 401 Evaluation of Health and Social Services.**

(3) (Prerequisite: CHLC 500) The responsibility of agency management for the timely appraisal of activities. Topics include: program definition and quality of service, evaluation methods, problems and limitations of evaluation research, assessment of project feasibility, the distribution and operational uses of quality control information, internal and external points of view, politics of evaluation, relation to budgeting and to self-evaluation.

**CHLC 500 Health Care Systems.**

(3) Present Canadian health care system: its components, organization, financing and management uncertainties with emphasis on the Quebec health care system. Interaction between health care, the private sector and other social systems. Essential skills and knowledge required of managers in health care system.

**CHLC 522 Health and Social Services Management.**

(3) (Prerequisites: CHLC 351; CHLC 500; ORGB 423; MGCR 211; CHLC 552) The application of current management thinking to the management of departments in service settings. Case studies will be used to illustrate course content. Topics include: history of Canadian Health and Social Services; overview of Management theories and processes; managing the personnel functions; manpower planning; labour relations; managing the financial component; methods improvement; job design; legal and ethical requirements; changing patterns of delivery systems.

**CHLC 552 Legal Aspects: Health and Social Services.**

(3) (Prerequisite: CHLC 500) Health care system in Quebec, the federal and provincial law relevant to it. Explores relationships between civil and criminal law, law and medicine, law and ethics. Major legislation, case law and legal writings will be presented. Addresses human rights, professional responsibility, civil, criminal liability and dilemmas raised by new technologies.

**CHLC 590 Topics in Health Care.**

(3) (Prerequisite: CHLC 522) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the health care area selected from current issues or themes in literature.

**CMIS 422 Information System Security.**

(3) (Prerequisite: MGCR 331) Fundamental concepts relating to the design of secure information systems. Identification and assessment of security risks at the application, network, and physical levels. Use of cryptography and other techniques to provide necessary level of security.

**CMIS 431 Systems Implementation.**

(3) (Prerequisite: CCCS 300 Programming Techniques 1)



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

(Corequisite: INSY 437 Managing Data and Databases)  
Implementation phase of the software development life cycle.  
Software tools and practical techniques used to design and implement the results of systems analysis.

**CMIS 520 Accounting Information Support Systems.**

(3) (Prerequisites: MGCR 211, CMIS 541 or MGCR 331)  
Principles of accounting information systems and the influence of technology in the accounting process, allowing for the design, evaluation and implementation of such systems.

**CMIS 535 Topics in E-Business.**

(3) (Prerequisite: CMIS 541) (Note: Content will vary from year to year.) Current issues in electronic business.

**CMIS 541 Information Systems for Managers.**

(3) Introduces the importance of Information Systems (IS) in organizations and issues associated with managing these. Provides a strategic view of IS and Information Technology (IT). Students will be presented with managerial, informational and technological issues related to the management of IT, and with a framework to better manage them. Class discussions, case analysis, presentations.

**CMIS 542 Electronic Marketplaces.**

(3) (Prerequisite: CMIS 541) Introduction to electronic marketplaces and their evolving role in e-business predominantly on the use of general and vertical marketplaces by businesses. Consumer-centric marketplaces such as online auction sites, dominant business models, pricing, integration models and technologies, data interchange formats, and implementation will also be discussed.

**CMIS 543 E-Business Analysis and Design.**

(3) (Prerequisite: CMIS 544) Introduction to the process of analyzing requirements and the design of e-business web sites, including the gathering, documentation, validation, and management of requirements; information architecture; usability; and prototyping.

**CMIS 544 E-Business Technologies.**

(3) (Prerequisite: CMIS 541) Technologies that are used to implement e-business solutions including typical software, hardware and networking infrastructure that is required to support an e-business system.

**CMIS 546 E-Business Operations.**

(3) (Prerequisite: CMIS 543) Introduction to the issues involved in managing and operating a transactional web site including change management, content management, customer relationship management, site measurement, payment processing and fulfillment.

**CMIS 547 E-Business Project Management.**

(3) (Prerequisite: CMIS 542) Effective management of project scope, schedule, resources, change control, risk management and communications.

**CMIS 560 E-Business Seminar and Project.**

(3) (Prerequisites: CMIS 543, CMIS 547 and CMR2 550)  
Design and implementation of a practical, integrated and real project.

**CMR2 542 Marketing Principles and Applications.**

(3) Covers the different aspects of marketing operations: the marketing concept, the analysis and research of market opportunities, the planning, implementation, and control of the marketing program (Product, Promotion, Distribution, and Pricing). The course focuses on Canadian market environment and Canadian marketing institutions. Lectures and case studies on an individual basis and/or involving team work will be used.

**CMR2 543 Service Marketing.**

(3) (Prerequisite: CMR2 542) This course constitutes an in-depth examination of marketing as applied to the service sector of the economy and distinguishes between the marketing of products and that of services. The market-focused orientation of service organizations in both the private and public sectors will be studied, and the potential impact of this orientation on organizations competing to survive in service markets will be defined. The course develops understanding of service organizations and the ways in which a well-planned and organized marketing effort may have an impact on the development of such

organizations. The course will focus primarily on the North American service market and will include case studies on both Canadian and American service organizations.

**CMR2 548 Processes of Marketing Research.**

(3) (Prerequisites: CMR2 542 and CMS2 521) The process of marketing research is fundamental to the marketing manager's ability to obtain useful information upon which to base marketing decisions. The course develops a practical understanding of that process from a cost-benefit perspective. The acquisition of skills in all phases of the research process, including problem definition, data collection methods and sample design among others, is a major focus of the course.

**CMR2 550 E-Business Marketing Strategies.**

(3) (Prerequisite: CMR2 548) Strategic marketing issues associated with the expanding world of electronic business.

**CMR2 556 Buyer Behaviour.**

(3) (Prerequisites: CMR2 542 and CMS2 521) This course focuses on the behaviour of the consumer in the marketplace and the research approaches used to gain an understanding of that behaviour. Once sensitized to issues of human behaviour in this context, students develop a deeper understanding of the basic processes specific to consumer behaviour.

**CMR2 564 Marketing Communications - Strategic Approach.**

(3) (Prerequisite: CMR2 542) Marketing communications has a determining effect on transactions between buyers and sellers. In this context, students learn how advertising strategies are rooted in the connection linking marketing research, product definition and techniques of product positioning. Once students have developed an understanding of total communication strategies, specialty advertising and source communication tactics are examined. There is, moreover, a practical emphasis on the techniques of carry over effects of consumer-oriented advertising in the industrial/institutional context.

**CMR2 566 International Marketing.**

(3) (Prerequisites: CMR2 542 and CMS2 521) Marketing management considerations of a company seeking to extend beyond the confines of its domestic market. A review of product, pricing, channels of distribution and communications policies to develop an optimum strategy (between adapting completely to each local environment and standardizing across them) for arriving at an integrated and profitable operation. Particular attention to international marketing and exporting in the Canadian context.

**CMR2 590 Topics in Marketing.**

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the marketing area selected from current issues or themes in literature.

**CMS2 500 Mathematics for Management.**

(3) (Prerequisite: CMSC 000) (Note: "Mathematics for Management" must be completed in the first semester of the Diploma in Management program.) 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 514 Analysis: Manufacturing Systems.**

(3) (Prerequisite: CMS2 515) This course presents a framework for design and control of modern production and inventory systems, and bridges the gap between theory and practice of production and inventory management. The course develops analytical concepts in the area and highlights their applications in the manufacturing industry. The course is divided into three segments. The first segment looks at the production planning process and discusses in detail the resource allocation issues. The second segment deals with analysis and operation of inventory systems. The third segment integrates production planning and inventory control and looks at various integrated models for determining replenishment quantities and production lots.

**CMS2 515 Operations Management.**

(3) (Prerequisite: Core program) Introduction to decisions and trade-offs associated with production of goods and services.

Topics include technology planning (production process), design of production systems (capacity and location planning), control issues (production planning and inventory control, MRP/JIT, scheduling, quality and reliability and distribution planning), design for manufacturability, management of new technology (FMS, group technology and robotics) and management of services operations.

**CMS2 516 Total Quality Management.**

(3) (Prerequisite: CMS2 515) The objective of this course is to bring together several key concepts related to Total Quality Management. The topics include: Top Management Commitment, Leadership Style, Bench Marking, Employee Involvement, Human Resource Utilization, Employee Motivation, Quality Function Deployment, Statistical Techniques for Quality Improvement, including the seven tools of quality, statistical process control, design of experiments, Taguchi's methods and quality in the service industry.

**CMS2 518 Current Manufacturing Strategies.**

(3) (Prerequisite: CMS2 515) Design, management and improvement of operations: examination of systems used to coordinate processes, focusing on the use and management of technology as part of such systems.

**CMS2 521 Applied Management Statistics.**

(3) (Prerequisite: CMS2 500 or the Exemption by Examination Test) 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.

**CMS2 590 Topics in Operations Management.**

(3) (Prerequisite: CMS2 514 or CMS2 516) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the operations management area selected from current issues or themes in literature.

**CMSC 000 Foundations of Mathematics.**

(12 CE Units) (\$250.00) 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.

**CMSC 101 College Algebra and Functions.**

(3) (Prerequisite: CMSC 000 Foundations of Mathematics or Diagnostic Test) Linear and quadratic functions, exponential and logarithmic functions, applications. Sequences and series, mathematics of finance. Permutations and combinations. Introduction to probability. Matrices and systems of linear equations.

**CMSC 203 Survey of Basic Mathematics 1.**

(3) (Prerequisite: CMSC 101) Review of analytic geometry, limits, continuity, the derivative, differentiation rules, curve sketching, application to economics, elasticity, problems in optimization, related rates, the differential, log and exponential, continuous compounding, partial differentiation, method of Lagrange multipliers, method of least squares.

**CMSC 204 Survey of Basic Mathematics 2.**

(3) (Prerequisite: CMSC 203) Integration, separable differential equations, definite integrals, improper integrals, applications to probability density functions; double integrals, infinite series and Taylor approximations; the algebra of matrices and determinants, systems of linear equations, Gaussian reduction, linear dependence and independence of vectors.

**CORG 450 Workplace Health and Safety.**

(3) Basic components of effective health and safety policies, programs and current legislation (CSST, WHMIS, safety committees) focusing on proactive management to ensure employees have clearly defined accountabilities for accident prevention: hazardous materials, loss prevention, workers' compensation claims, employee assistance plans, work life quality, preventative health issues, and ergonomic standards.

**CORG 551 Behaviour in Organizations.**

(3) The implications for management and the essential concepts of social psychology such as motivation, perception, attitude change and organization. Group and organizational dynamics will be the major emphasis of the course. Classroom discussion and student participation is encouraged.

**CORG 552 Finance and Accounting Principles for HR Management.**

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Understanding financial statements and financial consequences of human resources management (HRM) decision-making on an organization and its bottom-line; examination of HRM implications of strategic finance issues: due diligence in mergers/acquisitions, financial commitments and liabilities associated with equity disputes and labour contract negotiations; legal and ethical implications of quantitative HRM issues.

**CORG 553 Employee and Labour Relations.**

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Industrial relations framework, its legal, political, social, economic, ecological and ethical subsystems. Processes governing union-management relations, collective bargaining and dispute resolution, and the roles of executives, supervisors, employees, employee representatives, HR-IR professionals in effective employee relations in unionized and non-unionized environments.

**CORG 554 Managing Occupational Health and Safety.**

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) How to develop, implement and manage effective health and safety programs; competencies and roles of employees, supervisors, executives and HR; strategic, legal and ethical implications of legislation, risk behaviour; socio-psychological aspects of mental and physical health and safety issues; communications and training strategies.

**CORG 555 Strategic Human Resources Management.**

(3) (Prerequisite: CORG 551) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Linking HRM and business strategy; role of HR in the organization and alignment with strategic management. Overview of HR functional areas and the competencies required to become a successful HR professional; impact of HR policies, processes and practices on employees, teams and organizations, including legal and ethical implications.

**CORG 560 Staffing Organizations.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) HR planning and succession planning; organizational and job analysis; recruitment and selection processes which enhance individual performance and organizational effectiveness; recruitment and selection planning; validation and evaluation measurements.



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

Strategic, legal and ethical implications of staffing practices and decisions will be analyzed.

**CORG 561 Developing Human Resources.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Human performance technology and organizational learning models address individual, team and organizational performance problems: diagnosing workplace situations, identifying causes, selecting appropriate interventions, implementing change, and evaluating results; increasing client capability delivering results while considering internal and external factors affecting performance (competing pressures and resource constraints); strategic, legal and ethical implications.

**CORG 562 Total Compensation and Rewards.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Strategic compensation management within a behavioural framework to understand rewards and motivation, work satisfaction and performance. Use of financial and non-financial rewards to attract, retain and motivate. Legal, economic, ethical and culture-fit issues in the design and implementation of direct and indirect compensation policies and systems.

**CORG 565 Managing Human Resources Management Information.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) How to measure human resources management value and effectiveness; data sources relevant to strategic, operational, legal and ethical HR decisions: acquiring and analyzing data from HRIS, internet, surveys; methods to ensure validity of HR metrics. Survey of specialized computerized HRM applications.

**CORG 570 International Human Resources Management.**

(3) (Prerequisites: CORG 560 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Managing the global workforce; focus on the strategic and legal impact of global competition, and cross-national human resources management (HRM) issues; management of expatriates; global mindsets which impact HRM policies and the various HR functional areas (e.g. staffing, compensation, management development); ethical issues in international management.

**CORG 590 Topics in Human Resources Management.**

(3) (Prerequisites: CORG 555 and CORG 560 and CORG 561 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management. Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) (Note: Content will vary from year to year.) Specialized course covering advanced topics in the human resources management area selected from current issues or themes in literature.

**CPDV 301 Risk Management.**

(3) This course emphasizes the importance of decision-making criteria in selecting among the various alternatives available in risk management. Management techniques treated are: the risk management concepts and objectives; risk management in an organization and its effect on profits; risk management techniques; risk identification and analysis; forecasting and comparing risks; property risks; income risks; liability risks; personnel loss risks; probability analysis; risk management decision-making and capital budgeting methods.

**CPDV 302 Risk Control.**

(3) (Prerequisite: CPDV 301) This course specifically

explores the selection, implementation and monitoring of risk control techniques which are essential in preventing or minimizing potential losses before they occur. Fault tree study, statistical analysis, contractual liability reviews and in-house safety programs are detailed. The course will examine the two dimensions of loss, frequency and severity, with particular attention on losses to property, people, net income and liability.

**CPDV 303 Risk Financing.**

(3) (Prerequisite: CPDV 301) This course explores the fundamentals of risk financing as they relate to the risk management process. The identification, implementation and monitoring of Risk Financing Techniques will be analyzed within the following guidelines: framework for risk financing; criteria for risk financing technique selection; insurance as a risk financing technique; financing property, net income, liability and personnel losses; accounting and some income tax aspects of accidental losses; implementing risk retention available options, including use of affiliated insurers; insurance pricing, selection of insurers and their representatives; risk cost allocation.

**CPDV 305 General Insurance 1.**

(3) This course will cover the theory and practices of insurance, policy construction and interpretation for major classes of personal insurance. Topics covered include: general concepts; the broker/agent, the insurer, the law; automobile and habitational insurance.

**CPDV 306 General Insurance 2.**

(3) (Prerequisite: CPDV 305) This course will cover the theory and practices of insurance, policy construction and interpretation for major classes of commercial insurance. Topics covered include: liability insurance and commercial property and multi-peril coverages.

**CPL2 524 Introduction: International Business.**

(3) (Core Program) This course deals with fundamental international business issues: the international business environment, foreign exchange risk, multinational corporations, international organizations, international sources of financing, international marketing policies, essential factors to be considered when entering foreign markets (licensing and exporting) and international management.

**CPL2 531 Leadership Theory and Practice.**

(3) (Prerequisite: Core program) Leadership theory and practice, including a broad survey of leadership theories and the factors responsible for leadership effectiveness.

**CPL2 532 Leading Change.**

(3) (Prerequisite: CORG 551) Leading and managing change issues, including the leader as a change agent and the change process itself. Various models of change and change leadership will be reviewed, as well as follower reluctance or resistance to change and strategies that leaders can use to gain follower commitment.

**CPL2 533 Developing Leadership Skills.**

(3) (Prerequisite: CORG 551) Role of leadership training and development in personal and organizational effectiveness. Assessing and developing personal leadership skills; developing leaders in organizational settings.

**CPL2 534 Transcultural Leadership.**

(3) Exploring leadership within a global and diverse context. A variety of trends that have made managing workforce diversity an essential competency for future leaders are reviewed, as are the emerging skills that managers need to develop to succeed in a global environment.

**CPL2 552 Strategic Management.**

(3) (Prerequisite: Advanced student) Includes analysis of major forces driving organizations, explores mission development, goal selection, corporate strategy, policy formulation for the benefit of all stakeholders. Discusses situations confronting senior managers in the competitive environment, includes topics such as the identification and evaluation of strategic alternatives, the management of control processes for increased productivity, etc.

**CPL2 553 Small Business Management.**

(3) (Prerequisites: CACC 520 and CMR2 542) This course

will focus on the concepts and activities of entrepreneurship in the small business environment. Through the analysis of small business situations and the study of related case material, students will learn the fundamental actions required in practice to start and manage a small business. Skill acquisition will be oriented toward learning to prepare a business plan.

**CPL2 554 International Business Policy.**

(3) (Prerequisite: CPL2 524) Development and application of conceptual approaches to general management policy and strategy formulation in multinational enterprises. Alternative forms of international business involvement; location strategy; technology transfer; ownership strategy; planning for international divestment. Emphasis on developing practical skills, using case studies and simulated negotiating exercises.

**CPL2 561 North America and Global Economy.**

(3) (Prerequisite: CPL2 524) Analysis, based on theory and practice, of corporate strategies in the Canada-United States-Mexico context. Public policy impact on corporate decision-making and alternative public policy options. Experience by major industrial sectors examined and compared with global strategies. Case studies.

**CPL2 590 Topics in International Business.**

(3) (Prerequisite: CPL2 524) (Note: Content vary from year to year.) Specialized course covering an advanced topic in the international business area selected from current issues or themes in literature.

**CPL2 595 Topics in Leadership.**

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the leadership area selected from current issues or themes in literature.

**CPRL 220 Fundamentals of Fund-Raising.**

(3) Current status of fund-raising and philanthropy in Canada. Donor motivations, strategies for attracting support from different donor audiences, development of fund-raising campaigns for not-for-profits, charitable foundations, para-public and public-sector organizations. Role of donor organizations. Theoretical knowledge, technical skills and ethical considerations.

**CPRL 223 Basics of Public Relations.**

(3) An overview of public relations theory, principles and practice, including the development of the discipline and its role in society, its function in different organizations, and the techniques used in the different sub-specialties of the field.

**CPRL 224 Applied Public Relations Methods.**

(3) (Prerequisites: CPRL 223; EDEC 207) Analyze, plan, design and execute projects that extend and hone writing and presentation skills in a self-directed manner.

**CPRL 225 Media Relations.**

(3) (Prerequisites: CPRL 223; EDEC 207) Techniques used by organizations to communicate with stakeholders through public information media will be examined, including the media's context, objective and constraints using current issues in media.

**CPRL 226 Corporate Communications.**

(3) (Prerequisites: CPRL 223; EDEC 207) Issues and conditions affecting the communication of corporate issues and identity will be examined including corporate branding, financial communications, social responsibility, the reciprocal effects of internal and external publics, and planning and production of corporate communication vehicles.

**CPRL 227 Internal Communication.**

(3) (Prerequisites: CPRL 223; EDEC 207) An examination of how internal communication strategies are designed and implemented to ensure people within an organization work together effectively and efficiently to support the organization's business plan, including the definition and purpose of internal communications that add value, as well as

the communication needs of internal stakeholders.

**CPRL 228 Event Management.**

(3) (Prerequisites: CPRL 223 and EDEC 207) Effective use of public and media events for communication and relationship-building with key stakeholders, including research, identification of publics, design, timelines, logistics, protocol, speeches and programs, and dealing with suppliers, as well as promotion and evaluation of the event.

**CPRL 320 Public Relations Research.**

(3) (Prerequisites: CPRL 223; EDEC 207) A managerial perspective on the integration of research into the communications process for program development, monitoring and evaluation covering the types and uses of quantitative and qualitative research methods, and the application of research findings.

**CPRL 321 PR Issues Management.**

(3) (Prerequisite: CPRL 223; EDEC 207) Mechanisms by which organizations participate in the public policy process will be examined through an understanding of the social and political contexts where public issues occur and the inherent communication processes at all levels and specifically dealing with the roles of lobbying, media relations and social responsibility.

**CPRL 322 Cases in Public Relations.**

(3) (Prerequisites: CPRL 224 and CPRL 225 and CPRL 226 or CPRL 227 and CPRL 320 and CPRL 321; or contact department for registration approval) (Note: Students in their last semester may take CPRL 322 concurrently with the other courses they need to complete the certificate.) Preparation of communication plans for organizations and current situations will provide the opportunity to apply the knowledge gained throughout the program. In addition, recent developments and methods in key areas of practice will be addressed.

**CPRL 510 Fundamentals of Public Relations.**

(3) Survey and history of public relations practice, its various sub-specialties and its role in the organizational structure. Theories of communication and applications of theoretical knowledge in the field. Recent trends and best practices in both private and not-for-profit sectors. Professional ethics and associations.

**CPRL 515 Fund-raising and Philanthropy.**

(3) The organization as donor and as fund-raiser. Social, legal and regulatory context of fund-raising and corporate giving. Role and structure of foundations, government agencies and other donor organizations. Corporate community support. Fund-raising campaigns (planning and methods), donor relations, working with volunteer leadership, information management, ethics and accountability.

**CPRL 520 Applied Public Relations Communication.**

(3) (Prerequisite: CPRL 510) (Note: Given in a workshop setting, this course will allow students to improve their skills through practice, instructor feedback and peer evaluation. Owing to the nature of the subject matter, assignments must be submitted in English.) Identification, analysis and solution of communication problems in a variety of public relations contexts. Emphasis on planning, audience, research, content, effectiveness, language, editing and design of communication tools. Practical approaches to print and Internet communication, oral presentations, and writing for media.

**CPRL 530 Internal Stakeholder Communication.**

(3) (Prerequisites: CPRL 510 and CPRL 520) Communication with the full range of internal stakeholders, including employees, management, Board, volunteers and foundations, as well as audiences specific to the organization such as patients, students, members, etc. Topics include organizational culture, labour relations, mobilization of stakeholders and issues/change management (i.e. mergers, acquisitions, partnerships).

**CPRL 531 Media Context and Applications.**

(3) (Prerequisites: CPRL 510 and CPRL 520) Context in which media operate (regulation, ownership, practical constraints). Building relationships with journalists. Media



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐ Denotes courses with limited enrollment.

theory and current trends in media uses and technology. Strategies and tools for communicating through media, including message development, spokesperson training and media events. Crisis and risk communications.

**CPRL 532 Public Relations Event Management.**

(3) (Prerequisites: CPRL 510 and CPRL 520) Management of events in support of strategic organizational objectives for relations with investors, clients, employees, government, media or community. Special events as part of public awareness or fund-raising programs. Topics include planning, budgeting, financial support, logistics, protocol, working with suppliers and partners, promotion and evaluation.

**CPRL 535 Government Relations and Public Opinion.**

(3) (Prerequisite: CPRL 531) Government relations for organizations, at both the political and public service level, including lobbying, advocacy, and regulatory issues. Coalition building. Public opinion from a variety of angles, such as research methods and theory, as well as its relation to government and to information media. Media and democracy.

**CPRL 540 Communication Planning.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Students will interact with practitioners in the field. Considerable time will be required outside of classroom hours, as students will work in teams against tight deadlines. It is recommended that students not take on a heavy course load during the term they take this course.) Communication plans in real situations. Topics include environmental scanning, audits, strategy and implementation of plan, including timelines, budgeting, working with suppliers and consulting skills. Emphasis on evaluation and return on investment of communication.

**CPRL 541 Ethics in Public Relations.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) Public relations practitioner's role and influence in the ethical organization: corporate social responsibility, laws and regulations on governance, and public accountability. Legal and ethical behaviour related to sustainable development and globalization. The ethical public relations practitioner: professionalism, codes of ethics, issues in practice.

**CPRL 542 Financial Communications.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) Nature and function of capital markets, regulations of public trading, decision-making by institutional and retail investors and the role of the analyst. Functions of the financial communicator: road shows, financial statements, press releases, corporate presentations, annual reports and shareholder meetings. Corporate governance issues.

**CPRL 543 Diversity and Community Relations.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) Managing the relationships of organizations with local and cultural communities, including neighbours, grass roots associations, local government, and local and ethnic media. Areas of concern range from diversity within the workplace and trans-cultural leadership to globalization issues. Applications include town hall meetings, plant tours, neighbourhood events and community investment strategies.

**CPRL 590 Topics in Public Relations.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the public relations management area selected from current issues or themes in literature.

**CTPT 205 Principles of Logistics 1.**

(3) (Corequisites: CMSC 101 and EDEC 205) Introduction to day-to-day management and control of the logistics function and how traffic and transportation, inventory management, packaging, customer service, communication systems and order processing activities impact an integrated organizational environment.

**CTPT 207 Transportation Law and Policy.**

(3) (Prerequisite: CEC1 206) Evolution of federal transportation policy, including the primary laws and tribunals the government uses to control and structure the Canadian

transportation industry in a global context: airlines, railways, marine and trucking; the Canada Transportation Act and the legal consequences of the National Transportation Policy and international transport policy.

**CTPT 220 Strategic Logistics.**

(3) (Prerequisite: CTPT 225) Basic principles of logistics and applying them to the role of marketing channels of distribution as a tool employed by marketers to compete with other companies. Focuses on important issues in logistics and market channel management and their relationship to strategic marketing.

**CTPT 225 Principles of Logistics 2.**

(3) (Prerequisite: CTPT 205) Infrastructure required to support logistics activities and flow, specifically warehousing, materials handling, packaging, logistics information systems, performance indicators, implementation strategies and how these elements interact to form an integrated logistics process.

**CTPT 347 Transportation Management.**

(3) (Prerequisite: EDEC 205) Structure and regulation of Canadian transportation industry, operational characteristics of modes of transportation, and competitive relationship between the modes and markets they serve. Examination of how carriers manage themselves including use of key performance indicators and role of transportation within logistics function and management of the supply chain.

**CTPT 410 International Trade and Logistics.**

(3) (Prerequisites: CTPT 207 and CTPT 220 and CTPT 347) Fundamentals required to successfully bring goods to market on a global scale, primarily focusing on logistics trade environment, obstacles and documentation required in international trade, with a focus on parties involved in import/export, legislative and liability, terms of trade, international cargo/cargo security and commercial documentation.

**CTPT 440 Supply Chain Management.**

(3) (Prerequisites: CTPT 207 and CTPT 220 and CTPT 347) Addresses various aspects of Supply Chain Management focussing on the critical components, challenges and issues. Topics include demand planning, network design, e-business and integrated logistics management.

**ECON 295 Macroeconomic Policy.**

(3) (Corequisite: MGCR 293) (Restriction: For B.Com. students) (Restriction: Not open to students who have taken or are taking ECON 330 or ECON 352) (Continuing Education: requirement for CMA, CGA, I.C.B., the EA of AACI, and the CRA) (Continuing Education: not open to full-time day students) This applied macroeconomics course focuses on current and recurrent macroeconomic issues important in understanding the public policy environment in which firms make their decisions. Topics include national accounts; national income determination; economic growth and fluctuations; money, monetary policy and financial markets; international trade and finance.

**EDEC 205 Communication in Management 1.**

(3) (Restriction: Placement test required) (Restriction: B.Com. students who have not taken EDES 201 or EDEC 202) (Because this course uses a workshop format, attendance at first class is desirable.) (Continuing Education: requirement for for the EA, AAC, and the Canadian Institute of Management) 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.

**EDEC 207 Communication in Public Relations.**

(3) (Restriction: Students in Public Relations Management Certificate only.) Identifying, analyzing, and solving communication problems in a variety of public relations contexts. Emphasis on news releases, media kits, informational and promotional materials, and oral presentations.

**EDPC 501 Helping Relationships.**

(3) (Offered through Continuing Education.) A course in the basic principles of human relationships and communication skills, approached from a theoretical and experimental viewpoint. An emphasis will be given to training in basic listening skills, interviewing techniques, and the interpretation of non-verbal behaviour and communication.

**EDPC 504 Practicum: Interviewing Skills.**

(3) (Offered through Continuing Education.) (Prerequisite: EDPC 501) This course will enable students to become practitioners in the field of Applied Social Sciences. Theoretical principles of the helping relationship will be applied in particular situations. Demonstration, lecture, role-playing and psychodrama techniques will be used.

**FINE 343 Managerial Finance.**

(3) (Restriction: For non-Finance students) (Prerequisite: MGCR 341) (Restriction: Only one of FINE 342 or FINE 343 can be counted for credit) (Continuing education: requirement for CGA, CMA, the Institute of Internal Auditors and the Canadian Institute of Management (in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.)) A second course in Finance for students not pursuing the Finance Concentration. Topics include short and long term asset and liability management, risk and diversification, and the nature of capital markets. Cases, lectures, projects and discussions.

**FINE 443 Applied Corporate Finance.**

(3) (Prerequisite: FINE 342) Concepts and techniques are applied to problems faced by managers in Corporate Finance, such as working capital management, capital budgeting, capital structure, dividend policy, cost of capital, and mergers and acquisition. Application of theory and techniques through case studies.

**INDR 294 Introduction to Labour-Management Relations.**

(3) An introduction to labour-management relations, the structure, function and government of labour unions, labour legislation, the collective bargaining process, and the public interest in industrial relations.

**INDR 494 Labour Law.**

(3) (Prerequisite: INDR 294) (Restriction: Management: Open to Labour-Management Relations Major students in U3) Introduction to the basic concepts of labour law relevant to the practice of industrial relations. Historical development of labour law in certain social and legal systems and the culmination in the legislative enactments and jurisprudence of Canadian jurisdictions and certain comparative foreign models.

**INDR 496 Collective Bargaining.**

(3) (Prerequisite: INDR 294) Principles of collective bargaining in Canada and abroad. Problem oriented. Mock collective bargaining sessions provide an opportunity for students to apply knowledge gained.

**INSY 331 Managing Information Technology.**

(3) (Prerequisite: MGCR 331) Tools and concepts necessary to manage information systems in an organization: hardware/software/telecom administration, knowledge discovery/management, web-technologies, and computer security. Focuses on both mechanical aspects of IT and conceptual understanding with regard to impact on business organizations.

**INSY 332 Accounting Information Systems.**

(3) (Prerequisites: MGCR 331 and MGCR 211) (Continuing

Education: requirement for CGA, CMA and the Institute of Internal Auditors) Accounting cycles and information flows and the systems that manage those flows. Principals of systems development and data management as relates to accounting information. Relationship between accounting applications and transaction processing systems. Practical experience with accounting packages.

**INSY 333 Systems Analysis and Modelling.**

(3) (Prerequisite: MGCR 331) First two phases of the software development life cycle. Techniques used to conduct system requirement analysis, practical application of the analyst role in identifying operational problems, defining information system requirements, working with technical and non-technical staff, and making recommendations for system improvement.

**INSY 341 Developing Business Applications.**

(3) (Prerequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures. Discusses modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

**INSY 342 Advanced Application Development.**

(3) (Prerequisite: INSY 341) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

**INSY 422 Object Oriented Design.**

(3) (Prerequisite: INSY 342) (Restriction: Not open to students having taken COMP 202, COMP 203) (Prerequisite (Continuing Education): CCCS 301) Principals of the object oriented paradigm. Object technology, data management, and design principals related to business application development.

**INSY 431 System Design and Implementation.**

(3) (Prerequisites: INSY 333, INSY 437, and INSY 341) (Prerequisite-Continuing Education: CCCS 300, INSY 333, INSY 437) Latter phases of the software development life cycle. Techniques used to design and implement the results of the systems analysis. Practical application of IS team roles.

**INSY 432 Information Technology in Business.**

(3) (Prerequisite: INSY 333) Discusses the role of the information systems department within an organization, information systems resource management, staff organization and leadership, strategic systems, planning, and end-user computing. Focuses on key IT trends in industries such as banking, insurance, manufacturing, retailing & distribution, and health.

**INSY 434 Advanced Topics.**

(3) (Prerequisite: MGCR 331) Topic: IS in Financial Markets. Current topics in the area of information systems.

**INSY 436 Telecommunications Management.**

(3) (Prerequisites: MGCR 331 and INSY 333) This course addresses the challenges and issues managers face in delivering telecommunications and data networking services to their organizations. Using case studies and lectures, it explores technical and managerial aspects of data communications; local, wide-area and wireless networks; network protocols; Internet/intranets; client/server computing; network security and management.

**INSY 437 Managing Data & Databases.**

(3) (Prerequisite: INSY 333) (Management: students are encouraged to take this course as early as possible in their program.) Management of organizational data, implementation of database management systems, and the roles and responsibilities of data management personnel. Explores different models of data representation with an emphasis on the relational model; simple and complex SQL queries.

**INSY 438 Interface Design & Prototyping.**

(3) (Prerequisites: INSY 333 & INSY 341) (Corequisite: INSY 342) (Prerequisite-Continuing Education: CCCS 300) Practical and theoretical interface design & prototyping



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

principles and tools. Practical application of principles in an event-driven development environment.

**INSY 444 Managing Knowledge with Information Technology.**

(3) (Prerequisite: MGCR 331) Types of organizational knowledge and their value for organizations, analyzing knowledge processes, and assessing tools and technologies for managing knowledge.

**INSY 450 Information Systems Project Management.**

(3) (Prerequisite: MGCR 331) Practical principles of project management essential to successful IS development projects or other complex undertakings within an organization; includes methods for defining, planning, and scheduling activities and resources. Discusses managerial and behavioural issues.

**INSY 454 Technological Foundation for E-Commerce.**

(3) (Prerequisite: MGCR 331) (Restriction: A basic understanding of HTML is necessary.) Technology trends and vocabulary pertaining to current technology developments in E-Commerce. Practical IT skills in web application design, including ASP, XML, etc. Discusses business issues affected by the introduction of e-technologies.

**INSY 533 Information Systems Auditing and Security.**

(3) (Prerequisite: INSY 332 or CCCS 300) (Requirement for the Institute of Internal Auditors) This course considers problems and methods of establishing effective controls of computer systems at an advanced level. The student will learn how to review, and evaluate controls in a computer environment through the use of case studies. The student will also learn how to use computer assisted audit techniques to test computer controls.

**MGCR 211 Introduction to Financial Accounting.**

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) The role of financial accounting in the reporting of the financial performance of a business. The principles, components and uses of financial accounting and reporting from a user's perspective, including the recording of accounting transactions and events, the examination of the elements of financial statements, the preparation of financial statements and the analysis of financial results.

**MGCR 222 Introduction to Organizational Behaviour.**

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) Individual motivation and communication style; group dynamics as related to problem solving and decision making, leadership style, work structuring and the larger environment. Interdependence of individual, group and organization task and structure.

**MGCR 271 Business Statistics.**

(3) (Prerequisite: MATH 122 and 123 or equivalent) (Restriction: Not open to students who have taken or are taking MATH 204, MATH 324, PSYC 204, ECON 227, ECON 257) (You may not be able to receive credit for this course and other statistic courses. Be sure to check the Course Overlap section under Faculty Degree Requirements in the Arts or Science section of the Calendar.) Statistical concepts and methodology, their application to management problems. Topics include: descriptive statistics; probability theory, important distributions, sampling and sampling distributions, hypothesis testing, simple linear and multiple regression.

**MGCR 273 Introductory Management Statistics.**

(3) (Prerequisite: CMSC 101 College Algebra and Functions or Diagnostic Test) (Requirement for the Institute of Internal Auditors, CMA and CGA) Descriptive statistics, probability, random variables, binomial, poisson, normal distributions, sampling distribution of the mean, estimation, hypothesis testing, analysis of variance, tests of goodness of fit, simple linear regression, non-parametric statistics. Use of computer statistics package (no computer background needed). Application to problems in business and management.

**MGCR 274 Statistical Methods in Management.**

(3) (Prerequisites: CMSC 204; MGCR 273) (Requirement for the Institute of Internal Auditors) Review in greater depth some

topics introduced in Introductory Management Statistics. Further Topics: covariance, Bayes's Theorem, probability distributions, Power and OC curves, various tests, testing data for normality and particular distributions, multiple regression including polynomial and stepwise regression, diagnostics, indicator variables, autocorrelation, time series. Use of computer statistics package.

**MGCR 293 Managerial Economics.**

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the CRA) The course focuses on the application of economic theory to management problems and the economic foundations of marketing, finance, and production. Attention is given to the following topics: price and cost analysis; demand and supply analysis, conditions of competition.

**MGCR 331 Information Systems.**

(3) (Restriction: Fall sections restricted to BCom students.) (Continuing Education: requirement for the Institute of Internal Auditors, CMA, CGA) (Prerequisite (Continuing Education): CMSC 101 College Algebra and Functions or equivalent Basic computer skills including DOS, Spreadsheets and Word-processing and Database.) (A special seminar will be available to those students who do not possess the above basic computer skills, at the students' own expense.) Introduction to principles and concepts of information systems in organizations. Topics include information technology, transaction processing systems, decision support systems, database and systems development. Students are required to have background preparation on basic micro computer skills including spreadsheet and word-processing.

**MGCR 341 Finance 1.**

(3) (Prerequisites: MGCR 271 or equivalent) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) An introduction to the principles, issues, and institutions of Finance. Topics include valuation, risk, capital investment, financial structure, cost of capital, working capital management, financial markets, and securities.

**MGCR 352 Marketing Management 1.**

(3) (Continuing Education: requirement for the Institute of Internal Auditors, and the Canadian Institute of Management) Introduction to marketing principles, focusing on problem solving and decision making. Topics include: the marketing concept; marketing strategies; buyer behavior; Canadian demographics; internal and external constraints; product; promotion; distribution; price. Lectures, text material and case studies.

**MGCR 360 Social Context of Business.**

(3) This course examines how business interacts with the larger society. It explores the development of modern capitalist society, and the dilemmas that organizations face in acting in a socially responsible manner. Students will examine these issues with reference to sustainable development, business ethics, globalization and developing countries, and political activity.

**MGCR 382 International Business.**

(3) An introduction to the world of international business. Economic foundations of international trade and investment. The international trade, finance, and regulatory frameworks. Relations between international companies and nation-states, including costs and benefits of foreign investment and alternative controls and responses. Effects of local environmental characteristics on the operations of multi-national enterprises.

**MGCR 423 Organizational Policy.**

(3) (Restriction: Open to U2, U3 students only) (Continuing Education: requirement for CMA, CGA, the Institute of Internal Auditors, and the Canadian Institute of Management - in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.) Focus on the primary functions of general management: the formation of a corporate strategy that relates the company's opportunities to its resources, competence, and leadership style. Measures to improve organization effectiveness.

**MGCR 472 Operations Management.**

(3) (Prerequisite: MGCR 271 or equivalent) (Requirement for the Canadian Institute of Management) Introduction to decisions



and trade-offs associated with production of goods and services. Topics include technology planning (production process), control issues (production planning and inventory control, MRP/JIT, scheduling, quality and reliability and distribution planning), design for manufacturability, management of new technology (FMS, group technology and robotics) and management of service operations.

**MGPO 450 Ethics in Management.**

(3) (Restriction: U2 and U3 students only) An examination of the economic, legal and ethical responsibilities of managers in both private and public organizations. Through readings, case studies, discussions and projects the class evaluates alternative ethical systems and norms of behaviour and draws conclusions as to the right, proper and just decisions and actions in the face of moral dilemmas. The focus of this course is on the decision process, values and consistency of values of the individual and on the impact of systems control and incentives on managerial morality.

**MGSC 272 Advanced Business Statistics.**

(3) (Prerequisite: MGCR 271) (Restriction: Not open to students who have taken MGCR 272) Advanced multiple regression analysis, experimental design and factorial analysis, time series and forecasting.

**MGSC 373 Operations Research 1.**

(3) (Prerequisite: MGCR 271) (Prerequisite (CE): MGCR 273) (Restriction: Not open to students who have taken MGCR 373) (Note: Continuing Education: CMA Requirement) Topics include: introduction to decision analysis and risk attitudes, inventory control, linear programming and simulation. Emphasis on the formulation of problems and their solution by standard methods or by computer packages.

**MRKT 354 Marketing Management 2.**

(3) (Prerequisite: MGCR 352) The decision areas in marketing. Emphasis on the use of marketing theory and concepts in the solution of realistic marketing problems. Decision making in a marketing context using cases, some of which will be computer assisted, and readings.

**MRKT 355 Services Marketing.**

(3) (Prerequisite: MGCR 352) Services are fleeting and involve direct contact between the supplier and the buyer. Inventories disappear every time an aircraft takes off or the night passes for an hotel. Yet services have become the largest sector in modern Western economy and their importance shows every sign of continuing to grow. This course focuses on the key differences between product and services marketing and the skills that are necessary for the services sector.

**MRKT 357 Marketing Planning 1.**

(3) (Prerequisites: MRKT 354, MRKT 451, and MRKT 452 (Continuing Education: or Departmental approval)) (Restriction: Management: U3 students only) Marketing Planning is designed as a capstone to previous marketing courses; Structured approach to developing a marketing plan, proceeding from corporate mission and objectives through to detailed marketing mix programs. Lectures, discussions and cases. A field project provides marketing planning experience.

**MRKT 434 Topics in Marketing 1.**

(3) (Prerequisite: MGCR 352) (Corequisite (Continuing Education): MGCR 273) Current topics in marketing.

**MRKT 451 Marketing Research.**

(3) (Prerequisites: MGCR 352 and MGCR 271) Theoretical techniques and procedures common in marketing research. Topics include: research design, sampling, questionnaire design,

coding, tabulating, data analysis (including statistical techniques). Specialized topics may encompass advertising, motivation and product research; forecasting and location theory.

**MRKT 452 Consumer Behaviour.**

(3) (Prerequisite: MGCR 352) A study of basic factors influencing consumer behaviour. Attention is focused on psychological, sociological and economic variables including motivation, learning, attitude, personality, small groups, social class, demographic factors and culture, to analyze their effects on purchasing behaviour.

**MRKT 453 Advertising Management.**

(3) (Prerequisite: MRKT 452) (Prerequisite (Continuing Education): MGCR 352; MRKT 452 or Departmental approval) Surveys advertising and promotion in Canadian context. Examines activities as they relate to advertisers, the advertising agency and media. Stresses advertising by objectives as the approach to developing strategy and tactics. Real examples from current campaigns are the focal point of class discussions.

**MRKT 455 Sales Management.**

(3) (Prerequisite: MGCR 352) Responsibilities of the sales manager as they relate to the sales force. These include the selection of process, training alternatives, compensation and incentive plans, supervision and evaluation and budgeting and forecasting. Case studies and discussions of sales force models are used.

**MRKT 456 Business to Business Marketing.**

(3) (Prerequisite: MGCR 352) Decision-making and management of the marketing effort in a business to business (b-to-b) context, including the b-to-b marketing system; b-to-b purchasing; researching the b-to-b market; product, price distribution, selling and advertising decisions; strategies for business markets.

**MRKT 483 International Marketing Management.**

(3) (Prerequisites: MGCR 382 and MGCR 352, or permission of instructor) (Formerly MGMT 483) Marketing management considerations of a company seeking to extend beyond its domestic market. Required changes in product, pricing, channel, and communications policies. Attention to international trade and export marketing in the Canadian context.

**ORGB 420 Managing Organizational Teams.**

(3) (Prerequisite: MGCR 222 or permission of Instructor) (Continuing Education: requirement for I.C.B.) Theory, research, and applications Principles of team processes and effectiveness in organizational settings, specifically the theoretical developments and empirical findings of group dynamics and team effectiveness, and practical strategies and skills for successful management of organizational teams.

**ORGB 421 Managing Organizational Change.**

(3) (Prerequisite: MGCR 222 or permission of Instructor) (Continuing Education: this course cannot be taken for credit if ORGB 522 was already completed) Organizational change theory and techniques are examined with an emphasis on techno-structural interventions such as Quality-of-Work-Life approaches. Through simulations and case-studies, the course explores initiatives in organizational change, primarily in contemporary Canadian organizations. It also includes opportunities for "hands-on" experience in work and organization redesign.

**ORGB 423 Human Resources Management.**

(3) (Prerequisite: MGCR 222) (Requirement for the Institute of Internal Auditors) Issues involved in personnel administration. Topics include: human resource planning, job analysis, recruitment and selection, training and development, performance appraisal, organization development and change, issues in compensation and benefits, and labour-management relations.

**ORGB 424 Employment.**

(3) (Prerequisite: ORGB 423) (Prerequisite-Continuing



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

Education: ORGB 423) Reviews in sequence all aspects of the hiring of employees. Topics covered will include manpower planning, recruiting, selection, placement orientation, retirement and de-hiring. Each area will be covered from legal, technical and theoretical perspectives.

**ORGB 426 Human Resource Training and Development.**

(3) (Prerequisite: ORGB 423) Planning, conceptualization, design, implementation and evaluation of training and career development programs. Review of the major techniques in each area. Training and development approached from a systems point of view.

**ORGB 525 Compensation Management.**

(3) (Prerequisite (Undergraduate): ORGB 423) (Prerequisite (Continuing Education): MGCR 222) Compensation policies and practices, consistent with motivational theories, are examined. Topics include: design and evaluation of job evaluation systems, salary structures, and performance-based pay; compensation of special employee groups; and current pay equity laws. Projects and simulations provide "hands-on" experience in the use of compensation techniques.

## English Language Programs

**□CEEN 211 Functional English Grammar/Writing 1.**

(3) (39 hours) (Prerequisite: CEGE 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEEN 212 English Communication Practice 1.**

(3) (39 hours) (Prerequisite: CEGE 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEEN 221 Functional English Grammar/Writing 2.**

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEEN 222 English Communication Practice 2.**

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or

Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEEN 331 Functional English Grammar/Writing 3.**

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEEN 332 English Communication Practice 3.**

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEEN 401 English Vocabulary in Context.**

(3) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Focuses on English communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrasal verbs and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

**□CEEN 402 English Communication and Cultural Patterns.**

(3) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Examines the impact of cultural patterns in communication in English. Intended for those visiting/working abroad, and/or dealing with international associates. Explores the fundamental cultural differences and business practices in the different regions of the world, and how the English language should be used in specific situations.

Destiné aux personnes qui séjournent ou travaillent à l'étranger, ou encore qui traitent avec des associés de divers pays, ce cours étudie l'effet des modèles culturels sur la communication en langue anglaise. Il inclut l'exploration des

différences culturelles fondamentales et des pratiques commerciales en usage dans diverses régions du monde, de même que les différentes façons dont la langue anglaise devrait être utilisée dans des cas bien précis.

**☐CEEN 411 English Grammar and Writing Techniques.**

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

**☐CEEN 412 English Oral Communication Techniques.**

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

**☐CEEN 421 English Written Communication Contexts.**

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

**☐CEEN 422 English Oral Communication Contexts.**

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

**☐CEGL 102 Basic English.**

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of Program Director) For students with little or

no knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en français à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

**☐CEGL 104 Elementary English 1.**

(11 CE Units) (60 hours) (Prerequisite: CEGL 102 or Entrance Placement Test or Permission of the Director) For students with basic knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base de l'anglais, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

**☐CEGL 106 Elementary English 2.**

(11 CE Units) (60 hours) (Prerequisite: CEGL 104 or Entrance Placement Test or Permission of the Director) Instruction in listening, speaking, reading and writing English, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue anglaise. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

**☐CEGL 228 Pronunciation Clinic 1.**

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 102 or Permission of Director) For students with an elementary-to-low-intermediate knowledge of English who require particular pronunciation practice. A basic overview of the English phonetic system with an emphasis on segmentals, linking and rhythm. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau débutant, élémentaire ou intermédiaire bas qui ont besoin d'une formation pratique pour améliorer leur prononciation en anglais. Une introduction de base du système phonétique avec un accent particulier sur les segments, le rythme et les liaisons. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

**☐CEGL 238 Pronunciation Clinic 2.**

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 228 or CEEN 221 and CEEN 222 or permission of Director) For students with a mid-intermediate to advanced knowledge of English who wish to improve their pronunciation. A comprehensive overview of the English sound system with an emphasis on supra-segmentals, stress and intonation. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau intermédiaire moyen et élevé et de niveau avancé qui souhaitent corriger ou améliorer leur prononciation en anglais. Une révision complète du système des



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐Denotes courses with limited enrollment.

sons de la langue anglaise avec un accent particulier sur les supra-segments, l'accentuation et l'intonation. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

**□CEGL 303 Sp Intensive English Beginners.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 313 Sp Intensive English Level 1.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 323 Sp Intensive English Level 2.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 333 Sp Intensive English Level 3.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 343 Sp Intensive English Level 4.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 355 Sp Intensive English Level 5.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

## **French Language Programs**

**□CEFN 211 Functional French Grammar/Writing 1.**

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and

communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEFN 212 French Communication Practice 1.**

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEFN 221 Functional French Grammar/Writing 2.**

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEFN 222 French Communication Practice 2.**

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEFN 331 Functional French Grammar/Writing 3.**

(3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEFN 332 French Communication Practice 3.**

(3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or

Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**☐CEFN 401 French Vocabulary in Context.**

(3) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Focuses on French communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrases and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

**☐CEFN 402 Persuasive French in Communication.**

(3) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Development of oral and written skills necessary for efficient communication in persuasive and argumentative situations, including argumentation mechanisms, and proposes a study of linguistic and discursive elements for the convincing transmission of complex ideas.

Ce cours vise à développer, tant à l'oral qu'à l'écrit, les compétences nécessaires pour communiquer efficacement dans des échanges argumentés. Il traitera des mécanismes de l'argumentation et proposera une étude des éléments linguistiques et discursifs permettant une transmission convaincante d'idées complexes.

**☐CEFN 411 French Grammar/Writing Techniques.**

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

**☐CEFN 412 French Oral Communication Techniques.**

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques

propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

**☐CEFN 421 French Written Communication Contexts.**

(3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

**☐CEFN 422 French Oral Communication Contexts.**

(3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

**☐CFRN 102 Basic French.**

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of Program Director) For students with little or no knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en français à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

**☐CFRN 104 Elementary French 1.**

(11 CE Units) (60 hours) (Prerequisite: CFRN 102 or Entrance Placement Test or Permission of Director) For students with basic knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base du français, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

**☐CFRN 106 Elementary French 2.**

(11 CE Units) (60 hours) (Prerequisite: CFRN 104 or Entrance Placement Test or Permission of Director) Instruction in



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐Denotes courses with limited enrollment.

listening, speaking, reading and writing French, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue français. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

**□CFRN 313 Sp Intensive French Level 1.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 323 Sp Intensive French Level 2.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 333 Sp Intensive French Level 3.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 343 Sp Intensive French Level 4.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of

real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 355 Sp Intensive French Level 5.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

---

## General Studies

---

**CBUS 204 Effective Public Speaking.**

(6 CE Units) This course is designed for business and professional people who must deliver oral reports, papers, talks and speeches to all types of audiences and for those wanting to improve their communication skills in dealing with their employer, employees, colleagues and clients. Learn to speak effectively by developing your presentation and public speaking skills. This course is designed to help you relate your ideas clearly and effectively to audiences that are so vital to you and your organization. Weekly sessions feature theory, class participation, as well as constructive audience and instructor feedback in a friendly, relaxed and non competitive atmosphere.

**CENG 220 Industrial Process Control and Automation.**

(10 CE Units) (17 lectures of 3 hours) (\$398.00) (This course is offered in cooperation with the Instrument Society of America (Montreal Section). Further information about the course may be obtained by calling 514-845-6472 or fax 514-845-3245) A comprehensive introduction to the field of instrumentation and automation, suitable for engineering and technical personnel, and for people just starting in the field. Topics covered include: automatic control; measurement and primary elements; flow measurement; final control elements; automatic control theory; analysers; computers; distributed control systems; batch control and ladder diagrams; programmable controllers; selection and specification of instrumentation; review. Optional labs will complement the learning process.

**CENG 221D1 (8 CE Units), CENG 221D2 (8 CE Units) Project Management.**

(Students must also register for CENG 221D2) (No credit will be given for this course unless both CENG 221D1 and CENG 221D2 are successfully completed in consecutive terms) This course addresses the fundamental principles of project management, and the tools and techniques at our disposal to help achieve our goals. These principles, largely developed and tested on engineering projects, are being successfully applied

to projects of all sizes and types within the business world. Topics covered include: project definition and start up; planning, scheduling and estimating; approval process, including testing for alternatives; project information and control systems; resource selection and allocation, implementation; post-project evaluation; project management as a career; skills and knowledge required by professionals, including decision-making and resource allocation appropriate to project phases; integration with other disciplines, including accounting and finance. Students will have the opportunity to apply the principles they learn through lab sessions using the latest computerized project management tools.

**CENG 222 Risk Assessment: Ore Reserves/Mine Planning.** (16 CE Units) The new generation of conditional simulation technologies for assessing ore body uncertainty, effects on risk analysis and cash flow considerations. Emphasis on downstream applications pertinent to ore reserves, feasibility, design, development and planning stages of mining ventures, and financial optimization of relevant aspects of operations and production.

**CENG 223 Project Management: Bridging Theory and Practice.** (10 CE Units) (Note: Presented as a series of 3-hour lectures, this course is designed for Project Management practitioners and managers.) Issues and risks commonly occurring in project delivery. Practical issues confronted by today's practicing project managers; practical and actionable solutions.

**CHEM 150 World of Chemistry: Food.** (3) (Winter) (3 lecture hours/week) (No prerequisites) A series of lectures on the historical, practical, and simple chemical aspects of: food, food additives; vitamins; minerals, diet and cancer; dieting; water.

**CHEM 170 World of Chemistry: Drugs.** (3) (Fall) (3 lecture hours/week) (No prerequisites) Aspects of drugs including drug history, over the counter drugs (e.g. aspirin, cough remedies, allergy preparations), and street drugs. Significant attention will be paid to prescription drugs such as heart remedies and antibiotics.

**HSEL 308 Issues in Women's Health.** (3) (Fall) (Prerequisite: Introductory Psychology or Sociology or permission of the instructor) (Complementary course for the Women's Studies and Social Studies of Medicine Concentrations) Exploration of a wide range of topics on the health of women. Topics include use of health care system, poverty, roles, immigration, body image, lesbian health, and violence against women. Additional topics vary by year. A Health Science elective open to students in the Faculties of Arts, Science, and Medicine.

**HSEL 309 Women's Reproductive Health.** (3) (Winter) (Prerequisite: Introductory Psychology or Sociology or permission of the instructor) (Restriction: not open for credit to students who have taken HSEL 308 prior to September 1997) (Complementary course for the Women's Studies and Social Studies of Medicine Concentrations) Concepts of health and medicalization. Canadian and international perspectives. Topics include contraception, abortion, infertility, menstruation, menopause, new reproductive technologies, prenatal care, childbirth. Additional topics vary by year. A Health Science elective open to students in the Faculties of Arts, Science, and Medicine.

**RELG 254 Introduction to Sikhism.** (3) (Fall and Winter) An introduction to the historical and religious context in which the Sikh religion developed, its principal doctrines, practices and institutions and its

evolution from its origins to the present, both inside and outside India.

**YCBU N13 Project Management: Bridging Theory and Practice.** (0) Issues and risks commonly occurring in project delivery. Practical issues being confronted by today's practicing project managers and discusses practical and actionable solutions. Presented as a series of 3-hour lectures, this course is designed for Project Management practitioners and managers.

---

## Translation studies

---

**CCTR 222 English Usage for Translators.** (10 CE Units) (45 hrs) (\$275.00) Review of the major problems encountered by students when drafting texts in English. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard, regional and specialized vocabularies; textual analysis: structure of English texts at various levels (sentence, paragraph, etc.).

**CCTR 223 Le bon usage pour traducteurs.** (10 CE Units) (45 hrs) (\$275.00) Review of the major problems encountered by students when drafting texts in French. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard and specialized vocabularies; textual analysis: structure of French texts at various levels (sentence, paragraph, etc.).

**CCTR 225 French Translation 1.** (3) (Restriction: Not open to students who have taken CCTR 220) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from English to French.

**CCTR 226 English Translation 1.** (3) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from French to English.

**CCTR 227 Spanish Translation 1.** (3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) An introduction to the principles of translation through careful analysis and translation of selected texts with a view to building competence in translating from English and/or French into Spanish.

**CCTR 230 Précis-Writing / Contraction: texte.** (3) (Bilingual course / cours bilingue) This course is intended to give translators additional training which will be of practical use in their work. The emphasis will be on the understanding and analysis of texts in order to determine the essential elements needed in précis writing. Exercises based on varied French and English texts are intended to familiarize students with the preparation of texts of a practical nature, e.g. reports, minutes, abstracts. The objective of the course is to train students to summarize a given text accurately and concisely in a way that respects the form and sophistication of the original text and exploits the idiomatic nature of the language.

Ce cours vise à donner au traducteur une formation complémentaire utile à son travail. L'accent sera mis sur la compréhension et l'analyse du texte pour en dégager les éléments essentiels à partir desquels l'étudiant aura à rédiger un résumé. Exercices à partir de textes français et anglais variés visant à donner à l'étudiant l'habitude de rédiger des textes d'ordre pratique : comptes rendus, procès-verbaux, condensés. L'objectif sera d'arriver à une expression juste et concise respectant la forme et le niveau du texte, la correction et le caractère idiomatique de la langue.

**CCTR 232 Documentation and Terminology/Documentation et**



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐ Denotes courses with limited enrollment.

**terminologie.**

(3) (Bilingual course / cours bilingue) Skills needed for research in documentation and terminology; on- and off-line use of databanks, Internet resources as well as various forms of records and corpora; introduction to MT (machine translation), CAT (computer-assisted translation) and localization.

**CCTR 233 Techniques: Rédaction pour traducteurs.**

(3) (en français) Les étudiants auront à rédiger d'une façon claire et concise en respectant les règles du code écrit. Ils apprendront à tirer profit de toutes les ressources stylistiques de la langue pour rendre leurs textes éditoriaux. Le cours portera sur différents aspects de la rédaction: publicité, rédaction commerciale, comptes rendus, communiqués de presse, et d'autres discours spécialisés.

**CCTR 234 Writing Techniques for Translators.**

(3) (In English) Students will practice writing clearly and concisely, respecting the rules for written expression. They will learn to make use of all the stylistic resources of the language to make the text idiomatic and readable. The course will include various specialized discourses such as advertising, business letters, résumés, press releases, etc.

**CCTR 237 Writing Techniques (Spanish).**

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Practice in writing clearly and concisely, respecting the rules for written expression. Use of all the stylistic resources afforded by the language to make the text idiomatic and readable, including various specialized discourses such as advertising, business correspondence, résumés and press releases.

**CCTR 310 Comparative Stylistics 2.**

(3) (Bilingual course / cours bilingue) Provides linguistic and stylistic comparisons between English and French in terms of their relation to the practical study of Translation. Comparative analysis of the structures of the two languages will be used to outline the common problems of translation and to develop strategies for dealing with them. The emphasis will be placed on problems of grammar, syntax and style.

**CCTR 317 Comparative Stylistics: Spanish/English/French.**

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Linguistic and stylistic comparisons among English, French and Spanish in relation to the practical study of translation. Comparative structural analysis of the languages is used to outline the common problems of translation and to develop strategies for dealing with them. Emphasis on grammar, syntax and style.

**CCTR 325 French Translation 2.**

(3) (Prerequisites: CCTR 225 and CCTR 226 or 679-220X/Y, and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from English into French, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

**CCTR 326 English Translation 2.**

(3) (Prerequisites: CCTR 225 and CCTR 226 and CCTR 310, or CCTR 220 and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from French into English, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

**CCTR 330 Text Revision/Révision: Texte 01.**

(3) (Bilingual course / cours bilingue) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Condition préalable: CCTR 325 et CCTR 326 [ou CCTR 320]) This course is designed to teach students the principles of evaluating and correcting texts written in English or translated from French into English. Students will learn proofreading techniques and editorial practices. The relation between the translating and the revising of a text will be studied.

Ce cours vise à inculquer à l'étudiant des principes pour

évaluer et corriger des textes rédigés en français ou traduits de l'anglais au français. On familiarisera l'étudiant aux techniques de la révision d'épreuves et au code typographique. La question des relations entre traduction et révision fera l'objet d'une étude.

**CCTR 331 Translation Theory/Practice.**

(3) (Bilingual course / cours bilingue) (Prerequisites: CCTR 225 and CCTR 226 [or CCTR 220]) (Condition préalable: CCTR 225 et CCTR 226 [ou CCTR 220]) Coordinated exercises in precise writing, translating, editing and revising. Review of contrastive grammar. Basic concepts of translation theory.

**CCTR 333 Spanish Translation (into French).**

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into French. Topics will cover areas of a general nature as well as business and administrative texts.

**CCTR 334 Spanish Translation (into English).**

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into English. Topics will cover areas of a general nature as well as business and administrative texts.

**CCTR 337 Translation: German Into French.**

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to French. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

**CCTR 338 Translation: German Into English.**

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to English. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

**CCTR 340 Introduction to Spanish Text Revision.**

(3) (Prerequisites: CCTR 333 or CCTR 334; and CCTR 317) (Note: The languages used in the course are Spanish, English and French.) Principles of evaluating and correcting texts written in Spanish or translated into Spanish from English or French. Proofreading techniques and editorial practices. Relationship between translation and text revision.

**CCTR 360 Spanish Translation 2.**

(3) (Prerequisite: CCTR 227; and CCTR 333 or CCTR 334) (Note: Language of instruction: Spanish) The emphasis of this course is on translation from English/French into Spanish. Material chosen for this course will cover those areas which at the moment are in greatest demand: law, material related to international agreements on the environment; computer science, etc.

Cours de traduction anglais/français-espagnol. Les documents étudiés pendant le cours couvrent des sujets particulièrement d'actualité : droit, accords internationaux sur l'environnement, informatique, etc.

**CCTR 401 Independent Studies: Translation.**

(3) (Prerequisite: Permission of the Program Director) (Condition préalable: autorisation du directeur du programme) Research, reading and special projects, permitting independent study under the guidance of a staff member specializing in the field of interest. Projects will have to be arranged individually with the instructors. A detailed study proposal must be submitted to the Director during the first week of class.

Recherche, lecture et projets spéciaux, permettant des études indépendantes sous la direction d'un membre du personnel spécialisé dans le domaine choisi par l'étudiant(e). Les projets



doivent être conçus individuellement avec les chargés de cours. Projet d'étude détaillé à présenter au directeur pendant la première semaine de cours.

#### **CCTR 433 French Translation 3.**

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

#### **CCTR 434 English Translation 3.**

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

#### **CCTR 435 French Translation 4.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

#### **CCTR 436 English Translation 4.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

#### **CCTR 437 Spanish Translation 3.**

(3) (Prerequisites: CCTR 317 and CCTR 360) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including management, finance, and international and monetary economics.

#### **CCTR 438 Spanish Translation 4.**

(3) (Prerequisite: CCTR 437) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including technical, legal, medical, and computer technology and software.

#### **CCTR 441 Traduction Littéraire-Français.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (English into French) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

#### **CCTR 442 Traduction Littéraire-Anglais.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (French into English) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

#### **CCTR 500 Translation Practicum.**

(3) (Prerequisite: CCTR 232, CCTR 233 or CCTR 234, CCTR 431 or CCTR 432, or equivalent and departmental permission) (Conditions préalables: CCTR 232, CCTR 233 ou CCTR 234, CCTR 431 ou CCTR 432, ou l'équivalent et autorisation du département) Students produce translated texts in a simulated translation office. A reviser will work with students under the guidance of the course instructor. The Practicum provides access to technology and documentation while teaching basic skills in practice development.

Les étudiants traduisent des textes à un service de traduction virtuel. Un réviseur travaillera avec les étudiants, en collaboration avec le chargé de cours. Accès à certaines technologies et à de la documentation.

#### **CCTR 501 Traductologie.**

(3) The nature of this course is theoretical as well as

practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from English into French will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation. Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use Think-Aloud Protocols (TAP) whenever possible.

Ce cours est à la fois théorique et pratique. L'étudiant est d'abord appelé à se pencher sur les travaux de certains théoriciens et traducteurs, puis à mettre en pratique les théories les plus utiles. Les textes à traduire d'anglais en français seront soumis à une analyse visant à en dégager les particularités textuelles (propriétés morphosyntaxiques et stylistiques), mais aussi le contexte situationnel complexe, le « discours » interlingue et interculturel. Ce travail vise à montrer clairement que le traducteur participe à une activité de communication dont la portée dépasse très largement la simple dimension textuelle, prévenant ainsi le recours abusif au modèle linguistique classique de la traduction. Certains sujets comme la médiation culturelle et linguistique seront abordés. Pour leur permettre de se familiariser avec les processus cognitifs, les étudiants seront dans la mesure du possible regroupés par deux et encouragés à privilégier la réflexion à voix haute.

#### **CCTR 502 Translation Studies.**

(3) The nature of this course is theoretical as well as practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from French into English will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation. Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use TAPs whenever possible.

#### **CCTR 510 Computer Assisted Translation / Informatique en traduction.**

(3) (Prerequisites: CCTR 501 or CCTR 502) (Conditions préalables: CCTR 501 ou CCTR 502) This course prepares the student for this vital approach to translation through its hands-on introduction to and use of IT applied to translation. The course consists of three major interrelated parts. Basic information necessary for the production of present day translations: operating systems and word processing. Use of programs and techniques essential for the production of quality products: Term-banks (Termium, BTQ, Eurodicautom), Personal Term-bank (Proterm), Optical Character Readers (OCRs); Auxiliary software programs that help faster processing; Electronic mail and fax for speedier contact and transfer of information by modem; Desk-top publishing. Study of the various translation specific software programs available for Computer Aided Translation (CAT) such as ATAQ, NATUREL, EDIBASE, DOCUCOMP and COMPARITE Machine Translation such as Systran, PowerTranslator, TranslationManager/2.

Grâce à son introduction pratique et à l'application des technologies de l'information à la traduction, ce cours permet à l'étudiant de se familiariser avec une méthode de traduction essentielle. Il est divisé en trois grandes parties étroitement liées. Données de base nécessaires au travail du traducteur



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

systèmes d'exploitation et traitement de texte. Utilisation de programmes et de techniques essentielles à la production de travaux de qualité : banques de terminologie (Termium, BTQ, Eurodicautom); banque de terminologie personnelle (Proterm); lecteurs optiques de caractères; logiciels auxiliaires permettant d'accélérer le traitement; courrier électronique et télécopieur permettant d'accélérer les échanges et de procéder au transfert de données par modem; éditique. Étude de divers logiciels de traduction assistée par ordinateur (ATAO, NATUREL, EDIBASE, DOCUCOMP et COMPARITE). Systèmes de traduction automatique (Systran, PowerTranslator, TranslationManager/2).

#### **CCTR 511 Traduction Spécialisée 1.**

(3) (Prerequisite: CCTR 501) (Condition préalable: CCTR 501) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 512 Specialized Translation 1.**

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 513 Traduction Spécialisée 2.**

(3) (Condition préalable: CCTR 501) Analyse de plusieurs langues de spécialité (médicale et scientifique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le

leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 514 Specialized Translation 2.**

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. scientific and medical, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 515 Les Classiques Anglais.**

(3) This course will expose students to the translations of major literary works written in the English language. The methodology involves a diachronic and synchronic analysis on a comparative basis. Students will be able to study the stylistic characteristics of great translators who have successfully transmitted the cultural background and stylistic characteristics of great authors, and who in that process have created "new" classics in their own right, which in turn have made a significant contribution to French culture and civilization.

Ce cours permet aux étudiants d'aborder l'étude des traductions de grandes oeuvres de la littérature anglaise. La méthodologie repose sur l'analyse diachronique et synchronique comparative. Les étudiants pourront ainsi étudier les propriétés du style de grands traducteurs qui ont su respecter le contexte culturel et le style des oeuvres de grands auteurs et ont ainsi créé de « nouveaux classiques » qui sont venus enrichir la culture et la civilisation françaises.

#### **CCTR 516 The French Canon in Translation.**

(3) This seminar focuses on translations of some of the important texts in the French cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to highlight the cultural and linguistic contributions of translations from one cultural community to another and how they may influence one's perception of the English language and culture.

#### **CCTR 517 Histoire Différentielle: Français.**

(3) Following a general introduction to the evolution of the French language from Old and Middle French through the French of the 16th, 17th, 18th and 19th centuries, the main focus of this course will be on the geographical variations and recent changes in the French language as it is used today within the countries of the French-speaking world (francophonie and créolophonie). Students will analyze the cultural context of the language in a variety of texts. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

Après une introduction générale portant sur l'évolution de la langue française (le vieux et le moyen français, le français des XVIe, XVIIe, XVIIIe et XIXe siècles), ce cours porte principalement sur les variantes géographiques et l'évolution récente du français aujourd'hui en usage dans les pays francophones (francophonie et créolophonie). L'étudiant pourra analyser le contexte culturel de la langue d'un éventail de textes. Des extraits de textes représentant un vaste éventail de régions et de périodes permettent aux étudiants de se

familiariser directement avec cet aspect de la traduction.

#### **CCTR 518 Differential History of English.**

(3) This course offers a brief chronological survey of the linguistic development of the English language. Although students will study the language from Middle English onwards, and some initial attention will be paid to the prehistory of English (the Indo-European and Germanic languages) and Old English, the main focus will be on the lexical and grammatical changes of Present Day English and the regional varieties that have developed throughout the English-speaking world, as these are especially pertinent to the contemporary translator. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

#### **CCTR 519 Guided Cultural Reading / Lectures culturelles dirigées.**

(3) Under the guidance of the lecturer, students will establish their corpus based on a reading list. During class meetings students will present oral analyses and evaluations of the works they studied, taking into account their particular area of interest. Topics will cover among others national and international social, political and religious institutions and issues.

Sous la direction du chargé de cours, l'étudiant choisit ses lectures sur une liste. En classe, les étudiants font à tour de rôle des exposés oraux où ils analysent et évaluent les oeuvres étudiées en tenant compte de leur champ d'intérêt particulier. Les textes étudiés portent notamment sur des institutions et questions sociales, politiques et religieuses nationales et internationales.

#### **CCTR 520 Applied Research: Lexicography/Recherche en lexicographie.**

(3) (Prerequisites: CCTR 501 or CCTR 502 and CCTR 510) (N.B. Each student can do research in his or her chosen field of concentration) (Conditions préalables : CCTR 501 ou CCTR 502 et CCTR 510) (Nota: Chaque étudiant peut faire sa recherche dans son champ de concentration) The material of this course can be divided into three major parts: The study of the basic structures of the lexicon, lexical units, word formation, lexical norms and standardization. A comparative study of certain aspects of the English and French lexicons and their varieties in the context of translation in Canada. Research in a specialized language domain normally considered beyond the scope of general language lexicons.

Ce cours comporte trois grands volets : Étude des structures fondamentales du lexique, des unités lexicales, de la formation des mots, des normes lexicales et de la normalisation. Étude comparative de certains aspects des lexiques anglais et français et de leurs variantes dans le contexte de la traduction telle qu'elle se pratique au Canada. Recherche dans une langue de spécialité sortant du cadre des lexiques généraux.

#### **CCTR 521 Advanced Comparative Stylistics.**

(3) The course provides an in-depth analysis of Spanish stylistics in comparison with English and French. The analysis of the structures of the Spanish language will be used to outline common problems of translation and to help students develop strategies for solving them. Students who are proficient in either English or French will be asked to do comparative studies of Spanish and their target language. Active participation in workgroups (oral and written) is essential since students will apply in practice what they have seen in theory. Objectives: To perfect students' knowledge of such concepts as language level, barbarisms, false cognates, and principles of correct usage; to provide an in-depth study of translation procedures and mechanisms, emphasizing the stylistic differences in language pairs; to examine and compare the underlying structures of Spanish and the target language used by the student.

Stylistique comparée de l'espagnol (niveau avancé). Ce cours propose une analyse approfondie de la stylistique comparée de l'espagnol et de l'anglais et du français. L'analyse des structures de l'espagnol permet de dégager des problèmes de

traduction communs afin d'aider les étudiants à mettre au point des stratégies pour les résoudre. Les étudiants doivent réaliser diverses études comparatives de l'espagnol et de leur langue cible. La participation active à des groupes de travail (travaux oraux et écrits) est essentielle, car les étudiants doivent mettre en pratique ce qu'ils ont appris dans le cadre des cours théoriques. Objectifs : Permettre à l'étudiant d'approfondir certaines notions comme les niveaux de langue, les barbarismes, les faux-amis et les règles du bon usage. Permettre l'étude approfondie des procédés et mécanismes de traduction et surtout des différences stylistiques que présentent les deux langues choisies. Examiner et comparer les structures sous-jacentes de l'espagnol et de la langue cible choisie par l'étudiant.

#### **CCTR 522 Advanced Précis - Writing (Spanish).**

(3) The emphasis of this course will be on the understanding and in-depth analysis of a variety of texts of various areas in order to determine which are the essential elements needed in précis-writing. The exercises, which will be of a very practical nature, will include the summarizing of reports, minutes and abstracts. Students will learn to summarize texts accurately and concisely in a way that respects the form and rhetoric of the original text and exploits its idiomatic nature. Objectives: The student will perfect skills in analytical reading of texts for contents and structure skills in rendering the texts in a condensed form the capacity to synthesize.

Ce cours met l'accent sur la compréhension et l'analyse de textes de différents domaines pour en dégager les éléments essentiels nécessaires à la rédaction d'un résumé. Les exercices de nature très pratique consistent notamment à faire la contraction de rapports, de comptes rendus et de résumés. L'étudiant doit en arriver à une expression juste et concise qui respecte la forme et le style du texte original et en fait ressortir le caractère idiomatique. Objectifs : L'étudiant devra se perfectionner dans les domaines suivants : aptitude à analyser un texte pour en dégager le contenu et la structure; aptitude à rendre un texte en le résumant; capacité de synthèse.

#### **CCTR 523 Text Revision in Spanish/Révision de textes en Espagnol.**

(3) This course is designed to perfect the students' knowledge of the principles of evaluating and correcting texts written in Spanish and translated into English or French. Proofreading techniques and editorial practices will be studied and practiced. The relation between the translating and revising of a text will also be studied. Work will also be done using texts translated from English or French into Spanish when appropriate. Objectives: To make students fully aware of the fact that for good text revision one must take into consideration not only correct spelling and grammar, but also the message, style and targeted readers of the original text.

Ce cours doit permettre à l'étudiant de mieux se familiariser avec les principes de l'évaluation et de la correction de traductions en anglais ou en français de textes espagnols. Les techniques de correction d'épreuve et de rédaction y sont abordées et mises en pratique. On y traite également des rapports entre la traduction et la révision. Certains travaux porteront au besoin sur des traductions en espagnol de textes anglais ou français.

#### **CCTR 524 Differential History of Spanish.**

(3) Following a general introduction to the evolution of the Spanish language from the Medieval period, through the Golden Age to Modern Spanish, the main focus of this course will be on the geographical diversity of the Spanish language. Usage in Spain will be contrasted with the forms used in the different parts of Latin America. Students will also analyze the cultural context of the language in a variety of texts.

Après une introduction générale retraçant l'évolution de l'espagnol (le Moyen Âge, l'âge d'or et l'époque actuelle), le cours porte principalement sur la diversité géographique de l'espagnol. L'usage en Espagne sera comparé aux formes en usage dans différents pays d'Amérique latine. L'étudiant devra également analyser le contexte culturel de la langue de divers textes.

#### **CCTR 525 Spanish Canon in Translation.**

(3) This seminar focuses on translations of some of the



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

important texts in the Spanish cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to demonstrate how translations can contribute to and influence, sometimes profoundly, the perception and understanding of Hispanic culture.

**CCTR 526 Linguistics for Translation / La linguistique et la traduction.**

(3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) This course is designed to give the student an overview of the scientific study of language and the manner in which it can be applied to translation. Students will apply their theoretical knowledge in a series of practical exercises on the various topics. The course consists of three major parts: a) A presentation of the basic concepts of linguistics. b) A study of the mechanics of language with a particular emphasis on morphology and syntax and the use of the writing code. Application of the concepts of deep structure and surface structure to help in the decoding and encoding of texts in two different languages. c) A study of the theories of socio- and psycholinguistics as applied to translation.

Ce cours vise à donner à l'étudiant une vue d'ensemble de l'étude scientifique du langage et de ses modalités d'application à la traduction. Des exercices pratiques portant sur divers sujets permettent à l'étudiant de mettre en pratique ses connaissances théoriques. Le cours comprend trois grands volets : a) Une présentation des notions de base de la linguistique; b) Étude des mécanismes du langage et particulièrement de la morphologie, de la syntaxe et du code écrit. Application des notions de structure profonde et de structure superficielle pour faciliter le décodage et le codage de textes dans deux langues; c) Une étude des théories de la socio- et de la psycholinguistique appliquées à la traduction.

**CCTR 527 History of Translation/Histoire de la traduction.**

(3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) In this course students will study the main trends in translation in the West from Antiquity to the present. Through a study of the most significant approaches to translation and the representatives of the different schools of thought through the ages, students will obtain an overview of the development of the profession. The course consists of two major parts: A diachronic study of language mediation and its role within the different cultures and the in-depth study of specific topics of outstanding importance within the evolution or translation.

Ce cours porte sur les grands courants de la traduction en Occident, de l'Antiquité à l'époque moderne. Fondé sur l'étude historique des courants les plus marquants et des grands représentants des différentes écoles, il propose une vue d'ensemble de l'évolution de la profession. Il comporte deux grands volets : une étude diachronique de la médiation du langage et de son rôle dans différentes cultures, l'accent étant mis sur la traduction de textes. L'étude approfondie de certaines questions précises qui revêtent une importance exceptionnelle pour l'évolution de la traduction.

**CCTR 528 Current Cultural Topics.**

(3) In this course the emphasis is on practical cultural studies. Students will be presented with the most recent developments in society on a variety of topics such as culture, national and international politics or popular science and technology in order to master the key vocabulary used in the different areas. The main objective of the course is to expose students to significant new topics of general interest in society with specific vocabularies in both English and French. Third languages will be accommodated whenever possible. Students will do practical work in terminology as well as field research.

Questions d'actualité : Ce cours met l'accent sur les études culturelles à caractère pratique. Il s'agit d'un tour d'horizon des événements les plus récents survenus dans divers domaines comme la culture, la politique nationale et internationale ou la vulgarisation scientifique et technologique que vise l'acquisition du vocabulaire de base de chaque domaine. L'objectif primordial du cours est de permettre aux étudiants de se familiariser avec de nouvelles questions sociales d'intérêt général et avec le vocabulaire anglais et français qui s'y

rapporte. Dans la mesure du possible, on tiendra également compte d'une troisième langue. L'étudiant devra faire des travaux pratiques de terminologie et mener une recherche sur le terrain.

**CCTR 529 Text Revision/Révision: Texte 02.**

(3) This course is designed to provide students with advanced practice in evaluating and correcting texts written in English or French. Students will perfect their proofreading techniques and editorial practices. The texts will be of a specialized nature so as to expose students to the more complicated aspects. Accuracy will be stressed. During workshop activities students will be encouraged to work in pairs and use TAPs whenever possible.

Ce cours vise l'acquisition de techniques poussées d'évaluation et de correction de textes anglais et français. Les étudiants y perfectionneront leurs techniques de correction d'épreuves et de rédaction. Le travail portera sur des textes spécialisés afin que les étudiants puissent se familiariser avec les aspects les plus complexes du travail. L'accent sera mis sur la précision. Durant les ateliers pratiques, les étudiants seront invités à travailler deux par deux et à privilégier le plus possible la réflexion à voix haute.

**CCTR 551 Comprehensive Evaluation/Évaluation globale.**

(0 CE Units) (\$100.00) Upon completion of each course, the student will select the best work produced for that course. It will be set aside to form part of the "best-work" portfolio which the student will present to a graduating committee after completing all required and complementary courses. The selection of material for this purpose will be done in collaboration with the student's adviser and in such a way as to reflect all different aspects of the knowledge acquired by the student over the duration of his studies and to highlight the particular aspects and relevance of each of their courses.

À la fin de chaque cours, l'étudiant devra choisir son meilleur travail et le verser au dossier des travaux qu'il soumettra à un comité une fois qu'il aura mené à bien tous les cours obligatoires et facultatifs de son programme. Le choix de ces travaux se fait avec la collaboration du conseiller de l'étudiant; il reflète tous les versants des connaissances acquises par l'étudiant durant ses études et met en lumière les particularités et la pertinence de chaque cours suivi.

**CPRT 211 Portuguese First Level.**

(10 CE Units) (45 hrs) Frequent and systematic drill is used to develop rapid responses to spoken Portuguese and to enable the student to read quickly.

**CPRT 221 Portuguese Second Level.**

(10 CE Units) (45 hrs) (Prerequisite: CPRT 211) Conducted entirely in Portuguese and its aims are to speed up fluency, to achieve correctness of pronunciation, and to give a review of grammatical structures. Oral and written exercises will be given. Readings will be taken from modern Portuguese and Brazilian literature.

**CSPN 211 Spanish 1.**

(10 CE Units) Designed to help students develop a basic knowledge of the Spanish language sufficient to communicate both orally and in writing in everyday situation. Differences between Latin American and Peninsular pronunciation and vocabulary will be discussed. Use of language and computer laboratories is an integral part of the course.

**CSPN 221 Spanish 2.**

(10 CE Units) (Prerequisite: Spanish 1 or equivalent) (45 hours) Course conducted entirely in Spanish. It aims to improve fluency, to achieve correctness in pronunciation, and to give an initial review of grammatical structures. Oral and written exercises form an integral part of the course. Cultural readings will be taken from literature (short stories), the Web, and newspapers.

**CSPN 231 Spanish 3.**

(10 CE Units) (Prerequisite: Spanish 2 or equivalent) (45 hours)

Designed to help students acquire an Intermediate-High level of proficiency by further developing the four language skills. The course includes a wide range of activities - including electronic - to help students communicate more effectively. Spanish and Spanish-American short stories, magazine and newspaper articles will provide material for class discussions and presentations.

**CSPN 241 Spanish 4.**

(10 CE Units) (Prerequisite: Spanish 3 or equivalent). Attendance requirement: Not less than 2/3 of lectures) (45 hours) While designed to allow students to reach functional competence in everyday situations, this course pays special attention to the more difficult aspects of grammar and social/business communication strategies. Readings will range from short literary texts to articles from magazines and newspapers. Computer software will be integrated whenever possible.

**CSPN 352 Spanish 5: Business.**

(10 CE Units) (Prerequisite: Spanish 4 or equivalent) (45 hrs) This course prepares students for successful communication in the Spanish-speaking business world. It introduces essential vocabulary in business contexts, reinforces strategies for understanding, interpreting, and responding to new information. It provides the format, style, language and protocol common to the business world, and provides abundant opportunities for interactive practice.

**CSPN 353 Advanced Spanish Conversation/Espagnol, Conversation Avancée.**

(10 CE Units) (45 hours) (Prerequisite: CSPN 241 or equivalent) Designed to provide students who have completed Fourth Level Spanish with the opportunity to practice the language through discussion of selected texts and topics of interest.



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

## 16 LECTURERS

ABENSUR, Rosalind	Translation
AGOURRAM, Hafid	Information Technology
AJZENKOPF, Louis	Marketing
AMAR, Michel	Health & Social Services
ANDREWS, Richard	Public Relations
ANNETT, Allen	Leadership
ARCHIBALD, James	Translation
ARMANIOUS, Joseph	Accounting
ARSENAULT, Maurice	Taxation
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
BARTLETT, Lloyd	Project Management
BEAUCHAMP, Marie-Claude	French
BEER, James	English
BELLE, Marie-Alice	Translation
BENDKOWSKA, Alicia	Marketing
BERTRAND, Margie	English
BESSETTE, Marc	Insurance
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOHR, Elaine	Mathematics
BORDELEAU, Mark	Public Relations
BOROD, Andrea	English
BORSELLINO, Carmen	English
BREUER, Robert	Translation
BROWN, Grant	Management Science
CABREJO, Pedro	Information Technology
CALLAHAN, Kevin	English
CAMPBELL, Judith	English
CAMPO, Angela	Translation/Spanish
CARBONNEAU, Monica D.	Public Speaking
CARON, Jason	Law
CARTLIDGE, Roy	English / Translation
CASTILLO, Oscar	French
CASTONGUAY, Jean Louis	Human Resources
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management
CHANDLER-OLIVEIRA, Catherine	Spanish
CHARLES, Gerard	Information Technology
CHASE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHONG, Chris	English
CIPRIANO, Mary Ann	Marketing
CLERGUE, Janine	French
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
CORLETT, Jim	Taxation
COUTU, Pierre	Logistics Management
CRECK, Chantal	French
CROSS, Christopher	Risk Management
DAOUD-BRIKCI, Houria	Translation
DARRIGAN, Dan	Communication
DAVIDSON, Donna	English
DAVIES, Brian	Accounting
DE ANGELIS, Vincent	Taxation
DE FONTENAY, Hervé	French
DE STEFANO, Corrado	Law
DEL BURGO, Carlos	Translation
DELANEY, Deanne	English
DELORMÉ, Bruno	Marketing
DESLAURIERS, Roch	French
DI GIROLAMO, Giovanni	Marketing
DI RE, Antoinette	Health & Social Services
DIAZ, Karen	Leadership
DIB, Naima	Translation
DRACOPOULOS, Effie	English
DRACOPOULOS, George	Marketing
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUMONT, Jean	French
DUPONT, Eric	Translation
EISENSTAT, Ben	Risk Management
EL KETTANI, Soundouss	French
ELIZOV, Henriette	French
EMRICK, Andrea	Information Technology
ERRUNZA, Maria José	International Business
ETEMAD, Hamid	E-Commerce
EVANGELINELIS, Dina	English
FARÉS, Diana	French
FASOLA, Cecilia	Translation/Spanish
FAVREAU, Sylvain	Information Technology
FELDMAN, Howard	Taxation
FELSKE, Richard	Taxation
FENOGLIO, Prisca	French
FENSTER, Ariel	Chemistry
FERNANDEZ, Heberto	Translation
FLEMING, John	Public Relations
FORD-ROSENTHAL, Angela	Translation
FORTIN, Louis	Industrial Relations
FRANKLIN, Rosalind	Public Relations
FRANCESCUCCI, David	Taxation
FRASER, Jim	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
GADBOIS, Manon	French
GAGNON, Gilles	Translation
GARAVITO, Amparo	Spanish
GARILA-ALEXANDRESCU, Dana	French
GARNEAU, Charles	Entrepreneurship
GAVRIN, Victor	Management Science
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GODAWA, Christopher	English
GOLDSMAN, Larry	Accounting
GOLOVINA, Galina	Mathematics
GRAHAM, Jimmie	Mathematics
GREEN, Joy	English
GREENAWAY, Françoise	French
GREENFIELD, Kathleen	Communication
GREENSPON, Harold	Accounting
GROULX, Devaki	English
GUAY, Hélène	Health & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HAMMAMI, Larbi	Finance
HARPP, David	Chemistry
HEFT, Edward	Accounting
HEINRICH, Myriam	Spanish
HIRST, Elizabeth	Public Relations
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOTTER, Morrie	Taxation
HUFFSTICKLER, Marc	Information Technology
HUGHES, James	Insurance
HUNG, Loretta	Finance
HUTCHISON, Ann	English
IMBERT, Joëlle	French
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JULLIEN, Anne-Sophie	French
JUSKOW, Rick	English
KAUFER, Danny	Law
KAUFMAN, Steve	Information Technology
KEKESI, Zsolt	Leadership
KENNEDY, Joanne	Public Relations
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHALLAD, Coleen	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LABELLE, Robert	English
LADEUIX, Karine	French
LA ROCCA, Gerry	Accounting
LAGACÉ, Annie	Law
LAMARCHE, Daniel	Information Technology
LANGEVIN, Michael	English
LANGSTON, Catherine	English
LARSEN, Julie	Accounting

LAU, Hang	Information Technology	
LAVIGNE, Claire	Translation	
LEBRUN, Susan	English	
LECLERC, Gerry	Information Technology	
LEDERMAN, Noll	French	
LEIBOVICH, Charles	Taxation	
LENK, Helle-Mai	English	
LETOVSKY, Steven	Marketing	
LÉVESQUE, Amélie	French	
LINCK, Marie-Eve	French	
LINDY, Brian	Accounting	
LISSOUBA, Danielle	French	
LORIA-MÉLO, Alicia	Translation	
LUKCA, John	Management Policy	
LUSSIER, Isabelle	Clinical Research	
MACDONALD, Stephen	English	
MACKENZIE, Ken	Management Science	
MAGNIN, Ben	English	
MALHAMÉ, Raymond	Translation	
MANNO, Anna	English	
MANSON, Bruce	English	
MARTUCCI, Pietro	Accounting	
MATHIEU, Isabelle	French	
MATZIORINIS, Kenneth	Economics	
MAYBURY, Wayne	General Management	
McCULLOUGH, Robert	Taxation	
MCCULLY, Philip	Entrepreneurship	
MCGRAW, Janice	Risk Management	
MCKNIGHT, Don	Logistics Management	
MCMURRAY, Bill	Logistics Management	
MENDONCA, Manuel	Applied Social and Organizational Psychology	
MERCURI-ALBISI, Julia	English	
MESCOVITZ, David	Marketing	
METRAS, Danielle	English	
MILLAR, James	English	
MILLER-SANCHEZ, Sandra	Translation/French	
MIQUET, Françoise	French	
MIRZA, Momin	Information Systems	
MITCHELL, Jonathan	English	
MONK, Beverley	English	
MUCLAIR, Sean	Insurance	
NADLER, Philip	Taxation	
NAQVI, Feroze	Information Technology	
NASSI, Morris	E-Commerce	
NELSON, J.Michael	Law	
NIZAMI, Tariq	Information Technology	
NUNES, Maria	Management Science	
OLIVERIO, Joseph	Accounting	
PANUNTO, Anna-Maria	English	
PARENT, Kevin	Accounting	
PARIS, Robert	Marketing	
PEPPER, Beatrice	Public Relations	
PERREAULT, Jocelyn	Accounting	
PHANEUF, Sheldon	Public Relations	
PHILIE, Jocelyne	French	
PINSONNAULT, Martin	Mathematics	
POISSON, Sonia		
POTECHIN, Mark	Taxation	
PRAHOVA, Alma	Information Technology	
PRESCESKY, Jill	English	
PROVOST, Jean Claude	Applied Social and Organizational Psychology	
PURKEY, Fred	Taxation	
QUESNEL, Charles	Information Technology	
QUINTON, Leslie	Public Relations	
RADFORD, Kathy	Translation	
RASMUSSEN, Elizabeth	Translation	
RAYNOR, Thomas	Organizational Psychology	
REMILLIEUX, Jean-Paul	Information Technology	
RENTERIA, Nelly	Spanish	
RICHARDSON-ASKEW, Pamela	Translation	
RIPOLL, Alexânia	French	
RIVARD, Nathalie	English	
RIVERIN, Johanne	French	
ROBINSON, Beverley	Health & Social Services	
ROLLAUER, Erwin	Information Technology	
ROONEY, Sarah	English	
ROSAS, Martha	French	
ROSE, Brenda	English	
ROSENSTEIN, Irving	Applied Social and Organizational Psychology	
ROSSNER, Peter	English	
ROTH, Charles	Management Science	
ROTHERY, Robert	Taxation	
ROY, Natasha	English	
ROYCE, Charles	Marketing	
RYAN, Kimberly	Accounting	
SABA, John	Economics	
SABIH, Amar	Mathematics	
SAGGERS, Robert	Leadership	
SANDFORD, Luke	Translation	
SANG, Murray	Marketing	
SCHWARCZ, Joseph	Chemistry	
SEGUIN, Guillaume	Information Technology	
SEPINWALL, Bernard	Law	
SESHADRI, Vasu	English	
SESTAK, Jerome	English	
SEYMOUR, Michelle	English	
SHAMJI, Ashifa	English	
SHARPE, Carol	Communication	
SHATENSTEIN, Elaine	English	
SIKORSKY, Christopher	English	
SIMHON, Saul	Information Technology	
SIMON, Karen	Translation	
SINGAL Dina	English	
SINGER, Gallia	Accounting	
ST. ONGE, Jean	International Business	
STARK, Robin	Auditing	
STEPHAN, Yvette	French	
SUISSA, Zina	Applied Social and Organizational Psychology	
SYRIANI, Eugene	Information Technology	
TAJUELO, Telesforo	Translation	
TALLA, Malleswara	Information Technology	
TENENBAUM, Lawrence	Accounting	
TESSIER, Christophe	French	
THIBEAULT, Sylvain	Taxation	
THORPE, Graham	Information Technology	
TINSLEY, Maureen	English	
TOKAI, Patricia	English	
TREMBLAY, Roseline	French	
TRIASSI, Jack	Taxation	
TROY, Philip	Management Science	
TSOVRAS, Tina	English	
TURLEY, John	Insurance	
TURPIE, David	English	
VALENTINE, Egan	Translation	
VALINO, Morag	French	
VASSILEV, Vassil	Information Technology	
VYBIHAL, Joseph	Information Technology	
WALL, Sharron	Communication	
WARNER, Michelle	English	
WEBER, Monica	English	
WILSON, Cristiana	Spanish	
WILSON, Jim	Accounting	
WISE, Sydney	English	
WONG, Gordon	English	
WONG, Stephen	Mathematics	
ZAMORANO, Daniel	Translation	
ZBILY, Albert	International Business	
ZOWALL, Hanna Sofia	Pharmaceutical Industry	







# MESSAGE DE LA PRINCIPALE

2008-2009



## **Bienvenue à McGill!**

Depuis plus de 185 ans, l'Université McGill se distingue au rang des meilleures universités publiques au monde, reconnue pour ses étudiants, ses professeurs et ses diplômés d'exception, pour son excellence en matière d'enseignement et de recherche ainsi que pour son caractère international distinctif.

Au rang des douze meilleures universités mondiales, McGill possède des forces qui la définissent, parmi lesquelles figurent son engagement inébranlable à l'égard de l'excellence et sa volonté d'être évaluée selon les normes les plus élevées. En vertu de ces normes, l'Université dépasse, et de loin, toute attente raisonnable. Nombre de diplômés mcgillois sont lauréats d'un prix Nobel ou d'une bourse Rhodes. On trouve parmi nos anciens étudiants des athlètes olympiques, des auteurs et des musiciens primés, des astronautes, des pionniers dans le domaine de la médecine et des chefs de file mondiaux qui œuvrent dans les secteurs les plus variés. Ce sont des individus remarquables qui ont façonné notre société et marqué le cours de l'histoire de façon importante.

En tant qu'étudiants, vous êtes au cœur de nos activités. Pendant votre passage à McGill, vous obtiendrez bien plus qu'une excellente formation. Il s'agit d'une période cruciale de découverte et de croissance sur les plans personnel et intellectuel qui vous aidera à modeler votre compréhension du monde.

En choisissant McGill, vous suivez les traces de près de 200 000 diplômés qui vivent aux quatre coins du monde, et comme eux, vous vous engagez à l'égard de l'excellence. Certes, les attentes à votre endroit sont élevées, mais McGill vous offre les moyens de réussir. Le personnel des 21 facultés et écoles professionnelles que compte l'Université s'efforce de vous offrir la meilleure formation qui soit. En vous joignant à la communauté mcgilloise, vous vivrez l'expérience d'un environnement d'apprentissage dynamique et participerez à la vie active et diversifiée du campus. Ainsi, vous profiterez d'un milieu propice à la réussite universitaire et au développement personnel. De plus, vous nouerez des amitiés durables avec des gens de partout au monde.

Les défis sociaux, technologiques et médicaux actuels donnent lieu à des approches novatrices en matière de recherche, d'enseignement et d'apprentissage. Nos nouvelles installations de pointe sont dotées de salles de cours et de laboratoires ultramodernes. Parallèlement, les professeurs de McGill s'épanouissent dans cet environnement : ils sont à l'origine de l'un des plus importants taux de réussite à l'égard de la recherche par professeur à temps plein au Canada. C'est également par le biais de la recherche que le corps professoral se consacre à l'enrichissement de la formation étudiante. Le principal objectif de notre personnel administratif et de soutien dévoué est de s'assurer que vous disposiez des ressources nécessaires pour relever avec succès les défis universitaires et pour développer des compétences qui vous serviront toute la vie.

Depuis sa fondation en 1821, l'Université McGill est synonyme d'enseignement et de recherche de premier plan. Nous réitérons notre engagement à l'égard de votre succès.

A handwritten signature in black ink, which appears to read 'H. Munroe-Blum'. The signature is fluid and cursive, written in a professional style.

**Professeure Heather Munroe-Blum**  
Principale et vice-chancelière

# Centre de l'éducation permanente

Publié par :  
**Centre de l'éducation permanente**  
Université McGill  
688, rue Sherbrooke Ouest  
Bureau 1122  
Montréal, Québec, Canada  
H3A 3R1

Et :  
**Gestion de l'effectif étudiant**  
Université McGill  
845, rue Sherbrooke Ouest  
Montréal, Québec, Canada  
H3A 2T5

Publié en juin 2008

**Veillez prendre note** que certains cours ne sont pas offerts chaque année et que des changements ultérieurs à la publication de cet annuaire sont possibles. Pour les tous derniers renseignements sur les cours offerts, veuillez cliquer sur le lien suivant ayant trait à l'horaire des cours : [www.mcgill.ca/courses](http://www.mcgill.ca/courses).

L'Université McGill se réserve le droit de modifier les données apparaissant dans cette publication, notamment en corrigeant des erreurs, en apportant des correctifs aux taux, aux horaires d'admission et aux exigences relativement aux unités, et en modifiant ou en annulant certains cours ou programmes, et ce, sans aucun avis préalable.

## **Imprimé au Canada**

Contenu intégral © 2008 Université McGill. Tous droits réservés, y compris toute représentation ou reproduction intégrale ou partielle faite par quelque procédé que ce soit.

Dépôt légal 2008 - Bibliothèque nationale du Canada et Bibliothèque nationale du Québec ISSN 1718-9608

## **Édition**

Bonnie Borenstein  
*Gestion de l'effectif étudiant*

## **Photographie**

Claudio Calligaris  
Owen Egan

## **Conception de la couverture**

*Content and Collaboration Solutions*

# Bienvenue au Centre d'éducation permanente

<b>Page d'accueil</b>	<a href="http://www.mcgill.ca/conted">www.mcgill.ca/conted</a>
<b>Par la poste</b>	688, rue Sherbrooke Ouest, Montréal (QC) Canada H3A 3R1
<b>Par téléphone</b>	(514) 398-6200
<b>Par télécopieur</b>	(514) 398-4448
<b>Par courriel</b>	<a href="mailto:info.conted@mcgill.ca">info.conted@mcgill.ca</a>
<b>En personne</b>	688, rue Sherbrooke Ouest, à l'angle de la rue Université, 11 <sup>e</sup> étage.

## HEURES D'OUVERTURE

### Départments : Horaire régulier

Du lundi au vendredi, de 9 h à 17 h

### Exceptions

Veuillez prendre note de l'horaire spécial ci-après aux dates suivantes :

Du lundi au jeudi de 9 h à 18 h, vendredi de 9 h à 17 h

Du 25 août au 18 septembre 2008

Du 16 décembre au 22 décembre 2008

Du 5 janvier au 22 janvier 2009

### Bureau des affaires étudiantes : Horaire régulier

Du lundi au jeudi, de 9 h à 18 h 15

Vendredi, de 9 h à 17 h

### Congés officiels

24 juin 2008	Fête nationale du Québec
1 <sup>er</sup> juillet 2008	Fête du Canada
1 <sup>er</sup> septembre 2008	Fête du travail
13 octobre 2008	Action de grâce
25 déc. 2008 au 2 janvier 2009	Vacances de Noël et jour de l'An
10 avril 2009	Vendredi Saint
13 avril 2009	Lundi de Pâques
18 mai 2009	Journée nationale des Patriotes
24 juin 2009	Fête nationale du Québec
1 <sup>er</sup> juillet 2009	Fête du Canada

### L'étudiant est tenu de lire attentivement les règlements et marches à suivre indiqués dans la présente publication et de s'y conformer.

L'Université se réserve le droit d'apporter sans préavis des changements à l'information contenue dans la présente publication, notamment en ce qui a trait aux droits de scolarité, horaires, critères d'admission et crédits préalables, la révision ou l'annulation de certains cours ou programmes.

Certaines activités de perfectionnement professionnel ne satisfont pas aux critères établis pour l'accès aux services aux étudiants. Par conséquent, les personnes qui y sont inscrites ne recevront pas de carte d'étudiant et ne pourront donc se prévaloir desdits services.



## Glossaire

**Étudiant de premier cycle** : Étudiant qui n'a pas encore terminé un baccalauréat ou un programme qui mène au baccalauréat. Un étudiant de 2<sup>e</sup> ou de 3<sup>e</sup> cycle a obtenu un baccalauréat et travaille en vue d'obtenir une maîtrise ou un doctorat.

**Baccalauréat** : Programme de grade qui s'échelonne habituellement sur trois ou quatre ans selon le système d'enseignement préalable. Le programme de spécialisation *honours* requiert un niveau élevé de spécialisation et exige de l'étudiant qu'il réponde à des exigences précises tout en conservant de bons résultats. L'étudiant termine généralement une première année universitaire, et peut ensuite choisir un programme de spécialisation. Ce dernier peut constituer un préalable pour certains programmes de deuxième cycle (maîtrise).

**Programme de certificat** : Un certificat consiste en un programme de premier cycle assorti de 30 unités et administré par la faculté enseignante.

**Programme de diplôme** : Un diplôme consiste en un programme de deuxième cycle assorti de 30 unités qui a, comme condition préalable à l'admission, un grade de premier cycle, ou son équivalent, dans une discipline quelconque. L'approbation à la faculté appartient à la Faculté enseignante.

**Diplôme d'études supérieures** : Un diplôme d'études supérieures consiste en un programme de deuxième cycle qui a, comme condition préalable à l'admission, un grade de premier cycle ou d'études supérieures, ou son équivalent, dans la même discipline ou dans une discipline connexe. L'approbation à la faculté appartient au Bureau des études supérieures et postdoctorales.

**Certificat d'études supérieures** : Un certificat d'études supérieures consiste en un programme assorti de moins de 30 unités, mais pas moins de 15, qui a, comme condition préalable à l'admission, un grade de premier cycle. L'approbation à la faculté appartient au Bureau des études supérieures et postdoctorales.

**Système d'unités** : Le Centre d'éducation permanente utilise un système d'unités; à chaque cours correspond donc un certain nombre d'unités, calculé en fonction du nombre d'heures de cours hebdomadaire. En général, un cours de trois unités correspond à trois heures de cours par semaine pendant un trimestre. Ce système ne s'applique toutefois pas à toutes les facultés. Les heures de laboratoire donnent généralement droit à moins d'unités. Les unités reflètent également la quantité de travail demandée aux étudiants - habituellement, deux heures d'étude pour chaque heure de cours.

Le nombre d'unités est indiqué entre parenthèses à côté du libellé du cours.

**Unités d'éducation permanente (unités EP)** : Certains cours offerts par le Centre sont assortis d'unités d'éducation permanente. Ces cours ne peuvent normalement pas être intégrés à un programme assorti d'unités. L'unité d'éducation permanente est une mesure du nombre d'heures de participation - présence ou étude ou les deux - à une activité d'éducation permanente structurée. Une unité EP correspond à dix heures de participation.

**Activités sans transcription** : Une activité sans transcription réfère à un cours, un séminaire ou un atelier, dans une discipline donnée, sans unité ni unité d'éducation permanente (unité EP), qui n'apparaît pas sur un relevé de notes universitaire.

**Trimestre** : L'année scolaire se divise en deux, soit le trimestre d'automne (de septembre à décembre) et le trimestre d'hiver (de janvier à avril), avec quelques cours en option offerts au trimestre d'été (de mai à août).

**Reconnaissance d'équivalences** : Si vous avez étudié dans le cadre d'un système d'enseignement à l'extérieur de l'Amérique du Nord, ou dans une autre université, vous pour-

riez être admissible à une équivalence de cours pour des travaux universitaires déjà réussis. Certains candidats à l'admission provenant de l'extérieur du Québec peuvent avoir une dispense de certains cours de base après s'être soumis à un test de classement avant le début des cours.

**Minerva** : En accédant à Minerva, le système administratif en ligne de McGill, vous pouvez faire une demande d'admission, vous inscrire à des cours, vérifier votre horaire d'examen, obtenir une mise à jour de votre compte de droits de scolarité et consulter vos résultats, sept jours sur sept, 24 heures sur 24, tout en demeurant confortablement installé à votre ordinateur.

**L'annuaire de l'Université** : L'annuaire constitue la liste officielle des conditions d'admission aux programmes et cours menant à l'obtention de diplômes offerts par l'Université. Il présente une description complète des règlements universitaires et administratifs ainsi que des politiques et des procédures en vigueur.

**Le supplément à l'annuaire** : La publication du supplément à l'annuaire précède chaque période d'inscription, soit trois fois par année. Le supplément contient les détails concernant les dates d'inscription et les renseignements relatifs au trimestre à venir. En cas de contradiction, l'information qui y figure aura préséance sur celle de l'annuaire.



<b>Message de la Principale, page 1</b>	
<b>Bienvenue au Centre d'éducation permanente, page 3</b>	
<b>Glossaire, page 5</b>	
<b>1 L'Université, page 13</b>	
1.1 Historique, page 13	
1.2 Collèges affiliés, page 13	
1.3 Direction de l'Université, page 13	
1.4 Reconnaissance des grades, page 14	
1.5 Conseil des gouverneurs, page 14	
1.5.1 Visiteuse, page 14	
1.5.2 CONSEIL DES GOUVERNEURS, page 14	
1.5.3 Membres du Sénat, page 14	
1.6 Administration, page 14	
1.6.1 Décanat et direction des écoles et des bibliothèques, page 15	
1.6.2 Centre d'éducation permanente, page 15	
1.7 Gouvernance étudiante, page 16	
<b>2 Calendrier universitaire 2008-2009, page 17</b>	
<b>3 Modalités d'inscription, page 23</b>	
3.1 Critères d'admission, page 23	
3.2 Programmes d'études, page 23	
3.2.1 Programmes de premier cycle, page 23	
3.2.1.1 Baccalauréat en commerce (Temps partiel), page 23	
3.2.1.2 Programmes de formation professionnelle et commerciale, page 23	
3.2.1.3 Programmes en sciences de l'éducation, page 23	
3.2.1.4 Langues, page 23	
3.2.1.5 Traduction, page 24	
3.2.2 Programmes d'études supérieures, page 24	
3.2.2.1 Cours et programmes de formation professionnelle et commerciale, page 24	
3.2.2.2 Sciences de l'éducation, page 24	
3.2.2.3 Traduction, page 24	
3.3 Formalités d'admission, page 24	
3.3.1 Baccalauréat en commerce (Temps partiel), page 24	
3.3.2 Programmes d'éducation permanente de la Faculté des sciences de l'éducation, page 24	
3.3.3 Programmes de certificats de premier cycle, et de certificats et de diplômes d'études supérieures du Centre d'éducation permanente, page 24	
3.3.3.1 Droits d'admission, page 24	
3.3.3.2 Suivi de votre demande d'admission, page 25	
3.3.3.3 Documents d'appoint - programmes de premier cycle, page 25	
3.3.3.4 Documents d'appoint - programmes d'études supérieures, page 25	
3.3.3.5 Échéance pour la réception de documents d'appoint pour une demande d'admission à McGill, page 25	
3.3.3.6 Quels sont les documents officiels pour l'admission à McGill?, page 25	
3.4 Report ou refus de l'offre d'admission?, page 25	
3.5 Changement de programme, page 25	
3.6 Reconnaissance d'équivalences, page 26	
3.6.1 Demande de reconnaissance d'équivalences post-admission, page 26	
3.6.1.1 Exemption par un examen (pour les étudiants des programmes d'études professionnelles et de gestion), page 26	
3.7 Étudiants étrangers, page 26	
3.7.1 Modalités d'inscription - étudiants étrangers, page 26	
3.7.2 Formalités d'immigration, page 26	
3.7.2.1 Visa de résident temporaire (seulement	pour les programmes d'enseignement intensif de langues), page 27
	3.7.2.2 Permis d'études, page 27
	3.7.2.3 Code permanent, page 27
	3.7.2.4 Assurance-maladie obligatoire (étudiants étrangers), page 27
3.8 Étudiants à statut particulier, page 27	
3.8.1 Cours de premier cycle, page 27	
3.8.1.1 Documents à fournir pour l'inscription aux cours de premier cycle, page 28	
3.8.2 Cours d'études supérieures, page 28	
3.8.2.1 Documents à fournir pour l'inscription aux cours d'études supérieures, page 28	
3.9 Associations professionnelles, page 28	
<b>4 Politiques de l'université et information d'ordre général, page 33</b>	
4.1 Politiques et information d'ordre général, page 34	
4.1.1 Autorisation, reconnaissance et consentement, page 34	
4.1.2 Droits et responsabilités des étudiants, page 34	
4.1.3 Politique linguistique, page 34	
4.1.4 Politique sur l'accès aux dossiers, page 34	
4.1.5 Communication par courrier électronique, page 34	
4.1.6 Intégrité universitaire, page 35	
4.1.7 Usage approprié des installations informatiques, page 35	
4.1.8 Règlement relatif à l'usage du tabac, page 35	
4.1.9 Assurance-maladie - étudiants étrangers, page 35	
4.1.10 Assurance-maladie - résidents canadiens, page 35	
4.1.11 Minerva, page 35	
4.1.12 myMcGill, page 35	
4.2 Renseignements personnels, page 35	
4.2.1 Mise à jour des coordonnées personnelles, page 35	
4.2.2 Documents légaux, page 36	
4.2.2.1 Pourquoi exigeons-nous des documents légaux?, page 36	
4.2.2.2 De quels documents avons-nous besoin?, page 36	
4.2.2.3 Comment savoir si nous avons reçu vos documents?, page 37	
4.2.2.4 Que risque-t-il d'arriver si vous tardez à nous envoyer vos documents?, page 37	
4.2.2.5 Où devez-vous envoyer ces documents?, page 37	
4.2.3 Cartes d'étudiant, page 37	
4.2.4 Nom officiel, page 38	
4.2.5 Vérification du nom, page 38	
4.3 Inscription, page 38	
4.3.1 Qui peut utiliser Minerva?, page 38	
4.3.2 Comment s'inscrire à l'aide de Minerva?, page 38	
4.3.3 Autres façons de s'inscrire, page 39	
4.3.3.1 Inscription en personne, page 39	
4.3.3.2 Inscription à des ateliers, séminaires et cours de courte durée, page 39	
4.3.3.3 Inscription par procuration, page 39	
4.3.3.4 Inscription par courrier, par télécopieur ou par Internet, page 39	
4.3.4 Abandons de cours et remboursements, page 39	
4.3.4.1 Comment abandonner un cours?, page 39	
4.3.4.2 Période d'ajout ou d'abandon de cours, page 39	
4.3.4.3 Abandon de cours - note de W, page 39	



4.3.5	Date d'entrée en vigueur pour les remboursements, page 40	4.5.9	Relevés de notes, page 47
4.3.6	Cours contingentés, page 40	4.5.9.1	Relevés de notes non officiels, page 47
4.3.7	Inscription à des cours administrés par d'autres facultés, page 40	4.5.9.2	Relevés de notes officiels, page 48
4.3.8	Inscription à des cours du Centre d'éducation permanente pour les étudiants inscrits à un programme de grade de McGill à temps plein, page 40	4.5.9.3	Information d'ordre général, page 48
4.3.9	Inscription tardive, page 40	4.5.9.4	Numérotation des cours sur le relevé de notes, page 48
4.3.10	Horaire des cours, page 41	4.5.10	Attestation d'études, page 48
4.3.11	Information et règlements sur les cours, page 41	4.6	Examens, page 48
4.3.12	Entente relative aux autorisations d'études hors-établissement entre les universités du Québec, page 41	4.6.1	Examens - Information d'ordre général, page 48
4.3.12.1	Étudiants de McGill, page 41	4.6.2	Examens finals, page 49
4.3.12.2	Étudiants d'autres universités, page 41	4.6.2.1	Règlements de l'Université relatifs aux examens finals, page 49
4.3.13	Auditeur libre, page 41	4.6.2.2	Report d'examens, page 49
4.4	Droits, page 42	4.6.2.3	Conflits d'horaires d'examens, page 49
4.4.1	Accès aux renseignements sur les droits, page 43	4.6.2.4	Examens de reprise, page 49
4.4.2	Droits de scolarité, page 43	4.6.2.5	Vérification des notes et relecture des copies d'examen, page 50
4.4.2.1	Étudiants du Québec, page 43	4.6.3	Surveillance (examens d'autres universités), page 50
4.4.2.2	Étudiants des autres provinces (étudiants canadiens ou résidents permanents), page 43	4.7	Collation des grades, page 50
4.4.2.3	Étudiants étrangers (tarifs 2007-2008), page 43	4.7.1	Demande d'obtention de diplôme, page 50
4.4.2.4	Droits applicables aux cours non assortis d'unités, page 43	4.7.2	Vérifier l'état de la demande d'obtention de diplôme, page 50
4.4.2.5	Personnes du troisième âge, page 43	4.7.3	Remplacement de diplôme, page 50
4.4.2.6	Aide financière destinée aux membres du personnel de l'Université McGill, page 43	4.8	Exigences linguistiques s'appliquant aux ordres professionnels, page 51
4.4.2.7	Exonération des droits de scolarité pour les personnes à charge des membres du personnel, page 43	4.9	Prix et distinctions, page 51
4.4.3	Prêts et bourses, page 43	<b>5</b>	<b>Orientation pédagogique et ressources, page 53</b>
4.4.4	Droits obligatoires, page 43	5.1	Conseils et orientation pédagogique, page 53
4.4.5	Autres droits, page 44	5.1.1	Orientation pédagogique et mission de l'Université, page 53
4.4.6	Facturation et dates d'échéance, page 44	5.1.2	Le rôle de l'étudiant dans l'orientation pédagogique, page 53
4.4.7	Autres politiques relatives aux droits, page 44	5.2	Services aux étudiants, page 53
4.4.7.1	Comptes en souffrance, page 44	5.2.1	Bureau de la doyenne à la vie étudiante, page 53
4.4.7.2	Acceptation des droits de scolarité vs résultats universitaires, page 45	5.2.2	Bureau de la directrice générale des Services aux étudiants, page 53
4.4.8	Report de paiement, page 45	5.2.3	Services aux étudiants handicapés, page 54
4.4.9	Avantages fiscaux accordés aux entreprises, page 45	5.2.4	Protecteur des étudiants, page 54
4.4.10	Reçus pour fins d'impôt, page 45	5.2.5	Librairie, page 54
4.5	Dossier étudiant, page 45	5.2.6	Boutique informatique de McGill, page 54
4.5.1	Résultats universitaires, page 45	5.2.7	Séances d'information et visites guidées des bibliothèques, page 54
4.5.2	Système d'unités, page 45	5.2.8	Postes de travail Minerva, page 54
4.5.3	Unités d'éducation permanente (unités EP), page 46	5.3	Services optionnels aux étudiants, page 54
4.5.4	Notation et moyennes pondérées, page 46	5.3.1	Forfait optionnel de services aux étudiants, page 54
4.5.4.1	Autres notes, page 46	5.3.2	Forfait - Service de placement (CAPS) seulement, page 54
4.5.5	Cours incomplets, page 47	5.3.3	Forfait - Installations sportives, page 54
4.5.6	Travaux non évalués, page 47	5.4	Stationnement, page 55
4.5.7	Vérification du dossier étudiant, page 47	5.5	Centre universitaire, page 55
4.5.7.1	Relevés de notes non officiels, page 47	5.6	Service de cours particuliers, page 55
4.5.8	Changements relatifs au dossier étudiant ultérieurs aux échéances établies, page 47	5.7	Pour vos besoins en technologies de l'information (TI), page 55
4.5.8.1	Changements au dossier étudiant, page 47	5.7.1	Se connecter, page 55
4.5.8.2	Avant les échéances de la registraire, page 47	5.7.2	myMcGill, page 55
4.5.8.3	Après les échéances de la registraire, page 47	5.7.2.1	Compatibilité avec les navigateurs, page 55
4.5.8.4	Répercussions sur le calcul des droits de scolarité, page 47	5.7.3	myCourses, page 55
4.5.8.5	Changements relatifs à la citoyenneté, à l'immigration ou à l'exonération des droits, page 47	5.7.4	Courriel, page 55
		5.7.5	Annuaire en ligne des étudiants, page 56
		5.7.6	Connexions, page 56
		5.7.7	Informatique sans risque, page 56
		5.7.8	Besoin d'aide ?, page 56
		5.7.8.1	Obtenir de l'aide, page 56
		5.8	Ressources pour les études et la recherche, page 56
		5.8.1	Bibliothèques, page 56
		5.8.2	Archives de l'Université, page 57
		5.8.3	Musées, page 57
		5.8.3.1	Musée Redpath, page 57
		5.8.3.2	Musée McCord d'histoire canadienne,

	page 57	6.8.7	Règlements universitaires, page 70
5.8.3.3	Musée et laboratoire de recherche Lyman d'entomologie, page 57	6.8.7.1	Conseillers pédagogiques, page 70
5.8.3.4	Autres collections historiques, page 57	6.8.7.2	Résultats exigés pour les programmes de certificat, page 70
<b>6</b>	<b>Études professionnelles et de gestion (Programmes de certificat de premier cycle), page 59</b>	6.8.7.3	Reconnaissance d'équivalences, page 70
6.1	Études professionnelles et de gestion, page 59	6.8.7.4	Reconnaissance d'équivalences et nombre minimum de cours, page 70
6.1.1	Coordonnées, page 59	6.8.7.5	Cours associé, page 71
6.1.2	Personnel administratif, page 59	6.8.7.6	Cours associés pour les programmes, page 71
6.1.3	Introduction, page 59	6.8.7.7	Charge de cours, page 71
6.1.4	Programmes de certificat, page 60	6.8.7.8	Séances d'information, page 71
6.2	Certificats de McGill, page 60	6.8.7.9	Cours et conditions préalables, page 71
6.2.1	Certificat en comptabilité (30 unités), page 60	6.8.7.10	Études indépendantes (étudiant à statut particulier), page 71
6.2.2	Certificat en entrepreneuriat (30 unités), page 60	6.8.7.11	Durée limite des études, page 71
6.2.3	Certificat en gestion des services de santé et des services sociaux (30 unités), page 61	6.8.7.12	Changements de programme, page 71
6.2.4	Certificat en gestion des ressources humaines (30 unités), page 61	6.9	Descriptions des cours - Programmes de premier cycle, page 72
6.2.5	Certificat en gestion logistique (30 unités), page 61	<b>7</b>	<b>Études professionnelles et de gestion (Programmes d'études supérieures, diplômes et certificats d'études supérieures), page 73</b>
6.2.6	Certificat en gestion (30 unités), page 62	7.1	Études professionnelles et de gestion, page 74
6.2.7	Certificat en marketing (30 unités), page 62	7.1.1	Coordonnées, page 74
6.2.8	Certificat en gestion des relations publiques (30 unités), page 62	7.1.2	Personnel administratif, page 74
6.2.9	Certificat en gestion des risques (30 unités), page 63	7.1.3	Introduction, page 74
6.2.10	Certificat en développement de logiciels (30 unités), page 63	7.2	Programmes d'études supérieures, page 74
6.2.11	Certificat en analyse et conception des systèmes informatiques (30 unités), page 63	7.2.1	Critères d'admission - Programmes de diplôme, page 74
6.3	Programmes réservés, page 63	7.2.1.1	Modalités d'admission, page 75
6.3.1	Certificat en pratique du service social auprès des populations autochtones (30 unités), page 63	7.2.2	Diplôme en comptabilité (30 unités), page 75
6.3.1.1	Critères d'admission, page 64	7.2.2.1	Critères d'admission - Diplôme en comptabilité, page 75
6.3.2	Certificat en pratique du service social auprès des populations nordiques (30 unités), page 64	7.2.3	Diplôme en affaires électroniques (30 unités), page 75
6.4	Baccalauréat en commerce pour les étudiants à temps partiel, page 64	7.2.3.1	Critères d'admission - Diplôme en affaires électroniques, page 76
6.4.1	Critères d'admission, page 64	7.2.4	Diplôme en gestion des ressources humaines (30 unités), page 76
6.4.2	Candidats adultes/qui renouvèlent leur demande d'admission à un programme ou en propédeutique, page 65	7.2.4.1	Critères d'admission - Diplôme en gestion des ressources humaines, page 76
6.4.3	Renseignements et orientation, page 65	7.2.5	Diplôme en technologies de l'information (30 unités), page 76
6.5	Structure du baccalauréat en commerce à temps partiel, page 65	7.2.5.1	Critères d'admission - Diplôme en technologies de l'information, page 76
6.5.1	Tronc commun, page 66	7.2.6	Diplôme en gestion (30 unités), page 76
6.6	Concentrations, page 66	7.2.6.1	Critères d'admission - Diplôme en gestion, page 77
6.6.1	Concentration en comptabilité (15 unités), page 66	7.2.6.2	Critères d'admission - Diplôme en gestion - Concentration en affaires électroniques, page 77
6.6.2	Concentration en entrepreneuriat (15 unités), page 67	7.2.6.3	Critères d'admission - Diplôme en gestion - Concentration en entrepreneuriat, page 77
6.6.3	Concentration en systèmes d'information (15 unités), page 67	7.2.6.4	Critères d'admission - Diplôme en gestion - Concentration en soins de la santé, page 78
6.6.4	Concentration en marketing (15 unités), page 67	7.2.6.5	Critères d'admission - Diplôme en gestion - Concentration en ressources humaines, page 78
6.6.5	Concentration en comportement organisationnel (15 unités), page 67	7.2.6.6	Critères d'admission - Diplôme en gestion - Concentration en commerce international, page 78
6.7	Programmes de majeure, page 68	7.2.6.7	Critères d'admission - Diplôme en gestion - Concentration en leadership, page 79
6.7.1	Majeure en comptabilité (30 unités), page 68	7.2.6.8	Critères d'admission - Diplôme en gestion - Concentration en marketing, page 79
6.7.2	Majeure en systèmes d'information (30 unités), page 68	7.2.6.9	Critères d'admission - Diplôme en gestion - Concentration en gestion des opérations, page 79
6.7.3	Majeure en marketing (30 unités), page 68	7.2.6.10	Critères d'admission - Diplôme en gestion - Concentration en relations publiques, page 80
6.8	Conditions générales d'admission aux programmes de certificat, page 69		
6.8.1	Critères d'admission, page 69		
6.8.2	Preuve de compétence en anglais, page 69		
6.8.3	Formalités d'admission, page 69		
6.8.4	Études intégrées de langue anglaise et professionnelles (EILAP), page 69		
6.8.5	Études indépendantes, page 70		
6.8.6	Exemption par examen, page 70		

7.2.6.11	Critères d'admission - Diplôme en gestion - Concentration en fiscalité, page 80	7.3.7	Inscription aux cours d'études supérieures, page 87
7.2.6.12	Critères d'admission - Diplôme en gestion - Concentration en trésorerie - finances, page 80	7.4	Génie - 2 <sup>e</sup> cycle, page 87
7.2.7	Diplôme en gestion - Général (30 unités), page 80	7.5	Descriptions des cours, page 87
7.2.7.1	Critères d'admission au diplôme en gestion - Général, page 80	7.5.1	Programmes d'études supérieures, page 87
7.2.8	Diplôme en gestion des relations publiques (30 unités), page 81	<b>8 DELF (Diplôme d'études en langue française)/ DALF (Diplôme approfondi de langue française), page 89</b>	
7.2.8.1	Critères d'admission au diplôme en gestion des relations publiques, page 81	8.1	DELF/ DALF, page 89
7.2.9	Certificats d'études supérieures, page 81	8.1.1	Coordonnées, page 89
7.2.9.1	Critères d'admission aux certificats d'études supérieures, page 81	8.1.2	Personnel administratif, page 89
7.2.10	Certificat d'études supérieures en affaires électroniques (15 unités), page 81	8.2	Introduction, page 89
7.2.11	Certificat d'études supérieures en entrepreneuriat (15 unités), page 81	8.3	Diplôme d'études en langue française (DELF) - Diplôme approfondi de langue française (DALF), page 89
7.2.11.1	Critères d'admission au certificat d'études supérieures en entrepreneuriat, page 82	8.3.1	Description, page 89
7.2.12	Certificat d'études supérieures en gestion des soins de la santé (15 unités), page 82	8.3.2	Conditions, page 89
7.2.13	Certificat d'études supérieures en gestion des ressources humaines (15 unités), page 82	<b>9 Sciences de l'éducation, page 91</b>	
7.2.13.1	Critères d'admission au certificat d'études supérieures en gestion des ressources humaines, page 82	9.1	Le Département, page 91
7.2.14	Certificat d'études supérieures en commerce international (15 unités), page 82	9.1.1	Coordonnées, page 91
7.2.15	Certificat d'études supérieures en leadership (15 unités), page 82	9.2	Introduction, page 91
7.2.15.1	Critères d'admission au certificat d'études supérieures en leadership, page 82	9.2.1	Programmes de perfectionnement professionnel des enseignants, page 91
7.2.16	Certificat d'études supérieures en marketing (15 unités), page 82	9.3	Critères et modalités d'admission, page 91
7.2.17	Certificat d'études supérieures en gestion des opérations (15 unités), page 83	9.4	Programmes, page 91
7.2.18	Certificat d'études supérieures en gestion des relations publiques (15 unités), page 83	9.4.1	Baccalauréat en sciences de l'éducation (enseignement professionnel) (90 unités), page 91
7.2.18.1	Critères d'admission au certificat d'études supérieures en gestion des relations publiques, page 83	9.4.2	Diplôme en relations humaines et éducation à la vie familiale (30 unités), page 92
7.2.19	Certificat d'études supérieures en fiscalité (15 unités), page 83	9.4.3	Certificat d'études supérieures en orientation appliquée à l'enseignement (15 unités), page 92
7.2.19.1	Critères d'admission au certificat d'études supérieures en fiscalité, page 83	9.4.4	Certificat en intégration scolaire (30 unités), page 93
7.2.20	Certificat d'études supérieures en trésorerie - finances (15 unités), page 83	9.4.5	Programmes pour les Premières nations et les Inuits, page 93
7.2.21	Certificat d'études supérieures en expertise comptable (15 unités), page 83	9.4.5.1	Certificat en éducation pour les Premières nations et les Inuits (60 unités), page 93
7.2.21.1	Critères d'admission au certificat d'études supérieures en expertise comptable, page 83	9.4.5.2	Certificat en alphabétisation des autochtones (30 unités), page 93
7.2.22	Diplôme d'études supérieures en fiscalité (30 unités), page 83	9.4.5.3	Certificat en enseignement intermédiaire dans les communautés autochtones (30 unités), page 93
7.2.22.1	Critères d'admission au diplôme d'études supérieures en fiscalité, page 84	9.4.5.4	Certificat en leadership pédagogique pour les Premières nations et les Inuits (30 unités), page 94
7.3	Exigences générales, page 84	9.4.5.5	Baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement (90 unités), page 94
7.3.1	Formalités d'admission à tous les programmes, page 84	9.4.5.6	Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement (30 unités), page 94
7.3.2	Preuve de compétence en anglais, page 84	9.4.5.7	Certificat en formation de conseillers pédagogiques et des Premières nations (30 unités), page 94
7.3.2.1	Études intégrées de langue anglaise et professionnelles, page 85	9.5	Règlements universitaires, page 94
7.3.3	Études indépendantes, page 85	9.6	Descriptions des cours, page 95
7.3.4	Conseillers pédagogiques, page 85	<b>10 Programmes de langue anglaise, page 97</b>	
7.3.5	Reconnaissance d'équivalences aux programmes de diplôme, page 85	10.1	Le Département, page 97
7.3.5.1	Examens de reprise, page 86	10.1.1	Coordonnées, page 97
7.3.6	Règlements relatifs aux résultats universitaires, page 86	10.1.2	Personnel administratif, page 97
		10.2	Introduction, page 97
		10.3	Certificat de compétence - anglais pour la communication professionnelle (30 unités), page 97
		10.3.1	Structure du programme, page 97
		10.3.2	Règlements universitaires, page 98
		10.3.3	Test de classement d'anglais, page 99
		10.4	Certificat de compétence - Programme intensif d'anglais, page 99
		10.4.1	Tests de classement pour le programme intensif d'anglais, page 99

10.4.2	Règlements universitaires, page 99	14.3.1.1	Objectifs du programme, page 110
10.4.3	Étudiants étrangers, page 100	14.3.1.2	Structure du programme, page 110
10.4.4	Hébergement, page 100	14.3.1.3	Critères généraux, page 110
10.4.5	Projets spéciaux, formations sur mesure, EILAP, page 100	14.3.2	Diplôme d'études supérieures en traduction (30 unités), page 111
10.5	Descriptions des cours, page 100	14.3.2.1	Objectifs du programme, page 111
<b>11 Programmes de langue française, page 101</b>		14.3.2.2	Structure du programme, page 111
11.1	Le Département, page 101	14.3.2.3	Critères généraux, page 112
11.1.1	Coordonnées, page 101	14.3.3	Ordre des traducteurs, terminologues et interprètes agréés du Québec, page 112
11.1.2	Personnel administratif, page 101	14.4	Descriptions des cours, page 113
11.2	Introduction, page 101	<b>15 Information sur les cours, règlements et descriptions, page C-1</b>	
11.3	Certificat de compétence – français pour la communication professionnelle (30 unités), page 101	<b>16 Chargés de cours, page L-1</b>	
11.3.1	Structure du programme, page 101	<b>Plan du campus du centre-ville</b>	
11.3.2	Règlements universitaires, page 102		
11.3.3	Test de classement de français, page 102		
11.4	Certificat de compétence – Programme intensif de français, page 103		
11.4.1	Tests de classement pour le programme intensif de français, page 103		
11.4.2	Règlements universitaires, page 103		
11.4.3	Hébergement, page 103		
11.4.4	Projets spéciaux, formations sur mesure, page 103		
11.5	Descriptions des cours, page 103		
<b>12 Études générales, page 105</b>			
12.1	Le Département, page 105		
12.1.1	Coordonnées, page 105		
12.1.2	Personnel administratif, page 105		
12.2	Introduction, page 105		
12.3	Information d'ordre général, page 105		
12.3.1	Inscription, page 105		
12.3.2	Droits, page 105		
12.3.3	Annulation et abandon de cours, page 105		
12.3.4	Notation et évaluation, page 105		
12.3.5	Examens de reprise, page 105		
12.3.6	Associations professionnelles, page 105		
12.4	Cours offerts, page 106		
12.4.1	Cours assortis d'unités, page 106		
12.4.2	Cours non assortis d'unités, page 106		
12.4.2.1	Séminaires de perfectionnement professionnel, page 106		
<b>13 Institut d'études à la retraite de McGill, page 107</b>			
13.1	Institut d'études à la retraite de McGill, page 107		
13.1.1	Coordonnées, page 107		
13.1.2	Personnel administratif, page 107		
13.1.3	Programme de l'IERM, page 107		
13.1.4	Groupes d'études par thèmes, page 107		
13.1.5	Calendrier du programme, page 107		
13.1.6	Autogestion, page 107		
13.1.7	Activités sociales, page 107		
13.1.8	Cotisations, page 107		
13.1.9	Inscription, page 108		
<b>14 Traduction, page 109</b>			
14.1	Le Département, page 109		
14.1.1	Coordonnées, page 109		
14.1.2	Personnel administratif, page 109		
14.1.3	Introduction, page 109		
14.2	Tests de classement pour les cours à temps partiel d'espagnol, page 109		
14.2.1	Programmes et cours d'espagnol et de portugais, page 109		
14.2.1.1	Exigences des programmes - cours d'espagnol et de portugais, page 109		
14.2.2	Certificat de compétence, page 109		
14.3	Programmes de traduction, page 110		
14.3.1	Certificat en traduction (30 unités) (anglais-français, français-anglais) (espagnol-français, espagnol-anglais) (français / anglais-espagnol), page 110		



# 1 L'Université

## Table des matières

- 1.1 Historique, page 13
- 1.2 Collèges affiliés, page 13
- 1.3 Direction de l'Université, page 13
- 1.4 Reconnaissance des grades, page 14
- 1.5 Conseil des gouverneurs, page 14
  - 1.5.1 Visiteuse, page 14
  - 1.5.2 Conseil des gouverneurs, page 14
  - 1.5.3 Membres du Sénat, page 14
- 1.6 Administration, page 14
  - 1.6.1 Décanat et direction des écoles et des bibliothèques, page 15
  - 1.6.2 Centre d'éducation permanente, page 15
- 1.7 Gouvernance étudiante, page 16

### 1.1 Historique

James McGill, négociant prospère et éminent citoyen de Montréal, décédé en 1813, légua un domaine de 46 acres du nom de Burnside Place et la somme de 10 000 £ à « l'Institution royale pour l'avancement des sciences », sous réserve que celle-ci érige « sur ladite parcelle de terrain, une université ou un collège pour assurer l'éducation et l'avancement des sciences dans cette province » ; et également « à la condition que l'un des collèges formant ladite université soit désigné et connu à perpétuité sous le nom de « McGill College ».

À la mort de James McGill, l'Institution royale, autorisée par une loi en 1801, n'avait pas encore été créée. Elle le fut en 1819. et obtint trois ans plus tard une charte royale pour la création d'une université qui devait porter le nom de McGill College. D'autres retards étant causés par divers contentieux, le domaine Burnside ne fut acquis qu'en mars 1829. La Montreal Medical Institution, qui avait commencé à offrir des cours de médecine à l'Hôpital général de Montréal en 1822, fut admise par le Collège comme Faculté de médecine en juin 1829. Après d'autres contentieux, le Collège reçut une dotation financière en 1835 et l'on y construisit le Pavillon des arts et le pavillon Dawson. La Faculté des arts ouvrit ses portes en 1843.

Les progrès furent néanmoins lents jusqu'à ce que la charte de 1821 fut modifiée, en 1852, pour établir les membres de l'Institution royale comme gouverneurs du McGill College. Depuis, les deux organes ne font plus qu'un. L'établissement fut d'abord connu sous le nom de « The University of McGill College » mais, en 1885, les gouverneurs adoptèrent la dénomination « McGill University ». Même après modification de la charte, peu de progrès furent enregistrés jusqu'à 1855, lorsque William Dawson fut nommé principal. À la retraite de ce dernier, trente-huit ans plus tard, McGill avait un effectif de plus de 1 000 étudiants et avait érigé le Pavillon Molson (à l'extrémité ouest du Pavillon des arts), le Musée Redpath, la Bibliothèque Redpath, les pavillons Macdonald de génie et de physique et une belle enfilade de pavillons de médecine.

Depuis, l'Université a poursuivi sa croissance dynamique. En 1884, les premières étudiantes y furent admises et, en 1899, on inaugura le Collège Royal Victoria, don de Lord Strathcona, en vue d'offrir des installations d'enseignement et de résidence distinctes aux étudiantes. Progressivement, les cours destinés aux étudiants et aux étudiantes fusionnèrent.

En 1905, Sir William Macdonald créa le Collège Macdonald à Sainte-Anne-de-Bellevue comme collège résidentiel d'agriculture et de sciences ménagères et centre pédagogique. Ces différents éléments sont devenus depuis la Faculté des sciences de l'agriculture et de l'environnement, qui englobe l'École de diététique et de nutrition humaine au campus Macdonald, ainsi que la Faculté des sciences de l'éducation au campus du centre-ville. Le développement global de l'Université a été grandement facilité par la générosité

de nombreux bienfaiteurs, et en particulier par l'appui de ses diplômés, car les aides publiques visant à couvrir les frais généraux et les immobilisations n'ont commencé à être versées qu'au début des années 1950. Depuis les aides publiques sont devenues l'un des principaux moteurs du fonctionnement financier de l'Université, même si celle-ci compte toujours sur les dons privés pour atteindre l'excellence dans ses activités d'enseignement et de recherche.

L'Université comprend aujourd'hui 11 facultés et 10 écoles, et plus de 32 000 étudiants inscrits à des cours réguliers. Un étudiant sur quatre est inscrit aux études supérieures.

L'Université offre également des cours et des programmes à la collectivité par le biais de son Centre d'éducation permanente.

### 1.2 Collèges affiliés

#### COLLÈGE AFFILIÉ

##### Collège Royal Victoria

3425, rue Université, Montréal, QC H3A 2A8

Rattaché à l'Université McGill, le Collège Royal Victoria est un collège sans vocation pédagogique qui offre des logements aux étudiantes.

#### COLLÈGES DE THÉOLOGIE AFFILIÉS

##### Le Collège diocésain de Montréal

3473, rue Université, Montréal, QC H3A 2A8

Principal : J. M. Simons; B.A. (Bishop's), S.T.B. (Trinity, Toronto), Ph. D. (Georgetown)

##### Collège presbytérien de Montréal

3495, rue Université, Montréal, QC H3A 2A8

Principal : J. Vissers; B.A. (Tor.), M.Div. (Knox, Toronto), Th. M. (Princeton), Th. D. (Knox, Toronto)

##### Séminaire uni de Montréal

3521, rue Université, Montréal, QC H3A 2A9

Principal : P. Joudrey; B.A., M. Div. (Acadia), D. Min. (Andover Newton)

Les trois collèges mentionnés forment des étudiants à l'exercice du ministère et accordent des certificats pour l'ordination; ils ont toutefois remis leur pouvoir de délivrance de grades à l'Université, à l'exception de diplômes de maîtrise en théologie et de doctorats *honoris causa*.

### 1.3 Direction de l'Université

L'Université McGill est une société découlant d'une charte royale octroyée par la Couronne du Royaume-Uni, qui conserve ce pouvoir et l'exerce par l'entremise du gouverneur général qui est visiteur de l'Université.

Les gouverneurs de l'Université forment l'Institution royale pour l'avancement des sciences, société constituée en vertu des lois de la province de Québec. Ils sont investis de la gestion des finances, de la nomination des professeurs et d'autres fonctions. Douze des gouverneurs sont élus par le Conseil et leur candidature est proposée par le comité des membres; trois sont élus par l'Association des diplômés; deux par le Sénat, parmi ses membres, deux par le personnel administratif et de soutien à temps plein parmi ses membres, deux par le personnel enseignant à temps plein et quatre par les étudiants, parmi la collectivité étudiante. C'est le conseil qui élit le chancelier de l'Université et aussi, parmi ses membres, un président qui assiste à ses réunions et qui peut également être le chancelier. Le chancelier, le principal et le président de l'Association des étudiants de l'Université McGill sont membres de droit.

Le chancelier préside les cérémonies de collation des grades et les séances conjointes du Conseil des gouverneurs et du Sénat.

Le président du Conseil des gouverneurs est également président de l'Institution royale pour l'avancement des sciences. Le principal et vice-chancelier est le dirigeant universitaire et directeur général de l'Université, nommé par le conseil des gouverneurs après consultation auprès d'un comité statutaire chargé de la sélection d'un principal. Le principal est président de droit du Sénat.

Le Sénat est la plus haute instance de l'Université, responsable des admissions, des programmes d'études, de la discipline et de l'octroi des grades. Les règlements du Sénat sont appliqués par les diverses facultés et écoles qui assument également la responsabilité primordiale des activités pédagogiques de l'Université.

## 1.4 Reconnaissance des grades

L'Institution royale pour l'avancement des sciences (Université McGill) est subventionnée par l'État et a une charte royale datant de 1821 (modifiée en 1852). Elle a été constituée conformément à la législation de la province de Québec.

L'Université McGill est membre fondatrice de l'organisation qui est l'actuelle Association des universités et collèges du Canada au sein de laquelle elle demeure très active. L'Université McGill est également membre de l'Association américaine des universités, de l'Association des universités du Commonwealth et de l'Association internationale des universités. Ses grades de premier, deuxième et troisième cycle et ceux à finalité professionnelle, dont des doctorats dans tout un éventail de disciplines, sont reconnus par des établissements d'enseignement, des gouvernements et des organisations privées du monde entier depuis des décennies.

L'ensemble des programmes de l'Université McGill qui mènent à un grade est approuvé par le ministère de l'Éducation, du Loisir et du Sport du Québec et la Conférence des recteurs et des principaux des universités du Québec.

## 1.5 Conseil des gouverneurs

### 1.5.1 Visiteuse

#### La gouverneure générale du Canada

Son Excellence la très honorable Michaëlle Jean

### 1.5.2 Conseil des Gouverneurs

(À compter du mois de janvier 2008)

Robert Rabinovitch; B. Com. (McG.), M.A., Ph. D. (Penn.)

**Président, Conseil des gouverneurs**

Richard W. Pound; O.C., O.Q., Q.C., C.A., B. Com. (McG.), B.A. (Sir G. Williams), B.C.L. (McG.)

**Chancelier**

Heather Munroe-Blum; O.C., B.A., B. Serv. soc. (McM.), M. Serv. soc. (W. Laur.), Ph. D. (N. Carolina)

**Principale et vice-chancelière**

#### Membres

Roshi Chadha

Stuart (Kip) Cobbett; B.A., B.C.L. (McG.)

Lili de Grandpré; B. A. (Western), M.B.A. (McG.)

Darren Entwistle; B.Econ. (Concor.), M.B.A. (McG.)

Morna Flood Consedine; B.A. (Concor.), M.Ed., D.Ed. (McG.)

Trevor Garland; B. Sc. (McG.)

Kohur GowriSankaran; B.A., M.A. (Madr.), Ph. D. (Bombay)

Daniel Guitton; Dipl. IVK (U. Libre de Brux.), B. Ing., M. Ing.,

Ph. D. Ing., Ph. D. physiologie (McG.)

Eric Maldoff; B.A., B.C.L., LL. B. (McG.)

Michael Meighen; B.A. (McG.)

Jan Peeters; B. Ing. (McG.)

Gary Pekeles; B. Sc., M. Sc. (McG.), M.D., C.M. (Baylor)

Jeremy Reitman; A.B. (Dart.), B.C.L. (McG.)

Nigel Roulet; B. Sc., M. Sc. (Trent), Ph. D. (McM.)

Maria Ruocco

Michael Richards; B.A., B.C.L. (McG.)

Gerald Sheff; B.Arch., M.B.A. (Harv.)

Thierry Vandal; B. Ing., M.B.A. (Montr.)

#### Représentants étudiants

Association étudiante de McGill (1)

Association des étudiantes et étudiants de 2<sup>e</sup> et 3<sup>e</sup> cycles de l'Université McGill (1)

*Observateurs*

Association des étudiants de l'éducation permanente de McGill (1)

Association des étudiants du campus Macdonald (1)

### 1.5.3 Membres du Sénat

#### DE DROIT

Le chancelier

Le président du Conseil des gouverneurs

La principale et vice-chancelière

Le vice-principal adjoint, le vice-principal exécutif et les vice-principaux

Les doyens des facultés

Le doyen de l'éducation permanente

Le doyen des études supérieures et postdoctorales

La doyenne, Services aux étudiants

Le directeur des bibliothèques

#### Membres élus

63 membres élus par les facultés, les bibliothèques, le Conseil des gouverneurs et le personnel administratif et de soutien.

Regroupement des résidents en médecine ou groupe d'étudiants érudits aux études postdoctorales (1)

Membres étudiants (19)

## 1.6 Administration

Heather Munroe-Blum; O.C., B.A., B. Serv. soc. (McM.),

M. Serv. soc. (W. Laur.), Ph. D. (N. Carolina) **Principale et vice-chancelière**

Anthony Masi; A.B. (Colgate), Ph. D. (Brown)

**Vice-principal exécutif**

Morton J. Mendelson; B. Sc. (McG.), Ph. D. (Harv.)

**Premier vice-principal exécutif adjoint (études et vie étudiante)**

Jane Everett; M.A. (Car.), Ph.D. (McG.)

**Doyenne à la vie étudiante**

Kathleen Massey; B.A. (York)

**Registraire et directrice exécutive de la Gestion de l'effectif étudiant**

Jana Luker; B.A. (Guelph), B. Éd., M. Éd. (Tor.)

**Directrice générale des services aux étudiants**

William F. Foster; LL. B. (Auck.), LL. M. (Br. Col.)

**Vice-principal exécutif adjoint (politiques et procédures)**

Martin Kreiswith; B.A. (Hamilton), M.A. (Chic.), Ph. D. (Tor.)

**Vice-principal exécutif adjoint (études supérieures) Doyen (études supérieures et postdoctorales)**

à préciser

**Vice-principale exécutive adjointe (planification et budgets)**

Chandra Madramootoo; B. Sc., M. Sc., Ph. D. (McG.)

**Vice-principal adjoint (campus Macdonald) Doyen, Faculté des sciences de l'agriculture et de l'environnement**

Sylvia Franke; LL. B., B. Sc. (Tor.)

**Chef des services d'information**

Johanne Pelletier; B.A., M.A. (McG.)

**Secrétaire générale**

François R. Roy; B.A., M.B.A. (Tor.)  
**Vice-principal (administration et finances)**

Lynne B. Gervais; B.A. (Concor.), Dip. gestion (McG.)  
**Vice-principale adjointe (ressources humaines)**

Jim Nicell; B. Sc., M. Sc., Ph. D. (Windsor), P. Ing.  
**Vice-principal adjoint (services universitaires)**

Marc Weinstein; B.A., B.C.L., LL.B. (McG.)  
**Vice-principal (développement et relations avec les diplômés)**

Michael Goldbloom; B.C.L., LL.B. (McG.)  
**Vice-principal (affaires publiques)**

Richard I. Levin; B. Sc. (Yale), M.D. (NYU)  
**Vice-principal (santé et affaires médicales)**  
**Doyen (Faculté de médecine)**

Denis Thérien; B. Sc. (Montr.), M. Sc., Ph. D. (Wat.)  
**Vice-principal (recherche et relations internationales)**

Mourad El-Gamal; B. Sc. (Ain Chams), M. Sc. (Vanderbilt),  
Ph. D. (McG.)  
**Vice-principal adjoint (recherche et relations internationales)**

Rima Rozen; B. Sc., Ph. D. (McG.)  
**Vice-principale adjointe (recherche et relations internationales)**

### 1.6.1 Décanat et direction des écoles et des bibliothèques

#### Décanat

Chandra Madramootoo; B. Sc., M. Sc., Ph. D. (McG.)  
**Sciences de l'agriculture et de l'environnement**

Christopher Manfredi; B.A., M.A. (Calg.), M.A., Ph. D. (Claremont)  
**Arts**

Judith Potter; B.Sc. (Tor.), M.Ad.Ed. (St. FX), Ed.D. (Tor.)  
**Éducation permanente**

Paul J. Allison; B.D.S. (Lond.), F.D.S.R.C.S.(Eng), M.Sc. (Lond.),  
Ph.D. (McG.)  
**Médecine dentaire**

Hélène Perreault; B. Sc. (Concor.), M. Sc., Ph. D. (Montr.) (à compter d'août 2008)  
**Sciences de l'éducation**

Christophe Pierre; M. Sc. (Prin.), Ph. D. (Duke)  
**Génie**

Martin Kreiswirth; B.A., (Hamilton), M.A., (Chic.), Ph. D. (Tor.)  
**Études supérieures et postdoctorales**

Nicholas Kasirer; B.A. (Tor.), B.C.L., LL. B. (McG.), D.E.A. (Paris)  
**Droit**

Peter Todd; B. Com. (McG.), Ph. D. (Br. Col.)  
**Gestion**

Richard I. Levin; B. Sc. (Yale); M.D. (NYU)  
**Médecine**

Donald McLean; B. Mus., M.A., Ph. D. (Tor.)  
**Musique**

Ellen Aitken; Th. D. (Harv.), M. Div. (U. of South); A.B. (Harv.)  
**Études religieuses**

Martin Grant; B. Sc. (Î.-P.-E.), M. Sc., Ph. D. (Tor.)  
**Sciences**

Jane Everett; M.A. (Car.), Ph. D. (Tor.)  
**Doyenne à la vie étudiante**

#### Direction des écoles et des bibliothèques

Michael Jemtrud; B.Sc., B.Arch., B.A. (Penn. St.), M.Arch. (McG.)  
**Architecture**

Shari R. Baum; B.A. (Cornell), M.S. (Vermont), M.A., Ph. D. (Brown)  
**Sciences de la communication humaine**

Sue Whitesides; M. Sc. (Stan.), Ph. D. (Wis.)  
**Sciences informatiques**

Kristine G. Koski; B. Sc., M. Sc. (Wash.), Ph. D. (Calif.)  
**Diététique et nutrition humaine**

Nigel Roulet; B. Sc., M. Sc. (Trent), Ph. D. (McM.)  
**Environnement**

France Bouthillier; B. Éd. (Qué.), M.Bibl. (Montr.), Ph. D. (Tor.)  
**Bibliothéconomie et sciences de l'information**

Hélène Ezer; B. Sc., M. Sc. (McG.), Ph. D. (Montr.)  
**Sciences infirmières**

Maureen J. Simmonds; Dip. Phys. (Wolverhampton), B. Sc. (Phys.), M. Sc. (Phys.), Ph. D. (Alb.)  
**Physiothérapie et ergothérapie**

Wendy Thomson; B. Serv. soc., M. Serv. soc. (McG.), Ph. D. (Brist.)  
**Service social**

David Brown; B.A. (Bishop's), M. urbanisme (McG.), Ph. D. (Sheffield)  
**Urbanisme**

Janine Schmidt; B.A. (Queensland), M. Bibl. (N.S.W.)  
**Bibliothèques**

### 1.6.2 Centre d'éducation permanente

Judith Potter; B.Sc. (Tor.), M.Ad.Ed. (St. FX), Ed.D. (Tor.)  
**Doyenne**

Alfred M. Jaeger; B. Sc. (Northwestern), M.B.A., Ph. D. (Stan.)  
**Vice-doyen (activités universitaires)**

#### SERVICES ADMINISTRATIFS

Rosa Greco-Pepe; B.A. (Concor.), Dip. Éd. (McG.)  
**Adjointe au doyen (administration et finances)**

Claudette Lapierre  
**Adjointe au doyen (projets spéciaux)**

Antoinette Greco, certificat en gestion (McG.)  
**Adjointe au vice-doyen (activités universitaires)**

Andrée LaHaise  
**Adjointe administrative et régisseuse des immeubles**

Kevork Abadjian  
**Coordinateur des systèmes des microordinateurs**

Jean-Paul Rémillieux; B.A., M. Sc. (UQAM)  
**Directeur, cyberapprentissage**

Hang Lau; B.Sc. (Université chinoise de Hong Kong), M. Sc., Ph. D. (McG.)  
**Directeur du développement universitaire**

#### BUREAU DES AFFAIRES ÉTUDIANTES

Assunta Cerrone-Mancini  
**Chef, admission et collation des grades**

Lucia Chimienti; B.A. (Concor.)  
**Responsable des dossiers et des comptes étudiants**

Johnny Martuccio; B. Com. (McG.)  
**Chef, dossiers et inscription**

#### ÉTUDES PROFESSIONNELLES ET GESTION

à préciser  
**Directeur**

Dawne Ramsahoye; B.A. (McG.), G.D.I.A., M.A. (Concor.)  
**Gestionnaire de programmes**

Mary Rubiano  
**Conseillère de programmes**

Daniel Darrigan; B.A., Dip. Éd. (McG.)  
**Conseiller de programmes**



Larry Goldsman, B. Com. (Concor.), G.D.P.A. (McG.), C.A.  
**Chargé de cours**

Hang Lau; B.Sc. (Université chinoise de Hong Kong), M. Sc.,  
Ph. D. (McG.)  
**Directeur, Programmes des technologies de l'information,  
chargé de cours**

Jean-Claude Provost, B.A. (York (Can.)), M.A. (McG.), CRHA  
**Coordonnateur, Programmes de gestion  
des ressources humaines,  
chargé de cours**

Elizabeth J. Hirst; B.A. (McG.), M.A. (Montr.), ARP, fellow SCRP  
**Relationniste et chargée de cours**

#### **PROGRAMMES DE LANGUES ANGLAISE ET FRANÇAISE**

Hervé de Fontenay; B.A. (Montr.), M.A. (McG.) **Directeur**

Effie Dracopoulos, B.A. (Concor.) **Coordinatrice, chargée de  
cours, Programmes de langue anglaise**

Kevin Callahan, B.A. (Tor.), M.A. (Concor.), Cert. TESL (McG.)  
**Coordonnateur, chargé de cours,  
Programme intensif d'anglais**

Marie-Claude Beauchamp, B.A., M.A., B. Éd. (McG.)  
**Coordinatrice, chargée de cours,  
programmes de langue française**

Isabelle Mathieu, B.A. (Brock), M. Éd. (Montr.) **Coordinatrice,  
chargée de cours, Programme intensif de français**

Helen Athanassiadis; B.A., Cert. R.H. (McG.) **Administratrice de  
programmes**

#### **ÉTUDES GÉNÉRALES**

Aldo Cerantola, B. Sc. A. (Laval) **Directeur**

Jasna Hancevic; B.Com. (McG.), M. Sc. (UQAM) **Administratrice  
de programmes**

#### **ÉTUDES D'ÉTÉ**

Jasna Hancevic; B.Com. (McG.), M. Sc. (UQAM) **Administratrice  
de programmes**

#### **TRADUCTION**

James Archibald, B.A. (McG.), B. Ph. (Montr.) M.èsL., Dr. 3<sup>e</sup> cycle  
(Lille), Ph.D. (Montr.) **Directeur**

Héberto Fernandez, B. Sc., M. Sc. (U. de Los Andes),  
Ph. D. (Montr.) **Coordonnateur, Programmes de langues  
espagnole et portugaise**

#### **INSTITUT D'ÉTUDES À LA RETRAITE DE L'UNIVERSITÉ MCGILL**

Carolynn Rafman, B.A. Beaux-Arts (Concor.), M.A. (McG.)  
**Coordonnatrice de programmes**

sont membres de l'Association des étudiants à l'éducation permanente de l'Université McGill.)

L'Association des étudiants à l'éducation permanente de l'Université McGill a été fondée en 1985, incorporée en 1989, et a obtenu un certificat d'accréditation en 1990. Tout étudiant qui paie les droits exigés par l'AÉÉPM en devient automatiquement membre. L'édifice qui abrite l'AÉÉPM, situé au 3437, rue Peel, est doté d'un laboratoire informatique dont l'accès est gratuit pour l'ensemble des membres de l'Association, ainsi que d'un centre communautaire et d'une cafétéria où des repas chauds, des sandwiches ainsi que des boissons sont vendus. De plus, une aire de repos est disponible pour les rencontres de groupes ou pour l'étude individuelle. L'AÉÉPM offre une ambiance chaleureuse idéale pour les activités sociales, l'étude et les rencontres de groupe après le travail, les cours et au cours, et ce, même le week-end. L'AÉÉPM est gérée conformément aux règlements adoptés par les membres élus de son conseil d'administration. Les représentants de l'AÉÉPM traitent toute question relative aux besoins de ses membres conformément à la politique de la porte ouverte.

Pour obtenir de plus amples renseignements au sujet des règlements, des membres dirigeants et des comités de l'AÉÉPM, veuillez composer le (514) 398-4974.

## **1.7 Gouvernance étudiante**

### **ASSOCIATION DES ÉTUDIANTS À L'ÉDUCATION PERMANENTE DE L'UNIVERSITÉ MCGILL**

Tout étudiant inscrit à un cours apparaissant au registre officiel de l'Université McGill, et dont le dossier est géré par le Centre (dont la Faculté des sciences de l'éducation), est membre de l'Association des étudiants à l'éducation permanente de l'Université McGill. (AÉÉPM). Les étudiants inscrits aux cours offerts par le Centre, mais qui sont inscrits à des programmes administrés par d'autres facultés de McGill, sont membres des autres associations de l'Université. Les étudiants inscrits à plus d'un programme peuvent être rattachés à la fois à l'AÉÉPM et à une autre association étudiante de l'Université. (Note : Les étudiants au B. Com. inscrits au Centre

## 2 Calendrier universitaire 2008-2009

Le calendrier universitaire complet est disponible sur Internet à l'adresse suivante : <http://français.mcgill.ca/student-records>. L'extrait ci-dessous était à jour en février 2008. Les indications fournies sont sujettes à changement et les utilisateurs sont priés de vérifier les dates importantes en consultant notre site Internet.

Le supplément à l'annuaire vient compléter l'information figurant dans l'annuaire du Centre d'éducation permanente. Il est publié trois fois l'an et posté à tous les étudiants admis à un programme avant la période d'inscription. Il comprend des renseignements précis sur les dates d'inscription, ainsi que l'information concernant le trimestre à venir. En cas de contradiction, l'information qui y figure aura préséance sur celle de l'annuaire.

LÉGENDE DES FACULTÉS ET ÉCOLES			
CE	Continuing Education ( <i>Éducation permanente</i> )	ALL	All students ( <i>Tous les étudiants</i> )
NEW	New students ( <i>Nouveaux étudiants</i> )	RET	Returning students ( <i>Étudiants en renouvellement d'inscription</i> )
→	Read activity column for details ( <i>Lire la colonne activité pour plus de renseignements</i> )		

LÉGENDE DES CODES D'ACTIVITÉS			
APP	Application ( <i>Demande d'admission</i> )	INFO	Information ( <i>Information</i> )
APPGRAD	Apply to graduate on Minerva ( <i>Soumission de la demande de collation des grades sur Minerva</i> )	LEC	Lecture ( <i>Cours</i> )
CONV	Convocation ( <i>Collation des grades</i> )	NOTE	Note to students ( <i>Note aux étudiants</i> )
DEF	Deferred-application and examination ( <i>Reporté - inscription ou examen</i> )	REG	Registration ( <i>Inscription</i> )
EXAMS	Examinations ( <i>Examens</i> )	VERIF	Verification Period ( <i>Période de vérification</i> )
HOLIDAY	Holiday ( <i>Congé</i> )	W	Course withdrawal ( <i>Abandon de cours</i> )
IFT	Inter-faculty transfer ( <i>Transferts entre facultés</i> )	W--	University withdrawal ( <i>Abandon de l'Université</i> )

DATE	CODE D'ACTIVITÉ	FACULTÉ/ÉCOLE	ACTIVITÉ
<b>Juin 2008</b>			
Dimanche 1 <sup>er</sup> juin	APP	CE	Date limite de dépôt des demandes d'admission aux programmes du Centre d'éducation permanente pour le trimestre d'automne.
Dimanche 1 <sup>er</sup> juin	IFT	→	Date limite de dépôt des demandes de transferts entre facultés en vue du trimestre d'automne 2008 pour les écoles et facultés suivantes : sciences de l'agriculture et de l'environnement, arts, B.A. & B. Sc., sciences de l'éducation, génie (sauf architecture), gestion et sciences. Cette date limite s'applique également aux étudiants d'éducation permanente qui souhaitent transférer en gestion.
Mardi 24 juin	HOLIDAY	→	<b>FÊTE NATIONALE DU QUÉBEC</b> (Cours annulés) Services administratifs fermés. Bibliothèques fermées.
<b>Juillet 2008</b>			
Mardi 1 <sup>er</sup> juillet	HOLIDAY	→	<b>FÊTE DU CANADA.</b> (Cours annulés) Services administratifs fermés. Bibliothèques fermées.
Mercredi 2 juillet	REG	CE	Début des inscriptions à l'aide de Minerva pour les étudiants en <u>renouvellement d'inscription</u> au Centre d'éducation permanente pour les cours et programmes du trimestre d'automne.
Mardi 8 juillet	REG	CE	Début des inscriptions à l'aide de Minerva pour les étudiants <u>nouvellement admis</u> aux programmes et cours d'automne du Centre d'éducation permanente.
Mardi 15 juillet	REG	CE	Inscriptions à l'aide de Minerva pour les <u>étudiants à statut particulier en renouvellement d'inscription</u> au Centre d'éducation permanente pour les cours et programmes du trimestre d'automne.
<b>Août 2008</b>			
Vendredi 15 août	INFO	→	Date limite de dépôt des demandes d'exemption de droits de scolarité et des preuves de citoyenneté canadienne et de résidence au Québec à la Gestion de l'effectif étudiant pour le trimestre d'été 2008. Les étudiants de la Faculté de médecine et du Centre d'éducation permanente doivent déposer leur demande et documents au Bureau des affaires étudiantes de leur faculté ou au Centre d'éducation permanente. Les documents reçus après cette échéance ne seront mis à jour que pour le trimestre suivant.

DATE	CODE D'ACTIVITÉ	FACULTÉ/ÉCOLE	ACTIVITÉ
Vendredi 15 août	NOTE	—>	La note KF remplacera la note K sur les relevés de notes pour le trimestre d'hiver 2008 pour toutes les facultés, sauf médecine dentaire, médecine et études supérieures.
Vendredi 15 août	REG	—>	Début des inscriptions à l'aide de Minerva pour les cours d'éducation permanente du trimestre d'automne, dans toutes les facultés, sauf médecine dentaire, droit, gestion (programmes de jour), médecine, physiothérapie et ergothérapie.
<b>Septembre 2008</b>			
Lundi 1 <sup>er</sup> septembre	HOLIDAY	—>	<b>FÊTE DU TRAVAIL.</b> (Cours annulés) Services administratifs fermés.
Mardi 2 septembre	REG	CE	Date limite d'inscription aux cours d'éducation permanente sans avoir à acquitter le supplément de retard.
Mardi 2 septembre	LEC	—>	Début des cours dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, le Centre d'éducation permanente (tous les cours assortis d'unités et les cours de langues non assortis d'unités), sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie, études religieuses et sciences.
	NOTE	—>	L'horaire normal des cours du mardi sera annulé pour la journée du 2 décembre 2008. Tous les cours magistraux, laboratoires, conférences et autres activités liées aux cours qui n'auront pas lieu le <b>lundi 13 octobre</b> en raison du congé de l'Action de grâce seront reportés au <b>mardi 2 décembre 2008</b> .
Mercredi 3 septembre au mardi 16 septembre	REG	ALL	Période d'inscription tardive avec supplément de retard de 100 \$ pour toutes les facultés; 40 \$ pour les étudiants à statut particulier et les étudiants d'études supérieures à temps partiel (supplément de retard de 25 \$ pour les étudiants d'éducation permanente).
Lundi 15 septembre	LEC	CE	Début des cours intensifs d'anglais et de français et d'études générales non assortis d'unités au Centre d'éducation permanente.
Mardi 16 septembre	W	—>	Date limite d'abandon de cours par Internet (note de W) pour les cours échelonnés sur plus d'un trimestre (D1/D2, N1/N2) ayant débuté au trimestre d'été 2008 ( <b>avec remboursement des droits de scolarité pour le trimestre d'automne 2008</b> ) dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, éducation permanente, sciences d'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, physiothérapie et ergothérapie, études religieuses, service social et sciences (aucun abandon autorisé pour les cours intensifs des sciences de l'éducation).
Mardi 16 septembre	REG	—>	Date limite pour les changements de cours (abandon/ajout) pour le trimestre d'automne et le premier volet des cours échelonnés sur plus d'un trimestre débutant en septembre 2008 pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique (sauf leçons pratiques), sciences infirmières, physiothérapie et ergothérapie, études religieuses, service social et sciences. (Aucun abandon autorisé pour les cours de musique d'ensemble passé cette date.)
Dimanche 21 septembre	W	CE	Date limite d'abandon de cours par Internet (note de W) avec remboursement pour les cours assortis d'unités du Centre d'éducation permanente (moins des frais administratifs de 20 \$).
Lundi 29 septembre au vendredi 3 octobre	VERIF	—>	Période de vérification à l'aide de Minerva pour tous les étudiants dans toutes les facultés. Les étudiants qui achèvent leurs études sont particulièrement tenus de vérifier leur dossier étudiant. Lors de la période de vérification, les étudiants en droit doivent obtenir leur numéro d'examen au Bureau des affaires étudiantes de leur faculté.
<b>Octobre 2008</b>			
Mercredi 1 <sup>er</sup> octobre	APP	CE	Date limite de dépôt des demandes d'admission au trimestre d'hiver pour les programmes du Centre d'éducation permanente.
Lundi 13 octobre	HOLIDAY	—>	<b>ACTION DE GRÂCE.</b> (Cours annulés) Services administratifs fermés. Les cours du soir d'éducation permanente seront reprogrammés.
	NOTE	—>	L'horaire normal des cours du mardi sera annulé pour la journée du 2 décembre 2008. Tous les cours magistraux, laboratoires, conférences et autres activités liées aux cours qui n'auront pas lieu le <b>lundi 13 octobre</b> en raison du congé de l'Action de grâce seront reportés au <b>mardi 2 décembre 2008</b> .

DATE	CODE D'ACTIVITÉ	FACULTÉ/ ÉCOLE	ACTIVITÉ
Jeudi 16 octobre au dimanche 19 octobre	EVENT	ALL	Retrouvailles 2008.
Dimanche 19 octobre	W/W--	—→	Date limite d'abandon de cours par Internet (note de W) ou abandon de l'Université (note de W--) pour les cours du trimestre d'automne 2008 et pour les cours du trimestre d'automne du Centre d'éducation permanente ( <b>sans remboursement</b> ) pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie, sciences religieuses, service social et sciences. (Aucun abandon autorisé pour les cours intensifs des sciences de l'éducation ou pour les cours de musique d'ensemble ou leçons pratiques de musique.)
Jeudi 30 octobre	REG	CE	Inscription à l'aide de Minerva aux cours et programmes d'hiver pour les étudiants en renouvellement d'inscription au Centre d'éducation permanente.
<b>Novembre 2008</b>			
Mardi 4 novembre	REG	CE	Inscription à l'aide de Minerva aux cours et programmes d'hiver pour les étudiants nouvellement admis au Centre d'éducation permanente.
Jeudi 6 novembre au mercredi 3 décembre	INFO	—→	Période d'évaluation des cours en ligne pour le trimestre d'automne : les évaluations à remplir sont disponibles sur <i>Mercury</i> à l'aide de Minerva.
Mardi 11 novembre	REG	CE	Inscription à l'aide de Minerva aux cours et programmes d'hiver pour les étudiants à <b>statut particulier</b> en renouvellement d'inscription au Centre d'éducation permanente.
Vendredi 14 novembre (à titre indicatif seulement)	CONV	ALL	10 h Collation des grades d'automne 14 h Collation des grades d'automne
<b>Décembre 2008</b>			
Lundi 1 <sup>er</sup> décembre	NOTE	—→	La note KF remplacera la note K sur les relevés de notes pour le trimestre d'été 2008 pour toutes les facultés, sauf médecine dentaire, médecine et études supérieures.
Mardi 2 décembre	INFO	—→	Date limite de dépôt des demandes d'exemption de droits de scolarité et des preuves de citoyenneté canadienne et de résidence au Québec à la Gestion de l'effectif étudiant pour le trimestre d'automne 2008. Les étudiants de la Faculté de médecine et du Centre d'éducation permanente doivent déposer leur demande et documents au Bureau des affaires étudiantes de leur faculté ou au Centre d'éducation permanente. Les documents reçus après cette échéance ne seront mis à jour que pour le trimestre suivant.
Mardi 2 décembre	LEC	—→	Dernier jour de cours pour les étudiants des facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, éducation permanente, sciences de l'éducation (sauf pour les étudiants de 1 <sup>e</sup> année inscrits aux programmes maternelle, primaire et secondaire), génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie (1 <sup>e</sup> et 2 <sup>e</sup> années), études religieuses, sciences et service social (B. Serv. soc. et M. Serv. soc.).
Mardi 2 décembre	NOTE	—→	L'horaire normal des cours du mardi sera annulé pour la journée du 2 décembre 2008. Tous les cours magistraux, laboratoires, conférences et autres activités liées aux cours qui n'auront pas lieu le <b>lundi 13 octobre</b> en raison du congé de l'Action de grâce seront reportés au <b>mardi 2 décembre 2008</b> .
Mercredi 3 décembre	INFO	—→	Relâche
Jeudi 4 décembre au vendredi 19 décembre	EXAM	—→	Période d'examens pour les cours du trimestre d'automne et les cours échelonnés sur plus d'un trimestre dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie (1 <sup>e</sup> et 2 <sup>e</sup> années), études religieuses, sciences et service social (B. Serv. soc.).
Lundi 15 décembre	REG	—→	Début des inscriptions à l'aide de Minerva aux cours du Centre d'éducation permanente pour le trimestre d'hiver, pour toutes les facultés, sauf médecine dentaire, droit, gestion (programmes de jour), médecine et physiothérapie et ergothérapie.
Mercredi 24 décembre	NOTE	—→	Bureaux administratifs ouverts mercredi, le 24 décembre.

DATE	CODE D'ACTIVITÉ	FACULTÉ/ ÉCOLE	ACTIVITÉ
Jeudi 25 décembre au vendredi 2 janvier	HOLIDAY	—>	<b>NOËL ET JOUR DE L'AN.</b> Bureaux administratifs fermés entre le 25 décembre et le 2 janvier inclusivement. Heures d'ouverture des bibliothèques disponibles au comptoir des références.
<b>Janvier 2009</b>			
Jeudi 1 <sup>er</sup> janvier	HOLIDAY	—>	<b>JOUR DE L'AN.</b> Bureaux administratifs fermés. Heures d'ouverture des bibliothèques disponibles au comptoir des références.
Vendredi 2 janvier	NOTE	—>	Bureaux administratifs fermés vendredi, le 2 janvier et ouverts à nouveau lundi, le 5 janvier.
Lundi 5 janvier	REG	CE	Date limite d'inscription aux cours du Centre d'éducation permanente sans supplément de retard.
Lundi 5 janvier	LEC	—>	Début des cours du trimestre d'hiver dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement (y compris programme de gestion et de technologie agricoles), arts, Centre d'éducation permanente (pour tous les cours assortis d'unités et les cours de langues non assortis d'unités), sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie (étudiants de 1 <sup>e</sup> et 2 <sup>e</sup> années), études religieuses, sciences, médecine dentaire (tous les programmes) et médecine (étudiants de 1 <sup>e</sup> et 2 <sup>e</sup> années).
	NOTE	—>	L'horaire normal des cours du mardi sera annulé pour la journée du 14 avril 2009. Tous les cours magistraux, laboratoires, conférences et autres activités liées aux cours qui n'auront pas lieu le <b>vendredi 10 avril 2009</b> en raison du congé de Pâques seront reportés au <b>mardi 14 avril 2009</b> .
Lundi 5 janvier	LEC	CE	Début des cours d'études générales non assortis d'unités au Centre d'éducation permanente.
Mardi 6 janvier au mardi 20 janvier	REG	NEW	Inscription tardive pour les étudiants nouvellement admis avec un supplément de retard de 100 \$ pour toutes les facultés, 40 \$ pour les étudiants à statut particulier et étudiants d'études supérieures à temps partiel (supplément de retard de 25 \$ pour les étudiants d'éducation permanente).
Lundi 12 janvier	LEC	CE	Début des cours intensifs d'anglais et français au Centre d'éducation permanente.
Jeudi 15 janvier	DEF	—>	Date limite de dépôt des demandes de report d'examen pour les cours du trimestre d'automne 2008 pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts (y compris service social), Centre d'éducation permanente, sciences de l'éducation, génie, droit, gestion, sciences infirmières, physiothérapie et ergothérapie, et sciences.
Mardi 20 janvier	REG	ALL	Date limite pour les changements de cours (abandon/ajout) pour le trimestre d'hiver et les cours du trimestre d'hiver du Centre d'éducation permanente pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), droit, gestion, musique (sauf leçons pratiques), sciences infirmières, physiothérapie et ergothérapie, études religieuses, service social et sciences. (Aucun abandon autorisé pour les cours de musique d'ensemble passé cette date.)
Mardi 20 janvier	W	—>	Date limite d'abandon de cours par Internet (note de W) pour les cours échelonnés sur plus d'un trimestre ayant débuté en septembre 2008 ( <b>avec remboursement des droits de scolarité pour le trimestre d'hiver</b> ) dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, de gestion, musique, physiothérapie et ergothérapie, études religieuses, service social et sciences. (Aucun abandon autorisé pour les cours intensifs des sciences de l'éducation.)
Dimanche 25 janvier	W	CE	Date limite pour les abandons par Internet (note de W) avec remboursement pour les cours d'éducation permanente <i>assortis d'unités</i> (moins des frais administratifs de 20 \$).
Lundi 26 janvier au vendredi 30 janvier	VERIF	—>	Période de vérification à l'aide de Minerva pour tous les étudiants dans toutes les facultés. Les étudiants qui achèvent leurs études sont particulièrement tenus de vérifier leur dossier étudiant. Lors de la période de vérification, les étudiants en droit doivent obtenir leur numéro d'examen au Bureau des affaires étudiantes de leur faculté.
<b>Février 2009</b>			
Dimanche 1 <sup>er</sup> février	APP	CE	Date limite de dépôt des demandes d'admission au trimestre de printemps pour les programmes du Centre d'éducation permanente.

DATE	CODE D'ACTIVITÉ	FACULTÉ/ ÉCOLE	ACTIVITÉ
Dimanche 15 février	W/W--	—>	Date limite d'abandon de cours ( <b>sans remboursement</b> ) par Internet (note de W) ou d'abandon de l'Université (note de W--) pour les cours du trimestre d'hiver 2009 et les cours du trimestre d'hiver 2009 du Centre d'éducation permanente pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie, études religieuses, service social et sciences. (Aucun abandon autorisé pour les cours de musique d'ensemble et les leçons pratique de musique.)
Dimanche 22 février au samedi 28 février	BREAK	—>	<b>RELÂCHE.</b> Cours annulés dans toutes les facultés sauf médecine dentaire, médecine, Centre d'éducation permanente (cours non assortis d'unités et cours d'anglais et de français assortis d'unités), et stage en diététique de niveau 3.
<b>Mars 2009</b>			
Jeudi 19 mars au mardi 14 avril	INFO	—>	Période d'évaluation des cours en ligne pour le trimestre d'hiver. Les évaluations à remplir sont disponibles sur <i>Mercury</i> à l'aide de Minerva.
<b>Avril 2009</b>			
Vendredi 10 avril au lundi 13 avril	HOLIDAY	—>	<b>PÂQUES.</b> Ni cours ni examens. Services administratifs fermés. Heures d'ouverture des bibliothèques à confirmer.
Mardi 14 avril	INFO	—>	Date limite de dépôt des demandes d'exemption de droits de scolarité et des preuves de citoyenneté canadienne et de résidence au Québec à la Gestion de l'effectif étudiant pour le trimestre d'hiver 2009. Les étudiants de la Faculté de médecine et du Centre d'éducation permanente doivent déposer leur demande et documents au Bureau des affaires étudiantes de leur faculté ou au Centre d'éducation permanente. Les documents reçus après cette échéance ne seront mis à jour que pour le trimestre suivant.
Mardi 14 avril	LEC	—>	Dernier jour de cours du trimestre d'hiver pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie, études religieuses, service social (B. Serv. soc. et M. Serv. soc.) et sciences.
Mardi 14 avril	NOTE	—>	L'horaire normal des cours du mardi sera annulé pour la journée du 14 avril 2009. Tous les cours magistraux, laboratoires, conférences et autres activités liées aux cours qui n'auront pas lieu le <b>vendredi 10 avril 2009</b> en raison du congé de Pâques seront reportés au <b>mardi 14 avril 2009</b> .
Mercredi 15 avril au jeudi 30 avril	EXAM	—>	Période d'examens du trimestre d'hiver et pour les cours échelonnés sur plus d'un trimestre pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie, études religieuses, sciences et service social. <i>Les examens débutent plus tôt pour les étudiants de médecine dentaire. Veuillez communiquer avec la Faculté pour connaître les dates exactes.</i>
<b>Mai 2009</b>			
Vendredi 1 <sup>er</sup> mai	APP	—>	Date limite de dépôt des demandes d'admission au baccalauréat en commerce à temps partiel.
Lundi 11 mai	NOTE	—>	La note KF remplacera la note K sur les relevés de notes pour le trimestre d'automne 2008 pour toutes les facultés, sauf médecine dentaire, médecine et études supérieures.
Vendredi 15 mai	DEF	—>	Date limite de dépôt des demandes de report d'examen pour les cours du trimestre d'hiver et pour les cours s'échelonnant sur plusieurs trimestres et qui se terminent au trimestre d'hiver 2009 pour les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts (y compris service social), Centre d'éducation permanente, sciences de l'éducation, génie, droit, gestion, et sciences.

DATE	CODE D'ACTIVITÉ	FACULTÉ/ ÉCOLE	ACTIVITÉ
Vendredi 15 mai	W	—▶	Date limite d'abandon de cours par Internet (note de W) pour les cours échelonnés sur plus d'un trimestre (D1/D2, N1/N2) ayant débuté au trimestre d'hiver 2009 et terminant au trimestre d'été 2009 ou au trimestre d'automne 2009 ( <b>avec remboursement des droits de scolarité pour le trimestre d'été 2009</b> ) dans les facultés et écoles suivantes : sciences de l'agriculture et de l'environnement, arts, Centre d'éducation permanente, sciences de l'éducation, génie (y compris l'École d'architecture), études supérieures, droit, gestion, musique, sciences infirmières, physiothérapie et ergothérapie, études religieuses, service social et sciences. (Aucun abandon autorisé pour les cours intensifs des sciences de l'éducation.)
Lundi 18 mai	HOLIDAY	—▶	<b>JOURNÉE NATIONALE DES PATRIOTES.</b> Cours annulés. Services administratifs fermés.
<b>Juin 2009</b>			
À préciser	CONV	—▶	Collation des grades 2009.
Lundi 1 <sup>er</sup> juin	APP	CE	Date limite de dépôt des demandes d'admission au trimestre d'automne pour les programmes du Centre d'éducation permanente.
Lundi 1 <sup>er</sup> juin	IFT	—▶	Date limite de dépôt des demandes de transferts entre facultés en vue du trimestre d'automne 2009 pour les écoles et facultés suivantes : sciences de l'agriculture et de l'environnement, arts, B.A. & B. Sc., sciences de l'éducation, génie (sauf architecture), gestion et sciences. Cette date limite s'applique également aux étudiants d'éducation permanente qui souhaitent transférer en gestion.
Mercredi 24 juin	HOLIDAY	—▶	<b>FÊTE NATIONALE DU QUÉBEC.</b> (Cours annulés) Services administratifs fermés. Bibliothèques fermées.
<b>Juillet 2009</b>			
Mercredi 1 <sup>er</sup> juillet	HOLIDAY	—▶	<b>FÊTE DU CANADA.</b> (Cours annulés) Services administratifs fermés. Bibliothèques fermées.
<b>Août 2009</b>			
Samedi 15 août	INFO	—▶	Date limite de dépôt des demandes d'exemption de droits de scolarité et des preuves de citoyenneté canadienne et de résidence au Québec à la Gestion de l'effectif étudiant pour le trimestre d'été 2009. Les étudiants de la Faculté de médecine et du Centre d'éducation permanente doivent déposer leur demande et documents au Bureau des affaires étudiantes de leur faculté ou au Centre d'éducation permanente. Les documents reçus après cette échéance ne seront mis à jour que pour le trimestre suivant.

## 3 Modalités d'inscription

### Table des matières

- 3.1 Critères d'admission, page 23
- 3.2 Programmes d'études, page 23
  - 3.2.1 Programmes de premier cycle, page 23
    - 3.2.1.1 Baccalauréat en commerce (Temps partiel), page 23
    - 3.2.1.2 Programmes de formation professionnelle et commerciale, page 23
    - 3.2.1.3 Programmes en sciences de l'éducation, page 23
    - 3.2.1.4 Langues, page 23
    - 3.2.1.5 Traduction, page 24
  - 3.2.2 Programmes d'études supérieures, page 24
    - 3.2.2.1 Cours et programmes de formation professionnelle et commerciale, page 24
    - 3.2.2.2 Sciences de l'éducation, page 24
    - 3.2.2.3 Traduction, page 24
- 3.3 Formalités d'admission, page 24
  - 3.3.1 Baccalauréat en commerce (Temps partiel), page 24
  - 3.3.2 Programmes d'éducation permanente de la Faculté des sciences de l'éducation, page 24
  - 3.3.3 Programmes de certificats de premier cycle, et de certificats et de diplômes d'études supérieures du Centre d'éducation permanente, page 24
    - 3.3.3.1 Droits d'admission, page 24
    - 3.3.3.2 Suivi de votre demande d'admission, page 25
    - 3.3.3.3 Documents d'appoint - programmes de premier cycle, page 25
    - 3.3.3.4 Documents d'appoint - programmes d'études supérieures, page 25
    - 3.3.3.5 Échéance pour la réception de documents d'appoint pour une demande d'admission à McGill, page 25
    - 3.3.3.6 Quels sont les documents officiels pour l'admission à McGill?, page 25
- 3.4 Report ou refus de l'offre d'admission?, page 25
- 3.5 Changement de programme, page 25
- 3.6 Reconnaissance d'équivalences, page 26
  - 3.6.1 Demande de reconnaissance d'équivalences post-admission, page 26
    - 3.6.1.1 Exemption par un examen (pour les étudiants des programmes d'études professionnelles et de gestion), page 26
- 3.7 Étudiants étrangers, page 26
  - 3.7.1 Modalités d'inscription - étudiants étrangers, page 26
  - 3.7.2 Formalités d'immigration, page 26
    - 3.7.2.1 Visa de résident temporaire (seulement pour les programmes d'enseignement intensif de langues), page 27
    - 3.7.2.2 Permis d'études, page 27
    - 3.7.2.3 Code permanent, page 27
    - 3.7.2.4 Assurance-maladie obligatoire (étudiants étrangers), page 27
- 3.8 Étudiants à statut particulier, page 27
  - 3.8.1 Cours de premier cycle, page 27
    - 3.8.1.1 Documents à fournir pour l'inscription aux cours de premier cycle, page 28
  - 3.8.2 Cours d'études supérieures, page 28
    - 3.8.2.1 Documents à fournir pour l'inscription aux cours d'études supérieures, page 28
- 3.9 Associations professionnelles, page 28

### 3.1 Critères d'admission

Les critères d'admission pour les programmes offerts par le Centre d'éducation permanente varient. Veuillez consulter le département approprié pour obtenir les critères d'admission du programme auquel vous souhaitez vous inscrire.

### 3.2 Programmes d'études

Liste des programmes qui exigent une marche à suivre officielle pour l'admission au programme :

#### 3.2.1 Programmes de premier cycle

##### 3.2.1.1 Baccalauréat en commerce (Temps partiel)

Pour de plus amples renseignements, voir la [section 6.4 « Baccalauréat en commerce pour les étudiants à temps partiel »](#).

##### 3.2.1.2 Programmes de formation professionnelle et commerciale

Pour de plus amples renseignements, voir la [section 6.4 « Baccalauréat en commerce pour les étudiants à temps partiel »](#).

- Certificat en comptabilité
- Certificat en entrepreneuriat
- Certificat en gestion des services de santé et des services sociaux
- Certificat en gestion des ressources humaines
- Certificat en gestion logistique
- Certificat en gestion
- Certificat en marketing
- Certificat en relations publiques
- Certificat en gestion des risques
- Certificat en développement de logiciels
  - Certificat en analyse et conception des systèmes informatiques
- Certificat en pratique du service social auprès des populations autochtones
- Certificat en pratique du service social auprès des populations nordiques

##### 3.2.1.3 Programmes en sciences de l'éducation

Pour de plus amples renseignements, voir la [section 9 « Sciences de l'éducation »](#).

- Diplôme en relations humaines et éducation à la vie familiale
- Certificat en intégration scolaire
- Certificat en formation des maîtres inuits et des Premières nations
- Certificat en alphabétisation des autochtones
- Certificat en enseignement intermédiaire en milieu autochtone
- Certificat en leadership pédagogique pour les Premières nations et les Inuits
- Baccalauréat en sciences de l'éducation pour enseignants titulaires d'un brevet d'enseignement
- Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement
- Certificat en formation des conseillers pédagogiques inuits et de Premières nations

##### 3.2.1.4 Langues

Pour de plus amples renseignements, voir la [section 10 « Programmes de langue anglaise »](#) et la [section 11 « Programmes de langue française »](#).

- Certificat de compétence - anglais pour la communication professionnelle
- Certificat de compétence - français pour la communication professionnelle



### 3.2.1.5 Traduction

Pour de plus amples renseignements, voir la [section 14 « Traduction »](#).

Certificat en traduction - anglais-français  
 Certificat en traduction - français-anglais  
 Certificat en traduction - espagnol-anglais  
 Certificat en traduction - espagnol-français  
 Certificat en traduction - anglais/français-espagnol

### 3.2.2 Programmes d'études supérieures

#### 3.2.2.1 Cours et programmes de formation professionnelle et commerciale

Pour de plus amples renseignements, voir la [section 7 « Études professionnelles et de gestion \(Programmes d'études supérieures, diplômes et certificats d'études supérieures\) »](#).

#### Diplômes en gestion dans onze spécialités :

Diplôme en gestion : Affaires électroniques  
 Diplôme en gestion : Entreprenariat  
 Diplôme en gestion : Soins de la santé  
 Diplôme en gestion : Ressources humaines  
 Diplôme en gestion : Commerce international  
 Diplôme en gestion : Leadership  
 Diplôme en gestion : Marketing  
 Diplôme en gestion : Gestion des opérations  
 Diplôme en gestion : Relations publiques  
 Diplôme en gestion : Fiscalité  
 Diplôme en gestion : Trésorerie - finances

#### Certificats d'études supérieures

Certificat d'études supérieures en affaires électroniques  
 Certificat d'études supérieures en entreprenariat  
 Certificat d'études supérieures en gestion des soins de la santé  
 Certificat d'études supérieures en gestion des ressources humaines  
 Certificat d'études supérieures en commerce international  
 Certificat d'études supérieures en leadership  
 Certificat d'études supérieures en marketing  
 Certificat d'études supérieures en gestion des opérations  
 Certificat d'études supérieures en gestion des relations publiques  
 Certificat d'études supérieures en fiscalité  
 Certificat d'études supérieures en trésorerie - finances  
 Certificat d'études supérieures en expertise comptable

#### Programmes de diplôme

Diplôme en comptabilité  
 Diplôme en affaires électroniques  
 Diplôme en gestion des ressources humaines  
 Diplôme en technologies de l'information  
 Diplôme en gestion - Général  
 Diplôme en gestion des relations publiques  
 Diplôme d'études supérieures en fiscalité

#### 3.2.2.2 Sciences de l'éducation

Pour de plus amples renseignements, voir la [section 9 « Sciences de l'éducation »](#).

*Certificat d'études supérieures en orientation appliquée à l'enseignement*

#### 3.2.2.3 Traduction

Pour de plus amples renseignements, voir la [section 14 « Traduction »](#).

Diplôme d'études supérieures en traduction - anglais-français  
 Diplôme d'études supérieures en traduction - français-anglais  
 Diplôme d'études supérieures en traduction - espagnol-anglais  
 Diplôme d'études supérieures en traduction - espagnol-français

## 3.3 Formalités d'admission

### 3.3.1 Baccalauréat en commerce (Temps partiel)

Les inscriptions au programme de baccalauréat en commerce doivent se faire auprès de la Gestion de l'effectif étudiant. Les étudiants peuvent s'inscrire en ligne à l'adresse suivante : <http://francais.mcgill.ca/applying>. Pour obtenir les formulaires ou de plus amples renseignements sur les dates limites et la marche à suivre concernant la soumission des dossiers, communiquez avec la Gestion de l'effectif étudiant, Pavillon James (administration), au 845, rue Sherbrooke Ouest, Montréal (Québec) H3A 2T5.  
 Téléphone : (514) 398-3910.

### 3.3.2 Programmes d'éducation permanente de la Faculté des sciences de l'éducation

Les demandes d'admission aux programmes d'éducation permanente de la Faculté des sciences de l'éducation peuvent se faire en ligne à l'adresse suivante : <http://francais.mcgill.ca/applying>. Les étudiants doivent remplir le formulaire de demande d'admission et faire parvenir les documents exigés au département approprié. Pour de plus amples renseignements sur les dates limites et la marche à suivre concernant la soumission des dossiers, consultez le site Internet à l'adresse suivante : [www.mcgill.ca/conted-edu](http://www.mcgill.ca/conted-edu).

### 3.3.3 Programmes de certificats de premier cycle, et de certificats et de diplômes d'études supérieures du Centre d'éducation permanente

Le Bureau des affaires étudiantes du Centre d'éducation permanente s'occupe des admissions aux programmes officiels offerts par le Centre, à l'exception du baccalauréat en commerce et du baccalauréat en sciences de l'éducation.

Il est préférable de soumettre votre demande d'admission en ligne à l'adresse suivante : <http://francais.mcgill.ca/applying>. Nous disposons toutefois d'un nombre restreint de formulaires sur papier disponibles sur demande par téléphone en composant le (514) 398-6200 ou par courriel à l'adresse suivante : [admissions.conted@mcgill.ca](mailto:admissions.conted@mcgill.ca). Vous pouvez également vous en procurer une copie en personne au 688, rue Sherbrooke Ouest, 11<sup>e</sup> étage. Les formulaires sont également disponibles en format PDF sur le site Internet.

#### Dates limites de dépôt des demandes pour tous les programmes :

Trimestre d'automne	1 <sup>er</sup> juin
Trimestre d'hiver	1 <sup>er</sup> octobre
Trimestre de printemps	1 <sup>er</sup> février

**Nota :** Les étudiants qui ne s'inscrivent pas dans les douze mois suivant leur avis d'acceptation doivent déposer une nouvelle demande.

#### 3.3.3.1 Droits d'admission

Des droits non remboursables de 60 dollars canadiens sont exigés et doivent être acquittés par carte de crédit Visa ou MasterCard. Ces frais couvrent notamment l'évaluation de relevés de notes pour les étudiants qui demandent une reconnaissance d'équivalences à l'admission.

Le service de paiement électronique hautement sécurisé de McGill réduit les risques associés aux paiements par cartes de crédit. Vos renseignements de carte de crédit sont transmis instantanément à la passerelle de paiement de Moneris et ne sont pas conservés à McGill. L'entreprise Moneris traite 80 % de toutes les transactions par carte de crédit au Canada. McGill ne peut traiter les demandes en ligne sans carte de crédit valide. Si vous ne pouvez pas payer par carte de crédit, vous devrez

soumettre une demande sur papier. Votre paiement pourra alors être fait par chèque visé ou mandat-poste.

### 3.3.3.2 Suivi de votre demande d'admission

Un accusé de réception vous sera envoyé par courriel à l'adresse figurant sur votre demande suivant la réception de votre demande d'admission.

Votre accusé de réception vous fournira un numéro matricule de McGill ainsi qu'un NIP que vous pourrez utiliser pour ouvrir une session sur le site de Minerva, le système administratif libre-service en ligne de McGill à l'adresse suivante : <http://francais.mcgill.ca/minerva-students/applicants>.

A l'aide de Minerva, vous pourrez faire le suivi de votre demande d'admission, y compris la réception des pièces justificatives envoyées.

### 3.3.3.3 Documents d'appoint - programmes de premier cycle

Les documents suivants doivent être fournis pour permettre l'étude du dossier :

1. Un relevé de notes non officiel (le cas échéant) et deux pièces d'identité. Les étudiants doivent prendre les dispositions nécessaires afin qu'un relevé de notes officiel, confirmant l'obtention d'un grade, soit envoyé directement de leur ancienne école/université au Centre d'éducation permanente (voir la [section 4.2.2 « Documents légaux »](#)). Les candidats à l'admission titulaires d'un Diplôme d'études collégiales (DEC) doivent fournir leur code permanent afin que l'Université McGill puisse accéder aux bulletins de notes via un système électronique d'accès aux données.
2. Une preuve d'âge : Les candidats âgés de 21 ans ou plus ne possédant pas les titres scolaires préalables peuvent être admis à titre d'étudiants adultes. Deux pièces d'identité doivent être annexées.
3. Les résultats du TOEFL, du IELTS, de l'APIEL, du TELP ou le Certificat de compétence en anglais de McGill (le cas échéant) si votre langue maternelle n'est pas l'anglais. Voir la [section 6.8.2 « Preuve de compétence en anglais »](#) ou la [section 7.3.2 « Preuve de compétence en anglais »](#). Les candidats qui ont terminé leurs études secondaires et collégiales au Québec n'ont pas à fournir une preuve de compétence en anglais.
4. Une preuve de citoyenneté canadienne ou de statut de résident permanent du Canada : voir la [section 4.2.2 « Documents légaux »](#).
5. Une preuve de résidence au Québec : voir la [section 4.2.2 « Documents légaux »](#).
6. Le ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) exige un code permanent pour tous les étudiants inscrits dans une université québécoise. Voir la [section 4.2.2 « Documents légaux »](#).

### 3.3.3.4 Documents d'appoint - programmes d'études supérieures

Les étudiants qui désirent s'inscrire à un programme d'études supérieures doivent être titulaires d'un grade octroyé par une université reconnue. Ce grade doit être équivalent à un diplôme de premier cycle reconnu par le Ministère de l'Immigration et des Communautés culturelles. Les programmes peuvent avoir des critères d'admission supplémentaires. Veuillez consulter les critères d'admission dans la description du programme.

Les documents suivants doivent être fournis pour permettre l'étude du dossier :

1. Un relevé de notes non officiel confirmant le grade obtenu et une lettre de l'université précisant la date prévue d'obtention du diplôme (si celui-ci n'a pas encore été obtenu).
2. Pour que leur demande soit prise en considération, tous les étudiants doivent faire parvenir au département, par le biais de leur ancien établissement d'enseignement, un relevé de notes officiel confirmant qu'ils sont titulaires d'un grade universitaire.
3. Les résultats du TOEFL, du IELTS, de l'APIEL, du TELP ou le Certificat de compétence en anglais de McGill (le cas échéant) si votre langue maternelle n'est pas l'anglais. Voir la [section](#)

**7.3.2 « Preuve de compétence en anglais »**. Les candidats qui ont terminé leurs études secondaires et collégiales au Québec n'ont pas à fournir une preuve de compétence en anglais.

4. Une preuve de citoyenneté canadienne ou de statut de résident permanent du Canada : voir la [section 4.2.2 « Documents légaux »](#).
5. Une preuve de résidence au Québec : voir la [section 4.2.2 « Documents légaux »](#).
6. Le ministère de l'Éducation, du Loisir et du Sport du Québec (MELS) exige un code permanent pour tous les étudiants inscrits dans une université québécoise. Voir la [section 4.2.2 « Documents légaux »](#).

**Nota** : Vous ne pouvez pas présenter une demande d'admission à titre d'étudiant adulte aux programmes d'études supérieures.

### 3.3.3.5 Échéance pour la réception de documents d'appoint pour une demande d'admission à McGill

Toute la documentation d'appoint exigée, notamment les relevés de notes, les résultats de tests, les lettres de recommandation ou les portfolios (selon le programme), doit être transmise à l'Université avant la date limite, soit le 1<sup>er</sup> juin pour les admissions d'automne, le 1<sup>er</sup> octobre pour les admissions d'hiver et le 1<sup>er</sup> février pour les admissions du printemps.

### 3.3.3.6 Quels sont les documents officiels pour l'admission à McGill?

McGill exige des versions officielles de tous les relevés de notes et autres résultats scolaires provenant d'autres écoles et établissements d'enseignement; il en va de même pour les résultats de tests et d'examens. À McGill, la mention « officiel » signifie que l'Université devra, sans le moindre intermédiaire, recevoir directement les relevés de notes, les résultats de tests et d'examens produits par les écoles, les établissements d'enseignement et les commissions d'examen, dans le cas des étudiants qui passent des examens du *Advanced Level*. L'Université ne reconnaît aucun caractère officiel aux photocopies, même certifiées par un notaire, un commissaire à l'assermentation, un membre du personnel du Centre d'éducation canadien ou d'une ambassade du Canada. L'Université ne prend également pas de décisions conditionnelles fondées sur des relevés ou des équivalences sans caractère officiel.

Nous reconnaissons que, dans le cas de certains pays, il s'avère difficile de faire envoyer des relevés officiels. Nous sommes également conscients des difficultés auxquelles font face les personnes n'habitant plus le pays où elles avaient étudié. Le cas échéant, veuillez nous en faire part par écrit. S'il y a lieu, nous envisagerons la possibilité de reporter la date limite de soumission des documents d'appoint.

Pour obtenir de plus amples renseignements, dont la liste complète des documents acceptés et le formulaire d'attestation de résidence, veuillez communiquer avec le Bureau des affaires étudiantes au (514) 398-6200.

## 3.4 Report ou refus de l'offre d'admission?

L'offre d'admission est valide pour une année universitaire à compter de la session d'admission. Si vous ne vous inscrivez à aucun cours pendant cette période d'un an, vous devrez présenter une nouvelle demande d'admission. Si vous souhaitez refuser l'offre d'admission, veuillez communiquer avec le Bureau des affaires étudiantes par courriel afin de faire connaître votre décision : [admissions.conted@mcgill.ca](mailto:admissions.conted@mcgill.ca).

## 3.5 Changement de programme

Un étudiant peut demander un seul changement de programme; toute demande subséquente sera considérée comme une nouvelle admission. L'étudiant devra alors remplir un formulaire

de demande d'admission et payer les droits d'admission de 60 \$. L'étudiant qui souhaite passer d'un programme à un autre doit présenter une demande écrite au Bureau des affaires étudiantes. Veuillez noter qu'un étudiant ne peut demander un changement de programme durant la session où il a été admis.

### 3.6 Reconnaissance d'équivalences

La reconnaissance d'équivalences est traitée au moment de l'admission, à la suite d'une demande écrite de l'étudiant, et est fondée sur les documents fournis avec la demande d'admission. Toutefois, vous pouvez toujours demander une reconnaissance d'équivalences pour des cours assortis d'unités, mais la reconnaissance d'équivalences ne sera consentie que pour les cours équivalents avec unités suivis durant les cinq dernières années au niveau approprié et si la note obtenue respecte les exigences de l'Université.

#### 3.6.1 Demande de reconnaissance d'équivalences post-admission

Les étudiants qui demandent une reconnaissance d'équivalences après l'admission doivent remplir une « Demande de reconnaissance d'équivalences » et la présenter au Bureau des affaires étudiantes. Aucune demande ne sera examinée à moins d'être accompagnée de tous les documents requis. Veuillez noter que le processus d'évaluation demande au moins six semaines. Toutes les décisions sont définitives et sans appel. Les étudiants doivent observer la marche à suivre décrite ci-après :

1. Remplir toutes les sections de la demande de reconnaissance d'équivalences.
2. Joindre une copie non officielle du relevé de notes.
3. Joindre les plans de cours détaillés officiels (précisant le matériel pédagogique utilisé, les chapitres ou sujets étudiés, etc.).

**Nota** : Les descriptions de cours sommaires NE sont PAS acceptables.

4. Prendre les dispositions nécessaires afin que les relevés de notes officiels soient envoyés par l'établissement où les cours ont été suivis directement au Bureau des affaires étudiantes du Centre d'éducation permanente.
5. Il appartient aux étudiants de fournir tous les documents d'appoint supplémentaires au Bureau des affaires étudiantes du Centre d'éducation permanente.

Le formulaire de demande de reconnaissance d'équivalences est accessible en ligne à l'adresse suivante : [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms). Il est également disponible au Bureau des affaires étudiantes.

##### 3.6.1.1 Exemption par un examen (pour les étudiants des programmes d'études professionnelles et de gestion)

L'examen d'exemption vise les étudiants qui ne présentent pas les acquis scolaires requis ou la formation officielle nécessaire, mais qui croient avoir le niveau de connaissances exigé. Les étudiants pourront passer un examen d'exemption pour les cours suivants :

- les cours associés du programme;
- ou
- les cours préalables qui ne font pas partie du programme.

Les étudiants qui réussissent cet examen n'auront pas à suivre le cours visé par l'examen.

Ceux qui échouent à l'examen ne pourront le reprendre; ils devront plutôt s'inscrire au cours visé par l'examen.

Les étudiants peuvent se procurer un formulaire de demande auprès du département ou le télécharger à partir de l'adresse suivante : [www.mcgill.ca/contedstudents/forms](http://www.mcgill.ca/contedstudents/forms). Les étudiants intéressés à passer l'examen d'exemption peuvent communiquer avec le département d'études professionnelles et de gestion pour obtenir de plus amples renseignements.

**Nota** : Les étudiants qui ont obtenu des unités ou des exemptions ne sont pas autorisés à s'inscrire aux cours pour lesquels ces unités ou exemptions ont été accordées. Les étudiants qui présentent une demande pour un programme de premier cycle ne pourront recevoir d'unités ou d'exemptions pour des cours équivalents avec unités, sauf si les cours en question ont été réussis avec une note minimale de C au cours des cinq dernières années. Les étudiants qui présentent une demande pour un programme d'études supérieures ne pourront recevoir d'unités ou d'exemptions pour des cours équivalents avec unités, sauf si les cours en question ont été réussis au niveau supérieur avec une note minimale de B- au cours des cinq dernières années.

### 3.7 Étudiants étrangers

Les services d'immigration ne délivrent de visas qu'aux étudiants qui sont inscrits à temps plein dans un programme reconnu. L'Université McGill ne délivre aucun document d'immigration. La plupart des programmes offerts par le Centre sont conçus pour des étudiants à temps partiel, bien que certains puissent être suivis à temps plein. L'inscription à temps plein à un programme assorti d'unités présuppose une charge d'au moins douze unités pertinentes par trimestre. Les programmes d'enseignement intensif de langues constituent un cursus à temps plein.

Les candidats étrangers devraient communiquer avec le Centre d'éducation permanente pour s'assurer que le programme de leur choix peut bien être suivi à temps plein. Ils seront informés, avant l'inscription, de la séquence pédagogique à suivre pour compléter leur programme selon les échéances établies par les services d'immigration. Ils recevront également un plan d'études décrivant la séquence des cours qui devra être soumis aux autorités pour que soit délivré ou renouvelé le visa de l'étudiant. Ce plan doit être mis à jour régulièrement.

**Nota** : Les programmes d'enseignement intensif de langues ne nécessitent pas la production d'un plan d'études.

#### 3.7.1 Modalités d'inscription - étudiants étrangers

Pour être admis à un programme, les étudiants doivent faire une demande officielle. Veuillez consulter la [section 3.3 « Formalités d'admission »](#) pour l'information relative à une demande d'admission.

Pour s'inscrire à McGill, les étudiants étrangers sont tenus d'obtenir un permis d'études des autorités d'Immigration Canada. Ce document ne peut être accordé que sur présentation du certificat d'acceptation du Québec délivré par les services d'immigration québécois.

La demande initiale d'un permis d'études ne peut se faire que de l'étranger, mais les demandes de renouvellement peuvent être faites en sol canadien.

L'admission aux programmes offerts par le Centre n'entraîne pas nécessairement l'obtention d'un certificat d'acceptation ou d'un permis d'études, dont la délivrance est laissée à l'entière discrétion des services d'immigration intéressés. L'admission aux programmes offerts par le Centre ne permet pas à l'étudiant de travailler au Canada et un permis de travail distinct doit être obtenu.

#### 3.7.2 Formalités d'immigration

À moins que la période d'études soit d'une durée inférieure à six mois, les étudiants qui ne sont ni des citoyens canadiens ni des résidents permanents devront obtenir une autorisation officielle des Services canadiens et québécois d'immigration avant de venir au Canada ou d'amorcer leurs études.

Vous devriez entreprendre vos démarches dès la réception de la lettre d'acceptation envoyée par l'Université McGill. Il faut rappeler aux étudiants étrangers qu'un délai de trois à six mois peut s'appliquer pour l'obtention d'un permis d'études. Ceux-ci doivent

donc tenir compte de ce délai d'attente lorsqu'ils soumettent leur demande au Centre d'éducation permanente.

Les autorités de l'immigration exigent des candidats qu'ils prouvent la disponibilité de fonds suffisants pour toute la période de leurs études au Canada. Le CAQ (certificat d'acceptation du Québec) sera exigé pour l'inscription de tout étudiant étranger. Les étudiants étrangers disposent de deux options en matière d'immigration, selon la durée prévue de leurs études au Canada :

### 3.7.2.1 Visa de résident temporaire (seulement pour les programmes d'enseignement intensif de langues)

Si vous êtes sûr que vos études ne nécessiteront pas plus de six mois consécutifs, il vous suffit de demander un visa de résident temporaire aux services canadiens de l'immigration. Veuillez noter qu'un porteur de visa de résident temporaire ne peut en aucun cas étudier au Canada pendant plus de 6 mois consécutifs. Ce type de visa ne peut pas être transformé en permis d'études une fois en sol canadien.

### 3.7.2.2 Permis d'études

Les personnes qui envisagent des études de plus de six mois consécutifs au Canada doivent obtenir le CAQ (certificat d'acceptation du Québec), délivré par Immigration Québec, et le permis d'études, délivré par Immigration Canada. La demande initiale de ces documents doit se faire avant l'arrivée en sol canadien. Pour de plus amples renseignements, vous pouvez visiter le site Internet d'Immigration Canada à l'adresse suivante : [www.cic.gc.ca](http://www.cic.gc.ca).

Dans un premier temps, l'étudiant doit demander le CAQ au bureau d'Immigration Québec qui dessert la région où il réside. Le formulaire de demande ainsi qu'un guide d'information sont disponibles à l'adresse suivante :

[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca). Un délai d'au moins cinq semaines est à prévoir pour l'obtention du CAQ. Les responsables d'Immigration Québec communiqueront avec le service des visas de l'ambassade ou du consulat canadien le plus proche de la localité où vit l'étudiant lorsque le CAQ aura été approuvé ou encore le posteront directement à l'étudiant. Ce dernier doit alors se rendre au service canadien des visas et y faire sa demande d'un permis d'études et d'un visa de résident temporaire, s'il y a lieu.

Notez bien la date d'expiration figurant sur le permis d'études. Dans certains cas, ce permis peut expirer avant l'inscription à la deuxième année de cours à McGill. Il est essentiel de ne pas laisser ce permis expirer. Vous devriez donc communiquer avec les services d'Immigration Québec et d'Immigration Canada de six à sept semaines avant la date d'expiration du document.

Pour de plus amples renseignements, les étudiants pourront communiquer avec l'ambassade ou le consulat du Canada dans leur pays de résidence. McGill n'est pas en mesure de prévoir la durée nécessaire à l'ensemble de vos démarches d'immigration. Nous vous conseillons toutefois d'amorcer le processus sans tarder et de faire preuve de patience.

### 3.7.2.3 Code permanent

Vous devrez aussi remettre des copies du CAQ et du permis d'études au Bureau des affaires étudiantes en vue de la création d'un code permanent. Veuillez noter que les étudiants acceptés dans des programmes d'une durée de moins de six mois ne sont pas tenus d'obtenir un CAQ et un permis d'études.

Le cas échéant, on leur demandera alors de remettre une copie de leur passeport et de leur acte de naissance au Bureau des affaires étudiantes en vue de la création d'un code permanent.

## Services d'Immigration

### Citoyenneté et Immigration Canada

[www.cic.gc.ca](http://www.cic.gc.ca)

Centre de traitement des demandes

Vegreville (Alberta) T9C 1X6

Téléphone : 1-888-242-2100

CANADA

## Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

[www.immigration-quebec.gouv.qc.ca](http://www.immigration-quebec.gouv.qc.ca)

285, rue Notre-Dame Ouest

Rez-de-chaussée, bureau G-15

Montréal (Québec) H2Y 1T8

Téléphone : (514) 864-9191

CANADA

### Bureau canadien de l'éducation internationale (BCEI)

[www.cbie.ca](http://www.cbie.ca)

220, av. Laurier Ouest

Bureau 1550

Ottawa (Ontario) K1P 5Z9

Téléphone : (613) 237-4820

CANADA

### Agence des services frontaliers du Canada

[www.cbsa-asfc.gc.ca](http://www.cbsa-asfc.gc.ca)

Appels provenant du Canada : 1-800-461-9999 (sans frais)

Appels de l'extérieur du Canada : (204) 983-3500 ou (506) 636-

5064 (des frais d'interurbain seront facturés)

L'ambassade ou le consulat du Canada le plus proche pourra fournir tout complément d'information nécessaire sur le statut d'étudiant au Québec.

### 3.7.2.4 Assurance-maladie obligatoire (étudiants étrangers)

En vertu d'un règlement du Sénat de l'Université, tous les étudiants qui ne sont ni citoyens canadiens ni résidents permanents ainsi que les personnes à charge qui les accompagnent doivent adhérer à un régime d'assurance-maladie obligatoire administré par l'Université.

Les étudiants doivent consulter le site Internet des Services aux étudiants étrangers pour prendre connaissance des modalités d'inscription et obtenir d'autres précisions utiles. Toutes les demandes de renseignements au sujet de cette politique doivent être adressées aux Services aux étudiants étrangers.

Téléphone : (514) 398-6012

Courriel : [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

Site Internet : [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

**Nota** : Les étudiants inscrits à des programmes d'enseignement intensif de langues (anglais ou français) sont priés de s'adresser au Bureau des affaires étudiantes pour obtenir d'autres précisions.

## 3.8 Étudiants à statut particulier

### 3.8.1 Cours de premier cycle

La majorité des cours de premier cycle du Centre sont offerts au grand public. Toute personne âgée de plus de 18 ans peut s'y inscrire. (Si vous avez moins de 18 ans, vous n'êtes autorisé à vous inscrire que si vous êtes déjà titulaire d'un diplôme d'études collégiales.)

Si vous souhaitez suivre des cours sans nécessairement viser l'obtention d'un grade, d'un diplôme ou d'un certificat, vous pouvez vous inscrire en tant qu'étudiant à statut particulier. Il faut toutefois que vous remplissiez les conditions préalables et les critères d'admission établis pour le cours en question.

**Nota** : Le nombre de cours que les étudiants à statut particulier peuvent suivre est limité. Les étudiants sont invités à s'inscrire à un programme avant d'avoir terminé quatre cours. Le Centre d'éducation permanente n'est toutefois pas contraint de tenir compte des unités obtenues par les étudiants à statut particulier dans le calcul des unités pour un programme de certificat.

Pour obtenir de plus amples renseignements sur l'inscription aux cours, veuillez consulter le site Internet à l'adresse suivante : [www.mcgill.ca/conted-register/inperson](http://www.mcgill.ca/conted-register/inperson).

### 3.8.1.1 Documents à fournir pour l'inscription aux cours de premier cycle

Pour de plus amples renseignements, voir la [section 4.3.3](#) « **Autres façons de s'inscrire** ».

### 3.8.2 Cours d'études supérieures

Pour être admis aux cours d'études supérieures, vous devez être titulaire d'un grade octroyé par une université reconnue. Ce grade doit être équivalent à un diplôme de premier cycle reconnu par le Ministère de l'Immigration et des Communautés culturelles.

**Nota :** D'autres conditions peuvent s'appliquer aux étudiants à statut particulier, selon les cours auxquels vous vous inscrivez.

Pour obtenir de plus amples renseignements, veuillez consulter la section de l'annuaire consacrée au département qui vous intéresse ou le site Internet suivant : [www.mcgill.ca/conted-register/inperson](http://www.mcgill.ca/conted-register/inperson). Les étudiants à statut particulier qui seraient intéressés à s'inscrire à des cours d'études supérieures doivent au préalable rencontrer un conseiller.

#### 3.8.2.1 Documents à fournir pour l'inscription aux cours d'études supérieures

Pour de plus amples renseignements, voir la [section 4.3.3](#) « **Autres façons de s'inscrire** ».

## 3.9 Associations professionnelles

Le Centre d'éducation permanente participe à des programmes de coopération avec des associations professionnelles. Plusieurs d'entre elles reconnaissent les cours et programmes d'éducation permanente comme ouvrant droit à des unités dans le cadre de leurs diplômes et certificats. Il est souhaitable et parfois obligatoire que les étudiants soient membres des associations. Les exigences professionnelles peuvent varier et les étudiants doivent prendre connaissance des règlements de leur association, surtout en ce qui concerne les notes de passage ou d'échec et autres conditions d'examen. Le Centre collabore avec les organisations suivantes :

### Association des adjoints administratifs - Programme d'adjoint administratif qualifié

L'association des adjoints administratifs est une organisation professionnelle sans but lucratif privilégiée canadienne avec un but comprenant trois objectifs : tout d'abord, établir un niveau national de qualifications des adjoints administratifs au personnel de direction; atteindre ensuite cette norme en fournissant une formation avancée; et finalement, faire prendre conscience au personnel de direction la présence d'adjoints administratifs entièrement qualifiés.

La mission de l'organisation vise à aider les membres à se développer professionnellement, à améliorer leurs compétences en administration sur une base régulière et acquérir de nouvelles connaissances. De ce fait, les opportunités professionnelles augmentent et les contributions au milieu de travail et au sein de la communauté se multiplient.

Le Programme d'adjoint administratif qualifié offre une formation de base solide pour les affaires en général. Un candidat qui souhaite s'inscrire en tant qu'étudiant doit tout d'abord être membre de l'Association des adjoints administratifs avant qu'il puisse faire une demande pour devenir un étudiant du programme d'adjoint administratif qualifié. Les détenteurs du titre d'adjoint administratif qualifié sont tenus de suivre les règles qui s'appliquent aux auxiliaires administratifs qualifiés afin de maintenir leur titre d'adjoint administratif qualifié.

Le programme se compose de trois cours obligatoires et de quatre cours complémentaires offerts auprès de 18 établissements post-secondaires à travers le Canada. Ces cours doivent être complétés avec succès dans un délai de six ans afin que les candidats puissent se qualifier pour le certificat et le titre d'adjoint

administratif qualifié. Les étudiants sont tenus de compléter avec succès le programme de sept cours avec une moyenne pondérée cumulative de 60 %.

Pour tout renseignement s'appliquant aux exigences de programme, veuillez visiter le site suivant : [www.aaa.ca](http://www.aaa.ca) ou communiquer avec le Registraire responsable au niveau national à l'adresse suivante : [registrar@aaa.ca](mailto:registrar@aaa.ca).

### Association canadienne de gestion des achats (ACGA)

L'Association canadienne de gestion des achats et son institut affilié, la Corporation des approvisionneurs du Québec (CAQ) offrent un programme de formation reconnu en gestion de la chaîne d'approvisionnement. Organisme à but non lucratif, la Corporation des approvisionneurs du Québec (CAQ) est l'Institut québécois de l'Association canadienne de gestion des achats (A.C.G.A.). L'A.C.G.A. compte plus de 8 000 membres parmi ses 10 instituts au Canada.

La gestion stratégique de l'approvisionnement joue un rôle essentiel au sein de toute entreprise dont elle affecte les résultats plus que toute autre fonction. Les décisions d'achat revêtent en effet une importance stratégique et se répercutent directement sur les résultats de l'entreprise, car à ce chapitre, toute économie d'un dollar équivaut à une vente de 10 \$.

La CAQ et l'A.C.G.A. sont les porte-parole d'une profession passionnante et progressiste : la gestion d'approvisionnement et d'achat. Ils offrent une vaste gamme de services à leurs membres : perfectionnement professionnel, formation, séminaires, ateliers et accréditation, constitution de réseaux et recherche universitaire. L'A.C.G.A. comprend un bureau sur le plan national ainsi que dix instituts à travers les provinces et territoires.

L'association offre un certificat en approvisionnement tactique et un programme qui donne droit au titre d'APPROVISIONNEUR PROFESSIONNEL AGRÉÉ (APA). Les programmes comprennent des cours sur les achats, des modules, séminaires, ateliers et des cours généraux (comme ceux offerts ici à l'Université McGill), le tout étant agrémenté de travaux pratiques.

Les étudiants qui souhaitent s'inscrire à l'un des deux programmes ou obtenir d'autres précisions sont priés de visiter le site Internet de l'A.C.G.A. ([www.pmac.ca](http://www.pmac.ca)) ou de la Corporation des approvisionneurs du Québec ([www.caq.qc.ca](http://www.caq.qc.ca)).

Corporation des approvisionneurs du Québec  
895, boul. du Séminaire Nord, bureau 302  
Saint-Jean-sur-Richelieu (QC) J3A 1J2

On peut également joindre la Corporation des approvisionneurs du Québec par téléphone au (800) 977-1877 ou (450) 357-0033 et télécopier au (450) 357-0044; Courriel : [info@caq.qc.ca](mailto:info@caq.qc.ca).

### Association des gestionnaires de risques et d'assurances du Québec (AGRAQ)

Cette association est une division de *Risk and Insurance Management Society (RIMS)*, une association professionnelle regroupant les spécialistes de la gestion des risques. L'association collabore aux programmes de certificat de McGill sanctionnés par le titre de CRM (*Canadian Risk Management*) et le titre de membres de RIMS (*RIMS Fellow*). Pour de plus amples renseignements, veuillez communiquer avec l'association ou visiter leur site Internet : <http://quebec.rims.org>; Courriel : [agraq@sympatico.ca](mailto:agraq@sympatico.ca). Vous pouvez également communiquer avec Janice McGraw au (514) 398-6251.

### Association internationale des professionnels de la communication

Le chapitre montréalais de cette association reconnaît les programmes en relations publiques de McGill. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur celle-ci doivent communiquer avec la vice-présidente, Sylvie Duchesneau, au (514) 354-6170.

Site Internet : [www.aipc-mtl-iabc.com](http://www.aipc-mtl-iabc.com)  
Courriel : [info@aipc-mtl.iabc.com](mailto:info@aipc-mtl.iabc.com)

### Autorité des marchés financiers

Le Centre d'éducation permanente de l'Université McGill offre des cours en assurance de dommages des particuliers et des entreprises (IARD). Il s'agit de cours préparatoires aux examens administrés par l'Autorité des marchés financiers, lesquels examens sont obligatoires pour obtenir un certificat de représentant (agent/courtier) en assurances de dommages ou un certificat d'expert en règlement de sinistres. Avant de s'inscrire aux cours offerts par McGill, il est important de s'informer sur les exigences de formation de base auprès de l'Autorité des marchés financiers en composant le 1-877-395-0337 ou en consultant l'adresse suivante: [www.lautorite.qc.ca](http://www.lautorite.qc.ca). Pour obtenir des renseignements sur les cours offerts à McGill, veuillez composer le (514) 398-1030.

### Institut canadien de gestion

L'Institut canadien de gestion, en collaboration avec l'Université McGill, offre des possibilités de formation et de perfectionnement qui répondent aux besoins des futurs gestionnaires désireux de relever les défis actuels. L'Institut offre également un titre professionnel aux gestionnaires qui souhaitent voir sanctionner leur engagement envers l'excellence.

Pour plus de renseignements, veuillez vous adresser au :

Conseil national de l'Institut de gestion  
15 Collier Street, Lower Level  
Barrie ON L4M 1G5  
Téléphone : 1-800-387-5774  
Télécopieur : (705) 725-8196  
Courriel : [office@cim.ca](mailto:office@cim.ca)  
Site Internet : [www.cim.ca](http://www.cim.ca)

Région de Montréal : B.P. 974 Succursale "B", Montréal QC H3B 3K5; Téléphone : (514) 483-6402.

### Institut canadien du trafic et du transport

Un candidat ayant complété le certificat en gestion logistique et ayant satisfait aux autres conditions fixées par l'Institut canadien du trafic et du transport se qualifie pour l'adhésion à l'Institut et l'utilisation du titre de ICTT.

Les deux premiers cours, appelés *Transportation Systems* (connu sous le nom de *Distribution 1*) et *Logistics Processes* (connu sous le nom de *Distribution II*), sont offerts directement par l'ICTT. Aucune dispense ne sera accordée pour ces deux cours.

Pour tout renseignement sur les accords de coopération, veuillez vous adresser au Centre. Les étudiants qui souhaitent devenir membre ou obtenir de plus amples renseignements sur l'Institut doivent communiquer avec l'Institut canadien du trafic et du transport,

10 rue King Est, bureau 400, 4<sup>e</sup> étage  
Toronto ON M5C 1C3  
Téléphone : (416) 363-5696  
Télécopieur : (416) 363-5698  
Courriel : [info@citt.ca](mailto:info@citt.ca)  
Site Internet : [www.citt.ca](http://www.citt.ca)

### Institut d'assurance de dommages du Québec

L'Institut collabore aux programmes de certificat de McGill et reconnaît certains cours et programmes à des fins d'équivalences pour les titres professionnels. Pour de plus amples renseignements sur les accords de coopération, veuillez vous adresser au Centre. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur l'Institut doivent communiquer avec l'Institut au 1200, avenue McGill College, bureau 2330, Montréal, QC, H3B 4G7. Téléphone : (514) 393-8156; Télécopieur : (514) 393-9222; Internet : [www.iadq.qc.ca](http://www.iadq.qc.ca); Courriel : [montrealcourriel@institutdassurance.ca](mailto:montrealcourriel@institutdassurance.ca)

Coordonnées pour *Insurance Institute of Canada* :

18 rue King Est, 6<sup>e</sup> étage  
Toronto ON M5C 1C4

Téléphone : (416) 362-8586  
Télécopieur : (416) 362-1126  
Internet : [www.iic-iac.org](http://www.iic-iac.org)  
Courriel : [genmail@insuranceinstitute.ca](mailto:genmail@insuranceinstitute.ca)

### Institut de la propriété intellectuelle du Canada (IPIC)

L'Institut de la propriété intellectuelle du Canada (IPIC) est une association professionnelle nationale en matière de brevets, de marques de commerce, de droits d'auteur et de dessins industriels. Elle regroupe plus de 1 700 membres provenant du Canada et de l'étranger. L'IPIC est la seule association professionnelle canadienne à laquelle adhèrent presque tous les agents de brevets, les agents de marques de commerce et les avocats spécialisés en propriété intellectuelle. L'Institut collabore avec McGill depuis 1994 en offrant des cours d'été sur la propriété intellectuelle. Pour obtenir de plus amples renseignements, veuillez consulter le site Internet de l'IPIC à l'adresse suivante : [www.ipic.ca](http://www.ipic.ca).

### Ordre des administrateurs agréés du Québec

L'Ordre des administrateurs agréés du Québec collabore avec les universités afin d'initier les étudiants à la pratique professionnelle de la gestion. Il offre aux étudiants l'opportunité d'interagir avec des administrateurs agréés qui ont acquis de l'expérience tout en travaillant pour obtenir le titre professionnel officiel, celui d'administrateur agréé (Adm.A).

Pour devenir membre, le candidat doit être titulaire d'un baccalauréat en administration, en commerce ou dans une discipline connexe; posséder plus de cinq années d'expérience professionnelle pertinente en gestion\*; et avoir une bonne connaissance du français OU être titulaire d'un diplôme de premier cycle dans une autre discipline comprenant au moins 30 crédits en gestion, en commerce ou dans une discipline semblable; posséder plus de cinq années d'expérience pertinente professionnelle en gestion\*; et avoir une bonne connaissance du français.

\*Les candidats qui ne possèdent pas cinq années d'expérience pertinente en gestion peuvent faire un examen évaluant les habiletés de gestion de celui-ci. Si l'examen est réussi, le candidat sera exempté de l'expérience professionnelle requise.

Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sont invités à communiquer avec le service de l'admission de l'Ordre, au :

910, rue Sherbrooke Ouest, bureau 100  
Montréal (Québec) H3A 1G3  
Téléphone : (514) 499-0880 ou 1 (800) 465-0880  
Télécopieur : (514) 499-0892  
Courriel : [info@adma.qc.ca](mailto:info@adma.qc.ca)  
Site Internet : [www.adma.qc.ca](http://www.adma.qc.ca)

### Ordre des CGA du Québec (comptables généraux licenciés)

Pour satisfaire aux exigences d'obtention du titre professionnel des CGA du Québec, le candidat doit être titulaire d'un baccalauréat en commerce avec une majeure en comptabilité; ou un baccalauréat en commerce avec grande distinction en comptabilité; ou un baccalauréat par cumul de certificats, comprenant un certificat en comptabilité et un certificat en gestion.

Le candidat doit également réussir le Programme court de 2<sup>e</sup> cycle en expertise professionnelle, les quatre examens nationaux et compléter un stage d'expérience pratique de 24 mois. Veuillez prendre note que les examens de compétences spécifiques, Fiscalité 2 (TX2), Vérification de gestion 1 (MU1) ou Vérification 2 (AU2), peuvent, sous certaines conditions, faire l'objet d'exemptions.

Pour obtenir une brochure détaillée de l'Ordre ou la liste des cours requis afin de compléter les exigences de formation, veuillez vous adresser au Centre. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements peuvent le faire en s'adressant à l'Ordre des CGA du Québec au 500, Place d'armes, bureau 1800, Montréal (Québec) H2Y 2W2 ou au (514) 861-1823 ou en consultant le site de l'Ordre :

[www.cga-quebec.org](http://www.cga-quebec.org). Téléphone : (800) 463-0163; Télécopieur : (514) 861-7661; Courriel : [formation@cga-quebec.org](mailto:formation@cga-quebec.org)

### **Ordre des comptables en management accrédités du Québec (CMA)**

Le programme de baccalauréat en commerce, concentration en comptabilité, satisfait aux exigences de l'Ordre des comptables en management accrédités du Québec et, avec les options académiques particulières, préparent les étudiants à l'Examen d'admission CMA.

Pour obtenir les brochures ou la liste des cours satisfaisant aux exigences de l'Ordre, veuillez vous adresser au Centre. Les étudiants qui veulent obtenir de plus amples renseignements peuvent communiquer avec la Coordinatrice, Admission et qualité, au bureau de l'Ordre au :

715, Square Victoria, 3e étage  
Montréal (Québec) H2Y 2H7  
Téléphone : (514) 849-1155, poste 227 ou (800) 263-5390  
Télécopieur : (514) 849-9674  
Courriel : [formation@cma-quebec.org](mailto:formation@cma-quebec.org)  
Site Internet : [www.cma-quebec.org](http://www.cma-quebec.org)

### **Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec (ORHRI)**

L'Ordre représente l'organisme de référence par excellence en gestion des ressources humaines et en relations industrielles au Québec. Récipiendaire d'un Grand Prix québécois de la qualité 2005, l'Ordre regroupe près de 9 000 professionnels dynamiques, dont plus de 7 500 CRHA et CRIA. Il est le seul organisme autorisé par le Code des professions à décerner les titres de conseiller en ressources humaines agréé et de conseiller en relations industrielles agréé. Présents dans tous les milieux, entreprises, organismes gouvernementaux, syndicats, universités, cabinets de consultants et autres, les CRHA et CRIA exercent leurs activités en relations du travail, en gestion des ressources humaines, en santé et sécurité du travail et en formation en entreprise. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur l'association doivent communiquer avec l'Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec :

1200, avenue McGill College, bureau 1400  
Montréal (Québec) H3B 4G7  
Téléphone : (514) 879-1636  
Télécopieur : (514) 879-1722  
Courriel : [info@orhri.org](mailto:info@orhri.org)  
Site Internet : [www.orhri.org](http://www.orhri.org)

### **Ordre des traducteurs, terminologues et interprètes agréés du Québec**

L'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) a pour mission de promouvoir la qualité et l'efficacité de la communication en s'assurant de la compétence de ses membres dans les domaines de la traduction, de la terminologie et de l'interprétation. L'Ordre remplit ainsi son mandat de protection du public.

Fondée en 1940, la Société des traducteurs du Québec (STQ) est devenue la Corporation professionnelle des traducteurs et interprètes agréés du Québec (CPTIAQ), en 1992. À la suite de changements de désignation, elle est maintenant connue sous le nom de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). Cet Ordre professionnel agréé des traducteurs professionnels en vertu des pouvoirs qui lui sont octroyés par le Code des professions du Québec. L'OTTIAQ est rattaché à la Fédération internationale des traducteurs (FIT), qui réunit 70 associations de plus de 50 pays.

Les étudiants titulaires du Certificat en traduction et du Diplôme d'études supérieures en traduction peuvent présenter une demande d'équivalence afin d'avoir accès au titre professionnel de traducteur agréé (trad. a.). Les étudiants désireux de faire une demande d'admission à titre de membre étudiant ou de faire

une demande d'agrément peuvent communiquer avec l'OTTIAQ à l'adresse suivante :

2021, avenue Union, bureau 1108  
Montréal (Québec) H3A 2S9  
Téléphone : (514) 845-4411 ou 1-800-265-4815  
Télécopieur : (514) 845-9903; Courriel : [info@ottiaq.org](mailto:info@ottiaq.org)

### **Project Management Institute (PMI®)**

Le Project Management Institute (PMI) est une association professionnelle autonome, sans but lucratif, exonérée d'impôt qui se consacre à l'avancement de la pratique et de la science de la gestion de projets par l'application efficace et appropriée de normes avant-gardistes.

Le Centre d'éducation permanente de l'Université McGill a été évalué et approuvé pour dispenser la formation en gestion de projets par le PMI. À ce titre, certains cours et séminaires en gestion de projets offerts par le Centre peuvent ouvrir droit à des unités PDU pour les membres du PMI.

Pour obtenir de plus amples renseignements au sujet du PMI, veuillez consulter le site Internet [www.pmi.org](http://www.pmi.org) ou communiquer avec l'organisme :

Téléphone : +1 610 356-4600 (option 8 du menu téléphonique)  
Télécopieur : +1 610 356-4647  
Courriel : [customercare@pmi.org](mailto:customercare@pmi.org)

### **Risk and Insurance Management Society, Inc. (RIMS)**

L'Institut *Risk and Insurance Management Society* est l'organisme professionnel qui s'occupe de fixer les standards, de parrainer des programmes pédagogiques et de contrôler les titres professionnels du CRM (*Canadian Risk Management*) et des membres de RIMS. Pour être admissible au titre de CRM, les candidats doivent réussir trois cours de gestion des risques (estimation des risques, contrôle des risques et risques financiers). Pour être admissibles au titre de membre de RIMS, les candidats doivent suivre avec succès quatre cours universitaires : comptabilité et finance sont obligatoires; ainsi que deux cours choisis parmi commerce, économie, MIS, droit, assurance, marketing ou gestion; plus des ateliers des membres de RIMS de douze jours; ainsi que les trois cours de gestion des risques. Pour de plus amples renseignements, les candidats sont priés de s'adresser à : The Global Risk Management Institute, Inc, 1065 Avenue of the Americas, 13th Floor, New York, NY 10018 USA. Téléphone : (212) 655-6221; Télécopieur : (212) 655-6042; Courriel : [fjordan@rims.org](mailto:fjordan@rims.org).

### **Secrétaires agréés du Canada**

Les secrétaires agréés du Canada est une division de l'Institut des secrétaires et des administrateurs agréé(e)s du Canada (ISAA), soit l'ordre professionnel à niveau international des secrétaires agréés. La division canadienne est le seul organisme en Amérique du Nord qui offre une accréditation professionnelle internationale (ACIS et FCIS) aux secrétaires corporatifs et aux professionnels et administrateurs en gouvernance corporative.

Pour devenir secrétaire agréé, les candidats qualifiés doivent compléter le Programme International de ISAA. Le Programme professionnel constitue une voie rapide utilisée par les candidats qualifiés, y compris les étudiants et les diplômés de l'Université McGill dans toutes les disciplines. Ce programme d'études comprend les huit domaines suivants : droit corporatif, comptabilité financière, comptabilité de gestion, gestion de la stratégie et des opérations, gouvernance corporative, administration corporative, pratique et procédures de secrétariat corporatif et gestion financière corporative.

L'Institut suit une politique d'exemption qui comprend des critères internationaux d'évaluation. Des exemptions pour quatre matières seront accordées aux étudiants ou diplômés d'un grade universitaire en commerce, en administration des affaires ou en droit.

Pour plus de renseignements, veuillez communiquer avec :

Secrétaires agréés du Canada  
310 - 2175 Sheppard Avenue Est  
Toronto ON M2J 1W8  
Téléphone : 416-944-9727 ou 1-800-501-3440  
Courriel : [info@icsacanada.org](mailto:info@icsacanada.org)  
Site Internet : [www.icsacanada.org](http://www.icsacanada.org)

**Société québécoise des professionnels en relations  
publiques**

La société québécoise des professionnels en relations publiques reconnaît les programmes en relations publiques de McGill. Les étudiants intéressés à devenir membre ou à recevoir de plus amples renseignements sur la société doivent communiquer avec la Société québécoise des professionnels en relations publiques :

4316, boul. St-Laurent, bureau 200  
Montréal (Québec) H2W 1Z3.  
Téléphone : (514) 845-4441  
Télécopieur : (514) 842-4886  
Site Internet : [www.sqprp.ca](http://www.sqprp.ca)  
Courriel : [info@sqprp.ca](mailto:info@sqprp.ca)





## 4 Politiques de l'université et information d'ordre général

### Table des matières

4.1	Politiques et information d'ordre général, page 34	4.3.12	Entente relative aux autorisations d'études hors-établissement entre les universités du Québec, page 41
4.1.1	Autorisation, reconnaissance et consentement, page 34	4.3.12.1	Étudiants de McGill, page 41
4.1.2	Droits et responsabilités des étudiants, page 34	4.3.12.2	Étudiants d'autres universités, page 41
4.1.3	Politique linguistique, page 34	4.3.13	Auditeur libre, page 41
4.1.4	Politique sur l'accès aux dossiers, page 34	4.4	Droits, page 42
4.1.5	Communication par courrier électronique, page 34	4.4.1	Accès aux renseignements sur les droits, page 43
4.1.6	Intégrité universitaire, page 35	4.4.2	Droits de scolarité, page 43
4.1.7	Usage approprié des installations informatiques, page 35	4.4.2.1	Étudiants du Québec, page 43
4.1.8	Règlement relatif à l'usage du tabac, page 35	4.4.2.2	Étudiants des autres provinces (étudiants canadiens ou résidents permanents), page 43
4.1.9	Assurance-maladie - étudiants étrangers, page 35	4.4.2.3	Étudiants étrangers (tarifs 2007-2008), page 43
4.1.10	Assurance-maladie - résidents canadiens, page 35	4.4.2.4	Droits applicables aux cours non assortis d'unités, page 43
4.1.11	Minerva, page 35	4.4.2.5	Personnes du troisième âge, page 43
4.1.12	myMcGill, page 35	4.4.2.6	Aide financière destinée aux membres du personnel de l'Université McGill, page 43
4.2	Renseignements personnels, page 35	4.4.2.7	Exonération des droits de scolarité pour les personnes à charge des membres du personnel, page 43
4.2.1	Mise à jour des coordonnées personnelles, page 35	4.4.3	Prêts et bourses, page 43
4.2.2	Documents légaux, page 36	4.4.4	Droits obligatoires, page 43
4.2.2.1	Pourquoi exigeons-nous des documents légaux?, page 36	4.4.5	Autres droits, page 44
4.2.2.2	De quels documents avons-nous besoin?, page 36	4.4.6	Facturation et dates d'échéance, page 44
4.2.2.3	Comment savoir si nous avons reçu vos documents?, page 37	4.4.7	Autres politiques relatives aux droits, page 44
4.2.2.4	Que risque-t-il d'arriver si vous tardez à nous envoyer vos documents?, page 37	4.4.7.1	Comptes en souffrance, page 44
4.2.2.5	Où devez-vous envoyer ces documents?, page 37	4.4.7.2	Acceptation des droits de scolarité vs résultats universitaires, page 45
4.2.3	Cartes d'étudiant, page 37	4.4.8	Report de paiement, page 45
4.2.4	Nom officiel, page 38	4.4.9	Avantages fiscaux accordés aux entreprises, page 45
4.2.5	Vérification du nom, page 38	4.4.10	Reçus pour fins d'impôt, page 45
4.3	Inscription, page 38	4.5	Dossier étudiant, page 45
4.3.1	Qui peut utiliser Minerva?, page 38	4.5.1	Résultats universitaires, page 45
4.3.2	Comment s'inscrire à l'aide de Minerva?, page 38	4.5.2	Système d'unités, page 45
4.3.3	Autres façons de s'inscrire, page 39	4.5.3	Unités d'éducation permanente (unités EP), page 46
4.3.3.1	Inscription en personne, page 39	4.5.4	Notation et moyennes pondérées, page 46
4.3.3.2	Inscription à des ateliers, séminaires et cours de courte durée, page 39	4.5.4.1	Autres notes, page 46
4.3.3.3	Inscription par procuration, page 39	4.5.5	Cours incomplets, page 47
4.3.3.4	Inscription par courrier, par télécopieur ou par Internet, page 39	4.5.6	Travaux non évalués, page 47
4.3.4	Abandons de cours et remboursements, page 39	4.5.7	Vérification du dossier étudiant, page 47
4.3.4.1	Comment abandonner un cours?, page 39	4.5.7.1	Relevés de notes non officiels, page 47
4.3.4.2	Période d'ajout ou d'abandon de cours, page 39	4.5.8	Changements relatifs au dossier étudiant ultérieurs aux échéances établies, page 47
4.3.4.3	Abandon de cours - note de W, page 39	4.5.8.1	Changements au dossier étudiant, page 47
4.3.5	Date d'entrée en vigueur pour les remboursements, page 40	4.5.8.2	Avant les échéances de la registraire, page 47
4.3.6	Cours contingentés, page 40	4.5.8.3	Après les échéances de la registraire, page 47
4.3.7	Inscription à des cours administrés par d'autres facultés, page 40	4.5.8.4	Répercussions sur le calcul des droits de scolarité, page 47
4.3.8	Inscription à des cours du Centre d'éducation permanente pour les étudiants inscrits à un programme de grade de McGill à temps plein, page 40	4.5.8.5	Changements relatifs à la citoyenneté, à l'immigration ou à l'exonération des droits, page 47
4.3.9	Inscription tardive, page 40	4.5.9	Relevés de notes, page 47
4.3.10	Horaire des cours, page 41	4.5.9.1	Relevés de notes non officiels, page 47
4.3.11	Information et règlements sur les cours, page 41	4.5.9.2	Relevés de notes officiels, page 48
		4.5.9.3	Information d'ordre général, page 48
		4.5.9.4	Numérotation des cours sur le relevé de notes, page 48
		4.5.10	Attestation d'études, page 48
		4.6	Examens, page 48
		4.6.1	Examens - Information d'ordre général, page 48

- 4.6.2 Examens finals, page 49
  - 4.6.2.1 Règlements de l'Université relatifs aux examens finals, page 49
  - 4.6.2.2 Report d'examens, page 49
  - 4.6.2.3 Conflits d'horaires d'examens, page 49
  - 4.6.2.4 Examens de reprise, page 49
  - 4.6.2.5 Vérification des notes et lecture des copies d'examen, page 50
- 4.6.3 Surveillance (examens d'autres universités), page 50
- 4.7 Collation des grades, page 50
  - 4.7.1 Demande d'obtention de diplôme, page 50
  - 4.7.2 Vérifier l'état de la demande d'obtention de diplôme, page 50
  - 4.7.3 Remplacement de diplôme, page 50
- 4.8 Exigences linguistiques s'appliquant aux ordres professionnels, page 51
- 4.9 Prix et distinctions, page 51

## 4.1 Politiques et information d'ordre général

### 4.1.1 Autorisation, reconnaissance et consentement

Les étudiants qui souhaitent être admis à l'Université s'engagent à respecter scrupuleusement l'ensemble des statuts, règlements et politiques en vigueur à l'Université en général et au sein de la ou des facultés où se fait l'inscription en particulier. Cet engagement concerne tout ce qui figure dans les annuaires de l'Université et dans les documents relatifs aux droits de scolarité et autres. Les obligations des étudiants débutent au moment où se fait l'inscription et elles prennent fin de la manière prévue dans les statuts, règlements et politiques de l'Université.

Les étudiants doivent par ailleurs vérifier l'authenticité et l'exhaustivité de toute l'information fournie dans leur demande d'admission, sachant que toute fausse représentation ou tout défaut de produire les documents demandés pourrait entraîner le rejet de leur admission ou de leur inscription à l'Université.

### 4.1.2 Droits et responsabilités des étudiants

Le *Recueil des droits et obligations de l'étudiant* est une publication conjointe du Bureau du doyen des Services aux étudiants, et du Secrétariat de l'Université.

Le Recueil peut être consulté sur Internet à : [www.mcgill.ca/deanofstudents/rights](http://www.mcgill.ca/deanofstudents/rights).

### 4.1.3 Politique linguistique

À McGill, la langue d'enseignement est essentiellement l'anglais. Tous les étudiants ont le droit de rédiger leurs examens, leurs travaux, leurs thèses ou leurs mémoires en français ou en anglais, sauf dans les cours où l'un des objectifs est la connaissance d'une langue.

Il est vivement conseillé aux étudiants qui ne connaissent pas suffisamment l'anglais de suivre un cours d'anglais langue seconde offert par le Centre d'éducation permanente. Pour les « Programmes de langue anglaise », veuillez consulter la section 10.

### 4.1.4 Politique sur l'accès aux dossiers

Les relevés de compte et toute autre correspondance sont envoyés directement aux étudiants, ces derniers étant seuls à décider quelles personnes peuvent avoir accès à leur dossier ou à leur compte. (Les agents et les membres du personnel de l'Université peuvent également avoir accès aux sections pertinentes de ces dossiers à des fins déterminées et légitimes.) Les parents ou les commanditaires ne reçoivent aucun rapport d'évaluation ni

aucun autre renseignement, à moins que l'étudiant n'en fasse la demande expresse par écrit.

Conformément à la Loi sur l'accès aux documents des organismes publics et sur la protection des renseignements personnels (la « Loi sur l'accès »), les renseignements personnels, dont les relevés de notes, ne peuvent être communiqués qu'avec l'autorisation de l'étudiant. Lorsqu'il fait une demande d'admission à McGill, l'étudiant autorise l'Université à divulguer certains renseignements personnels (nom, adresse, numéro de téléphone, adresse électronique, date de naissance, programme et statut d'étudiant) aux personnes et aux organismes indiqués ci-après.

L'autorisation se rapporte aux personnes et aux organismes suivants :

- a. les bibliothèques d'autres universités du Québec avec lesquelles McGill a conclu un accord de prêts interbibliothèques (le numéro d'étudiant et le code barre peuvent également être divulgués à ces bibliothèques);
- b. le ministère de l'Éducation, du Loisir et du Sport (MELS) du Québec, pour créer, valider ou modifier le code permanent de l'étudiant;
- c. les autorités compétentes concernées par le financement interne ou externe des droits de l'étudiant (les dossiers financiers peuvent également être divulgués à ces autorités);
- d. l'Association des universités et collèges du Canada;
- e. l'Association des registraires des universités et collèges du Canada et la Conférence des recteurs et des principaux des universités du Québec ou les institutions membres de ces organismes aux fins des admissions et de la compilation de statistiques;
- f. les écoles ou collèges fréquentés par l'étudiant;
- g. les étudiants et anciens étudiants qui se sont portés volontaires pour discuter avec les étudiants admis;
- h. les associations étudiantes que reconnaît l'Université McGill pour les catégories auxquelles l'étudiant appartient;
- i. l'Association des anciens étudiants de McGill;
- j. les associations ou ordres professionnels (par exemple, des ingénieurs ou des dentistes);
- k. le Service de réseautique et de communication de McGill dans le but d'inscrire l'adresse électronique de McGill de l'étudiant dans un répertoire des adresses électroniques en ligne.

Les étudiants qui choisissent de ne pas autoriser l'Université à divulguer des renseignements personnels aux organismes indiqués aux rubriques h), i), j) et k) doivent remplir et remettre un formulaire d'opposition, disponible à la Gestion de l'effectif étudiant.

### 4.1.5 Communication par courrier électronique

Le courrier électronique constitue l'un des moyens officiels de communication entre l'Université McGill et ses étudiants. Tous les étudiants se voient attribuer une adresse électronique de McGill. Ils sont priés de vérifier leur adresse électronique de McGill à l'aide de Minerva dans le menu « *Personal menu* ». Comme pour toutes les communications officielles de l'Université, il incombe à l'étudiant de prendre connaissance des courriers urgents, et de répondre dans les délais voulus à certaines communications. Les étudiants qui choisissent de faire suivre le courriel de l'Université vers une autre adresse doivent s'assurer que l'autre compte est opérationnel.

L'utilisateur d'une adresse électronique officielle de McGill qui se ferait passer pour un responsable de l'Université, un membre du corps enseignant, un salarié ou un étudiant commet une infraction grave, en vertu du Code de conduite des utilisateurs des installations informatiques de l'Université McGill, ainsi que des lois fédérales et provinciales pertinentes.

Les règlements relatifs au courrier électronique sont disponibles à l'adresse suivante : <http://francais.mcgill.ca/email-policy>. Pour plus de renseignements sur le courrier électronique, voir [www.mcgill.ca/it](http://www.mcgill.ca/it), sous la rubrique « Email and Calendaring ». Veuillez consulter la section 5.7, « Pour vos besoins en technologies de l'information (TI) ».

**Pour les étudiants de l'éducation permanente :** Ces services ne sont pas offerts aux étudiants qui suivent une formation de courte durée, des ateliers ou des séminaires non indiqués sur leur relevé de notes officiel de McGill.

#### 4.1.6 Intégrité universitaire

Pour promouvoir l'intégrité universitaire, il est fondamental d'en parler. Lorsque les étudiants soumettent des travaux dans le cadre de leurs cours, ils doivent prendre conscience que le plagiat et la fraude sont des délits extrêmement graves.

Les étudiants qui ont des doutes sur ce que l'on entend par « plagiat » dans la préparation d'un essai ou d'un travail sont invités à consulter leur chargé de cours pour obtenir des directives plus précises à cet égard. Un guide permettant d'éviter le plagiat est également accessible au site de l'intégrité universitaire à l'adresse suivante : [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity). Les stratégies pour contrer le plagiat peuvent également être consultées sur le site Internet de l'intégrité universitaire. La possession de documents non autorisés lors d'une épreuve ou d'un examen constitue une fraude. Les réponses aux examens à choix multiples sont généralement vérifiées par le programme de surveillance informatique des examens. Le programme peut détecter deux étudiants ayant inscrit un type de réponse similaire à un examen à choix multiples. Les données générées par le programme peuvent être utilisées comme preuve admissible pour lancer ou corroborer une enquête ou une accusation de fraude, en vertu de l'article 16 du Code de conduite de l'étudiant et des procédures disciplinaires.

Le Code de conduite de l'étudiant et des procédures disciplinaires comprend des rubriques sur le plagiat et la tricherie. Ce Code figure dans *le Recueil des droits et obligations de l'étudiant disponible* sur le site Internet de l'intégrité académique ou à l'adresse suivante : [www.mcgill.ca/secretariat](http://www.mcgill.ca/secretariat).

#### 4.1.7 Usage approprié des installations informatiques

Les étudiants sont tenus de respecter le Code de conduite des utilisateurs des installations informatiques de McGill, approuvé par le Sénat de l'Université. Le Code est publié dans le Recueil des droits et obligations de l'étudiant.

Cette politique (ou Code) figure également sur le site Internet du Chef des services d'information (CSI) : <http://francais.mcgill.ca/cio/e-policies>.

#### 4.1.8 Règlement relatif à l'usage du tabac

Selon la législation du Québec, il est interdit de fumer à l'intérieur de tout édifice public.

#### 4.1.9 Assurance-maladie - étudiants étrangers

En vertu d'un règlement du Sénat, tous les étudiants (à temps plein, à temps partiel, à statut particulier, visiteur ou admis dans le cadre d'un échange) qui ne sont ni citoyens canadiens ni résidents permanents, de même que les personnes à charge qui les accompagnent, doivent obligatoirement cotiser au régime d'assurance-maladie et accident administré par l'Université. Pour les modalités d'adhésion et des renseignements sur le régime d'assurance-maladie, les étudiants sont priés de consulter le site Internet des Services aux étudiants étrangers. Pour plus de renseignements concernant les tarifs, se reporter à la [section 4.4.5, « Autres droits »](#).

Toutes les questions concernant cette politique de l'Université doivent être adressées aux :

Services des étudiants étrangers  
Assurance-maladie - étudiants étrangers  
Téléphone : (514) 398-6012  
Courriel : [international.health@mcgill.ca](mailto:international.health@mcgill.ca)  
Site Internet : [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

**Nota :** Les étudiants inscrits aux programmes intensifs d'anglais ou de français sont priés de s'adresser au Bureau des affaires étudiantes pour plus de renseignements sur l'assurance-maladie.

#### 4.1.10 Assurance-maladie - résidents canadiens

Les étudiants canadiens originaires de l'extérieur du Québec doivent vérifier, auprès du bureau d'assurance-maladie de leur province, la validité de leur assurance-maladie pendant leurs études à McGill.

Les étudiants canadiens qui ont vécu à l'étranger peuvent ne pas être admissibles à l'assurance-maladie provinciale. Pour vous assurer de bénéficier d'une assurance-maladie adéquate, vous pouvez souscrire au régime collectif offert par le Service des étudiants étrangers.

#### 4.1.11 Minerva

Minerva est le système d'information sur Internet de McGill au service des étudiants et des membres du personnel administratif et enseignant. L'accès à Minerva s'effectue à l'aide du site suivant : <http://francais.mcgill.ca/minerva-students> en sélectionnant l'icône « Connexion à Minerva ». Une fois la connexion établie, les étudiants peuvent visionner leurs horaires de cours, les descriptions de cours et les places disponibles dans chaque section de cours; ils peuvent s'inscrire et effectuer leurs changements de cours; consulter leurs relevés de notes non officiels, les rapports sur l'évaluation du degré d'achèvement de leur programme, leur code permanent, leur statut de citoyenneté et de résidence au Québec, le montant de leurs droits de scolarité; mettre à jour leurs coordonnées personnelles, notamment leur adresse, numéro de téléphone et personne à joindre en cas d'urgence; pour certaines facultés, ils peuvent aussi modifier leur concentration d'études (majeure ou mineure); faire leur demande pour la collation des grades et visionner leur statut au titre de l'obtention de leur grade ou diplôme; visualiser l'information relative à l'ouverture d'une session à McGill pour un accès à Internet et à leur courriel; commander des relevés de notes officiels; obtenir des reçus d'impôt; soumettre une évaluation de cours en ligne; faire une demande d'admission à McGill et vérifier le statut de leur demande; et faire une demande pour un programme d'échange.

#### 4.1.12 myMcGill

Lancé en avril 2006, myMcGill est le portail de McGill qui donne aux étudiants l'accès à une interface personnalisée et intégrée vers tous les systèmes d'information de McGill. Grâce à la nouvelle interface à identification unique (IU), myMcGill permet aux usagers d'avoir accès à ces systèmes sans devoir entrer des mots de passe supplémentaires. Cette interface permet également l'accès direct (en un seul clic) aux fonctions des systèmes dorsaux de traitement, sans avoir à passer par la page d'accueil de ces systèmes ni à naviguer dans plusieurs menus. Pour ouvrir une session sur myMcGill, allez sur la page d'accueil de McGill (<http://francais.mcgill.ca>) et cliquez sur l'onglet myMcGill situé dans le coin supérieur droit de la page.

## 4.2 Renseignements personnels

### 4.2.1 Mise à jour des coordonnées personnelles

Les étudiants sont tenus de mettre à jour régulièrement leur dossier officiel, particulièrement leur adresse postale ou leur adresse de facturation, celles-ci étant utilisées tout au long de l'année par l'Université comme moyen de communication. Si toutes les adresses figurant dans le dossier sont erronées ou incomplètes, le courrier de l'étudiant sera bloqué. Dès que l'adresse sera corrigée, le courrier entrant sera dûment acheminé.

Les étudiants doivent mettre à jour leur(s) adresse(s) ou numéro(s) de téléphone dans le menu personnel (*Personal Menu*) de Minerva.

Les étudiants qui habitent hors campus et n'ont pas accès à Internet peuvent apporter les changements voulus en écrivant au Bureau des affaires étudiantes dont ils relèvent ou à la Gestion de l'effectif étudiant. Toute demande écrite devra comporter la signature de l'intéressé.

Les changements nécessitant la vérification de documents officiels (entre autres, changement de nom ou de nationalité, correction apportée à la date de naissance) devront être communiqués le plus tôt possible en personne seulement au Bureau des affaires étudiantes du Centre d'éducation permanente, situé au 688, rue Sherbrooke Ouest, bureau 1199.

## 4.2.2 Documents légaux

### 4.2.2.1 Pourquoi exigeons-nous des documents légaux?

Vos droits de scolarité à McGill dépendent de votre statut de résidence, selon votre statut d'étudiant québécois, canadien hors Québec ou étranger selon la section **section 4.2.2.2** ci-dessous « **De quels documents avons-nous besoin?** ». Vous trouverez le tableau des droits à acquitter à la **section 4.4**, « **Droits** ».

Certains des documents exigés nous permettent d'obtenir votre **code permanent** du gouvernement du Québec. Ce code unique de 12 caractères, émis par le ministère de l'Éducation, du Loisirs et des Sports (MELS) est obligatoire pour tout étudiant inscrit dans un établissement d'études au Québec.

Si vous avez déjà suivi des cours dans une école du Québec, vous possédez déjà un code permanent qui figure sur votre bulletin scolaire ou sur votre relevé de notes de cégep ou d'université. Les étudiants peuvent aussi vérifier sur Minerva dans le menu personnel (*Personal menu*) si McGill a reçu leur code permanent après avoir accepté l'offre d'admission de l'Université.

Les étudiants peuvent vérifier leur droits de scolarité et leur statut légal (y compris leur code permanent) sur Minerva. Pour ce faire, veuillez sélectionner **Student Menu -> Student Accounts Menu -> View your Tuition and Legal Status**.

### 4.2.2.2 De quels documents avons-nous besoin?

Reportez-vous à la première rangée du tableau ci-dessous qui correspond à votre situation. **Envoyez-nous des copies claires et lisibles des documents qui y sont indiqués (conservez les originaux).**

#### Étudiants du Québec et étudiants canadiens hors Québec

Vous présentez une demande d'admission à l'Université McGill après avoir suivi des cours au cégep ou vous avez déjà un dossier étudiant à McGill	<ul style="list-style-type: none"> <li>Vous n'avez normalement <b>aucun document</b> à fournir pour votre statut canadien ou québécois, car nous pouvons vérifier votre statut dans nos dossiers ou auprès du ministère de l'Éducation, du Loisir et du Sport (MELS).</li> </ul>
Vous présentez une demande d'admission à l'Université McGill après avoir suivi des cours dans une autre université du Québec	<ul style="list-style-type: none"> <li>Certificat de naissance canadien ou carte de citoyenneté canadienne (recto verso) ou certificat du statut d'Indien ou dossier de statut de résident permanent (note 3);</li> <li>Pour votre statut de résidence au Québec, aucun document n'est généralement requis, sauf si nous sommes dans l'impossibilité de le vérifier auprès du ministère de l'Éducation, du Loisir et du Sport (MELS).</li> </ul>
Vous êtes né(e) au Québec	<ul style="list-style-type: none"> <li><b>Certificat de naissance</b> du Québec (notes 1 et 5);</li> <li>Formulaire de code permanent (notes 2 et 6).</li> </ul>
Vous êtes né(e) dans une province canadienne autre que le Québec (ou vous êtes devenu(e) résident permanent de cette province)	<ul style="list-style-type: none"> <li>Certificat de naissance canadien ou carte de citoyenneté canadienne (recto verso) ou certificat du statut d'Indien ou carte de Société Makivik ou dossier de statut de résident permanent (note 3);</li> <li>Formulaire de code permanent (notes 2 et 6).</li> </ul>

Vous avez le statut de résident du Québec conformément à l'un des cas prévus par le ministère de l'Éducation, du Loisir et du Sport (MELS)	<ul style="list-style-type: none"> <li>Certificat de naissance canadien ou carte de citoyenneté canadienne (recto verso) ou certificat du statut d'Indien ou carte de Société Makivik ou dossier de statut de résident permanent (note 3);</li> <li>Formulaire de code permanent (notes 2 et 6);</li> <li>Formulaire d'attestation de résidence au Québec (note 6);</li> <li><b>Autres documents justificatifs</b>, selon la situation que vous avez cochée précédemment dans le formulaire d'attestation de résidence.</li> </ul>
--	--

#### Étudiants étrangers

Vous séjournerez au Canada moins de six mois (pour un seul trimestre universitaire)	<ul style="list-style-type: none"> <li>Visa de résident temporaire délivré par Citoyenneté et Immigration Canada à votre point d'entrée au Canada;</li> <li>Page photo de votre passeport estampillée par Citoyenneté et Immigration Canada à votre point d'entrée;</li> <li>Formulaire de code permanent (notes 2 et 6).</li> </ul>
Vous séjournerez au Canada plus de six mois (pour deux trimestres universitaires consécutifs ou plus)	<ul style="list-style-type: none"> <li>Certificat d'acceptation du Québec (CAQ);</li> <li>Formulaire de code permanent (notes 2 et 6);</li> <li>Permis d'études émis par Citoyenneté et Immigration Canada (note 4).</li> </ul>

**Note 1 :** Vous pouvez aussi nous fournir votre certificat de baptême s'il a été délivré avant le **1<sup>er</sup> janvier 1994**, s'il indique clairement votre lieu de naissance et s'il établit que vous avez été baptisé(e) dans les quatre mois suivant votre naissance.

**Note 2 :** Le formulaire de code permanent (signé) est habituellement exigé. Si les noms de vos parents figurent sur votre certificat de naissance ou si vous nous avez déjà fourni votre code permanent, vous n'avez pas à nous envoyer ce formulaire.

**Note 3 :** Pour prouver votre statut de résident permanent, vous pouvez soumettre le document IMM 5292 et une copie (recto verso) de votre carte de résident permanent. Vous pouvez aussi envoyer le document IMM 1000 et une copie (recto verso) de votre carte de résident permanent.

**Note 4 :** Si vous êtes réfugié(e), vous devez plutôt nous fournir le document établissant votre statut de réfugié au sens de la Convention.

**Note 5 :** Vous devez normalement soumettre votre certificat de naissance pour prouver que vous êtes né(e) au Québec. Si vous avez déjà un code permanent valide du MELS, mais êtes toujours, selon nos dossiers, assujetti(e) aux droits de scolarité des étudiants canadiens, vous pouvez prouver votre admissibilité aux droits des étudiants du Québec à l'aide de votre passeport canadien, s'il y est indiqué que vous êtes né(e) au Québec.

**Note 6 :** Les liens à partir desquels il est possible de télécharger et d'imprimer les formulaires de **code permanent** et d'**attestation de résidence au Québec** figurent à l'adresse suivante : <http://francais.mcgill.ca/legaldocuments>.

#### Exonérations des droits applicables aux étudiants étrangers

Les étudiants qui appartiennent à certaines catégories peuvent solliciter l'exonération des droits de scolarité applicables aux étudiants étrangers. S'ils sont admissibles à l'une de ces catégories, ces étudiants peuvent bénéficier des droits d'inscription applicables aux étudiants du Québec. La liste de ces catégories et les formulaires de demande correspondants peuvent être obtenus sur le site : <http://francais.mcgill.ca/student-records/fees/exemption> ainsi qu'à la Gestion de l'effectif étudiant où les formulaires de demande d'exonération doivent être déposés. Aucune exonération ne sera accordée sans la présentation du formulaire de demande correspondant.

#### 4.2.2.3 Comment savoir si nous avons reçu vos documents?

##### Droits de scolarité exigés des étudiants québécois, canadiens et étrangers

Il faut généralement compter environ une semaine pour la réception et l'enregistrement de vos documents ainsi que la mise à jour de votre dossier.

- Vérifiez votre situation en regard des droits de scolarité sur **Minerva**, dans le menu des comptes étudiants : **Student Menu -> Student Accounts Menu -> View your Tuition and Legal Status**.
- Cochez l'énoncé « *Fees currently calculated according to rules for:* » pour vérifier si vous êtes considéré comme étudiant étranger, étudiant canadien ou étudiant québécois.
- L'Université a adopté la facturation électronique en 2005-2006 et a donc cessé d'envoyer des états de compte sur papier par la poste. Pour plus de renseignements, veuillez vous reporter au site Internet suivant : [www.mcgill.ca/student-accounts/e-bill](http://www.mcgill.ca/student-accounts/e-bill).

**En cas de désaccord sur le calcul de vos droits, veuillez nous aviser immédiatement. Nous ne pouvons accepter de modifications ou réduire vos droits de scolarité après le dernier jour de cours du trimestre, car le gouvernement ne nous permet pas de modifier nos dossiers après cette date.**

##### Code permanent

La vérification ou la délivrance du code permanent par le Ministère nécessite de une à quatre semaines.

Vérifiez votre code permanent sur Minerva : **Personal Menu -> Name Change** ou dans le menu de votre compte étudiant : **Student Menu -> Student Accounts Menu -> View your Tuition and Legal Status**. Si le code permanent y figure, votre dossier est en règle. S'il n'y figure pas, c'est que vous ne nous avez pas encore fourni les documents susmentionnés ou que le Ministère ne nous a pas encore confirmé que vos documents satisfont aux conditions de délivrance d'un code permanent.

#### 4.2.2.4 Que risque-t-il d'arriver si vous tardez à nous envoyer vos documents?

Les preuves de citoyenneté, demandes de résidence au Québec, demandes d'exonération des droits de scolarité applicables aux étudiants étrangers et avis de changement de statut d'immigrant doivent nous parvenir avant le dernier jour de cours du trimestre en cours pour entrer en vigueur durant ce trimestre. **Tous les documents reçus après cette date seront mis à jour, mais vos droits de scolarité ne seront réduits qu'au trimestre suivant.**

Nous ne pouvons vous délivrer de carte d'étudiant tant que nous n'avons pas reçu vos documents. Votre carte d'étudiant est obligatoire pour avoir accès aux nombreux services offerts sur le campus et être admis à vos examens finals.

Si le gouvernement ne vous a pas attribué de code permanent d'ici au 15 octobre (trimestre d'automne) ou d'ici au 15 février (trimestre d'hiver), votre dossier sera mis en attente et vous ne pourrez pas vous inscrire ou désinscrire aux cours; de plus, vous ne pourrez pas obtenir de relevé de notes officiel tant que votre dossier ne sera pas régularisé. Pour les étudiants inscrits à des programmes courts, cette mesure peut même intervenir plus tôt au cours du trimestre.

Les suppléments de retard et intérêts cumulés durant la période d'évaluation des documents seront annulés si cette évaluation débouche sur une réduction des droits de scolarité.

#### 4.2.2.5 Où devez-vous envoyer ces documents?

Envoyez tous vos documents dès votre admission à l'Université McGill et avant d'arriver sur le campus. **N'envoyez pas d'originaux.** Envoyez des copies claires et lisibles par courriel, télécopieur ou courrier postal. Inscrivez votre numéro matricule McGill sur ces documents afin que nous puissions les joindre à votre dossier. Plus tôt vous nous soumettez vos documents, plus

vite nous pourrons mettre à jour votre statut et nous assurer que votre dossier est en règle.

##### Par courrier électronique :

Vous pouvez soumettre vos documents légaux par voie électronique en suivant les étapes suivantes :

1. **Sauvegardez le fichier joint sous un format accepté :**
  - Format PDF standard (.pdf) - Les fichiers en format PDF crypté ne seront pas acceptés.
  - Format d'image étiqueté (.tif, .tiff; pour les balayages)

(Comme il est possible que vos documents renferment du contenu malveillant, les documents Microsoft Word (.doc), les fichiers hypertextes (.htm, .html) ou tout autre format ne seront pas acceptés. Ne faites pas que renommer l'extension de nom de fichier, mais sauvegardez le fichier sous un format accepté.)
2. **Assurez-vous que la résolution utilisée est d'au moins 300 dpi** pour une reproduction électronique (balayage) de document (par exemple : balayage de votre certificat de naissance). La taille de fichier privilégiée est de 100 Kb par image.
3. **Envoyez votre courriel à [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca) et annexe vos documents balayés correspondants.** Les fichiers doivent être annexés comme fichiers joints à votre courriel et non être insérés dans le corps du texte.
4. **Inscrivez votre prénom, votre nom et votre numéro matricule McGill sous la rubrique Objet de votre courriel.**

**Nota :** La taille du courriel (y compris vos fichiers joints) ne doit pas excéder 5 Mb (5 120 Kb).

##### Par la poste ou en personne :

Université McGill  
Centre d'éducation permanente  
688, rue Sherbrooke Ouest  
11<sup>e</sup> étage  
Montréal (Québec) H3A 3R1 CANADA

##### Par télécopieur :

(514) 398-2650  
En cas de problème avec vos documents, communiquez avec nous par :

##### Téléphone :

(514) 398-6200

##### Courriel :

[info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

### 4.2.3 Cartes d'étudiant

Les étudiants inscrits à McGill sont tenus de présenter leur carte d'étudiant pour passer les examens et pour avoir accès aux bibliothèques, aux services aux étudiants, à certains laboratoires et à de nombreuses résidences.

La carte d'étudiant pourra être délivrée dans un délai d'une journée suivant l'inscription. Lorsqu'ils réclament leur carte, les nouveaux étudiants doivent présenter leur code permanent et la preuve de leur statut légal au Canada (pour la liste des pièces justificatives, se reporter à la [section 4.2.2, « Documents légaux »](#)).

**Aucune carte ne sera délivrée si des pièces justificatives manquent au dossier de l'étudiant.**

Vous pouvez vous procurer votre carte d'étudiant au Bureau des affaires étudiantes du Centre d'éducation permanente.

##### Nota :

- Les étudiants qui ne s'inscrivent pas à des trimestres consécutifs d'études doivent conserver leur carte pour éviter d'avoir à la remplacer lorsqu'ils se réinscrivent.
- Si votre carte est expirée, vous pouvez obtenir une nouvelle carte sans frais à condition de remettre votre ancienne carte.

- Si vous changez de programme ou de faculté, vous pouvez obtenir une nouvelle carte sans frais à condition de remettre votre ancienne carte.
- Si votre carte a été perdue, volée ou endommagée, vous devrez acquitter des frais de remplacement de 20 \$.
- Les étudiants qui nécessitent un accès de sécurité aux laboratoires ou autres installations doivent consulter le site suivant : [www.mcgill.ca/security/services/access](http://www.mcgill.ca/security/services/access).

La carte d'étudiant de McGill appartient à l'Université. Elle est exclusivement réservée à son titulaire et ne peut être transférée. Les étudiants qui abandonnent la totalité des cours où ils sont inscrits doivent annexer leur carte d'étudiant au formulaire d'abandon ou la retourner au Bureau des affaires étudiantes.

#### 4.2.4 Nom officiel

Tous les étudiants sont inscrits sous leur nom officiel qui figure sur l'un des documents suivants :

1. Certificat de naissance canadien.
2. Fiche relative au droit d'établissement d'Immigration Canada (IMM 1000 ou IMM 5292 et carte de résident permanent, recto verso).
3. Permis de travail ou d'études délivré par Immigration Canada.
4. Certificat d'acceptation du Québec (CAQ).
5. Passeport étranger (pour les Canadiens, la carte de citoyenneté canadienne est requise. Veuillez noter que le passeport canadien n'est pas un document valide).
6. Lettre du consulat ou de l'ambassade au Canada du pays dont l'étudiant étranger est ressortissant.
7. Certificat de mariage délivré hors Québec\* (traduit en anglais ou en français par un commissaire à l'assermentation, s'il est rédigé dans une autre langue).

En cas de variation dans l'orthographe du nom dans ces documents, l'Université utilisera le nom sur le document mentionné en premier, selon l'ordre d'importance de la liste ci-dessus.

**Nota :** Ce nom apparaîtra sur le grade, le diplôme ou le certificat de l'étudiant et sur son relevé de notes et qui sera utilisé par le ministère de l'Éducation, du Loisir et du Sport (MELS) pour la création du code permanent.

\* *Les certificats de mariage du Québec ne sont acceptés que s'ils ont été délivrés avant 1984.*

#### Le nom que vous privilégiez

Les étudiants peuvent également faire consigner le nom qu'ils privilégient en indiquant celui-ci sur le formulaire de demande d'admission complété sur Internet et en envoyant par la suite une demande par écrit à la Gestion de l'effectif étudiant, Pavillon James (administration), salle 205, pour la mise à jour de leur dossier.

Le « nom que vous privilégiez » figure sur les listes de cours (entre parenthèses, à côté de votre nom officiel) à l'intention des professeurs. Veuillez noter que le nom officiel continuera de figurer sur les relevés de notes et le diplôme.

#### 4.2.5 Vérification du nom

Les étudiants doivent s'assurer de l'exactitude du nom figurant sur leur dossier, à l'aide du système Minerva, puis apporter, s'il y a lieu, les corrections typographiques (en particulier les majuscules, minuscules, accents, espacements) à l'aide du formulaire de changement de nom sur Minerva (**Name Change Form**) dans le menu personnel (*Personal Menu*).

Les étudiants **ne peuvent pas** changer le nom qui figure dans leur dossier par le biais de Minerva. Les demandes en ce sens doivent être présentées en personne et accompagnées des documents officiels (voir [section 4.2.4, « Nom officiel »](#)) au Bureau des affaires étudiantes.

## 4.3 Inscription

Pour la plupart des étudiants, l'inscription au Centre d'éducation permanente se fera à l'aide de Minerva durant les périodes d'inscription publiées sur le site Internet de Minerva et à la [section 2, « Calendrier universitaire 2008-2009 »](#) de cet annuaire.

**Nota :** Les étudiants qui souhaitent s'inscrire à des cours ou à des séminaires de courte durée ne peuvent pas s'inscrire à l'aide de Minerva (se reporter aux départements concernés pour l'information au sujet des inscriptions).

Les étudiants qui s'inscrivent durant la période d'inscription tardive se verront imposer un supplément de retard. Pour éviter d'avoir à payer ce supplément, les étudiants doivent s'inscrire à au moins un cours sur Minerva. Les étudiants peuvent ajouter des cours sans pénalité jusqu'à la fin de la période de changement de cours.

Même si les conseillers et le personnel du Centre sont là pour vous guider et vous orienter, vous êtes seul responsable de vous assurer que vos choix de cours et que votre inscription sont complets et exacts, que vous respectez les critères du programme et du diplôme de votre choix, ainsi que les règlements et dates limites précisés dans cet annuaire.

#### 4.3.1 Qui peut utiliser Minerva?

Vous devez utiliser Minerva si vous étiez inscrit au Centre d'éducation permanente l'année précédente ou si vous avez été récemment admis à un programme.

#### EXCEPTIONS

Vous ne pourrez pas utiliser Minerva si :

- Il vous reste des droits à acquitter;
- Vous ne disposez pas d'un code permanent;
- Votre dossier indique que votre inscription est bloquée, pour des motifs d'ordre administratif ou scolaire;
- Vous vous inscrivez à un cours de langue et, selon votre dossier, vous n'avez pas réussi le cours du niveau précédent;
- Vous n'avez pas suivi les cours préalables permettant de suivre le ou les cours qui vous intéressent. Si une ou plusieurs de ces conditions s'appliquent à vous, vous devez prendre rendez-vous avec un conseiller et vous inscrire en personne (voir [section 4.3.3.1, « Inscription en personne »](#)).

#### 4.3.2 Comment s'inscrire à l'aide de Minerva?

Rendez-vous au site Minerva à <http://français.mcgill.ca/minerva-students> et suivez les instructions détaillées. Vous pouvez vous inscrire ou faire des changements de cours à l'aide de Minerva SEULEMENT durant les périodes mentionnées dans le calendrier des inscriptions sur Minerva. Pour plus de renseignements, voir [« CALENDRIER DES INSCRIPTIONS SUR MINERVA 2008/2009 »](#).

#### Avant d'accéder au système d'inscription Minerva :

- Lisez attentivement les avis, l'horaire des cours et la marche à suivre pour l'inscription. Prenez note que certains cours ne sont pas offerts tous les trimestres. Vous ne pouvez vous inscrire qu'à un trimestre à la fois.
- Consultez un conseiller. Si vous souhaitez remplacer des cours obligatoires ou vous inscrire à des cours hors-programme, une confirmation écrite du département est requise, sans quoi il se peut qu'on ne vous accorde pas d'unités pour ces cours dans le cadre de votre programme. Si vous devez discuter de votre situation avec un conseiller, prenez rendez-vous avec votre département avant de vous inscrire.

#### Problèmes avec Minerva?

Pour toute question concernant l'inscription à un cours ou à un programme, communiquez avec le Bureau des affaires étudiantes au (514) 398-6200. Pour tout autre problème lié à

l'utilisation de Minerva, appelez le service de dépannage de Minerva au (514) 398-4474.

#### **Vous avez oublié votre NIP?**

Si vous n'êtes pas en mesure de retrouver votre NIP, même avec l'aide de Minerva, appelez la ligne d'assistance téléphonique de Minerva au (514) 398-4474.

### **4.3.3 Autres façons de s'inscrire**

#### **4.3.3.1 Inscription en personne**

Si vous êtes un nouvel étudiant à statut particulier ou si vous êtes dans l'impossibilité de vous inscrire à l'aide de Minerva pour quelque raison que ce soit, vous devez vous inscrire en personne. Les inscriptions en personne se font sur rendez-vous seulement. Pour obtenir un rendez-vous, composez le (514) 398-2900.

À partir du 5 août pour le trimestre d'automne  
À partir du 2 décembre pour le trimestre d'hiver  
À partir du 6 avril pour le trimestre du printemps-été

Les étudiants qui doivent passer un test de classement pour une langue donnée doivent prendre rendez-vous au moins deux jours après le test.

#### **Documents à fournir lors de l'inscription EN PERSONNE :**

##### **ÉTUDIANTS QUI SE RÉINSCRIVENT**

- 1) Carte d'étudiant de McGill ou preuve de numéro matricule
- 2) Preuve de réussite des cours préalables

##### **NOUVEAUX ÉTUDIANTS ADMIS À UN PROGRAMME**

- 1) Lettre d'admission;
- 2) Preuve de réussite des cours préalables;
- 3) Si vous étiez un étudiant à statut particulier, votre carte d'étudiant;
- 4) Documents d'attestation de résidence ou de citoyenneté, s'ils n'ont pas encore été fournis.

##### **NOUVEAUX ÉTUDIANTS À STATUT PARTICULIER**

(Voir [section 3.8, « Étudiants à statut particulier »](#))

- 1) Preuve de citoyenneté canadienne ou de résidence permanente (Voir [section 4.2.2, « Documents légaux »](#));
- 2) Preuve de résidence au Québec (le cas échéant) (voir [section 4.2.2, « Documents légaux »](#));
- 3) Code permanent (voir [section 4.2.2, « Documents légaux »](#));
- 4) Pièce d'identité personnelle supplémentaire (avec photo);
- 5) Preuve de réussite aux cours préalables;
- 6) Preuve de compétence en anglais, s'il y a lieu ([section 6.8.2, « Preuve de compétence en anglais »](#) et [section 7.3.2, « Preuve de compétence en anglais »](#)).

##### **ÉTUDIANTS À STATUT PARTICULIER QUI S'INSCRIVENT À DES COURS DE 2<sup>e</sup> OU DE 3<sup>e</sup> CYCLES**

- 1) Un relevé de notes non officiel en anglais ou en français confirmant l'achèvement du diplôme, et le cas échéant, un avis d'études du ministère de l'Immigration et des Communautés culturelles du Québec.
- 2) Si votre diplôme ne vous a pas encore été octroyé, une lettre de votre université d'origine confirmant la date escomptée d'achèvement du diplôme. N'oubliez pas de prendre les dispositions nécessaires pour que votre relevé de notes officiel nous parvienne avant la fin du trimestre.
- 3) Preuve de compétence en anglais, le cas échéant (voir [section 7.3.2, « Preuve de compétence en anglais »](#)). La non-production des documents énumérés ci-dessus vous empêchera de vous inscrire aux cours.

Pour les études de traduction, voir [section 14.3.2.3, « Critères généraux »](#).

##### **ÉTUDIANTS ÉTRANGERS**

En plus des pièces requises ci-dessus, vous devez également vous munir de ce qui suit :

- 1) Votre plan d'études;

- 2) Une copie valide de votre permis d'études et de votre Certificat d'acceptation du Québec ou tout autre document prouvant votre statut légal au Canada;
- 3) Votre passeport valide;
- 4) Votre numéro d'assurance-maladie (si vous ne vous êtes pas encore procuré votre assurance maladie, vous devez le faire, avant votre inscription, au pavillon Brown des services aux étudiants, situé au 3600, rue McTavish).

#### **4.3.3.2 Inscription à des ateliers, séminaires et cours de courte durée**

Pour vous inscrire dans les domaines suivants, reportez-vous aux sections correspondantes de cet annuaire :

Études générales/ section 12, « Études générales »  
Perfectionnement professionnel section 13, « Institut d'études à la retraite de McGill »  
IERM

#### **4.3.3.3 Inscription par procuration**

Si vous n'êtes pas en mesure de vous inscrire vous-même pendant les périodes prévues, vous pouvez le faire par procuration. Pour cela, vous devez obtenir un formulaire d'inscription par procuration au Centre d'éducation permanente ou à l'adresse suivante : [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms). Ce formulaire, dûment rempli et signé par vous et par la personne à qui vous donnez procuration, doit être présenté lors de l'inscription en personne. Les formulaires d'inscription par procuration expédiés au Centre par télécopieur ne sont pas acceptés. Le mandataire doit également produire les documents que vous devriez présenter si vous vous inscriviez en personne et être en mesure de régler intégralement les droits de scolarité (voir [section 4.3.3.1, « Inscription en personne »](#)).

#### **4.3.3.4 Inscription par courrier, par télécopieur ou par Internet**

Les étudiants qui souhaitent s'inscrire à des cours, à des ateliers ou à des séminaires du Département des études générales sont priés de se reporter au site Internet correspondant : [www.mcgill.ca/conted-general](http://www.mcgill.ca/conted-general).

### **4.3.4 Abandons de cours et remboursements**

L'étudiant est tenu responsable des droits correspondants à tous les cours auxquels il s'inscrit. Tout abandon doit se faire de manière officielle. Ne plus assister à un cours ou informer un professeur qu'on n'y assistera plus ne suffit pas pour constituer un abandon de cours.

#### **4.3.4.1 Comment abandonner un cours?**

L'abandon d'un cours se fait comme suit :

- En ligne, par le biais de Minerva (*Registration menu*)
- En personne. Remplissez le formulaire de changement de cours « *Course Change Form* » disponible sur le site suivant : [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms) et présentez-le au Bureau des affaires étudiantes.

#### **4.3.4.2 Période d'ajout ou d'abandon de cours**

Les cours abandonnés avant ou pendant la période d'inscription tardive et la période de changement de cours ne figurent pas dans votre dossier étudiant. Vous pouvez changer de section, ajouter ou abandonner des cours durant cette période uniquement. Vous aurez alors droit au remboursement des cours abandonnés moins des frais d'administration de 20 \$ par cours. Veuillez noter les dates limites d'ajout ou d'abandon de cours figurant dans le Supplément à l'annuaire.

#### **4.3.4.3 Abandon de cours - note de W**

Chaque trimestre comporte deux périodes d'abandon à l'exception des cours du trimestre de printemps-été; l'une avec remboursement des droits de scolarité et l'autre sans remboursement. Il est donc essentiel que vous preniez note des dates limites pour pouvoir obtenir votre remboursement.



Si vous manquez l'échéance, vous devrez acquitter les droits relatifs au cours. Durant les deux périodes prévues pour l'abandon des cours, vous pourrez procéder aux changements par le biais de Minerva. Vous recevrez alors la note W, qui ne modifie en rien votre moyenne pondérée cumulative. Inversement, si vous ne procédez pas à un abandon dans les normes, durant la période prévue à cet effet et si vous ne terminez pas votre cours,

vous recevrez la note J (échec) qui, elle, correspond à un zéro dans le calcul de votre moyenne pondérée.

Les périodes d'inscription officielles et les échéances pour l'abandon des cours sont publiées avant le début de chaque trimestre. Veuillez vous référer au Supplément à l'annuaire pour les dates spécifiques.

#### CALENDRIER DES INSCRIPTIONS SUR MINERVA 2008/2009

	Automne	Hiver
Étudiants en renouvellement d'inscription	Du 2 juillet au 2 septembre	Du 30 octobre au 5 janvier
Nouveaux étudiants	Du 8 juillet au 2 septembre	Du 4 novembre au 5 janvier
Étudiants à statut particulier en réinscription	Du 15 juillet au 2 septembre	Du 11 novembre au 5 janvier

#### Inscription tardive et changements de cours

	Automne	Hiver
Tous les étudiants, à l'exception des Études générales	Du 3 au 16 septembre	Du 6 au 20 janvier

#### 4.3.5 Date d'entrée en vigueur pour les remboursements

La date d'entrée en vigueur pour le remboursement est la date à laquelle le formulaire de changement de cours officiel a été rempli ou celle à laquelle le changement a été effectué à l'aide de Minerva. La date de l'avis donné au chargé de cours ou la date à laquelle l'étudiant cesse d'assister au cours ne sera pas prise en considération. Il ne pourra être tenu compte de circonstances personnelles, notamment d'une mutation dans une autre ville ou d'autres engagements acceptés par l'étudiant après l'inscription.

L'abandon d'un cours ou tout autre motif n'entraîne pas automatiquement le remboursement des droits. L'étudiant doit présenter une demande écrite, à défaut de quoi tout remboursement auquel il a droit par suite d'un abandon de cours ou de droits payés en trop sera crédité à son compte.

**Nota :** Des règles particulières au remboursement s'appliquent aux cours d'une durée de dix sessions ou moins ou aux cours qui sont de nature spécialisée, selon la nature et le type de cours. Veuillez nous consulter durant la période d'inscription pour tout détail à cet effet.

Pour se conformer au règlement de la faculté, les étudiants à temps plein inscrits à des cours d'éducation permanente qui souhaitent abandonner leurs cours doivent le faire dans les délais précisés par leur faculté. Ils sont invités à consulter l'annuaire de leur faculté pour connaître le montant du remboursement qui leur sera accordé ainsi que la marche à suivre.

#### DEMANDE DE REMBOURSEMENT

Pour toute demande de remboursement, veuillez remplir le formulaire de « Demande de remboursement » disponible à l'adresse suivante [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms) et le retourner au Bureau des affaires étudiantes.

Si le cours que vous abandonnez est le seul auquel vous étiez inscrit, vous devez retourner votre carte d'étudiant, car celle-ci appartient à McGill. Après déduction de tous les frais d'administration relatifs au changement de cours ou à l'annulation, le chèque de remboursement sera posté dans un délai de quatre semaines.

#### 4.3.6 Cours contingentés

Le Centre se réserve le droit de limiter les inscriptions à un cours, pour des motifs pédagogiques ou lorsque l'exiguïté des lieux l'exige. Le cas échéant, l'inscription se fera alors selon l'ordre d'arrivée, la préférence étant donnée aux étudiants officiellement inscrits à un programme de certificat, de diplôme ou de grade.

#### 4.3.7 Inscription à des cours administrés par d'autres facultés

Dans certains cas exceptionnels, le département peut autoriser un étudiant à s'inscrire à un cours administré par une autre

faculté pour obtenir des unités dans le cadre de son programme. L'admission à ce cours est laissée à la discrétion de la faculté concernée. Le nombre de cours qu'il est possible de suivre dans d'autres facultés est limité et doit faire l'objet d'une autorisation.

Vous ne pouvez pas utiliser Minerva pour vous inscrire à ces cours. Pour obtenir l'autorisation pour vous inscrire à un cours administré par une autre faculté, vous devez être admis officiellement à un programme du Centre d'éducation permanente et prouver que vous avez satisfait à tous les cours préalables.

Pour pouvoir vous inscrire à ce cours, vous devez également obtenir l'autorisation écrite du directeur de votre département ou du conseiller de programme. Pour ces inscriptions, l'étudiant est tenu de se conformer à tous les règlements du Centre et NON à ceux de la faculté où se donne le cours. Cela vaut également pour les demandes de transfert, les abandons et les demandes de remboursement. Néanmoins, vous devez suivre les règlements de la faculté où le cours se donne en ce qui a trait aux conflits d'horaire pour les examens et aux demandes de report d'examen. Veuillez prendre note que certaines facultés n'offrent pas d'examen de reprise. Tout échec entraînera la reprise du cours.

#### 4.3.8 Inscription à des cours du Centre d'éducation permanente pour les étudiants inscrits à un programme de grade de McGill à temps plein

Les étudiants inscrits à un programme à temps plein dans une faculté peuvent utiliser Minerva pour s'inscrire à un cours du Centre d'éducation permanente. Si vous êtes inscrit à un programme de grade de McGill et si vous souhaitez suivre un cours du Centre d'éducation permanente assorti d'unités en vue de l'obtention de votre titre universitaire, vous devez y être autorisé par votre faculté.

Si vous êtes inscrit à un programme de grade de McGill et que vous souhaitez suivre un cours du Centre d'éducation permanente par intérêt ou pour votre perfectionnement personnel, vous pouvez normalement vous y inscrire en utilisant Minerva. À l'exception de certains cours de courte durée, des ateliers et des séminaires du département d'Études générales, ces cours figurent sur votre relevé de notes officiel; toutefois, ils ne pourront être pris en compte pour l'obtention de votre diplôme.

**Nota :** Les étudiants à temps plein inscrits dans d'autres facultés ne peuvent s'inscrire aux cours de langues française et anglaise.

#### 4.3.9 Inscription tardive

Vous pouvez vous inscrire après les dates normales d'inscription, sous réserve qu'il reste des places dans les cours de votre choix. Les périodes d'inscription tardive sont précisées dans le Supplément à l'annuaire. Des frais de 25 \$ vous seront facturés, que vous vous soyez inscrit par le biais de Minerva ou en personne.

### 4.3.10 Horaire des cours

En général, l'horaire des cours pour les trimestres d'automne et d'hiver à venir est disponible à la mi-mars au site suivant : [www.mcgill.ca/courses](http://www.mcgill.ca/courses). (L'horaire des cours pour le trimestre d'été est en général disponible en janvier.)

L'horaire des cours précise les jours et les heures auxquels les cours sont offerts, leur lieu, le nom des chargés de cours ainsi qu'un certain nombre de renseignements et remarques supplémentaires. L'horaire des cours répertoriés dans l'annuaire peut être consulté en cliquant sur le numéro de référence du cours qui figure au côté de chaque section de cours présentée.

Les étudiants doivent prendre note de tous les critères de préinscription applicables aux cours qu'ils choisissent, tels que les tests de classement ou la nécessité d'obtenir l'approbation ou l'autorisation de leur département.

L'horaire des cours est sujet à changement et il est mis à jour au fur et à mesure que les cours sont ajoutés, annulés, reprogrammés ou déplacés. Il appartient à tous les étudiants de consulter l'horaire des cours au moment de leur inscription, puis au début des cours pour s'assurer que les changements apportés au calendrier n'entraînent pas de conflits dans leur horaire d'études.

Les étudiants doivent s'inscrire à au moins un cours avant la fin de la période normale des inscriptions pour éviter d'avoir à acquitter un supplément de retard de 25 \$. En cas de doute sur les cours auxquels il convient de s'inscrire, les étudiants sont priés de consulter un conseiller.

Un supplément à l'annuaire est publié trois fois par an et contient des renseignements particuliers sur les dates d'inscription et des renseignements concernant le trimestre à venir. En cas d'écart, l'information figurant dans le supplément a préséance.

### 4.3.11 Information et règlements sur les cours

Pour plus de renseignements sur les cours, les étudiants sont priés de se reporter à la [section 15, « Information sur les Cours, Règlements et Descriptions »](#).

### 4.3.12 Entente relative aux autorisations d'études hors-établissement entre les universités du Québec

L'Entente relative aux autorisations d'études hors-établissement entre les universités du Québec permet aux étudiants de s'inscrire simultanément à McGill et dans un autre établissement universitaire du Québec.

#### 4.3.12.1 Étudiants de McGill

Les étudiants inscrits à un programme de 1<sup>er</sup>, 2<sup>e</sup> ou 3<sup>e</sup> cycle, de diplôme ou de certificat à McGill peuvent, moyennant l'autorisation de leur faculté, s'inscrire à des cours dans n'importe quelle autre université du Québec en plus de leur inscription à McGill. Sous réserve des règlements de la faculté, ces cours seront reconnus par McGill pour le programme auquel l'étudiant est inscrit jusqu'à concurrence de la limite imposée par les exigences en matière de résidence qui s'appliquent. Ce privilège sera accordé s'il existe des raisons universitaires pertinentes.

Les étudiants qui souhaitent se prévaloir de cette entente doivent consulter le Bureau des affaires étudiantes pour plus de renseignements et doivent savoir que cette entente est assujettie aux conditions suivantes :

Les autres universités n'ont aucune obligation d'accepter l'inscription d'un étudiant à quelque cours que ce soit.

- Les étudiants doivent satisfaire aux exigences de leur faculté et de leur programme.
- Les étudiants ont la responsabilité de s'informer adéquatement afin que les cours suivis à McGill n'entraînent pas de conflits d'horaire avec ce(s) cours.
- Les universités concernées n'ont aucune responsabilité envers les étudiants qui nécessiteraient des dispositions particulières en raison de conflits d'horaires ou d'examen.

- Les notes obtenues au cours suivi dans une autre université n'apparaîtront pas sur le relevé de notes de McGill et ne seront pas incluses dans la moyenne pondérée.
- Les étudiants en échange provenant de l'extérieur du Québec et qui fréquentent McGill ne sont pas admissibles aux cours offerts par d'autres établissements québécois dans le cadre de l'entente relative aux autorisations d'études hors-établissement entre les universités du Québec.
- Les étudiants doivent être informés qu'en cas de réception tardive des résultats obtenus dans une autre université, leur remise de diplôme pourrait être retardée.

Les étudiants doivent remplir une demande d'autorisation d'études hors-établissement en ligne (<http://francais.mcgill.ca/student-records/register/iut>) pour obtenir les autorisations nécessaires. Les étudiants peuvent également obtenir des renseignements complémentaires sur le site Internet de leur faculté.

**Nota :** Après l'autorisation de la demande par les universités d'attache et d'accueil, l'étudiant est tenu de s'inscrire aux cours qui ont été approuvés par voie électronique. Les modalités d'inscription varient selon l'université d'accueil (Internet, en personne, par téléphone ou autre). **Les étudiants sont priés de soumettre leur demande électronique dans un délai permettant de respecter les échéanciers d'inscription établis par l'université d'accueil. Par ailleurs, les étudiants sont tenus de respecter les dates limites d'inscription de l'université d'accueil.** Les étudiants qui souhaitent par la suite abandonner ou se retirer des cours qui ont été approuvés devront le faire conformément aux procédures de l'université d'accueil ET soumettre le changement sur la demande d'autorisation d'études hors-établissement en ligne.

Les notes obtenues aux cours seront transmises automatiquement à l'université d'attache par l'université d'accueil.

#### 4.3.12.2 Étudiants d'autres universités

Les étudiants des autres universités du Québec qui souhaitent étudier à McGill dans le cadre de l'entente interuniversitaire doivent faire leur demande en ligne et demander les autorisations nécessaires sur <http://francais.mcgill.ca/student-records/register/iut>. Les étudiants des autres universités du Québec doivent également se reporter au site Internet de leur université d'attache pour prendre connaissance des règlements applicables au nombre d'unités autorisées, ainsi qu'aux politiques de transfert d'unités.

**Nota :** Lorsque la demande d'études hors-établissement est approuvée par l'université d'accueil et l'université d'attache, l'étudiant est tenu de s'inscrire aux cours qui ont été approuvés par voie électronique. Au Centre d'éducation permanente, l'étudiant visiteur dont la demande a été approuvée devra s'inscrire sur rendez-vous et en personne seulement (veuillez consulter la [section 4.3.3.1, « Inscription en personne »](#)). Les étudiants des autres universités du Québec seront avisés par courrier électronique des étapes à suivre pour s'inscrire une fois que leur demande aura été approuvée. **Les étudiants sont priés de soumettre leur demande électronique dans un délai permettant de respecter les échéanciers d'inscription établis par l'université d'accueil. Par ailleurs, les étudiants sont tenus de respecter les dates limites d'inscription établis par l'université d'accueil.** Les étudiants qui souhaitent par la suite abandonner ou se retirer des cours qui ont été approuvés devront le faire conformément aux procédures de l'université d'accueil ET soumettre le changement sur la demande d'autorisation d'études hors-établissement en ligne.

Les notes obtenues aux cours suivis seront transmises automatiquement à l'université d'attache par l'université d'accueil.

#### 4.3.13 Auditeur libre

À l'Université McGill, il est interdit d'assister à un cours à titre d'auditeur libre.

## 4.4 Droits

L'Université se réserve le droit de modifier le barème des droits sans préavis. (**Nota** : L'information figurant dans cette section date du début de mois de février 2008. Les droits à payer pour l'année scolaire 2008-2009 se préciseront à la fin du printemps). Veuillez consulter le site Internet des comptes étudiants [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) pour plus de renseignements sur les droits.

Le Centre d'éducation permanente ne peut être tenu responsable des droits payables à une association ou à un institut externe.

### BARÈME TYPE DES DROITS POUR LES COURS 2008-2009

#### COURS ASSORTIS D'UNITÉS

	Droits de scolarité	Frais d'inscription*	Frais de technologie de l'information*	Frais de relevés de notes et de diplôme*	Redevances de droits d'auteur	AEEPM	Total
<b>Étudiants du Québec :</b>							
1 cours de 3 unités	186,81 \$	21,06 \$	20,58 \$	3,72 \$	2,34 \$	12,99 \$	247,50 \$
2 cours de 3 unités	373,62 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	25,98 \$	495,00 \$
1 cours de 6 unités	373,62 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	12,99 \$	482,01 \$
4 cours de 3 unités	747,24 \$	84,24 \$	82,32 \$	14,88 \$	9,36 \$	51,96 \$	990,00 \$
<b>Personnes du troisième âge :</b>							
1 cours de 3 unités	93,41 \$	21,06 \$	20,58 \$	3,72 \$	2,34 \$	12,99 \$	154,10 \$
2 cours de 3 unités	186,81 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	25,98 \$	308,19 \$
<b>Étudiants canadiens hors Québec :</b>							
1 cours de 3 unités	537,84 \$	21,06 \$	20,58 \$	3,72 \$	2,34 \$	12,99 \$	598,53 \$
2 cours de 3 unités	1 075,68 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	25,98 \$	1 197,06 \$
1 cours de 6 unités	1 075,68 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	12,99 \$	1 184,07 \$
<b>Étudiants étrangers - premier cycle**</b>							
1 cours de 3 unités	1 396,50 \$	21,06 \$	20,58 \$	3,72 \$	2,34 \$	12,99 \$	1 457,19 \$
1 cours de 6 unités	2 793,00 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	12,99 \$	2 901,39 \$
4 cours de 3 unités	5 586,00 \$	84,24 \$	82,32 \$	14,88 \$	9,36 \$	51,96 \$	5 828,76 \$
<b>Étudiants étrangers - 2<sup>e</sup> - 3<sup>e</sup> cycles**</b>							
1 cours de 3 unités	1 198,59 \$	21,06 \$	20,58 \$	3,72 \$	2,34 \$	12,99 \$	1 259,28 \$
1 cours de 6 unités	2 397,18 \$	42,12 \$	41,16 \$	7,44 \$	4,68 \$	12,99 \$	2 505,57 \$
4 cours de 3 unités	4 794,36 \$	84,24 \$	82,32 \$	14,88 \$	9,36 \$	51,96 \$	5 037,12 \$

\* Basé sur l'approximation de l'indice du coût de la vie à la fin du mois de janvier calculé par Statistiques Canada. En attente de l'approbation des groupes étudiants.

\*\* Les droits des étudiants étrangers indiqués ci-haut sont basés sur les droits en vigueur pour l'année 2007-2008; l'évaluation de ceux-ci n'était pas complétée lors de la publication de cet annuaire.

#### COURS NON ASSORTIS D'UNITÉS

##### Cours à temps partiel

##### Étudiants du Québec :

Cours d'anglais	337,00 \$	- \$	- \$	- \$	- \$	12,99 \$	349,99 \$
Cours de français	337,00 \$	- \$	- \$	- \$	- \$	12,99 \$	349,99 \$
Cours d'espagnol	273,00 \$	- \$	- \$	- \$	- \$	12,99 \$	285,99 \$

##### Étudiants étrangers :

Cours d'anglais	437,00 \$	- \$	- \$	- \$	- \$	12,99 \$	449,99 \$
Cours de français	437,00 \$	- \$	- \$	- \$	- \$	12,99 \$	449,99 \$
Cours d'espagnol	425,00 \$	- \$	- \$	- \$	- \$	12,99 \$	437,99 \$

##### Personnes du troisième âge :

Cours d'anglais	168,50 \$	- \$	- \$	- \$	- \$	12,99 \$	181,49 \$
Cours de français	168,50 \$	- \$	- \$	- \$	- \$	12,99 \$	181,49 \$
Cours d'espagnol	136,50 \$	- \$	- \$	- \$	- \$	12,99 \$	149,49 \$

#### PROGRAMMES INTENSIFS DE LANGUES

##### Étudiants canadiens :

Cours intensif d'anglais	1 982,00 \$	- \$	- \$	- \$	- \$	12,99 \$	1 994,99 \$
Cours intensif de français	1 652,00 \$	- \$	- \$	- \$	- \$	12,99 \$	1 664,99 \$

**Étudiants étrangers :**

Cours intensif d'anglais	2 582,00 \$	- \$	- \$	- \$	- \$	12,99 \$	2 594,99 \$
Cours intensif de français	2 122,00 \$	- \$	- \$	- \$	- \$	12,99 \$	2 134,99 \$

Droits en vigueur depuis mai 2008

**4.4.1 Accès aux renseignements sur les droits**

Les étudiants peuvent consulter leur compte par trimestre sur Minerva. Les droits applicables au trimestre d'automne 2008 seront disponibles à partir du 1<sup>er</sup> août.

**4.4.2 Droits de scolarité**

Les droits de scolarité s'établissent selon le statut de citoyenneté et de résidence de l'étudiant. Prière de se reporter à la [section 4.2.2, « Documents légaux »](#) pour plus de renseignements à ce sujet.

**4.4.2.1 Étudiants du Québec**

Les droits de scolarité demandés aux étudiants du Québec, qu'ils soient canadiens ou résidents permanents, s'élèvent à 62,27 \$ par unité. Selon les exigences en vigueur dans la province, les étudiants doivent prouver qu'ils ont bien droit au tarif du Québec (voir [section 4.2.2.2, « De quels documents avons-nous besoin? »](#) pour plus de renseignements).

**Nota :** Les étudiants qui ne soumettent pas les documents exigés dans les délais prescrits seront facturés au tarif prévu pour les étudiants canadiens des autres provinces ou au tarif en vigueur pour les étudiants étrangers, selon les documents fournis. Si l'attestation de statut nous parvient après la facturation, mais avant la date limite prévue pour la soumission des documents, les frais supplémentaires seront annulés. Si votre statut au regard des droits de scolarité change pendant la période d'évaluation et se traduit par une réduction des droits, les suppléments de retard ou intérêts courus sur le solde seront également annulés.

**4.4.2.2 Étudiants des autres provinces (étudiants canadiens ou résidents permanents)**

Les droits de scolarité demandés aux étudiants des autres provinces que le Québec (Canadiens ou résidents permanents) s'élèvent à 179,28 \$ par unité (62,27 \$ tarif québécois plus un ajout de 117,01 \$ de supplément hors-province). Selon les exigences en vigueur dans la province, les étudiants doivent prouver qu'ils ont bien droit au tarif demandé aux étudiants canadiens des autres provinces (voir [section 4.2.2, « Documents légaux »](#)).

**Nota :** Les étudiants qui ne soumettent pas les documents exigés dans les délais prescrits seront facturés au tarif prévu pour les étudiants étrangers. Si l'attestation de statut nous parvient après la facturation, mais avant la date limite prévue pour la soumission des documents, les frais supplémentaires seront annulés. Si votre statut au regard des droits de scolarité change pendant la période d'évaluation et se traduit par une réduction des droits, les suppléments de retard ou intérêts courus sur le solde seront également annulés.

**4.4.2.3 Étudiants étrangers (tarifs 2007-2008)**

Lors de la publication de cet annuaire, les changements relatifs aux droits de scolarité des étudiants étrangers n'avaient pas été annoncés. Nous recommandons aux étudiants de vérifier le site Internet des comptes étudiants ([www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)) pour tout avis qui y sera consigné aussitôt l'information reçue. En 2007-2008, les droits de scolarité demandés aux étudiants étrangers de premier cycle s'élevaient à 465,50 \$ par unité; les droits demandés aux étudiants étrangers de deuxième cycle s'élevaient à 399,53 \$ par unité. Les étudiants étrangers pourront demander une exonération des droits applicables aux étudiants étrangers s'ils appartiennent à certaines catégories. Les étudiants qui sont admissibles à ces exonérations devront acquitter les droits demandés aux étudiants du Québec.

La liste des catégories et les formulaires correspondants peuvent être retirés à la Gestion de l'effectif étudiant. Des

renseignements sont également disponibles sur le site suivant : <http://francais.mcgill.ca/students>.

**4.4.2.4 Droits applicables aux cours non assortis d'unités**

Les droits applicables aux cours non assortis d'unités, aux séminaires ou aux cours de courte durée non indiqués sur le relevé officiel de notes de McGill sont indiqués dans les pages jaunes de cet annuaire ou sur le site Internet du Centre d'éducation permanente à [www.mcgill.ca/conted](http://www.mcgill.ca/conted). S'il y a lieu, les frais de l'AEPPM seront ajoutés (voir [section 1.7, « Gouvernance étudiante »](#)).

**4.4.2.5 Personnes du troisième âge**

Si vous avez 65 ans ou plus et que vous vous inscrivez à un cours assorti ou non d'unités, vous bénéficiez d'une réduction de 50 % sur les droits de scolarité applicables aux étudiants du Québec. Cette politique s'applique aux étudiants qui ont 65 ans au 30 septembre pour le trimestre d'automne et au 31 janvier pour le trimestre d'hiver. Ces réductions ne s'appliquent pas aux cours intensifs d'anglais ou de français, aux programmes spéciaux des Études générales, ou à l'adhésion à l'Institut d'études à la retraite de McGill. Les personnes du troisième âge qui paient les droits de scolarité s'appliquant aux étudiants étrangers ou non québécois se verront créditer la moitié des droits s'appliquant aux étudiants québécois pour leur programme.

**4.4.2.6 Aide financière destinée aux membres du personnel de l'Université McGill**

Les membres du personnel de l'Université McGill peuvent avoir droit à un remboursement partiel de leurs droits de scolarité. Pour plus de détails, veuillez vous reporter au Manuel des procédures administratives de l'Université (*University Administrative Handbook* - [www.mcgill.ca/adminhandbook](http://www.mcgill.ca/adminhandbook)) et à la convention collective de l'AAPNEUM (MUNACA).

**4.4.2.7 Exonération des droits de scolarité pour les personnes à charge des membres du personnel**

Les étudiants qui pensent être admissibles à cette exonération doivent télécharger le formulaire correspondant au site Internet suivant : [www.mcgill.ca/benefits/forms](http://www.mcgill.ca/benefits/forms) et le faire parvenir dûment rempli soit à la Gestion de l'effectif étudiant, soit au Centre d'éducation permanente, selon le cas.

Le montant de l'exonération est crédité à votre compte dès que toutes les signatures exigées auront été obtenues.

Pour plus de renseignements, se reporter à la convention collective de l'AAPNEUM (MUNACA) ou à la Politique relative aux personnes à charge des membres du personnel du Manuel des procédures administratives ([www.mcgill.ca/adminhandbook](http://www.mcgill.ca/adminhandbook)).

**4.4.3 Prêts et bourses**

Les étudiants à temps plein (inscrits à un minimum de 12 unités par trimestre) peuvent présenter des demandes de prêts et bourses au gouvernement provincial. Veuillez consulter le site : <http://francais.mcgill.ca/studentaid> pour toute information relative aux bourses d'admission, à l'assistance financière provinciale et fédérale, aux prêts et bourses de McGill ainsi qu'aux prêts disponibles pour les citoyens des États-Unis.

**4.4.4 Droits obligatoires****Association des étudiants d'éducation permanente de McGill (AEPPM)**

Des frais supplémentaires de 12,99 \$ par cours sont prélevés par l'Université au nom de l'Association des étudiants d'éducation permanente de McGill (AEPPM).

## Exceptions

- 1) Les étudiants qui sont inscrits à des cours de courte durée, à des séminaires ou à des ateliers dont les résultats ne figurent pas sur les relevés de notes officiels de McGill ne font pas partie de l'AEPM et ne paient pas les frais supplémentaires correspondants.
- 2) Les frais de l'AEPM ne s'appliquent pas aux étudiants qui font déjà partie de l'Association des étudiants de l'Université McGill, sauf dans le cas de certains étudiants qui sont inscrits à plus d'un programme. Pour de plus amples renseignements sur l'AEPM, voir [section 1.7, « Gouvernance étudiante »](#).

## Frais d'administration

Les droits ci-dessous représentent une **approximation** du coût de la vie selon l'indice du coût de la vie calculé par Statistiques Canada. Ces chiffres seront mis à jour et disponibles sur le site Internet des comptes étudiants ([www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)) selon l'indice à la fin de janvier 2008, une fois approuvés par les groupes étudiants.

## Frais d'inscription

L'Université facture des frais d'inscription de 7,02 \$ par unité à tous les étudiants qui s'inscrivent à des cours et des programmes.

## Frais de technologie de l'information

L'Université impose des frais pour les technologies de l'information de 6,86 \$ par unité à tous les étudiants inscrits à des cours et programmes assortis d'unités. L'objectif de ces frais consiste à améliorer certains services technologiques fournis aux étudiants et de leur offrir la formation et l'appui nécessaires pour qu'ils puissent bien exploiter les nouvelles technologies de l'information.

## Frais de relevés de notes et de diplôme

L'Université facture des frais de relevé de notes de 1,24 \$ par unité à tous les étudiants. Cela leur permet de demander gratuitement leur relevé de notes.

## Redevances de droits d'auteur

Tous les étudiants inscrits à des cours ou à des programmes paient les redevances de droits d'auteur servant à régler la cotisation annuelle que toutes les universités du Québec sont tenues de verser à Copibec (consortium qui protège les intérêts des auteurs et des éditeurs) qui leur donne le droit de photocopier les documents protégés par un droit d'auteur. L'Université facture une redevance au titre des droits d'auteur de 0,78 \$ par unité à tous les étudiants.

## 4.4.5 Autres droits

Assurance-maladie et accident pour les étudiants étrangers (obligatoire)	
Protection individuelle	639 \$
Personnes à charge	1 794 \$
Protection familiale (2 personnes à charge ou plus)	3 408 \$
Demande d'admission (programmes assortis d'unités)	60 \$
Inscription tardive (non remboursable)	25 \$
Test de classement pour les cours de langue	25 \$
Changement de cours	20 \$
Abandon de cours avant la date limite fixée pour le remboursement	20 \$
Relecture d'examen (remboursable si la note alphabétique est plus élevée)	35 \$
Examens de reprise	35 \$
Remplacement de la carte d'étudiant	20 \$
Chèques nuls ou chèques sans provision	20 \$
Changement de date d'examens	30 \$
Exemption par un examen	50 \$

Examen d'équivalence (cours de langues anglaise et française)	100 \$
Test de compétence en anglais du Centre d'éducation permanente (TELP)	100 \$
<b>Programmes intensifs de langue</b>	
Demande d'admission	75 \$
Abandon de cours avant la date limite fixée pour le remboursement	200 \$

## 4.4.6 Facturation et dates d'échéance

### Facturation

Le montant des droits est calculé chaque trimestre. La facturation électronique est le moyen officiel d'émission des relevés de droits de scolarité à l'intention des étudiants de l'Université McGill. Tous les frais imputés au compte de l'étudiant, notamment les droits de scolarité, les droits d'assurance-maladie ou tout autre supplément, figurent sur la facture électronique. Les factures électroniques sont généralement produites au début du mois et un courriel avisant que celles-ci sont disponibles sur Minerva est envoyé à l'adresse de courriel officielle de chaque étudiant à McGill. Les frais qui se produisent après la date de facturation figureront sur le relevé du mois suivant, mais il sera possible de les consulter immédiatement sur la page *Account Summary by Term* de Minerva (l'écran d'accès direct au solde de compte).

La non-réception des factures ne représente pas une raison valable pour l'annulation des intérêts. Il est fortement recommandé aux étudiants de consulter le site Internet du Service des comptes étudiants ([www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)) pour connaître les dates limites de paiement.

### Suppléments de retard

Les étudiants avec un solde supérieur à 100 \$ à leur compte au 30 octobre (28 février pour le trimestre d'hiver) devront acquitter un supplément de retard de 25 \$, en plus des intérêts courus.

## 4.4.7 Autres politiques relatives aux droits

### 4.4.7.1 Comptes en souffrance

Tous les droits de scolarité et frais facturés par l'Université doivent être réglés au complet ou des dispositions doivent être prises pour les régler.

Les comptes des étudiants sont considérés comme étant en souffrance lorsqu'ils ne sont pas payés au complet dans les 60 jours suivant l'émission de la facture. Un blocage financier sera mis sur ces comptes, empêchant les étudiants d'obtenir leurs relevés de notes officiels et d'accéder aux fonctions d'inscription de Minerva.

**Intérêts** : Des intérêts sont facturés sur les soldes impayés au taux mensuel de 1,24 % multiplié par le solde impayé à la fin du mois (14,9 % par année). Le taux est établi chaque printemps, et ce, pour l'année universitaire suivante.

Les étudiants sont avisés de vérifier régulièrement le solde de leur compte sur Minerva.

L'Université n'est pas tenue d'émettre des relevés de notes, de décerner des diplômes ou de réinscrire un étudiant en cas de non règlement des droits de scolarité, d'amendes de bibliothèque, de frais de résidence ou de prêts en souffrance aux dates d'échéance prescrites.

### Information à l'intention des étudiants inscrits

Les étudiants inscrits aux cours d'un trimestre donné et qui ont une dette remontant à un trimestre antérieur doivent régler celle-ci ou prendre des dispositions avec le Service des comptes étudiants avant la fin de la période d'ajout ou d'abandon de cours. Les étudiants en difficultés financières doivent d'abord consulter le Service d'aide financière aux étudiants (Pavillon Brown, Services aux étudiants, bureau 3200; (514) 398-6013) afin de discuter de la possibilité d'obtenir une aide financière.

À défaut de régler une dette antérieure ou de prendre les dispositions nécessaires avant la fin de la période d'ajout ou d'abandon de cours, l'inscription aux cours du trimestre courant ou aux trimestres subséquents sera annulée.

#### Information à l'intention des étudiants qui ne sont plus inscrits

Les comptes en souffrance des étudiants qui ne règlent pas leur dette, ne prennent pas des dispositions convenables pour le faire ou ne fournissent pas au Service des comptes étudiants des coordonnées à jour, seront confiés à une agence de recouvrement. Si ni l'Université ni l'agence de recouvrement n'est en mesure d'obtenir le règlement d'un compte, l'Université se réserve le droit de déclarer l'étudiant en cause à une agence d'évaluation du crédit. Les étudiants doivent savoir que l'Université est habilitée à utiliser tous les moyens légaux à sa disposition pour obtenir le règlement d'une somme qui lui est due et qu'ils doivent payer tous les frais associés au recours à ces moyens.

#### Annulation d'inscription pour défaut de paiement

Conformément à la politique de paiement des droits de scolarité, tel qu'indiqué à la [section 4.4.7.1](#), « **Comptes en souffrance** ».

Le Service des comptes étudiants prendra toutes les mesures raisonnables pour informer les étudiants, dont le compte est en souffrance et qui ont une dette supérieure à 100 \$ remontant au trimestre précédent, que leur inscription sera annulée pour défaut de paiement. L'annulation prendra effet le dernier jour de la période d'ajout ou d'abandon de cours, à moins que le compte n'ait été réglé ou que des dispositions financières n'aient été pris avec l'Université pour le régler avant cette date.

Après l'échéance de la période d'ajout ou d'abandon de cours, les étudiants qui règlent leur dette ou prennent des dispositions financières avec le Service des comptes étudiants pour la régler et qui veulent confirmer que leur inscription pour le trimestre courant ou le(s) trimestre(s) subséquent(s) est rétablie doivent remplir la demande de rétablissement disponible sur le site Internet des comptes étudiants dans la section des formulaires ([www.mcgill.ca/files/student-accounts/RequestforReinstatement-Form.pdf](http://www.mcgill.ca/files/student-accounts/RequestforReinstatement-Form.pdf)), puis la soumettre au Service des comptes étudiants, qui la transmettra à la Gestion de l'effectif étudiant pour approbation et traitement.

#### 4.4.7.2 Acceptation des droits de scolarité vs résultats universitaires

L'acceptation des droits par l'Université ne garantit nullement que les étudiants soient autorisés à poursuivre leurs études. S'il s'avère que leurs résultats universitaires ne leur permettent pas de poursuivre leurs études, tous les droits payés à l'avance seront remboursés sur demande présentée au Bureau des comptes étudiants.

#### 4.4.8 Report de paiement

##### Étudiants parrainés par une tierce partie

Les étudiants dont les droits de scolarité doivent être réglés par un organisme externe, comme le ministère des Anciens Combattants, l'Agence canadienne de développement international (ACDI), un gouvernement étranger ou leur département à l'Université (assistants d'enseignement ou préparateurs) doivent fournir une preuve écrite à cet effet. Les tierces parties et les étudiants doivent prévenir l'Université qu'un tiers acquittera les droits de sorte qu'un contrat puisse être élaboré et que cette information soit prise en compte dans les comptes étudiants. Il importe de prévenir l'Université au moins un mois avant le début du trimestre au cours duquel le contrat est censé prendre effet.

Pour plus de renseignements sur la procédure ainsi que les formulaires exigés, consultez l'adresse suivante : [www.mcgill.ca/studentaccounts/third](http://www.mcgill.ca/studentaccounts/third).

Lorsqu'un organisme parrain a accepté de régler les droits d'un étudiant, le règlement apparaîtra sur le compte des droits et réduira d'autant le solde à payer. L'Université se réserve le droit d'exiger le paiement. **Si l'organisme parrain ne règle pas les**

**droits dans les 90 jours suivant la facturation, l'étudiant sera tenu de payer les droits de scolarité majorés des intérêts courus et du supplément de retard.**

#### 4.4.9 Avantages fiscaux accordés aux entreprises

L'Université McGill est reconnue par le ministère de l'Emploi et de la Solidarité sociale comme établissement d'enseignement aux fins des avantages fiscaux accordés aux entreprises (numéro d'inscription 06C0084-00). Les sociétés qui règlent les droits de scolarité de leurs salariés sont admissibles à une déduction fiscale, conformément à la Loi 90, ou à un crédit d'impôt remboursable pour la formation. Pour plus de renseignements, veuillez consulter le site : [www.emploiquebec.net](http://www.emploiquebec.net).

#### 4.4.10 Reçus pour fins d'impôt

Des reçus pour fins d'impôt seront disponibles sur Minerva à compter de la fin février. Sous le menu étudiant « *Student Menu* », figure la rubrique « *Tax receipts* », les intéressés pourront choisir l'année d'imposition. Les données fiscales seront offertes pour un certain nombre d'années à compter de 2002; par ailleurs, les étudiants auront accès aux versions imprimables des formulaires officiels du gouvernement, au cas où ils auraient besoin de versions papier.

### 4.5 Dossier étudiant

#### 4.5.1 Résultats universitaires

À son entrée à l'Université, l'étudiant possède un dossier satisfaisant et ses résultats sont déterminés peu après chaque trimestre en fonction des règlements de la faculté dont il relève. Les résultats sont produits en janvier pour le trimestre d'automne, en mai pour le trimestre d'hiver et en septembre pour le trimestre d'été. Si les résultats de l'étudiant sont insatisfaisants, celui-ci devra demander sa réadmission auprès de sa faculté. Veuillez vérifier la section de cet annuaire relative aux résultats universitaires applicables à votre programme.

**Pour les étudiants de l'éducation permanente :** Si vos résultats sont insatisfaisants, veuillez vous adresser au comité d'appel de votre faculté pour demander votre réadmission.

#### 4.5.2 Système d'unités

La plupart des départements répertoriés dans cet annuaire utilisent un système d'unités; à chaque cours correspond donc un certain nombre d'unités, calculé en fonction du nombre d'heures de cours hebdomadaire. En général, un cours de trois unités correspond à trois heures de cours par semaine pendant un trimestre. Ce système ne s'applique toutefois pas à toutes les facultés. Les heures de laboratoire donnent généralement droit à moins d'unités. Les unités reflètent également la quantité de travail demandée aux étudiants - habituellement, deux heures d'étude pour chaque heure de cours.

Le nombre d'unités est indiqué entre parenthèses à côté du libellé du cours. Les étudiants peuvent comptabiliser ces cours pour satisfaire aux exigences de leur programme, à condition :

- 1) qu'ils aient été officiellement admis au programme, et;
- 2) que le cours suivi ait été autorisé d'avance pour leur programme par le vice-doyen de la faculté concernée ou par un directeur du Centre d'éducation permanente.

**Nota :** Les unités applicables aux cours qui s'échelonnent sur plusieurs trimestres (cours assortis des suffixes D1, D2; N1, N2; J1, J2, J3) ne sont attribués à l'étudiant que lorsque celui-ci a terminé avec succès tous les éléments des cours dans les délais impartis. Par exemple, l'étudiant devra suivre les éléments D1 et D2 dans le cadre de trimestres consécutifs et satisfaire aux exigences de chacun pour pouvoir obtenir les unités correspondantes.

### 4.5.3 Unités d'éducation permanente (unités EP)

Certains cours offerts par le Centre sont assortis d'unités d'éducation permanente. Ces cours ne peuvent normalement pas être intégrés à un programme assorti d'unités.

L'unité d'éducation permanente est une mesure du nombre d'heures de participation (présence ou étude ou les deux) à une activité d'éducation permanente structurée. Une unité EP correspond à dix heures de participation.

### 4.5.4 Notation et moyennes pondérées

Les cours sont notés par une lettre ou par un pourcentage, même si la note officielle obtenue à chaque cours est une note alphabétique. Depuis l'automne 2002, les formulaires de vérification, les relevés de notes et autres documents n'indiquent plus que les notes alphabétiques pour tous les trimestres ultérieurs. Au besoin, on calculera la moyenne de la classe qui figurera sur les relevés de notes et qui sera exprimée comme la note alphabétique la plus représentative des résultats de la classe.

**Pour les cours de premier cycle**, les notes A à C sont jugées satisfaisantes, D est une note de passage conditionnelle (non continuation), tandis que F témoigne d'un échec. Certains cours ont été approuvés pour une notation réussite/échec (P/F).

**Pour les cours de 2<sup>e</sup> ou 3<sup>e</sup> cycle**, les notes A à B- sont jugées satisfaisantes. L'étudiant doit donc obtenir B- ou plus pour satisfaire aux exigences du programme.

L'étudiant ne pourra s'inscrire à un cours s'il n'a pas réussi tous les cours préalables avec une note minimale de C au niveau du 1<sup>er</sup> cycle et avec une note minimale de B- au niveau du 2<sup>e</sup> ou 3<sup>e</sup> cycle, sauf s'il obtient l'autorisation écrite du directeur concerné. Certains programmes sont assortis d'autres conditions. Les étudiants sont priés de consulter les renseignements concernant leur programme dans la section correspondante de cet annuaire.

#### Premier cycle

Notes	Notes pondérées	Échelle numérique des notes
A	4,0	85 - 100 %
A-	3,7	80 - 84 %
B+	3,3	75 - 79 %
B	3,0	70 - 74 %
B-	2,7	65 - 69 %
C+	2,3	60 - 64 %
C	2,0	55 - 59 %
D*	1,0	50 - 54 %
F (échec)	0	0 - 49 %
P		Réussite

\* La note D correspond à une note de passage, mais ne suffit pas si le cours est suivi à titre de préalable à d'autres cours ou si le cours est obligatoire dans le cas du programme de l'étudiant.

#### 2<sup>e</sup> et 3<sup>e</sup> cycles

Notes	Notes pondérées	Échelle numérique des notes
A	4,0	85 - 100 %
A-	3,7	80 - 84 %
B+	3,3	75 - 79 %
B	3,0	70 - 74 %
B-	2,7	65 - 69 %
F (échec)	0	0 - 64 %
P		Réussite

À chaque note alphabétique correspond une note pondérée selon le tableau présenté ci-dessus. Les résultats universitaires des étudiants seront déterminés en fonction de la moyenne pondérée (MP), qui est calculée en divisant la somme des unités du cours multipliée par la note pondérée par le nombre total d'unités MP. Les unités MP sont les unités des cours pour lesquels des notes pondérées ont été attribuées.

$$MP = \frac{\sum (\text{unité du cours} \times \text{note pondérée})}{\sum (\text{unités MP})}$$

La moyenne pondérée trimestrielle (MPT) est la moyenne pondérée (MP) pour un trimestre donné calculée au moyen de tous les cours applicables de même niveau suivis pendant le trimestre en question. La moyenne pondérée cumulative (MPC) est la MP calculée sur la base de tous les cours de même niveau suivis par l'étudiant à McGill; si le niveau est modifié (par exemple, de 1<sup>er</sup> cycle à 2<sup>e</sup> ou 3<sup>e</sup> cycle), la MPC repart à zéro. Cette politique est en vigueur depuis janvier 2003. Avant janvier 2003, si l'étudiant changeait de programme de grade (de B.Sc. à B.A., par exemple), le calcul de la MPC repartait à zéro. Pour les étudiants qui se sont inscrits à un programme différent ou à un niveau différent après l'automne 2002 et qui ont des relevés de notes antérieurs à l'automne 2002, ces relevés affichent un message spécial concernant la remise à zéro du calcul de leur MPC. Si les cours sont repris, tous les résultats sont inclus dans le calcul de la moyenne pondérée. Par conséquent les notes D ou F continuent d'être prises en compte dans le calcul de la moyenne pondérée cumulative, même en cas de redoublement ou d'examen de reprise. Les étudiants doivent savoir que les unités ne sont accordées qu'une seule fois en cas de redoublement, quelle que soit la note obtenue.

#### 4.5.4.1 Autres notes

- J** – Absence non justifiée (échec) : L'étudiant inscrit ne s'est pas présenté à l'examen ou n'a pas réalisé d'autres travaux obligatoires sans fournir de raisons valables; correspond à un échec dans la moyenne pondérée trimestrielle et dans la moyenne pondérée cumulative (voir la note ci-dessous).
- K** – Incomplet : Une permission spéciale a été accordée pour une prolongation du délai de remise de travaux. Voir la [section 4.5.5, « Cours incomplets »](#).
- KE ou K\*** – Prolongation supplémentaire accordée. Voir la [section 4.5.5, « Cours incomplets »](#).
- KF** – L'étudiant n'a pas respecté la prolongation du délai de remise des travaux d'un cours; correspond à un échec dans la moyenne pondérée trimestrielle et dans la moyenne pondérée cumulative.
- KK** – Dispense d'achèvement. Cette note n'est pas prise en compte dans la moyenne pondérée trimestrielle ou dans la moyenne pondérée cumulative.
- L** – Examen reporté.
- LE ou L\*** – Examen reporté au-delà de la période normale.
- NE** – Aucune évaluation. Travaux n'ayant fait l'objet d'aucune évaluation et auxquels ne correspond aucune unité reconnue dans un programme.
- NR** – Aucune note rapportée par le chargé de cours (enregistrée par le registraire).
- P** – Réussite; note exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.
- Q** – Le cours se poursuit au trimestre suivant (uniquement pour les cours suivis avant l'automne 2002).
- W** – Abandon; Abandon autorisé d'un cours après la date limite de changement de cours; note exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.
- WF** – Abandon (échec); Abandon d'un cours, moyennant une autorisation spéciale dans des circonstances exceptionnelles, après la date limite d'abandon de la faculté; la note de l'étudiant à ce stade du cours équivaut à un échec (F). Cette note est exclue de la moyenne pondérée trimestrielle ou la moyenne pondérée cumulative.
- WL** – Exemption d'un examen déjà reporté avec permission de la faculté. Cette note est exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.
- NA ou &&** – Note non disponible pour le moment.
- W-- ou ---** – Aucune note; l'étudiant a quitté l'Université. Note exclue de la moyenne pondérée trimestrielle ou de la moyenne pondérée cumulative.

**Nota au sujet de la note J** : Les étudiants qui ne se présentent pas à un examen final recevront une note J.

#### 4.5.5 Cours incomplets

Si le chargé de cours estime disposer d'assez de raisons pour permettre le report de la date de présentation d'un travail de trimestre, il pourra accorder à l'étudiant une échéance ultérieure à la fin du cours. Auquel cas, il donnera à l'étudiant une note K (incomplet).

Au moment d'affecter la note K, le chargé de cours devra indiquer la nouvelle échéance fixée. Les sections relatives à votre faculté indiquent la limite permise des reports.

Si une nouvelle note est attribuée dans le nouveau délai prescrit, celle-ci et la note K figureront sur les rapports de la faculté et sur les formulaires de vérification. La nouvelle note remplacera le K sur le relevé de notes officiel.

Si, par contre, le travail demandé n'est pas présenté dans les délais prescrits, la note KF sera consignée dans le dossier étudiant (KF marque un échec et a le même effet que le F sur la moyenne pondérée trimestrielle et sur la moyenne pondérée cumulative).

Dans des circonstances exceptionnelles, et en plus de l'autorisation du vice-doyen (ou directeur), l'échéance peut être reportée davantage; la mention KE apparaîtra (prolongation du délai accordée). Si cette prolongation n'est pas respectée par l'étudiant, la note KF remplacera le KE.

Les étudiants ayant manqué de se présenter à l'examen final ou n'ayant pas soumis, sans excuse valable, le travail trimestriel exigé pour tout cours auquel ils étaient inscrits, recevront un " J " comme note finale (absence non justifiée).

Pour plus de renseignements, veuillez vous reporter à la note ci-haut concernant la note J.

#### 4.5.6 Travaux non évalués

Les étudiants qui suivent un cours comportant normalement un processus d'évaluation fondé sur un examen ou sur d'autres critères peuvent, s'ils le désirent, être dispensés de cette évaluation. Pour ce faire, ils doivent présenter une demande par écrit, à l'aide du formulaire établi à cette fin et disponible à l'adresse suivante : [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms), avant le début du troisième cours. Le relevé de notes portera alors la mention NE. Ces cours ne pourront en aucun cas être pris en compte dans le calcul des unités d'un programme menant à un certificat, à un diplôme ou à un grade (à noter que la mention NE n'est autorisée que pour les cours administrés par le Centre d'éducation permanente).

La plupart des cours hors-programme comportent un processus d'évaluation. Toutefois, pour les quelques cours qui n'en comportent pas, les étudiants peuvent présenter une demande d'évaluation. Cette demande doit être adressée par écrit au département concerné, avant le troisième cours (ne s'applique pas aux cours, aux ateliers et aux séminaires de courte durée ne figurant pas sur les relevés de notes de McGill).

#### 4.5.7 Vérification du dossier étudiant

##### 4.5.7.1 Relevés de notes non officiels

Sous réserve des dispositions précisées à la [section 4.5.8, « Changements relatifs au dossier étudiant ultérieurs aux échéances établies »](#), il appartient aux étudiants de vérifier leur dossier sur Minerva au moyen de la fonction " relevés non officiels " (*unofficial transcript*) pour s'assurer qu'ils sont bien inscrits aux cours qui conviennent et que les renseignements propres au programme et au trimestre d'obtention du diplôme figurent bien dans leur dossier.

Avant la fin de leur dernier trimestre, les étudiants de dernière année doivent vérifier leur dossier sur Minerva et s'assurer que leur relevé de notes reflète leur trimestre prévu de collation des grades. Dans le cas contraire, l'étudiant pourra ne pas être pris en compte pour la collation des grades. En cas de question ou de problème concernant le dossier, prière de s'adresser au Bureau des affaires étudiantes.

#### 4.5.8 Changements relatifs au dossier étudiant ultérieurs aux échéances établies

##### 4.5.8.1 Changements au dossier étudiant

Les changements au dossier étudiant concernent notamment l'ajout ou l'abandon de cours, l'abandon autorisé de l'Université et le changement de programme (y compris les changements de mineures ou de concentrations).

##### Échéances de la registraire

Trimestre d'automne	31 janvier
Trimestre d'hiver	1 <sup>er</sup> juin
Trimestre d'été	1 <sup>er</sup> octobre

##### 4.5.8.2 Avant les échéances de la registraire

Pour effectuer des changements au dossier après les échéances publiées dans l'annuaire, mais avant les échéances de la registraire précisées ci-dessus, l'étudiant doit présenter une demande écrite au vice-doyen de sa faculté ou au directeur du département pour les étudiants de l'éducation permanente (ou bien au directeur du baccalauréat en commerce à la faculté de gestion Desautels), en expliquant clairement les raisons pour lesquelles l'étudiant n'en a pas fait la demande avant les dates prescrites. Le vice-doyen prendra une décision suite à l'étude de la demande. Si celle-ci est approuvée, le processus de changement au dossier s'effectuera en fonction des formalités déjà établies par la faculté et la Gestion de l'effectif étudiant concernant le dossier étudiant.

##### 4.5.8.3 Après les échéances de la registraire

Une demande de changement présentée après les échéances de la registraire précisées ci-dessus ne sera normalement pas prise en considération. Dans le cas de circonstances extraordinaires, personnelles ou universitaires, impossibles à prévoir avant les dates limites, les étudiants peuvent présenter leur demande de changement au dossier au vice-doyen de leur faculté ou au directeur du département pour les étudiants de l'éducation permanente (ou bien au directeur du baccalauréat en commerce à la faculté de gestion Desautels). Si celle-ci est approuvée par le vice-doyen de la faculté, le processus de changement au dossier s'établira en fonction des formalités établies concernant le dossier étudiant par la faculté et la Gestion de l'effectif étudiant. Pour les changements autres que les changements de notes, le dossier accompagné de la documentation complète expliquant les circonstances extraordinaires sera présenté par la faculté à la Gestion de l'effectif étudiant.

##### 4.5.8.4 Répercussions sur le calcul des droits de scolarité

En cas de changement au dossier de l'étudiant, les droits ajustés apparaîtront sur la prochaine facture.

S'il y a désaccord avec l'ajustement, l'étudiant concerné devra soumettre une demande par écrit à la Gestion de l'effectif étudiant qui étudiera les pièces justificatives des circonstances extraordinaires produites par la faculté et prendra une décision, après consultation (si nécessaire) avec le Service des comptes étudiants, puis avisera l'étudiant par écrit.

##### 4.5.8.5 Changements relatifs à la citoyenneté, à l'immigration ou à l'exonération des droits

Les changements relatifs à la citoyenneté, à l'immigration ou à l'exonération des droits ne sont pas gérés par la Faculté et sont évoqués à la [section 4.2.2, « Documents légaux »](#).

#### 4.5.9 Relevés de notes

##### 4.5.9.1 Relevés de notes non officiels

Les étudiants qui ont besoin d'une copie de leur relevé de notes non officiel peuvent l'imprimer eux-mêmes à partir de Minerva. Cette fonction est valide pour les relevés de 1976 à ce jour. Pour les relevés antérieurs à 1976, un relevé de notes officiel doit être demandé.



#### 4.5.9.2 Relevés de notes officiels

Les relevés de notes officiels peuvent être commandés en ligne à l'aide de **Minerva** à partir du menu étudiant, *Student Menu* -> *Student Records Menu* -> *Request Printed/Official Transcript*. L'étudiant qui ne peut accéder à Minerva peut remplir le formulaire intitulé « *Request for Release of Official Document* » en ligne disponible sur le site <http://français.mcgill.ca/student-records/transcripts> ou en personne à la Gestion de l'effectif étudiant, située à l'adresse ci dessous. La signature de l'étudiant est obligatoire pour les demandes adressées par la poste, par télécopieur ou en personne. Pour des raisons de confidentialité, aucune demande par téléphone ou courriel ne sera acceptée. Gestion de l'effectif étudiant  
Pavillon James (administration)  
845, rue Sherbrooke Ouest, bureau 205  
Montréal (Québec) H3A 2T5  
Télécopieur : (514) 398-8939

#### 4.5.9.3 Information d'ordre général

Les relevés de notes sont gratuits.

Les relevés de notes officiels sont envoyés directement aux adresses que l'étudiant nous indique. Ces relevés officiels peuvent également être insérés dans des enveloppes cachetées et remis à ceux qui en font la demande.

Il faut compter de 3 à 5 jours ouvrables pour le traitement de votre demande et un peu plus si elle porte sur un dossier antérieur à 1976 ou si elle est présentée durant une période surchargée.

La Gestion de l'effectif étudiant décline toute responsabilité au titre de relevés perdus par la poste ou livrés tardivement.

L'Université n'émet que des relevés de notes complets, consignants tous les travaux et résultats obtenus pour la totalité des programmes. Aucun relevé de notes partiel ne sera émis.

Aucun relevé ne sera émis aux étudiants inscrits à partir du mois de septembre 2001 inclusivement n'ayant pas fourni les renseignements ou les documents exigés à des fins d'obtention ou de vérification de leur code permanent.

Aucun relevé ne sera émis à un étudiant qui doit plus de 30 \$ à l'Université au titre de droits non acquittés ou d'amendes.

Les relevés de notes officiels sont délivrés sur un papier sécurisé et ne peuvent être copiés.

#### 4.5.9.4 Numérotation des cours sur le relevé de notes

Avant le mois de septembre 2002, les numéros de cours comprenaient sept chiffres, dont les trois premiers correspondant à l'unité ou au département d'enseignement; les trois chiffres suivants identifiaient le cours, dont le premier correspondant au niveau du cours. La dernière lettre désignait le ou les trimestre(s) durant le(s)quel(s) le cours était offert.

Par exemple :

280-211X = Intro. to Financial Accounting en automne (X);  
629-202Y = Micro Economics en hiver (Y);  
660-221Z = Project Management réparti sur les sessions d'automne et d'hiver (Z).

Vous pouvez consulter la liste des codes antérieurs des unités d'enseignement, accompagnés de leur code sujet équivalent sur le site Internet suivant : <http://français.mcgill.ca/student-records/transcripts>.

#### 4.5.10 Attestation d'études

Des lettres d'attestation peuvent être obtenues auprès du Bureau des affaires étudiantes. Ces lettres confirment que l'étudiant est inscrit pour le trimestre en cours au Centre d'éducation permanente et comprennent également les renseignements suivants :

- Type d'inscription (temps plein ou temps partiel);
- Cours (numéro et titre du cours);
- Unités ou unités d'éducation permanente (Unités EP) correspondant à chaque cours;
- Dates de début et de fin des cours;

- Programme de certificat ou de diplôme auquel l'étudiant est inscrit.

Les lettres ne sont valables que pour le trimestre en cours. Les étudiants qui ont besoin d'attestations pour les trimestres précédents doivent demander un relevé de notes. (Prévoir un délai de 48 heures pour la préparation de ces lettres.)

## 4.6 Examens

### 4.6.1 Examens - Information d'ordre général

En plus des politiques générales précisées dans ces pages, les étudiants sont priés de consulter la section de leur département dans cet annuaire pour prendre connaissance des règlements particuliers à ce dernier. Les étudiants seront avisés d'ici à la fin de la période de changement de cours de la méthode d'évaluation qui sera utilisée pour chaque cours.

Tous les étudiants ont le droit de rédiger leurs examens, leurs travaux, leurs thèses ou leurs mémoires en français ou en anglais, sauf dans les cours où l'un des objectifs primordiaux est la connaissance d'une langue.

Les étudiants ne seront pas autorisés à subir un examen pour un cours donné s'ils n'ont pas satisfait aux exigences de celui-ci tel que demandé par le professeur et le vice-doyen. Lorsque les étudiants se présentent à un examen ou à un test, ils doivent remettre tous les travaux écrits au surveillant avant de quitter la salle d'examen.

Les étudiants doivent présenter leur carte d'étudiant valide de l'Université McGill lors des examens écrits. L'oubli de cette carte n'est pas considéré comme une excuse valable.

**Les étudiants ne doivent pas oublier que tricher lors d'un examen est considéré comme une faute grave susceptible de conduire au renvoi. Lors d'un examen, les étudiants ne sont pas autorisés à avoir en leur possession ou à utiliser des documents non autorisés, y compris les appareils électroniques tels que les téléphones cellulaires, iPod, lecteurs MP3, assistant numérique personnel ou autres appareils qui permettent l'accès Internet. Tout objet non autorisé trouvé en possession de l'étudiant ou près du pupitre durant un examen sera confisqué et remis au responsable de la discipline.**

Les réponses aux examens à choix multiples sont généralement vérifiées par le programme de surveillance informatique des examens. Le programme peut également détecter deux étudiants ayant inscrit un type de réponse similaire à un examen à choix multiples. Les données générées par le programme peuvent être utilisées comme preuve admissible pour lancer ou corroborer une enquête ou une accusation de tricherie en vertu de l'article 16 du Code de conduite de l'étudiant et des procédures disciplinaires.

Tous les étudiants sont responsables de prendre connaissance des règlements de l'Université concernant les examens et du Code de conduite de l'étudiant et des procédures disciplinaires. Ce dernier est affiché pendant la période d'examen au site suivant : [www.mcgill.ca/student-records/exam/regulations](http://www.mcgill.ca/student-records/exam/regulations). Les étudiants peuvent se procurer ces documents au Bureau du vice-doyen (ne s'applique pas aux étudiants de l'éducation permanente).

Pour plus de renseignements sur l'intégrité universitaire, consultez [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity).

**Pour les étudiants de l'éducation permanente :** Les étudiants sont priés de consulter la section de leur département dans cet annuaire pour prendre connaissance des règlements particuliers à ce dernier.

### Épreuves en classe

Le personnel enseignant peut à l'occasion faire passer des examens en classe s'il juge que cela s'impose.

## Installations spéciales

Les étudiants ayant une déficience visuelle ou autre peuvent avoir accès à des ressources et installations adaptées pour passer leurs examens. Veuillez contacter la coordonnatrice du Bureau des étudiants handicapés au pavillon Brown.

## Obtention d'unités à l'issue d'un examen

Dans certains cas exceptionnels et dans certaines facultés, les étudiants peuvent demander au directeur du département de passer un examen final pour pouvoir obtenir les unités d'un cours auquel ils ne sont pas inscrits. Cela n'est possible que pour les cours qui ne prévoient aucune autre évaluation que l'examen final.

### 4.6.2 Examens finals

La plupart des examens finals ont lieu lors de la période d'examens attribuée à un trimestre donné. Vous trouverez les dates des examens dans le Calendrier universitaire. **Nous recommandons aux étudiants de ne pas planifier des vacances ou un départ de Montréal avant la fin prévue de la période d'examens.** Certains cours ne comportent pas d'examens finals; les résultats seront déterminés à partir du travail de trimestre et des épreuves en classe.

#### 4.6.2.1 Règlements de l'Université relatifs aux examens finals

##### Préambule

Les objectifs de ces règlements sont les suivants :

- 1) Éviter que les étudiants aient une trop grande charge de travail;
- 2) Profiter au maximum des 15 semaines du trimestre.

##### Règlements

1. Ces règlements s'appliquent aux cours de premier cycle et aux cours d'études supérieures de l'éducation permanente jusqu'au niveau 500 inclusivement, évalués au moyen d'examens écrits. Ils ne s'appliquent pas aux cours cliniques, aux cours sur le terrain, aux cours de laboratoire, aux cours d'interprétation et aux séminaires ou à tout autre cours évalué au moyen de plans, de rédactions, de programmes ou de projets.
2. Les examens écrits (y compris les examens à la maison) ne doivent pas avoir lieu durant les deux dernières semaines de cours des trimestres d'automne et d'hiver, sauf si plusieurs examens à intervalle régulier sont prévus dans le cadre du cours. Dans ce cas, la valeur totale des examens effectués durant cette période doit être inférieure à 10 % de la note finale.
3. Si les examens écrits pour un cours donné comptent pour 50 % ou plus de la note finale, un de ceux-ci devra être un examen final et devra avoir lieu durant la période d'examen prévue, après le dernier jour de cours en décembre ou en avril.
4. Un examen final qui a lieu au cours de la période d'examen doit compter pour au moins 25 % de la note finale.
5. Les étudiants doivent être informés des exigences d'un cours avant la fin de la période de changement de cours. Les travaux de cours doivent être attribués suffisamment tôt au cours du trimestre afin de permettre aux étudiants de les terminer avant la dernière journée de cours.
6. La date limite pour soumettre les travaux de cours pour lesquels ces règlements s'appliquent doit être fixée à la dernière journée de cours au plus tard.
7. Tout examen de mi-trimestre donné en décembre pour un cours qui s'échelonne sur les trimestres d'automne et d'hiver (numéro de cours se terminant par D1 et D2) doit avoir lieu au cours de la période d'examen prévue à cet effet.
8. Les principes énoncés dans ces règlements s'appliquent, modifiés en conséquence, aux cours d'été, aux cours d'une durée inférieure à 13 semaines ainsi qu'aux cours des facultés de droit, de médecine, de médecine dentaire et des sciences de l'éducation qui ne suivent pas le calendrier universitaire régulier.

9. Les diverses facultés peuvent présenter et proposer des modifications à ces règlements au Comité des politiques et de la planification universitaires afin de satisfaire à des besoins spéciaux.

10. Il incombe à chaque faculté d'informer les étudiants de ces règlements, ainsi que de toute modification à ceux-ci.

**Les chargés de cours ne sont pas autorisés à accorder un traitement spécial aux étudiants concernant les examens.** Les étudiants qui estiment avoir des raisons valables pour lesquelles des dispositions spéciales doivent être prises dans le cadre d'un examen ou qui devraient être prises en considération dans l'évaluation de leur rendement doivent soumettre une demande au vice-doyen ou au directeur de leur département.

**Il incombe aux étudiants de confirmer la date, l'heure et le lieu de l'examen en consultant le calendrier des examens affiché sur les tableaux d'affichage des campus ou sur le site Internet suivant : <http://français.mcgill.ca/students>.** Ces renseignements ne sont pas disponibles par téléphone. Aucun étudiant ne sera autorisé à entrer dans la salle d'examen une heure après le début de celui-ci.

#### 4.6.2.2 Report d'examens

Les étudiants qui n'ont pas pu passer un ou plusieurs examens pour des motifs sérieux comme une maladie ou des raisons familiales peuvent être autorisés par le Bureau des affaires étudiantes de leur faculté à passer leurs examens à une date ultérieure. Les étudiants doivent prendre note que le report d'examens n'est accordé que pour des raisons justifiées, vérifiées et acceptées par le Bureau des affaires étudiantes. La demande doit décrire la raison de l'absence à l'examen et doit être accompagnée de pièces justificatives, tel un rapport médical. Suite à l'examen, le Bureau des affaires étudiantes doit être informé des raisons justifiant l'absence de l'étudiant et ce, le plus tôt possible.

Les étudiants dans les facultés et écoles suivantes doivent présenter leur demande de report d'examens à l'aide de Minerva : sciences de l'agriculture et de l'environnement, arts, sciences de l'éducation, génie, études religieuses, sciences, physiothérapie et ergothérapie, service social et le Centre d'éducation permanente. Les étudiants d'autres facultés sont priés de communiquer avec leur faculté afin de s'informer de la marche à suivre pour présenter leur demande.

Dans le cas de l'approbation de la demande, la note L remplacera la note obtenue. La note obtenue à l'issue de l'examen de report remplacera le L sur le relevé de notes officiel de l'étudiant.

Si la demande de report n'est pas acceptée, l'étudiant recevra une note de J pour le cours, qui comptera comme un échec dans le calcul de la moyenne pondérée et de la moyenne pondérée cumulative.

Les étudiants ayant déjà passé l'examen ne peuvent présenter de demande de report d'examen; ils devront plutôt consulter leur faculté afin de connaître la possibilité d'un examen de reprise.

#### 4.6.2.3 Conflits d'horaires d'examens

En cas de conflit dans les horaires d'examens, vous devez compléter le formulaire « Conflit d'horaires d'examens » (*Examination conflict form*) et le retourner au Bureau des affaires étudiantes pour approbation, au moins 20 jours avant le début de la période d'examens. Le formulaire doit être accompagné des documents à l'appui de la demande. Les dates ne sont modifiées que dans des circonstances exceptionnelles. Toute modification des dates d'examen entraîne des frais non remboursables de 30 \$.

#### 4.6.2.4 Examens de reprise

L'existence d'examens de reprise et les conditions qui s'y rattachent diffèrent d'un département à l'autre.

#### 4.6.2.5 Vérification des notes et relecture des copies d'examen

Conformément à la charte des droits des étudiants, et sous réserve des conditions précisées dans les présentes, les étudiants ont le droit de consulter l'évaluation écrite du travail ou de l'examen pour lequel ils ont reçu une note et ont le droit d'en discuter avec l'examineur concerné. Si, à la suite de cette discussion, l'étudiant souhaite obtenir une relecture de son examen final, il doit en faire la demande au Bureau des affaires étudiantes dans les délais suivants :

Trimestre d'automne :	15 février
Trimestre d'hiver :	15 juin
Trimestre d'été :	15 octobre

Une relecture d'examen consiste à la relecture officielle de l'examen par une tierce personne et requiert des frais de 35 \$ payable à l'ordre de l'Université McGill par chèque certifié ou mandat-poste.

Les étudiants seront admissibles à un remboursement si la note obtenue à l'issue de la relecture est passée à une note alphabétique plus élevée que la note de départ ou si un échec est remplacé par une note de passage. Suite à la relecture, la note peut diminuer, augmenter ou demeurer la même.

La nouvelle note a préséance sur la note originale.

Les étudiants peuvent aussi demander une vérification de leur note finale. Cette démarche implique une révision détaillée de l'examen final pour s'assurer que toutes les questions ont été corrigées et que les résultats ont bien été additionnés. On s'assurera que tous les travaux de trimestre ont été inclus dans la note finale conformément au plan de cours. Reportez-vous à [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms) pour les formulaires correspondants.

#### 4.6.3 Surveillance (examens d'autres universités)

McGill peut, sur demande, agir à titre de surveillant pour les examens d'autres universités. Les examens doivent avoir lieu à 9 h 30 la semaine et ne peuvent avoir lieu le soir, la fin de semaine, lors des jours fériés, des congés universitaires ou des vendredis des mois de juillet et d'août.

##### Frais

Les frais de surveillance et d'administration sont de 50 \$ par étudiant par examen plus 10 \$ de frais de messagerie si l'examen doit être envoyé au Canada; 20 \$ pour les États-Unis; et 30 \$ pour l'étranger.

À moins d'indications contraires fournies par l'établissement d'attache, l'étudiant devra payer les frais.

##### Organisation

Veuillez confirmer la date et l'heure de l'examen suffisamment longtemps avant la date prévue et fournir votre numéro de téléphone ainsi que votre adresse de courrier électronique.

Les questionnaires, cahiers et directives d'examen doivent être envoyés bien avant la date prévue à l'adresse ci-dessous :

Gestion de l'effectif étudiant  
Pavillon James (administration), bureau 205  
Université McGill  
845, rue Sherbrooke Ouest  
Montréal (Québec) H3A 2T5  
Téléphone : (514) 398-2207  
Télécopieur : (514) 398-5544  
Courriel : [proctor.arr@mcgill.ca](mailto:proctor.arr@mcgill.ca)

## 4.7 Collation des grades

L'étudiant doit satisfaire aux exigences de son programme et de sa faculté pour obtenir son diplôme. **Il appartient à l'étudiant de s'assurer qu'il satisfait à toutes les exigences de sa faculté avant la collation des grades.** Au début de leur dernière année

de programme, il est recommandé à tous les étudiants de communiquer avec leur conseiller pédagogique pour s'assurer qu'ils satisfieront aux exigences du programme avant la date de collation des grades.

#### 4.7.1 Demande d'obtention de diplôme

**La plupart des étudiants doivent faire leur demande d'obtention de diplôme à l'aide de Minerva. Vous êtes responsable de nous informer de votre intention de compléter votre programme.**

##### Dates limites :

- Les étudiants qui comptent achever leurs études à la fin du trimestre d'automne (les cours suivis doivent prendre fin en décembre en vue de la collation des grades de juin) ont jusqu'à la fin de novembre pour présenter leur demande sur Minerva.
- Les étudiants qui comptent achever leurs études à la fin du trimestre d'hiver (les cours suivis doivent prendre fin en avril en vue de la collation des grades de juin) ont jusqu'en février pour présenter leur demande sur Minerva.
- Les étudiants qui comptent achever leurs études à la fin du trimestre d'été (les cours suivis doivent prendre fin en août en vue de la collation des grades d'octobre) ont jusqu'en mars pour présenter leur demande sur Minerva.

Après ces échéances, les étudiants doivent communiquer immédiatement avec le Bureau des affaires étudiantes de leur faculté.

Le formulaire de demande de collation des grades est disponible sur Minerva. Pour de plus amples renseignements sur la démarche à suivre pour faire votre demande à l'aide de Minerva, veuillez consulter le site suivant :

[www.mcgill.ca/minerva-students/records/graduation](http://www.mcgill.ca/minerva-students/records/graduation).

#### 4.7.2 Vérifier l'état de la demande d'obtention de diplôme

Les étudiants sur le point d'obtenir leur diplôme peuvent vérifier le statut de leur dossier d'obtention de diplôme sur Minerva durant le processus de révision et d'approbation par la faculté. L'option du menu intitulée « *Student Graduation Query* » est accessible aux étudiants qui achèvent leurs études grâce au menu « *Student Records* » sur Minerva, environ 3 à 4 semaines avant que l'indication « diplôme accordé » (*degree granted*) apparaisse au dossier.

Si toutes les exigences sont réunies, le dossier étudiant sur Minerva sera mis à jour et indiquera "diplôme accordé" en temps et lieu :

- fin février si le trimestre de fin d'études est l'automne (collation des grades au printemps)
- fin mai si le trimestre de fin d'études est l'hiver (collation des grades au printemps)
- fin octobre si le trimestre de fin d'études est l'été (collation des grades à l'automne)

**Nota :** Pour plus de renseignements sur les cérémonies de collation des grades, consultez le site suivant :

[www.mcgill.ca/convocations](http://www.mcgill.ca/convocations).

#### 4.7.3 Remplacement de diplôme

Plusieurs circonstances peuvent justifier une demande de remplacement de diplôme, notamment si votre diplôme a été perdu ou abimé ou si le nom apparaissant sur le diplôme doit être changé. Les étudiants doivent faire leur demande par écrit, accompagnée d'un chèque certifié ou d'un mandat-poste au montant de 60 \$ payable à l'ordre de l'Université de McGill. Veuillez consulter les sections ci-dessous pour la situation qui

s'applique à vous. Toute demande doit être envoyée à l'adresse suivante :

Gestion de l'effectif étudiant  
Demande de duplicata de diplôme  
Université McGill  
Pavillon James (administration), bureau 205  
845, rue Sherbrooke Ouest  
Montréal (Québec) H3A 2T5  
Courriel : [regISTRATION@mcgill.ca](mailto:regISTRATION@mcgill.ca)

Toute demande présentée au nom d'un autre étudiant doit être accompagnée d'une lettre d'autorisation signée par l'intéressé.

**Remplacement d'un diplôme perdu :** Les étudiants doivent fournir une déclaration sous serment d'un notaire, avocat ou commissaire à l'assermentation attestant la perte du diplôme original. La déclaration doit comprendre les nom(s) et prénom(s), numéro matricule de McGill, adresse, numéro de téléphone, date de naissance, grade et année d'obtention, ainsi que les motifs du remplacement.

**Remplacement d'un diplôme endommagé ou changement de nom sur le diplôme :** Les étudiants doivent envoyer ou présenter le diplôme original à l'adresse ci dessus. Pour un changement de nom, joindre une photocopie lisible et complète du document juridique attestant le changement de nom. Prière de se reporter à la [section 4.2.4, « Nom officiel »](#) pour la liste des documents acceptables. Le duplicata du diplôme sera délivré après le traitement de la demande du changement de nom dans le système. Les étudiants doivent fournir une lettre incluant les renseignements importants qui suivent : nom(s) et prénom(s); numéro matricule de McGill; adresse; téléphone; date de naissance; raison du remplacement du diplôme; changements d'orthographe ou de grammaire.

## 4.8 Exigences linguistiques s'appliquant aux ordres professionnels

La loi du Québec exige des candidats à l'admission aux ordres professionnels reconnus au niveau provincial qu'ils possèdent une connaissance pratique du français, c'est-à-dire, qu'ils sachent communiquer verbalement et par écrit dans cette langue.

Pour démontrer qu'il satisfait à ces exigences, le candidat doit subir un examen établi par l'Office québécois de la langue française, à moins de pouvoir démontrer qu'il a suivi trois ans de formation à temps plein en français après le primaire. Les candidats ayant obtenu leur diplôme d'études secondaires au Québec en ou après 1986, et qui sont en possession de leur certificat, seront dispensés de l'examen. L'ordre professionnel exigera une preuve du certificat en question, une preuve de formation en français de trois ans ou une preuve de l'examen de l'Office.

Les étudiants inscrits peuvent passer l'examen durant les deux ans qui précèdent la date d'obtention d'un grade qui permet l'accès aux ordres professionnels. Les formulaires de demande d'examen pour les étudiants sont disponibles à la Gestion de l'effectif étudiant. Les étudiants qui achèvent leurs études auront priorité. Les examens ont lieu chaque trois mois, sans limite de reprise d'examen.

Pour tout complément d'information, veuillez communiquer avec l'Office québécois de la langue française, 125, rue Sherbrooke Ouest, Montréal (Québec) H2X 1X4; téléphone : (514) 873-6565.

Les étudiants qui doivent acquérir des compétences pratiques du français peuvent suivre des cours offerts par le Centre d'enseignement du français et de l'anglais ou par le Centre d'éducation permanente, au 688, rue Sherbrooke Ouest; téléphone : (514) 398-6200.

Les étudiants qui parlent et écrivent couramment le français, mais qui souhaitent continuer à améliorer leurs compétences linguistiques peuvent suivre des cours offerts par le Département de langue et littérature françaises de la Faculté des arts.

**Nota :** Les cours de langues non assortis d'unités et dans certains cas les cours de langues assortis d'unités complétés au Centre d'éducation permanente peuvent ne pas satisfaire aux exigences d'un grade ou d'un programme. Veuillez communiquer avec votre faculté pour toute précision.

## 4.9 Prix et distinctions

### TABLEAU D'HONNEUR DU DOYEN

Le Centre d'éducation permanente honore les étudiants qui ont obtenu de très bonnes notes dans le cadre de leur programme d'études en inscrivant leur nom au tableau d'honneur. Cette distinction est annoncée officiellement pendant la cérémonie de collation des grades, et tous les relevés de notes en font foi.

#### PRIX ABITIBI-CONSOLIDATED

Créé en 1980, ce prix est remis à l'étudiant qui obtient les meilleurs résultats au diplôme en gestion. Il est décerné deux fois l'an, aux collations des grades du printemps et de l'automne. Valeur individuelle : 350 \$.

#### PRIX AMERICAN EXPRESS DE GESTION - TRÉSORERIE ET FINANCES

Ce prix d'excellence est décerné au meilleur étudiant du programme de diplôme en gestion (trésorerie-finances). Deux prix sont décernés chaque année par le comité de direction du Centre d'Éducation permanente, l'un à la collation des grades du printemps et l'autre à celle de l'automne. Valeur individuelle : 350 \$.

#### PRIX BERNARD J. FINESTONE D'ASSURANCE GÉNÉRALE

Créé en 1989 pour souligner la contribution de M. Finestone aux études à McGill, ces prix sont décernés aux étudiants qui ont obtenu les meilleures notes aux cours General Insurance I et General Insurance II offerts par le Centre d'Éducation permanente de l'Université McGill. Les lauréats sont désignés par le comité de direction du Centre. Valeur individuelle : 400 \$.

#### PRIX CARSWELL

Instauré en 1992 pour récompenser le meilleur étudiant du diplôme en gestion (fiscalité). Un prix est décerné à la collation des grades du printemps. Valeur : 500 \$.

#### PRIX EDWARD C. WEBSTER D'ANGLAIS LANGUE SECONDE

Créé en 1989 à la mémoire de E. C. Webster, en témoignage de sa contribution au Centre d'éducation permanente à titre de directeur, de 1968 à 1972. Ce prix est décerné chaque année à l'étudiant qui obtient les meilleurs résultats au certificat de compétence en anglais. Valeur : 300 \$.

#### PRIX DE HONDA STE-ROSE

Créé en 1990 pour être attribué au meilleur étudiant du certificat en gestion des ressources humaines. Un prix est décerné aux collations des grades du printemps et de l'automne. Valeur individuelle : 250 \$.

#### PRIX JACOB JONKER

Créé en 2003 par la Jonker Navigation Corp., à la mémoire de Jacob Jonker, ce prix récompense les meilleurs étudiants du diplôme en gestion (général). Il est décerné par le comité de direction du Centre d'éducation permanente, sur recommandation du comité chargé des programmes dans le diplôme en gestion. Un prix est décerné aux collations des grades du printemps et de l'automne. Valeur individuelle : 500 \$ minimum.

#### PRIX DE GESTION DES AMIS DE MCGILL

Décerné chaque année par le Comité exécutif du Centre d'éducation permanente à l'étudiant qui termine le programme de certificat en gestion et qui a obtenu d'excellents résultats tout au long du programme. Valeur : 300 \$.

#### PRIX DE TRADUCTION DES AMIS DE MCGILL

Deux prix sont accordés annuellement : un à l'étudiant ayant obtenu les meilleures notes au programme de certificat en traduction français anglais et un autre à l'étudiant ayant obtenu les meilleures notes au programme de certificat en traduction anglais français. Valeur individuelle : 300 \$.

**PRIX TÉLÉGLOBE CANADA DE FRANÇAIS LANGUE SECONDE**

Créé en 1989, ce prix est décerné chaque année à l'étudiant qui obtient les meilleurs résultats au certificat de compétence en français. Valeur : 300 \$.

**PRIX NEW AMERA TRANSIT**

Créé en 2002 par la New Amera Transit Inc. pour récompenser le meilleur étudiant du diplôme en gestion (commerce international). Il est décerné par le comité de direction du Centre d'éducation permanente, sur recommandation du comité chargé du programme de diplôme en gestion (concentration commerce international). Valeur minimale : 500 \$.

Les étudiants ne peuvent prétendre aux prix et distinctions que lors de la dernière année de leur programme.

## 5 Orientation pédagogique et ressources

### Table des matières

- 5.1 Conseils et orientation pédagogique, page 53
  - 5.1.1 Orientation pédagogique et mission de l'Université, page 53
  - 5.1.2 Le rôle de l'étudiant dans l'orientation pédagogique, page 53
- 5.2 Services aux étudiants, page 53
  - 5.2.1 Bureau de la doyenne à la vie étudiante, page 53
  - 5.2.2 Bureau de la directrice générale des Services aux étudiants, page 53
  - 5.2.3 Services aux étudiants handicapés, page 54
  - 5.2.4 Protecteur des étudiants, page 54
  - 5.2.5 Librairie, page 54
  - 5.2.6 Boutique informatique de McGill, page 54
  - 5.2.7 Séances d'information et visites guidées des bibliothèques, page 54
  - 5.2.8 Postes de travail Minerva, page 54
- 5.3 Services optionnels aux étudiants, page 54
  - 5.3.1 Forfait optionnel de services aux étudiants, page 54
  - 5.3.2 Forfait - Service de placement (CAPS) seulement, page 54
  - 5.3.3 Forfait - Installations sportives, page 54
- 5.4 Stationnement, page 55
- 5.5 Centre universitaire, page 55
- 5.6 Service de cours particuliers, page 55
- 5.7 Pour vos besoins en technologies de l'information (TI), page 55
  - 5.7.1 Se connecter, page 55
  - 5.7.2 myMcGill, page 55
    - 5.7.2.1 Compatibilité avec les navigateurs, page 55
  - 5.7.3 myCourses, page 55
  - 5.7.4 Courriel, page 55
  - 5.7.5 Annuaire en ligne des étudiants, page 56
  - 5.7.6 Connexions, page 56
  - 5.7.7 Informatique sans risque, page 56
  - 5.7.8 Besoin d'aide ?, page 56
    - 5.7.8.1 Obtenir de l'aide, page 56
- 5.8 Ressources pour les études et la recherche, page 56
  - 5.8.1 Bibliothèques, page 56
  - 5.8.2 Archives de l'Université, page 57
  - 5.8.3 Musées, page 57
    - 5.8.3.1 Musée Redpath, page 57
    - 5.8.3.2 Musée McCord d'histoire canadienne, page 57
    - 5.8.3.3 Musée et laboratoire de recherche Lyman d'entomologie, page 57
    - 5.8.3.4 Autres collections historiques, page 57

### 5.1 Conseils et orientation pédagogique

#### 5.1.1 Orientation pédagogique et mission de l'Université

L'énoncé de la mission de l'Université communique son engagement à offrir « la meilleure formation possible » aux étudiants et le processus d'orientation pédagogique en constitue une composante essentielle.

#### 5.1.2 Le rôle de l'étudiant dans l'orientation pédagogique

Il est primordial que l'étudiant participe activement au processus d'orientation afin qu'il puisse recevoir toute l'assistance pédagogique qui s'offre à lui. Les étudiants doivent prendre l'initiative de rencontrer les conseillers et s'assurer qu'ils

reçoivent l'aide nécessaire afin d'établir un plan d'études qui satisfera à leurs objectifs scolaires.

Veillez noter toutefois que malgré l'encadrement des conseillers, les étudiants sont seuls responsables de satisfaire aux exigences du programme ou du grade. Il leur appartient de s'informer sur les règles et les règlements de l'Université, de leur faculté et de leur programme. Avec la collaboration des étudiants, les conseillers accompagneront ceux-ci tout au long de leurs études.

Les étudiants qui souhaitent rencontrer un conseiller pédagogique doivent communiquer avec les personnes suivantes :

#### Études professionnelles et de gestion

##### Programmes de premier cycle

Dan Darrigan - (514) 398-1030

##### Programme des cycles d'études supérieures

Mary Rubiano - (514) 398-1030

##### Programmes de langues anglaise et française

Helen Athanassiadis - (514) 398-2817

##### Programmes de Traduction

Katherine Peacock - (514) 398-1484

### 5.2 Services aux étudiants

#### 5.2.1 Bureau de la doyenne à la vie étudiante

Pavillon Brown (Services aux étudiants)  
3600, rue McTavish, bureau 4100  
Montréal (QC) H3A 1Y2

Téléphone :

Doyenne et vice-doyenne : (514) 398-4990

Courriel : [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)

Site Internet : [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

La doyenne et la vice-doyenne à la vie étudiante s'occupent de la gestion et de la promotion d'initiatives touchant les différentes facettes de la vie étudiante, y compris l'orientation pédagogique, l'intégrité universitaire, la discipline académique, les programmes de reconnaissance des étudiants, les activités de diffusion aux familles, ainsi que la communauté de McGill et locale.

#### 5.2.2 Bureau de la directrice générale des Services aux étudiants

Pavillon Brown (Services aux étudiants)  
3600, rue McTavish, bureau 4100  
Montréal (QC) H3A 1Y2

Téléphone :

Renseignements d'ordre général : (514) 398-3825

Site Internet : [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

La directrice générale des Services aux étudiants agit comme responsable des services aux étudiants à McGill pour encourager la réussite et le bien-être de l'étudiant. La directrice offre de l'assistance et de l'information sur presque toutes les facettes de la vie étudiante qui n'appartiennent pas au domaine scolaire. Pour des questions d'ordre académique, les étudiants seront dirigés à l'individu, au bureau ou au département approprié.

### 5.2.3 Services aux étudiants handicapés

Cette unité aide les étudiants handicapés à obtenir les services dont ils ont besoin pour poursuivre leurs études à l'Université.

Services aux étudiants handicapés  
Pavillon Brown (Services aux étudiants)  
3600, rue McTavish, bureau 3100  
Téléphone : (514) 398-6009  
ATM (514) 398-8198  
Courriel : [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)  
Site Internet : <http://francais.mcgill.ca/osd>

### 5.2.4 Protecteur des étudiants

Le poste de protecteur des étudiants est occupé à mi-temps par un membre du corps enseignant. Le protecteur des étudiants reçoit les plaintes des étudiants et apporte son aide dans le règlement de ces plaintes en recourant à des moyens informels, notamment en fournissant de l'information, des conseils, des interventions et des recommandations en évitant de passer par les procédures de règlements de grief qui existent déjà à l'Université.

Le bureau de protecteur des étudiants offre un service confidentiel, indépendant et neutre de règlements des différends à tous les membres de la communauté étudiante. Pour obtenir un rendez-vous, veuillez composer le (514) 398-7059.

Bureau de protecteur des étudiants  
Pavillon Brown, bureau 5202  
Site Internet : [www.mcgill.ca/ombudsperson](http://www.mcgill.ca/ombudsperson).

### 5.2.5 Librairie

La librairie de l'Université McGill propose des manuels neufs et usagés, un vaste choix de livres pour le milieu universitaire et la communauté professionnelle, des fournitures de bureau ainsi que des vêtements et divers articles aux armoiries de McGill.

3420, rue McTavish  
Téléphone : 514-398-7444  
Site Internet : [www.mcgill.ca/bookstore](http://www.mcgill.ca/bookstore)

Librairie Macdonald  
Centre du centenaire  
Téléphone : (514) 398-8300

### 5.2.6 Boutique informatique de McGill

La Boutique informatique de McGill, située au deuxième étage de la Librairie universitaire, offre un vaste choix de matériel PC, Macintosh et Unix, des logiciels informatiques ainsi que des produits électroniques à tarif étudiant.

3420, rue McTavish  
Téléphone : (514) 398-5025  
Courriel : [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)  
Site Internet : [www.mcs.mcgill.ca](http://www.mcs.mcgill.ca)

### 5.2.7 Séances d'information et visites guidées des bibliothèques

Des séances d'information et des visites guidées qui servent à vous apprendre comment utiliser efficacement les bibliothèques de McGill sont offertes à plusieurs moments de l'année universitaire. Elles sont particulièrement fréquentes lors de la première semaine de cours et se poursuivent durant les mois de septembre-octobre et janvier-février. Des guides et brochures sont aussi offerts. Pour de plus amples renseignements et pour se procurer l'horaire des séances d'information, consultez le site Internet suivant : [www.mcgill.ca/library-assistance](http://www.mcgill.ca/library-assistance).

### 5.2.8 Postes de travail Minerva

Pour faciliter la tâche aux étudiants, l'Université a deux postes de travail Minerva au Centre d'éducation permanente, situé au 688, rue Sherbrooke Ouest, 11<sup>e</sup> étage. Ces postes offrent un accès gratuit à Internet afin de profiter des services offerts par Minerva, entre autres la consultation des cours offerts ou du relevé de notes, l'ajout ou l'abandon de cours.

## 5.3 Services optionnels aux étudiants

Le paiement des frais de services aux étudiants n'est pas obligatoire pour les étudiants du Centre d'éducation permanente. Cependant, si vous souhaitez utiliser les services aux étudiants offerts par McGill, vous pouvez choisir l'un des forfaits suivants.

### 5.3.1 Forfait optionnel de services aux étudiants

Ce forfait est offert uniquement aux étudiants inscrits à un minimum de neuf unités par trimestre. Ce forfait vous donne accès aux services suivants : Service de placement, Aumônerie, Service d'orientation et consultations psychologiques, Services de santé (rendez-vous avec docteurs et infirmiers, service d'urgence, laboratoire médical), Service d'aide aux étudiants étrangers, Service de santé mentale, Service d'aide financière aux étudiants, Service de cours particuliers, Maison des Premières nations, Service aux étudiants handicapés et Service de logement hors-campus. Forfait pour un trimestre (2008/2009) : 121,92 \$ (taxes incluses). Une carte étudiant de McGill est obligatoire pour l'accès aux services.

Pour plus d'information ou pour un abonnement :

Bureau du doyen des étudiants  
Pavillon Brown (Services aux étudiants)  
3600, rue McTavish, bureau 4100  
Téléphone : (514) 398-4990  
Site Internet : <http://francais.mcgill.ca/studentsservices>

### 5.3.2 Forfait - Service de placement (CAPS) seulement

L'inscription au Service de placement seulement (excluant les autres services aux étudiants) est ouverte aux étudiants admis à un programme (assorti ou non d'unités), tel un certificat, un diplôme ou un programme intensif de langues. Le Service de placement offre aux étudiants de l'orientation sur une base individuelle et une formation au choix de carrière, l'accès à des salons sur l'emploi et sur les carrières, des programmes de mentorat ainsi que des cliniques sans rendez-vous et des ateliers sur la rédaction du curriculum vitae.

Chaque année, le Service offre plus de 5 000 emplois et stages aux étudiants de McGill. Le forfait du Service de placement pour un trimestre s'élève à 52 \$ (septembre, janvier ou mai). Pour de plus amples renseignements ou un abonnement aux services de placement (CAPS), veuillez communiquer avec le :

Service de placement  
Pavillon Brown (Services aux étudiants)  
3600, rue McTavish, bureau 2200  
Téléphone : (514) 398-3304  
Courriel : [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Site Internet : [www.caps.mcgill.ca](http://www.caps.mcgill.ca)

### 5.3.3 Forfait - Installations sportives

Les installations sportives de McGill comprennent : un centre de conditionnement physique; une salle d'aérobic; deux gymnases; des terrains de basketball, volleyball, tennis, squash et raquetball; des pistes de course intérieures et extérieures; des terrains extérieurs; un stade; une piscine et des plongeurs; des studios de danse et d'escrime; une clinique de médecine sportive; des caisiers et salles de repos; un magasin sportif et un casse-croûte.

**Nota :** Certains services peuvent être exclus des abonnements décrits sur cette page. Les forfaits sont valides à compter du 14 avril 2008 mais peuvent changer sans préavis.

#### Étudiants inscrits au Centre d'éducation permanente

Installations sportives, à l'exception du centre de conditionnement physique 39 \$ / mois (taxes en sus)  
Installations sportives et centre de conditionnement physique 52 \$ / mois (taxes en sus)

#### Étudiants inscrits à des cours assortis de moins de 9 unités ou à des cours non assortis de unités

##### Forfait grand public

Installations sportives, à l'exception du centre de conditionnement physique 48 \$ / mois (taxes en sus)  
Installations sportives et centre de conditionnement physique 61 \$ / mois (taxes en sus)

Pour de plus amples renseignements ou pour un abonnement :  
Gymnase Sir Arthur Currie

475, avenue des Pins Ouest

Téléphone : (514) 398-7000

Site Internet : [www.athletics.mcgill.ca](http://www.athletics.mcgill.ca)

## 5.4 Stationnement

Les places de stationnement sont limitées. Pour des renseignements sur les frais de stationnement, veuillez consulter [www.mcgill.ca/ancillary/parking/visitor](http://www.mcgill.ca/ancillary/parking/visitor), ou composez le (514) 398-4559.

## 5.5 Centre universitaire

Le Centre universitaire est situé au 3480, rue McTavish. Les étudiants du Centre pourront y trouver, le soir, des services alimentaires et des breuvages.

## 5.6 Service de cours particuliers

Le Service de cours particuliers offre un programme varié aux étudiants de McGill.

Pavillon Brown (Services aux étudiants), bureau 4200

Téléphone : (514) 398-6011

Courriel : [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)

Site Internet : [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

## 5.7 Pour vos besoins en technologies de l'information (TI)

Le site Internet des **technologies de l'information de McGill** ([www.mcgill.ca/it](http://www.mcgill.ca/it)) est votre premier point de contact pour l'accès aux ressources des technologies de l'information à McGill.

N'hésitez pas à consulter ce site pour les questions suivantes :

- Obtenir les ressources, références et liens aux services centraux de TI de McGill;
- Effectuer une recherche dans la base de connaissances en TI de McGill « *McGill IT Knowledge Base* »;
- Consulter en ligne des présentations vidéo;
- Communiquer avec le Service à la clientèle des Systèmes et technologies de l'information (STI) pour de l'assistance avec les TI;
- Visionner les avis des TI;
- Obtenir des conseils pratiques pour garder vos équipements protégés et en bon état de fonctionnement.

Ce qui suit constitue un point de départ pour les services de base disponibles des TI.

### 5.7.1 Se connecter

Vous devrez utiliser votre **nom d'utilisateur de McGill** (en général, sous la forme suivante : prénom.nom de famille@mail.mcgill.ca) et votre **mot de passe de McGill** afin d'accéder aux services des TI, notamment : le portail Internet de McGill myMcGill, myCourses, votre courriel, connexion sans fil, réseau privé virtuel (VPN), ainsi que le service d'accès commuté (DAS) de McGill.

Afin de connaître votre nom d'utilisateur de McGill ainsi que pour effectuer la sélection de votre mot de passe, veuillez suivre les directions suivantes :

- 1) Connectez-vous sur Minerva en utilisant votre numéro matricule de 9 chiffres de McGill ainsi que votre numéro d'identification personnel (NIP);
- 2) Accédez au menu personnel « *Personal Menu* » et sélectionnez « *Password for McGill Username* »;
- 3) Suivez les directives indiquées à l'écran.

### 5.7.2 myMcGill

Le portail Internet de McGill myMcGill constitue le point d'accès principal pour effectuer les actions suivantes :

- Lire vos courriels;
- Vérifier myCourses;
- Visionner et mettre à jour votre dossier étudiant et l'information sur vos comptes, avec des liens directs à Minerva;
- Effectuer des recherches via le catalogue en ligne des bibliothèques de McGill, *McGill Library Catalogue*;
- Se maintenir à jour des nouvelles les plus récentes au sujet de McGill;
- Et plus encore.

Cliquez sur **myMcGill** dans le coin supérieur droit du site Internet de McGill ([www.mcgill.ca](http://www.mcgill.ca)) et connectez-vous en utilisant votre nom d'utilisateur et votre mot de passe de McGill.

#### 5.7.2.1 Compatibilité avec les navigateurs

Le portail Internet de McGill myMcGill est présentement compatible avec les versions les plus récentes des navigateurs suivants :

- IE (Windows)
- Firefox (Mozilla) (Windows/Mac)
- Netscape (Windows)

### 5.7.3 myCourses

Dans plusieurs cours, vous aurez de la matière et des activités disponibles en ligne, notamment des travaux et lectures, le plan de cours, les lignes directrices pour des projets, des forums de discussion, des calendriers, etc.

Vous pouvez vous connecter au contenu de cours en ligne via myCourses au site suivant : [www.mcgill.ca/mycourses](http://www.mcgill.ca/mycourses) ou à l'aide du portail Internet de McGill myMcGill.

- Connectez-vous en utilisant votre nom d'utilisateur et votre mot de passe de McGill;
- Cliquez sur myCourses (WebCT Vista) pour entrer sur le site;
- Vérifiez les paramètres du navigateur en utilisant la fonctionnalité de vérification du navigateur (*Check Browser*) dans le coin supérieur droit de la page.

Pour plus de renseignements sur myCourses, sélectionnez la rubrique « Teaching and Learning » au site suivant :

[www.mcgill.ca/it](http://www.mcgill.ca/it).

### 5.7.4 Courriel

Votre adresse de courriel de McGill (en général, sous la forme suivante : prénom.nom de famille@mail.mcgill.ca) est le moyen de communication officiel de l'Université avec les étudiants. Veuillez lire le règlement sur le courriel des étudiants à l'adresse suivante : [www.mcgill.ca/email-policy](http://www.mcgill.ca/email-policy). Vous pouvez consulter votre courriel



via <http://exchange.mcgill.ca> ou à l'aide du portail myMcGill. Vérifiez votre adresse courriel sur Minerva sous le menu personnel.

### 5.7.5 Annuaire en ligne des étudiants

Inscrivez-vous à l'annuaire en ligne des étudiants « *Online Student Directory* » pour rendre la tâche facile à vos compagnons de classes qui souhaitent communiquer avec vous. Renseignez-vous sur ce service au site suivant : [www.mcgill.ca/directory/students](http://www.mcgill.ca/directory/students).

### 5.7.6 Connexions

Vous trouverez plus de détails sur les services suivants au site Internet suivant : [www.mcgill.ca/it](http://www.mcgill.ca/it), sous la rubrique « *Téléphone, réseau et sans fil* ».

**Sans fil** - Accéder à Internet grâce au réseau sans fil de McGill en utilisant votre ordinateur portable ou tout autre appareil mobile à la grandeur du campus.

**Réseau privé virtuel (VPN)** - Si votre connexion Internet est effectuée avec un fournisseur de services Internet autre que le service d'accès commuté de McGill (DAS), vous devrez établir une connexion au réseau privé virtuel pour l'accès aux ressources et aux sites réservés de McGill (notamment les bases de données des bibliothèques).

**Service d'accès commuté (DAS)** - Connectez-vous à Internet en utilisant une ligne de téléphone ou un modem, au lieu d'utiliser les services d'un fournisseur d'accès Internet à haute vitesse.

**Télécommunications des résidences (REZ)** - Pour les étudiants des résidences de McGill et des pavillons *MORE*, le service voix et données des résidences (câblé et sans fil) est disponible.

Des **laboratoires d'informatique** sont mis à la disposition des étudiants des facultés et des départements de McGill. Pour connaître l'emplacement des laboratoires, la disponibilité des ordinateurs, des logiciels et de tout matériel périphérique, veuillez consulter le site suivant : <http://vhd.mcgill.ca/labs>.

**Clinique informatique iCare « Connectivité@McGill »** - Participez à cet atelier pratique et gratuit pour connaître la démarche à suivre afin de configurer votre ordinateur et de pouvoir accéder à Internet avec un modem ou sans fil, et pour établir une connexion au réseau virtuel privé. Pour vous inscrire, consultez le site : [www.mcgill.ca/it](http://www.mcgill.ca/it) sous la rubrique « *Service à la clientèle, STI - Info-service et formation* ».

### 5.7.7 Informatique sans risque

**Clinique informatique iCare « sécurité informatique »** - Participez à cet atelier gratuit pour connaître la démarche à suivre afin de vous protéger contre les virus, les logiciels espions, les logiciels de publicité ou tout autre programme malveillant. Pour vous inscrire, consultez le site : [www.mcgill.ca/it](http://www.mcgill.ca/it) sous la rubrique « *Service à la clientèle, STI - Info-service et formation* ».

Il est possible de télécharger le **logiciel antivirus** gratuit de Symantec à partir du site d'attributions de licence de logiciels de McGill <http://elms04.e-academy.com/mcgill>. Pour connaître la démarche à suivre, consultez le site : [www.mcgill.ca/it](http://www.mcgill.ca/it) sous la rubrique « *Service à la clientèle, STI - Info-service et formation* ».

**Nota** : Avant d'installer Symantec, prenez soin de bien désinstaller tout autre logiciel antivirus installé auparavant sur votre ordinateur.

### 5.7.8 Besoin d'aide ?

**Bienvenue aux nouveaux étudiants** - Participez à une visite guidée interactive sur les services TI au site suivant : [www.mcgill.ca/it](http://www.mcgill.ca/it) sous la rubrique « *Service à la clientèle, STI - Info-service et formation* ».

**Base de connaissances TI de McGill** - Effectuez une recherche à partir du site <http://vhd.mcgill.ca/knowledgebase> pour des réponses aux questions les plus posées sur les TI.

#### 5.7.8.1 Obtenir de l'aide

Communiquez avec le Service à la clientèle des STI en présentant votre demande à partir du formulaire électronique disponible au site suivant : <http://webforms.mcgill.ca> ou à partir du Service à la clientèle, STI, au site suivant : [www.mcgill.ca/it](http://www.mcgill.ca/it) sous la rubrique « *Service à la clientèle, STI - Info-service et formation* ».

## 5.8 Ressources pour les études et la recherche

### 5.8.1 Bibliothèques

McGill compte 13 bibliothèques, des collections spéciales et des services spécialisés répartis sur le campus du centre-ville de Montréal et sur le campus Macdonald au bord du Lac Saint-Louis. Comptant plus de six millions de documents, la bibliothèque comprend une collection de 2,5 millions de livres, 250 000 documents cartographiques et des milliers d'enregistrements sonores et de vidéo. Elle regorge de ressources sur support électronique, notamment plus de 50 000 journaux électroniques et plus d'un million de livres électroniques allant de textes anglais anciens à la nutrition.

Une vaste gamme de services et un site Internet complet ([www.mcgill.ca/library](http://www.mcgill.ca/library)) donnent accès aux ressources à ceux qui en ont besoin dans le cadre de leurs activités de formation, d'apprentissage et de recherche. La plupart des articles sont répertoriés dans le catalogue en ligne de la bibliothèque. Des centaines de bases de données sur des sujets allant de l'histoire de l'art à la zoologie guident les usagers aux articles de journaux pertinents et au matériel de recherche; alors que les guides par sujet de recherche sur la chimie ou le service social offrent aux étudiants en recherche des directives précises et complètes. D'anciennes épreuves écrites, des thèses d'étudiants de l'Université McGill et des journaux de partout dans le monde sont également accessibles en ligne.

Le personnel qualifié et sympathique de chaque bibliothèque est à votre disposition pour vous aider à trouver l'information dont vous avez besoin pour vos travaux et recherches. De la formation est offerte à tous les niveaux afin d'assurer aux usagers l'accès à l'information et l'obtention de connaissances nécessaires afin de pouvoir localiser et utiliser l'information. Des programmes de formation documentaire sont également offerts dans le cadre des cours. De plus, des bibliothécaires de liaison experts dans des domaines spécifiques sont sur place pour aider les étudiants et le personnel de l'Université. De l'aide est offerte au téléphone, en personne et en ligne, y compris par clavardage.

Les heures d'ouverture varient selon la bibliothèque, mais la plupart sont ouvertes jusqu'à 84 heures par semaine et, durant la période des examens, elles prolongent leurs heures d'ouverture, notamment la Bibliothèque des sciences humaines et sociales qui est ouverte en tout temps. Des centaines d'ordinateurs installés dans des zones électroniques peuvent être utilisés pour accéder à des cours en ligne, pour lire des documents et ouvrages de la bibliothèque, pour accéder à vos courriels et aux applications de traitement de texte, pour préparer vos travaux et effectuer des recherches sur Internet. Dans un but d'améliorer l'expérience d'apprentissage d'un grand nombre d'usagers, les installations des bibliothèques offrent des espaces confortables et intéressants : des cabines d'étude individuelles, des centres d'apprentissage électronique et des salles d'étude pour des groupes peuvent être réservées. Dans chaque bibliothèque, l'accès Internet sans fil est disponible ainsi que des services d'impression et de reproduction sont offerts et fonctionnent selon un système de cartes. Des installations spéciales sont offertes aux personnes qui ont des problèmes de vision ou d'audition.

Des ressources de données électroniques sont utilisées pour les travaux de recherche empirique et statistique et un programme de numérisation rend disponible des documents savants uniques. Il est possible d'emprunter auprès de toutes les bibliothèques. Assurez-vous de consulter la collection réservée pour les cours dans votre bibliothèque afin de vous procurer des copies de manuels et des documents en forte demande sur la liste des lectures pour un cours particulier.

## 5.8.2 Archives de l'Université

Le Service des archives de l'Université McGill, dont la mission consiste à acquérir, à conserver et à rendre accessibles des documents aux chercheurs et aux étudiants de toutes les disciplines, compte plus de 5 000 mètres de documents datant de 1797 à aujourd'hui. Ces archives relatent l'histoire des organismes de recherche des facultés de l'Université McGill, des associations des étudiants et des anciens et de certains organismes de Montréal sur divers supports, dont des documents textuels, des photographies, des diapositives, des enregistrements sonores, des films, des vidéos, des publications de l'Université et des artefacts. Le Service des archives de l'Université McGill fait l'acquisition d'archives privées pour appuyer les objectifs de recherche de l'Université et gère un important fonds documentaire par l'intermédiaire de son programme de gestion des archives. Le Programme de gestion des archives régleme le flot de documents administratifs et protège la preuve essentielle des fonctions et des activités de l'Université conformément aux Archives nationales du Québec et des lois relatives à l'archivage.

Des salles de lecture sont ouvertes au public du lundi au vendredi, de 9 h à 12 h 30 et de 13 h 45 à 16 h 45. Il est toutefois recommandé de prendre rendez-vous à l'avance. Le site Internet du Service des archives de l'Université McGill regroupe des expositions virtuelles, un service de recherche en ligne sur le fonds documentaire, des collections numériques, comprenant la plus importante base de données universitaire d'images numérisées et un accès au portail de l'histoire de McGill qui comprend une foule de renseignements sur l'Université McGill et de sa communauté.

Service des archives de l'Université McGill  
Bibliothèque McLennan - Rez-de-chaussée  
Téléphone : (514) 398-3772  
Télécopieur : (514) 398-8456  
Site Internet : [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

## 5.8.3 Musées

### 5.8.3.1 Musée Redpath

Le musée Redpath abrite des objets relatant l'histoire et la diversité du monde naturel. Son mandat porte sur la diversité géologique, biologique et culturelle. Depuis un siècle, les collections du musée se sont agrandies et constituent d'excellentes ressources pour les chercheurs et les étudiants du premier cycle et des cycles supérieurs en biologie, en géologie, en anthropologie et autres domaines. Ses plus importantes collections regroupent des fossiles de l'ancien fond marin de l'Est du Québec, des plus anciennes plantes terrestres et une grande variété de minéraux et de mollusques de partout dans le monde, ainsi que des antiquités égyptiennes et classiques et des artefacts de l'Afrique centrale. Le musée abrite aussi des laboratoires de recherche et des salles de cours.

Le musée invite les étudiants et le personnel de l'Université McGill à visiter son exposition permanente, qui retrace l'histoire de la vie à travers les âges, et qui est illustrée par des pièces du Québec et des régions avoisinantes en plus des collections de minéraux et de mollusques. Une galerie d'ethnologie récemment installée et consacrée aux cultures dans le monde compte des objets de l'Égypte ancienne, de la Grèce et de Rome à l'époque classique ainsi que de l'Asie et de l'Afrique.

859, rue Sherbrooke Ouest  
Téléphone : (514) 398-4086  
Courriel : [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Site Internet : <http://français.mcgill.ca/redpath>

### 5.8.3.2 Musée McCord d'histoire canadienne

Le musée McCord abrite l'une des principales collections historiques d'Amérique du Nord. Le musée compte certains des trésors culturels les plus importants du Canada, dont la plus grande collection de costumes qui compte quelque 16 000 vêtements et accessoires faits ou portés au Canada; une collection d'artefacts évoquant les Premières Nations - la plus importante du genre au Québec regroupant quelque 13 000 objets de partout au Canada; les archives photographiques du renommé Notman qui regroupent plus d'un million de photographies historiques et offre une documentation unique d'illustrations du Canada depuis l'époque d'avant la Confédération jusqu'à aujourd'hui. Le musée McCord abrite également des peintures d'artistes renommés, dont Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn et George Heriot. Totalisant 176 mètres linéaires, les Archives textuelles regroupent une importante quantité de documents relatant l'histoire canadienne. Le site Internet du musée ([www.mccord-museum.qc.ca/fr](http://www.mccord-museum.qc.ca/fr)) présente des expositions virtuelles primées, des ressources éducatives novatrices et une importante base de données interrogeable sur les collections du musée.

Les expositions du musée McCord témoignent l'histoire de la culture et de la société de Montréal, du Québec et du Canada. En plus des visites guidées, des programmes scolaires, des activités culturelles et des conférences, le musée McCord offre une gamme de services dont un café et une boutique.

Les collections du musée sont accessibles aux chercheurs sur rendez-vous.

690, rue Sherbrooke Ouest  
Téléphone : (514) 398-7100  
Courriel : [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
Site Internet : [www.mccord-museum.qc.ca/fr](http://www.mccord-museum.qc.ca/fr)

### 5.8.3.3 Musée et laboratoire de recherche Lyman d'entomologie

Situé sur le campus Macdonald, le musée abrite la plus importante collection universitaire au pays d'insectes et est le deuxième plus important de ce genre quant au nombre et à la diversité des spécimens, derrière la Collection nationale canadienne d'insectes à Ottawa. La principale mission du musée étant la recherche et l'apprentissage, et non les expositions, il n'est généralement pas ouvert au public, bien que des visites guidées soient offertes sur rendez-vous. Téléphone : (514) 398-7914.

### 5.8.3.4 Autres collections historiques

En plus de ses musées, l'Université McGill présente d'autres collections et expositions de nature spécialisée, qui sont de façon générale accessibles aux étudiants seulement et dont l'accès peut être obtenu en en faisant la demande au département concerné. Les musées d'anatomie et de pathologie sont de ce nombre.

Le Département de physique regroupe deux collections spécialisées qui sont accessibles sur rendez-vous. Le musée Rutherford abrite l'essentiel des appareils que le professeur Ernest Rutherford a utilisé pour mener ses recherches sur la radioactivité de 1898 à 1907 qui lui ont valu le prix Nobel de l'Université McGill. La collection McPherson regroupe des instruments et des appareils datant du 19<sup>e</sup> siècle qui étaient utilisés en physique à des fins de mesure et de recherche.



## 6 Études professionnelles et de gestion (Programmes de certificat de premier cycle)

### Table des matières

6.1	Études professionnelles et de gestion, page 59	6.8.7	Règlements universitaires, page 70
6.1.1	Coordonnées, page 59	6.8.7.1	Conseillers pédagogiques, page 70
6.1.2	Personnel administratif, page 59	6.8.7.2	Résultats exigés pour les programmes de certificat, page 70
6.1.3	Introduction, page 59	6.8.7.3	Reconnaissance d'équivalences, page 70
6.1.4	Programmes de certificat, page 60	6.8.7.4	Reconnaissance d'équivalences et nombre minimum de cours, page 70
6.2	Certificats de McGill, page 60	6.8.7.5	Cours associé, page 71
6.2.1	Certificat en comptabilité (30 unités), page 60	6.8.7.6	Cours associés pour les programmes, page 71
6.2.2	Certificat en entrepreneuriat (30 unités), page 60	6.8.7.7	Charge de cours, page 71
6.2.3	Certificat en gestion des services de santé et des services sociaux (30 unités), page 61	6.8.7.8	Séances d'information, page 71
6.2.4	Certificat en gestion des ressources humaines (30 unités), page 61	6.8.7.9	Cours et conditions préalables, page 71
6.2.5	Certificat en gestion logistique (30 unités), page 61	6.8.7.10	Études indépendantes (étudiant à statut particulier), page 71
6.2.6	Certificat en gestion (30 unités), page 62	6.8.7.11	Durée limite des études, page 71
6.2.7	Certificat en marketing (30 unités), page 62	6.8.7.12	Changements de programme, page 71
6.2.8	Certificat en gestion des relations publiques (30 unités), page 62	6.9	Descriptions des cours - Programmes de premier cycle, page 72
6.2.9	Certificat en gestion des risques (30 unités), page 63		
6.2.10	Certificat en développement de logiciels (30 unités), page 63		
6.2.11	Certificat en analyse et conception des systèmes informatiques (30 unités), page 63		
6.3	Programmes réservés, page 63		
6.3.1	Certificat en pratique du service social auprès des populations autochtones (30 unités), page 63		
6.3.1.1	Critères d'admission, page 64		
6.3.2	Certificat en pratique du service social auprès des populations nordiques (30 unités), page 64		
6.4	Baccalauréat en commerce pour les étudiants à temps partiel, page 64		
6.4.1	Critères d'admission, page 64		
6.4.2	Candidats adultes/qui renouvèlent leur demande d'admission à un programme ou en propédeutique, page 65		
6.4.3	Renseignements et orientation, page 65		
6.5	Structure du baccalauréat en commerce à temps partiel, page 65		
6.5.1	Tronc commun, page 66		
6.6	Concentrations, page 66		
6.6.1	Concentration en comptabilité (15 unités), page 66		
6.6.2	Concentration en entrepreneuriat (15 unités), page 67		
6.6.3	Concentration en systèmes d'information (15 unités), page 67		
6.6.4	Concentration en marketing (15 unités), page 67		
6.6.5	Concentration en comportement organisationnel (15 unités), page 67		
6.7	Programmes de majeure, page 68		
6.7.1	Majeure en comptabilité (30 unités), page 68		
6.7.2	Majeure en systèmes d'information (30 unités), page 68		
6.7.3	Majeure en marketing (30 unités), page 68		
6.8	Conditions générales d'admission aux programmes de certificat, page 69		
6.8.1	Critères d'admission, page 69		
6.8.2	Preuve de compétence en anglais, page 69		
6.8.3	Formalités d'admission, page 69		
6.8.4	Études intégrées de langue anglaise et professionnelles (EILAP), page 69		
6.8.5	Études indépendantes, page 70		
6.8.6	Exemption par examen, page 70		

### 6.1 Études professionnelles et de gestion

#### 6.1.1 Coordonnées

Études professionnelles et de gestion  
Programmes de certificat de premier cycle  
Téléphone : (514) 398-1030  
Télécopieur : (514) 398-3108  
Site Internet : <http://francais.mcgill.ca/conted-cms>  
Courriel : [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

#### 6.1.2 Personnel administratif

À préciser	<b>Directeur</b>
Dawne Ramsahoye; B.A. (McG.), G.D.I.A., M.A. (Concor.)	<b>Gestionnaire de programmes</b>
Mary Rubiano	<b>Conseillère de programmes</b>
Daniel Darrigan; B.A., Dip.Ed. (McG.)	<b>Conseiller de programmes</b>
Larry Goldsman; B.Com. (Concor.), G.D.P.A. (McG.), C.A.	<b>Chargé de cours</b>
Hang Lau; B.Sc. (Université chinoise de Hong Kong), M.Sc., Ph.D. (McG.)	<b>Directeur, Programmes des technologies de l'information, chargé de cours</b>
Jean-Claude Provost; B.A. (York (Can.)), M.A. (McG.), C.R.H.A.	<b>Coordonnateur - Programmes de gestion des ressources humaines, chargé de cours</b>
Elizabeth J. Hirst; M.A. (Montr.), ARP, fellow SCRP	<b>Coordonnatrice des programmes en relations publiques, chargé de cours</b>

#### 6.1.3 Introduction

Le Département offre des programmes de premier cycle auxquels les étudiants peuvent être admis sans grade universitaire. Un certain nombre de programmes de 2<sup>e</sup> cycle sont également offerts, mais l'admission nécessite un grade universitaire (voir [section 7.2 « Programmes d'études supérieures »](#)). Un programme de certificat comporte une série de cours favorisant l'acquisition et l'approfondissement de connaissances dans un champ d'études particulier. Un programme équivaut normalement à une année d'études universitaires à temps plein et nécessite l'achèvement de 10 cours.

Les étudiants qui ont rempli les formalités d'admission peuvent satisfaire aux exigences des certificats de l'Université McGill et des diverses associations professionnelles. Ceux qui souhaitent poursuivre leurs études au niveau du baccalauréat en commerce (B.Com.) de la Faculté de gestion Desautels doivent satisfaire aux critères d'admission correspondants et présenter leur demande au service des admissions; voir **section 3.3.1 « Baccalauréat en commerce (Temps partiel) »**. Les cours peuvent être suivis en automne, en hiver, en printemps et en été. Il est vivement conseillé aux étudiants de soigneusement réfléchir à leurs objectifs professionnels et universitaires avant de choisir leurs cours.

Ceux qui ne veulent pas suivre un programme de certificat peuvent s'inscrire, à titre d'étudiants à statut particulier, aux cours qui conviennent à leurs besoins. Ces étudiants doivent toutefois remplir les conditions préalables aux cours et satisfaire aux critères d'admission.

Les membres du personnel du Département se feront un plaisir de répondre à vos questions sur les formalités d'admission aux programmes de certificat, de vous aider à établir votre plan de cours et de vous fournir des renseignements sur les exigences des programmes professionnels ou de premier cycle.

### 6.1.4 Programmes de certificat

Programmes de premier cycle ne nécessitant pas de grade universitaire :

- « Certificat en comptabilité (30 unités) », section 6.2.1
- « Certificat en entrepreneuriat (30 unités) », section 6.2.2
- « Certificat en gestion des services de santé et des services sociaux (30 unités) », section 6.2.3
- « Certificat en gestion des ressources humaines (30 unités) », section 6.2.4
- « Certificat en gestion logistique (30 unités) », section 6.2.5
- « Certificat en gestion (30 unités) », section 6.2.6
- « Certificat en marketing (30 unités) », section 6.2.7
- « Certificat en gestion des relations publiques (30 unités) », section 6.2.8
- « Certificat en gestion des risques (30 unités) », section 6.2.9
- « Certificat en développement de logiciels (30 unités) », section 6.2.10
- « Certificat en analyse et conception des systèmes informatiques (30 unités) », section 6.2.11
- « Certificat en pratique du service social auprès des populations autochtones (30 unités) », section 6.3.1
- « Certificat en pratique du service social auprès des populations nordiques (30 unités) », section 6.3.2

## 6.2 Certificats de McGill

### 6.2.1 Certificat en comptabilité (30 unités)

Ce certificat vise à inculquer à l'étudiant les connaissances nécessaires à l'exercice de la profession de comptable. Le certificat en comptabilité, combiné au certificat en gestion, répond à la plupart des exigences de formation de l'Ordre des comptables généraux licenciés du Québec (CGA) et de l'Ordre des comptables en management accrédités du Québec (CMA). Assorti des options adéquates, il prépare en outre les étudiants aux examens d'agrément de ces ordres professionnels. Une liste détaillée des cours qui répondent spécifiquement aux conditions d'admission de chaque ordre peut vous être fournie par le Département d'études professionnelles et de gestion.

**Nota :** Les cours préalables ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

#### Cours préalable :

MGCR 211 (3) Introduction to Financial Accounting  
(ou exemption par examen)

#### Cours obligatoires : (21 unités)

ACCT 351 (3) Intermediate Financial Accounting 1  
ACCT 352 (3) Intermediate Financial Accounting 2  
ACCT 361 (3) Intermediate Management Accounting 1  
ACCT 362 (3) Intermediate Management Accounting 2  
ACCT 385 (3) Principles of Taxation  
ACCT 453 (3) Advanced Financial Accounting  
ACCT 475 (3) Principles of Auditing

#### Cours complémentaires : (9 unités)

Les 3 cours complémentaires peuvent être choisis parmi l'ensemble des cours énumérés ci-dessous si vous ne souhaitez pas suivre une filière particulière.

#### Cours exigés par l'Ordre des comptables généraux licenciés du Québec (CGA)

En plus des cours préalables et obligatoires du certificat en comptabilité, vous devez suivre les cours ci-après si la filière CGA vous intéresse (d'autres cours peuvent aussi être exigés; veuillez vous adresser à l'Ordre des CGA).

ACCT 354 (3) Financial Statement Analysis  
ACCT 455 (3) Development of Accounting Thought  
ACCT 476 (3) Internal Auditing\*  
ACCT 477 (3) External Auditing\*  
ACCT 486 (3) Business Taxation 2  
INSY 332 (3) Accounting Information Systems

\*Seul un de ces cours peut être pris en compte dans le calcul des unités nécessaires pour obtenir le Certificat.

#### Cours exigés par l'Ordre des comptables en management accrédités du Québec (CMA)

En plus des cours préalables et obligatoires du certificat en comptabilité, vous devez suivre les cours ci-après si la filière CMA vous intéresse (d'autres cours peuvent aussi être exigés; veuillez vous adresser à l'Ordre des CMA).

ACCT 354 (3) Financial Statement Analysis  
ACCT 455 (3) Development of Accounting Thought  
ACCT 463 (3) Advanced Management Accounting  
ACCT 476 (3) Internal Auditing  
INSY 332 (3) Accounting Information Systems

#### Autres options complémentaires :

BUSA 400 (3) Independent Studies in Management  
CCTX 540 (3) U.S. Taxation

#### Coordonnées de l'Ordre des CGA

Monsieur Victor Djevalikian  
Renseignements d'ordre général, dispenses et examens de CGA  
[examens@cga-quebec.org](mailto:examens@cga-quebec.org)  
(514) 861-1823, poste 210  
[www.cga-quebec.org](http://www.cga-quebec.org)

ou

Madame Frédérique Sarrazin-Morrisette  
Renseignements d'ordre général et équivalences de cours  
[inscriptions@cga-quebec.org](mailto:inscriptions@cga-quebec.org)  
(514) 861-1823, poste 246  
[www.cga-quebec.org](http://www.cga-quebec.org)

#### Coordonnées de l'Ordre des CMA

Madame Karine Blais  
[k.blais@cma-quebec.org](mailto:k.blais@cma-quebec.org)  
(514) 849-1155 poste 226  
[www.cma-quebec.org](http://www.cma-quebec.org)

### 6.2.2 Certificat en entrepreneuriat (30 unités)

Ce certificat vise à inculquer aux étudiants les connaissances nécessaires pour créer une entreprise et assurer sa viabilité. Les participants devront concevoir des outils pour préparer un plan d'affaires, communiquer avec les conseillers financiers, interpréter les états financiers, préparer un plan de marketing et de ventes et présenter un produit ou un service à des investisseurs potentiels. Des intervenants extérieurs, issus de diverses

entreprises, seront invités à intervenir dans certains cours pour replacer les enseignements théoriques dans un contexte pratique.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CMSC 101 (3) College Algebra and Functions  
(ou exemption par examen)
- EDEC 205 (3) Communication in Management 1  
(ou exemption par examen)

**Cours obligatoires :** (27 unités)

- BUSA 464 (3) Management of Small Enterprises
- CACC 520 (3) Accounting for Management
- CENT 300 (3) Fundamentals of Entrepreneurship
- CENT 305 (3) Product Validation and Sales
- CENT 434 (3) Entrepreneurship Issues Management
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 293 (3) Managerial Economics
- MGCR 352 (3) Marketing Management 1
- MGCR 382 (3) International Business

**Cours complémentaire :** (3 unités)

- BUSA 364 (3) Business Law 1
- CPRL 223 (3) Basics of Public Relations
- MGCR 331 (3) Information Systems
- MGPO 450 (3) Ethics in Management
- MRKT 355 (3) Services Marketing
- MRKT 452 (3) Consumer Behaviour

### 6.2.3 Certificat en gestion des services de santé et des services sociaux (30 unités)

Ce certificat vise à doter l'étudiant d'une base intégrée de connaissances en gestion et s'adresse tout particulièrement à ceux qui s'intéressent à l'organisation, au fonctionnement et à la gestion des services hospitaliers (généraux, soins de longue durée, etc.), des centres d'accueil pour les jeunes et les personnes âgées, des centres communautaires locaux et d'autres établissements de services sociaux et de santé. Ce programme est axé sur l'acquisition des compétences nécessaires à la gestion quotidienne de ce type de services en fonction de critères d'efficacité et de critères humains.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- EDEC 205 (3) Communication in Management 1  
(ou exemption par examen)

**Cours obligatoires :** (27 unités)

- CACC 520 (3) Accounting for Management
- CHLC 351 (3) Social Service Systems
- CHLC 401 (3) Evaluation of Health and Social Services
- CHLC 500 (3) Health Care Systems
- CHLC 552 (3) Legal Aspects: Health and Social Services
- INDR 294 (3) Introduction to Labour-Management Relations
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 331 (3) Information Systems
- ORGB 423 (3) Human Resources Management

**Cours complémentaire :** (3 unités)

- CORG 450 (3) Workplace Health and Safety
- INSY 332 (3) Accounting Information Systems
- ORGB 420 (3) Managing Organizational Teams

### 6.2.4 Certificat en gestion des ressources humaines (30 unités)

Ce programme de certificat initie l'étudiant aux disciplines et aux pratiques fondamentales de la gestion des ressources humaines. Par ailleurs, il donne un aperçu général des fonctions spécialisées et de certains des enjeux actuels et futurs dans les domaines suivants : efficacité organisationnelle, dotation en personnel, rémunération globale, formation et perfectionnement,

relations avec les employés et relations du travail, santé et sécurité au travail et pratique professionnelle de la gestion des ressources humaines.

**Cours obligatoires :** (18 unités)

- CGMG 282 (3) Introduction to Business
- MGCR 222 (3) Introduction to Organizational Behaviour
- ORGB 423 (3) Human Resources Management
- ORGB 424 (3) Employment
- ORGB 426 (3) Human Resource Training and Development
- ORGB 525 (3) Compensation Management

**Cours complémentaires :** (12 unités)

*Relations avec les employés*

- EDPC 501 (3) Helping Relationships
- INDR 294 (3) Introduction to Labour-Management Relations
- INDR 494 (3) Labour Law
- INDR 496 (3) Collective Bargaining
- ORGB 420 (3) Managing Organizational Teams

*Formation et perfectionnement*

- EDPC 501 (3) Helping Relationships
- EDPC 504 (3) Practicum in Interviewing Skills
- MGCR 331 (3) Information Systems
- ORGB 420 (3) Managing Organizational Teams
- ORGB 421 (3) Managing Organizational Change

*Développement organisationnel*

- CORG 450 (3) Workplace Health and Safety
- MGCR 423 (3) Organizational Policy
- MGPO 450 (3) Ethics in Management
- ORGB 420 (3) Managing Organizational Teams
- ORGB 421 (3) Managing Organizational Change

Les cours complémentaires doivent être choisis dans un ou plusieurs des trois domaines proposés.

### 6.2.5 Certificat en gestion logistique (30 unités)

L'objectif de ce programme est de donner aux étudiants et aux professionnels du secteur de meilleures compétences et connaissances en matière de gestion pour le transport efficace des marchandises au Canada et dans un contexte international de plus en plus concurrentiel et exigeant. Le programme permet d'acquérir de solides compétences en gestion logistique et transport.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CMSC 101 (3) College Algebra and Functions  
(ou exemption par examen)
- EDEC 205 (3) Communication in Management 1  
(ou exemption par examen)

**Cours obligatoires :** (24 unités)

- CEC1 206 (3) Transportation Economics
- CTPT 205 (3) Principles of Logistics 1
- CTPT 207 (3) Transportation Law and Policy
- CTPT 220 (3) Strategic Logistics
- CTPT 225 (3) Principles of Logistics 2
- CTPT 347 (3) Transportation Management
- CTPT 410 (3) International Trade and Logistics
- CTPT 440 (3) Supply Chain Management

**Cours complémentaires :** (6 unités)

- BUSA 364 (3) Business Law 1
- CACC 520 (3) Accounting for Management
- CPDV 301 (3) Risk Management
- MGCR 352 (3) Marketing Management 1

Ou tout autre cours de premier cycle offert par le Département des études professionnelles et de gestion dont le cours préalable a été suivi.

**Nota :** Veuillez noter que les étudiants qui désirent satisfaire aux exigences du C.I.T.T. doivent suivre d'autres cours. Pour de plus

amples renseignements, adressez-vous au Département ou au bureau du C.I.T.T. : [info@citt.ca](mailto:info@citt.ca).

### 6.2.6 Certificat en gestion (30 unités)

Ce programme prépare les étudiants à des postes en gestion générale et ouvre la voie à des études de gestion plus approfondies. Il présente un vaste aperçu des disciplines sous-jacentes et initie aux domaines fonctionnels de la gestion. L'obtention de ce certificat assorti des cours optionnels appropriés répond à la plupart des exigences de l'Institut canadien de gestion (ICG).

**Nota** : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

#### Cours associés :

- CMSC 101 (3) College Algebra and Functions  
(ou exemption par examen)  
EDEC 205 (3) Communication in Management 1  
(ou exemption par examen)

#### Cours obligatoires : (18 unités)

- MGCR 211 (3) Introduction to Financial Accounting  
MGCR 222 (3) Introduction to Organizational Behaviour  
MGCR 273 (3) Introductory Management Statistics  
MGCR 293 (3) Managerial Economics  
MGCR 341 (3) Finance 1  
MGCR 352 (3) Marketing Management 1

#### Cours complémentaires : (12 unités)

#### Cours complémentaires : (3 ou 6 unités)

- BUSA 464 (3) Management of Small Enterprises  
MGCR 423 (3) Organizational Policy

#### Cours complémentaires : (6 ou 9 unités)

- ACCT 361 (3) Intermediate Management Accounting 1  
BUSA 364 (3) Business Law 1  
BUSA 368 (3) Business Law 2  
CGMG 282 (3) Introduction to Business  
ECON 295 (3) Macroeconomic Policy  
FINE 343 (3) Managerial Finance  
FINE 443 (3) Applied Corporate Finance  
MGCR 331 (3) Information Systems  
MGCR 360 (3) Social Context of Business  
MGCR 382 (3) International Business  
MGCR 472 (3) Operations Management  
MGPO 450 (3) Ethics in Management  
MGSC 272 (3) Advanced Business Statistics  
MGSC 373 (3) Operations Research 1  
ORGB 420 (3) Managing Organizational Teams  
ORGB 423 (3) Human Resources Management

#### Exigences de l'Ordre des CGA

Les étudiants intéressés par la filière CGA doivent suivre les cours ci-après. D'autres cours peuvent être exigés. Veuillez vous adresser à l'Ordre des CGA du Québec pour plus de renseignements (voir [section 3.9 « Associations professionnelles »](#)).

- BUSA 364 (3) Business Law 1  
BUSA 368 (3) Business Law 2  
ECON 295 (3) Macroeconomic Policy  
FINE 343 (3) Managerial Finance  
MGCR 211 (3) Introduction to Financial Accounting  
MGCR 273 (3) Introductory Management Statistics  
MGCR 293 (3) Managerial Economics  
MGCR 331 (3) Information Systems  
MGCR 341 (3) Finance 1  
MGCR 423 (3) Organizational Policy

#### Exigences de l'Ordre des CMA

Les étudiants intéressés par la filière CMA doivent suivre les cours ci-après. D'autres cours peuvent être exigés. Veuillez vous adresser à l'Ordre des CMA du Québec pour plus de renseignements (voir [section 3.9 « Associations professionnelles »](#)).

- ACCT 361 (3) Intermediate Management Accounting 1  
BUSA 364 (3) Business Law 1  
ECON 295 (3) Macroeconomic Policy

- MGCR 211 (3) Introduction to Financial Accounting  
MGCR 222 (3) Introduction to Organizational Behaviour  
MGCR 273 (3) Introductory Management Statistics  
MGCR 293 (3) Managerial Economics  
MGCR 331 (3) Information Systems  
MGCR 341 (3) Finance 1  
MGCR 382 (3) International Business  
MGCR 423 (3) Organizational Policy  
MGSC 272 (3) Advanced Business Statistics  
MGSC 373 (3) Operations Research 1

#### Institut canadien de gestion (ICG)

Les étudiants qui souhaitent suivre la filière ICG doivent suivre les cours suivants. D'autres cours peuvent être exigés. Veuillez vous adresser à l'Institut canadien de gestion pour plus de renseignements (voir [section 3.9 « Associations professionnelles »](#)).

- BUSA 364 (3) Business Law 1  
CGMG 282 (3) Introduction to Business  
EDEC 205 (3) Communication in Management 1  
FINE 343 (3) Managerial Finance  
MGCR 222 (3) Introduction to Organizational Behaviour  
MGCR 352 (3) Marketing Management 1  
MGCR 423 (3) Organizational Policy  
MGCR 472 (3) Operations Management

### 6.2.7 Certificat en marketing (30 unités)

Initier les étudiants aux théories et concepts du marketing et leur donner l'occasion de les appliquer dans des situations pratiques. Le certificat prépare à une carrière dans un domaine clé du marketing et donne les atouts nécessaires pour comprendre et exploiter les publications récentes sur le marketing.

**Nota** : Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

#### Cours associés :

- CMSC 101 (3) College Algebra and Functions  
(ou exemption par examen)

#### Cours obligatoires : (21 unités)

- MGCR 211 (3) Introduction to Financial Accounting  
MGCR 273 (3) Introductory Management Statistics  
MGCR 352 (3) Marketing Management 1  
MRKT 354 (3) Marketing Management 2  
MRKT 451 (3) Marketing Research  
MRKT 452 (3) Consumer Behaviour  
MRKT 357 (3) Marketing Planning 1

(À suivre comme cours final dans le cadre du Certificat)

#### Cours complémentaires : (9 unités)

- BUSA 464 (3) Management of Small Enterprises  
MRKT 355 (3) Services Marketing  
MRKT 434 (3) Topics in Marketing  
MRKT 453 (3) Advertising Management  
MRKT 455 (3) Sales Management  
MRKT 456 (3) Business to Business Marketing  
MRKT 483 (3) International Marketing Management  
MGCR 382 (3) International Business

### 6.2.8 Certificat en gestion des relations publiques (30 unités)

Le certificat en gestion des relations publiques est conçu pour répondre à la demande croissante de compétences professionnelles dans ce domaine d'activité. Il est tout à la fois professionnel et orienté vers les étudiants : son contenu suit l'évolution des meilleures pratiques du secteur et il est fréquemment enrichi par les résultats des recherches menées dans le domaine des communications. Les étudiants ont la possibilité de travailler directement avec l'industrie grâce à des études de cas réelles, en constante évolution. Les cours suivent des directives de la Société canadienne des relations publiques Inc. (SCRPI) et de la Société des relationnistes du Québec (SRQ). Des représentants

de ces associations et d'autres regroupements professionnels participent au comité chargé de définir le programme.

**Cours obligatoires :** (21 unités)

- CPRL 223 (3) Basics of Public Relations
- CPRL 224 (3) Applied Public Relations Methods
- CPRL 225 (3) Media Relations
- CPRL 320 (3) Public Relations Research
- CPRL 321 (3) Public Relations Issues Management
- CPRL 322 (3) Cases in Public Relations
- EDEC 207 (3) Communication in Public Relations

**Cours complémentaires :** (9 unités)

**Cours complémentaires :** (3 ou 6 unités)

- CPRL 226 (3) Corporate Communications
- CPRL 227 (3) Internal Communication

**Cours complémentaires :** (3 ou 6 unités)

- CPRL 220 (3) Fundamentals of Fund-Raising
- CPRL 226 (3) Corporate Communications
- CPRL 227 (3) Internal Communication
- CPRL 228 (3) Event Management
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 352 (3) Marketing Management 1

### 6.2.9 Certificat en gestion des risques (30 unités)

Ce programme permet aux étudiants d'approfondir leurs connaissances de base et d'améliorer leurs compétences dans le domaine de la gestion des risques. Sujets clés traités : organisation commerciale, statistiques, économie, droit, gestion des risques et assurance. Les étudiants qui mènent à bien ce programme réunissent la plupart des conditions d'admission à l'Institut de gestion des risques pour le titre professionnel de membre de la RIMS.

**Cours obligatoires :** (21 unités)

- BUSA 364 (3) Business Law 1
- CEC2 532 (3) Business Economics
- CPDV 301 (3) Risk Management
- CPDV 302 (3) Risk Control
- CPDV 303 (3) Risk Financing
- EDEC 205 (3) Communication in Management 1
- MGCR 211 (3) Introduction to Financial Accounting

**Cours complémentaires :** (9 unités)

- ACCT 385 (3) Principles of Taxation
- BUSA 368 (3) Business Law 2
- CPDV 305 (3) General Insurance 1
- CPDV 306 (3) General Insurance 2
- MGCR 273 (3) Introductory Management Statistics
- MGCR 331 (3) Information Systems

### 6.2.10 Certificat en développement de logiciels (30 unités)

Le certificat en développement de logiciels procure de solides bases en développement d'applications de logiciels. Il insiste sur les connaissances en informatique appliquée, plus précisément sur les notions élémentaires de la programmation informatique, de la réseautique et de la technologie liée au réseau Internet. Mener à bien ce programme permet d'entreprendre une carrière de spécialiste en développement et en maintenance de logiciels, d'administrateur de réseau ou de spécialiste d'Internet et des sites Internet au sein de divers organismes.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CMSC 101 (3) College Algebra and Functions (ou exemption par examen)

**Cours obligatoires :** (24 unités)

- CCCS 300 (3) Programming Techniques 1
- CCCS 301 (3) Programming Techniques 2
- CCCS 310 (3) Web Development
- CCCS 315 (3) Data Structures & Algorithms

- CCCS 321 (3) Operating Systems Administration
- CCCS 330 (3) Database Systems & Internet Applications
- CCCS 431 (3) Networking Fundamentals
- MGCR 331 (3) Information Systems

**Cours complémentaires :** (6 unités)

- CCCS 320 (3) User Interface Design
- CCCS 425 (3) Web Services
- CCCS 441 (3) Network Security & Implementation

### 6.2.11 Certificat en analyse et conception des systèmes informatiques (30 unités)

Le certificat en analyse et conception des systèmes informatiques procure de solides bases sur les concepts et techniques nécessaires pour planifier et concevoir avec efficacité des applications et systèmes logiciels. Il insiste tout particulièrement sur l'application pratique des techniques pour le développement d'applications commerciales. Les étudiants qui mènent ce programme à terme pourront exercer la profession d'analyste dans des entreprises spécialisées dans le développement de logiciels ou dans des entreprises dans le domaine des technologies de l'information.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CMSC 101 (3) College Algebra and Functions (ou exemption par examen)

**Cours obligatoires :** (24 unités)

- CCCS 300 (3) Programming Techniques 1
- CMIS 431 (3) Systems Implementation
- INSY 331 (3) Managing Information Technology
- INSY 333 (3) Systems Analysis and Modelling
- INSY 432 (3) Information Technology in Business
- INSY 437 (3) Managing Data and Database
- INSY 450 (3) Information Systems Project Management
- MGCR 331 (3) Information Systems

**Cours complémentaires :** (6 unités)

À choisir parmi les cours suivants :

*Gestion*

- CMIS 422 (3) Information System Security
- INSY 444 (3) Managing Knowledge with Information Technology

*Technique*

- CCCS 301 (3) Programming Techniques 2
- CCCS 310 (3) Web Development
- CCCS 320 (3) User Interface Design

## 6.3 Programmes réservés

### 6.3.1 Certificat en pratique du service social auprès des populations autochtones (30 unités)

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année scolaire 2008-2009.

Le programme de certificat en pratique du service social auprès des populations autochtones a pour but de préparer les autochtones à exercer le métier de travailleur social dans leurs propres communautés en leur offrant une formation professionnelle qui leur permet d'évaluer toute une gamme de problèmes sociaux comme la toxicomanie, la violence familiale, la violence faite aux enfants ainsi que la santé mentale et physique, puis d'offrir des services de conseiller. Les cours sont planifiés de manière à refléter les caractéristiques socioculturelles de la société autochtone de même que les besoins particuliers de ses communautés en matière de services sociaux.

**Cours obligatoires :** (21 unités)

- SWRK 240 (3) Introduction to Social Work
- SWRK 255 (3) Introduction to Practicum



- SWRK 341 (3) Introduction: Practice with Families  
 SWRK 355 (3) Field Practice 1  
 SWRK 357 (3) Legal Problems of the Poor  
 SWRK 374 (3) Community Development/Social Action  
 SWRK 438 (3) Drug Addiction and Society

**Cours complémentaires :** (9 unités)

- ANTH 306 (3) Native Peoples' History in Canada  
 SWRK 354 (3) Social Work in the Health Field  
 SWRK 434 (3) Practice with Involuntary Clients  
 SWRK 459 (3) Adult / Children Sexual Relations  
 SWRK 465 (3) School Social Services  
 SWRK 497 (3) Clinical Practice Seminar 1

Un des cours complémentaires peut être remplacé par :

- EDEC 204 (3) Communication in Social Work

**6.3.1.1 Critères d'admission**

En plus des critères énumérés à la section 6.8.1 « Critères d'admission », les candidats doivent fournir deux lettres de recommandation signées d'un membre de leur communauté autochtone.

**6.3.2 Certificat en pratique du service social auprès des populations nordiques (30 unités)**

Programme présentement à l'étude. Aucun étudiant ne sera admis pour l'année scolaire 2008-2009.

Ce programme de certificat de 10 cours (30 unités) offert par le Centre d'éducation permanente pour l'École de service social est seulement disponible dans le Nord aux travailleurs sociaux inuits travaillant pour le gouvernement du Nouveau-Québec. Ce programme a pour objectif de préparer les travailleurs sociaux inuits à l'exercice du service social dans leurs communautés. Les cours tiennent compte des caractéristiques socioculturelles du Grand Nord ainsi que des besoins des communautés inuites en matière de services sociaux. Le rôle complexe du travailleur social au sein de la communauté fait également l'objet d'une attention particulière.

Les cours portent sur les thèmes suivants : délimitation et analyse des problèmes sociaux; les politiques de l'aide sociale et les méthodes de législation pour l'exercice du service social auprès des individus, des groupes et des organismes, ainsi que le processus d'organisation de la communauté.

Tous les cours sont dispensés dans le Nord par des membres de l'École de service social.

**Cours obligatoires :** (21 unités)

- SWRK 240 (3) Introduction to Social Work  
 SWRK 255 (3) Introduction to Practicum  
 SWRK 341 (3) Introduction: Practice with Families  
 SWRK 351 (3) Children's Needs and Social Services  
 SWRK 354 (3) Social Work in the Health Field  
 SWRK 355 (3) Field Practice 1  
 SWRK 473 (3) Individuals and Families in Crisis

**Cours complémentaires :** (9 unités)

- EDPI 211 (3) Social and Emotional Development  
 SWRK 374 (3) Community Development / Social Action  
 SWRK 377 (3) Women's Issues in Practice  
 SWRK 485 (3) Tutorial: Social Work Practice

**Cours optionnel :**

- EDEE 249 (3) Inuktitut Orthography and Grammar

universitaires durant le jour. Les cours du soir sont offerts en automne, en hiver, au printemps et en été.

Le baccalauréat en commerce accepte des étudiants possédant un vaste éventail de formations antérieures. L'admission est sélective, les candidats étant censés présenter un dossier supérieur à la moyenne. Les décisions touchant l'admission sont fondées sur l'ensemble du dossier scolaire. Les candidatures d'étudiants qui achèvent des cours dans des matières qu'ils ont déjà étudiées seront examinées au cas par cas.

**Nota : Le fait de répondre aux exigences minimales n'est pas un gage d'admission au programme de B.Com.**

Pour être admis au trimestre d'automne, les étudiants doivent présenter leur demande à la Gestion de l'effectif étudiant avant le 1<sup>er</sup> mai. Pour être admis au trimestre d'hiver, les demandes

doivent être reçues au plus tard le 1<sup>er</sup> novembre. Les formulaires de demande d'admission ainsi que les renseignements sur les critères d'admission peuvent être obtenus auprès de la Gestion de l'effectif étudiant, Université McGill, Pavillon James (administration), 845, rue Sherbrooke Ouest, Montréal, Québec, H3A 2T5 (514) 398-3910. Les candidats qui ont accès à Internet peuvent soumettre le formulaire de demande d'admission en ligne sur le site Internet à l'adresse suivante : <http://français.mcgill.ca>.

Les candidats titulaires d'un **diplôme de cégep (DEC)** doivent avoir suivi depuis moins de cinq ans les cours Calcul infinitésimal 1, Calcul infinitésimal 2 et Algèbre linéaire (mathématiques - OOUN, OOUQ, OOUQ ou 201-NYA, 201-NYB, 201-NYC, ou 201-103, 201-203, 201-105) au cégep et avoir obtenu une COTE R élevée. (Les étudiants dont les résultats en mathématiques ne correspondent pas à ce niveau de connaissance ou dont la moyenne générale est inférieure aux critères d'admission habituels sont priés de consulter la section ci-après consacrée aux candidats adultes/ qui renouvèlent leur demande d'admission à un programme ou en propédeutique; ou demander conseil à Ron Critchley, conseiller pédagogique du programme B.Com. (514-398-8582) ou à la Gestion de l'effectif étudiant).

Les étudiants qui n'ont pas suivi de cours de mathématiques au cégep et qui réunissent par ailleurs les critères d'admission doivent suivre les cours « *Survey of Basic Mathematics 1* » (CMSC 203) et 2 (CMSC 204) au Centre et obtenir une note minimale de B+ pour chaque cours.

**Nota :** Ces cours sont séquentiels et ne sont offerts qu'en septembre et en janvier. Les unités (ou crédits) correspondants à ces cours ne sont pas pris en compte dans le calcul des exigences minimales du programme. Les étudiants admis au programme devront obtenir un minimum de 90 unités.

**Nota :** Les étudiants ne doivent pas suivre plus de 60 unités au Centre avant de présenter leur demande, attendu qu'ils doivent accumuler au moins 30 unités après leur admission au programme de baccalauréat en commerce. Une moyenne minimum de B+ est exigée pour les cours suivis au Centre. Des reconnaissances d'équivalence et des dispenses, selon le cas, seront accordées pour les cours suivis au Centre.

**Les candidats provenant d'un autre établissement** (ayant étudié dans une autre université québécoise) qui ont obtenu des résultats supérieurs à la moyenne doivent avoir suivi depuis moins de cinq ans les cours Calcul infinitésimal I, Calcul infinitésimal 2 et Algèbre linéaire (Mathématiques - OOUN, OOUQ, OOUQ ou 201-NYA, 201-NYB, 201-NYC ou 201-103, 201-203, 201-105) au cégep et avoir obtenu une COTE R élevée ou la note B+ si les cours ont été suivis dans une autre université. (Les étudiants dont les résultats en mathématiques ne correspondent pas à ce niveau de connaissance ou dont la moyenne générale est inférieure aux critères d'admission habituels sont priés de consulter la section ci-dessous consacrée aux candidats adultes/qui renouvèlent leur demande d'admission à un programme ou en propédeutique ou encore demander conseil à la Gestion de l'effectif étudiant.)

Les étudiants qui n'ont pas suivi de cours de mathématiques au cégep ou à l'université doivent suivre les cours « *Survey of Basic Mathematics 1* » (CMSC 203) et 2 (CMSC 204) au Centre et

**6.4 Baccalauréat en commerce pour les étudiants à temps partiel**

**6.4.1 Critères d'admission**

Le baccalauréat en commerce destiné aux étudiants à temps partiel de la Faculté de gestion Desautels s'adresse aux étudiants qui, pour divers motifs, ne peuvent faire d'études

obtenir la note minimale B + pour chaque cours. Ces cours ne sont assortis d'aucune unité retenue dans le calcul des exigences minimales du programme.

Les cours de niveau universitaire suivis ailleurs qu'au Centre d'éducation permanente seront évalués au cas par cas pour la reconnaissance d'équivalences.

Le nombre minimal d'unités exigées de ces candidats pour l'obtention du diplôme sera fonction de la formation antérieure de l'étudiant.

**Nota :** Bien que le nombre minimal d'unités devant être accumulées après l'admission au baccalauréat en commerce soit de 30, l'étudiant doit accumuler au moins 60 unités à l'Université McGill pour satisfaire aux exigences de l'Université relatives à la durée des études.

#### 6.4.2 Candidats adultes/qui renouvèlent leur demande d'admission à un programme ou en propédeutique

Les citoyens canadiens et résidents permanents du Canada qui ne possèdent pas les titres universitaires normalement exigés peuvent demander à être admis directement auprès de la Faculté de gestion Desautels comme étudiants d'âge adulte ou dans le cadre du renouvellement de leur demande d'admission à un programme ou en propédeutique. Ils doivent toutefois remplir les conditions suivantes :

- 1) Avoir au moins 21 ans, à moins d'indication contraire, au 1<sup>er</sup> septembre (pour être admis au semestre d'automne) ou au 1<sup>er</sup> janvier (pour être admis au semestre d'hiver);
- 2) Ne pas avoir fréquenté le collège ni l'université au cours des cinq ans précédant la présentation de leur demande, ce qui constituerait un titre d'admission. Les candidats qui ont fréquenté le collège ou l'université mais qui n'ont pas obtenu de résultats satisfaisants doivent faire des études plus poussées et obtenir de meilleurs résultats dans un autre collège ou une autre université avant de renouveler leur demande d'admission;
- 3) Avoir réussi un nombre minimum de cours obligatoires, selon les critères mentionnés ci-après, dans les trois ans précédant le dépôt de leur demande. (Les candidats qui ont accumulé au moins 24 unités de niveau universitaire seront évalués comme étudiants provenant d'un autre établissement et doivent respecter les exigences s'appliquant aux étudiants de cette catégorie.) Les candidats qui souhaitent être admis en vertu de la politique sur les étudiants d'âge adulte sont priés de s'adresser à Ron Critchley au (514) 398-8582 ou par courriel à [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca).

L'admission au programme est éminemment sélective et le fait de répondre aux exigences minimales n'est pas un gage d'admission. En dépit des exigences générales s'appliquant aux étudiants d'âge adulte, les candidats à un programme de la Faculté de gestion Desautels dont les résultats sont insuffisants pour être admis doivent normalement :

- 1) Ne pas avoir fréquenté d'établissement scolaire pendant trois ans après l'obtention de ces résultats, et;
- 2) Être âgé d'au moins 21 ans au moment de l'admission.

Tous les candidats doivent avoir mené à bien les deux cours suivants dans les cinq ans précédant la date de l'admission avec une moyenne minimale B+. (Mathématiques NYA, NYB, NYC au niveau du cégep avec une Cote R élevée ou leurs équivalents universitaires avec une moyenne minimale de B+ sont acceptables pour remplacer CMSC 203 (*Survey of Basic Mathematics 1*) et CMSC 204 (*Survey of Basic Mathematics 2*).

De plus, tous les étudiants doivent mener à bien au minimum six des cours (18 unités) ci-après avec une moyenne de B+.

*Les trois cours suivants sont obligatoires :*

MGCR 211	Introduction to Financial Accounting
MGCR 271	Statistics 1 <b>ou</b>
MGCR 273	Introductory Management Statistics <b>et</b>
MGCR 293	Managerial Economics

*Choisir un minimum de trois cours parmi les cinq cours suivants :*

ECON 295	Macroeconomic Policy
MGCR 222	Introduction to Organizational Behaviour
MGCR 331	Information Systems
MGCR 341	Finance 1
MGCR 352	Marketing Management 1

Si un étudiant s'inscrit au Centre d'éducation permanente à un plus grand nombre de cours de gestion que ceux de la liste précédente, tous les résultats serviront au calcul de la moyenne pour l'admission. Il faut avoir obtenu une moyenne pondérée cumulative minimale de 3,30 aux cours préalables ci-dessus et comme moyenne générale.

**Nota :** Bien que le nombre minimal d'unités devant être accumulées après l'admission au baccalauréat en commerce soit de 30, l'étudiant doit accumuler au moins 60 unités à l'Université McGill pour satisfaire aux exigences de l'Université relatives à la durée des études. Le nombre minimal d'unités exigées pour l'obtention du diplôme sera fonction de la formation antérieure de l'étudiant. Des dispenses seront accordées au titre des cours déjà suivis au Centre d'éducation permanente. Le statut d'étudiant adulte accorde la reconnaissance de 15 unités au titre du programme de diplôme de 120 unités.

Pour plus de renseignements sur le statut de candidat d'âge adulte, communiquez avec Ron Critchley au (514) 398-8582 ou par courriel à [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca).

#### 6.4.3 Renseignements et orientation

Pour connaître les règlements et les procédures de la Faculté de gestion, consultez l'annuaire des programmes de premier cycle dans la section consacrée à la Faculté de gestion Desautels.

Tous les étudiants bénéficieront de conseils pour l'établissement de leur programme de cours et doivent le faire approuver par la Faculté de gestion Desautels. Les cours suivis ne peuvent entrer dans le programme de diplôme que si vous avez été officiellement admis.

Toute correspondance ou question doit être adressée au Bureau des affaires étudiantes, Programme de B. Com., Faculté de gestion Desautels, Pavillon Samuel Bronfman, 1001, rue Sherbrooke Ouest, Montréal, Québec, H3A 1G5; (514) 398-4068.

Tous les étudiants admis au programme de B. Com. à titre d'étudiants à temps partiel doivent contacter le conseiller pédagogique Ron Critchley ([ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca)) à la Faculté de gestion Desautels avant leur inscription au Centre d'éducation permanente.

## 6.5 Structure du baccalauréat en commerce à temps partiel

Le baccalauréat en commerce (B.Com.) est un programme assorti de 90 ou 120 unités offert à temps partiel le soir ou à temps plein le jour.

Le programme à temps partiel offre un choix limité de concentrations. Veuillez vous reporter à l'annuaire des études de 1<sup>er</sup> cycle, section Faculté de gestion Desautels, pour plus de renseignements sur les programmes disponibles et les exigences propres à la première année du programme de 120 unités, le cas échéant.

**Programme de gestion générale (Concentrations)**

2 Concentrations	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
2 Concentrations	30	30
Cours optionnels hors-gestion	6	18
Cours optionnels libres	18	18
Total	90	120

1 Concentration & 1 Mineure (18 unités)	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
1 Concentration + 1 Mineure (18 unités)	33	33
Cours optionnels hors-gestion	0	12
Cours optionnels libres	21	21
Total	90	120

1 Concentration & 1 Mineure (24 unités)	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
1 Concentration + 1 Mineure (24 unités)	39	39
Cours optionnels hors-gestion	0	12
Cours optionnels libres	15	15
Total	90	120

**Concentrations**

Pour mener à bien une concentration, l'étudiant doit obtenir la note minimale C à tous les cours qui la composent. L'étudiant qui ne parvient pas à accumuler 15 unités conformément à ce critère doit opter pour une nouvelle concentration, suivre à nouveau le(s) cours en question ou, si possible, remplacer le(s) cours par un ou des cours à option de la concentration dans le(s) quel(s) il a obtenu la note minimale requise.

**Seconde concentration**

L'étudiant qui opte pour une deuxième concentration devra accumuler 15 unités qui ne se chevauchent pas et obtenir la note minimale C à chaque cours.

**Concentrations (programme à temps partiel)**

Comptabilité  
 Entreprenariat  
 Systèmes d'information  
 Marketing

Les concentrations en comportement organisationnel, entreprenariat, finances, commerce international, relations du travail, gestion des opérations et gestion stratégique sont aussi proposées, mais comportent certains cours obligatoires qui se donnent pendant la journée.

**Programmes de majeure**

Majeure en gestion	90 unités	120 unités
Exigences de première année	0	18
Tronc commun	36	36
Majeure	30	30
Cours optionnels hors-gestion	6	18
Cours optionnels libres	18	18
Total	90	120

**Majeures (programme à temps partiel)**

Comptabilité  
 Systèmes d'information  
 Marketing

Des majeures en économie, finances, relations du travail, mathématiques (concentration majeure), psychologie, et statistiques (concentration majeure) sont aussi proposées. Certains cours sont donnés pendant la journée. Pour tout complément d'information sur ces majeures, veuillez consulter l'annuaire des programmes de premier cycle.

**6.5.1 Tronc commun**

**Cours de tronc commun** - 36 unités exigées de tous les étudiants de B.Com., avec une note minimale de C obtenue dans chaque cours.

ECON 295 (3) Macroeconomic Policy  
 MGCR 211 (3) Introduction to Financial Accounting  
 MGCR 222 (3) Introduction to Organizational Behaviour  
 MGCR 273 (3) Introductory Management Statistics  
 MGCR 293 (3) Managerial Economics  
 MGCR 331 (3) Information Systems  
 MGCR 341 (3) Finance 1  
 MGCR 352 (3) Marketing Management 1  
 MGCR 360 (3) Social Context of Business  
 MGCR 382 (3) International Business  
 MGCR 423 (3) Organizational Policy  
 MGCR 472 (3) Operations Management

**6.6 Concentrations**
**6.6.1 Concentration en comptabilité (15 unités)**

Conseillers : Professeur L. Goldsman et professeur F. W. Valliant

Cette concentration répond aux besoins des étudiants en gestion qui veulent se familiariser avec les principes de la comptabilité, mais ne comptent pas faire une carrière de comptable professionnel ni de spécialiste de la comptabilité. Elle s'adresse principalement aux utilisateurs d'informations financières et met l'accent sur l'enrichissement des connaissances grâce à un choix cohérent de cours.

La concentration en comptabilité complète le programme de B.Com., gestion générale, mais peut aussi en faire partie. Chaque cours de la concentration peut aussi faire office de cours complémentaire dans les programmes de majeure et les concentrations offertes par la Faculté de gestion dans d'autres domaines.

**Cours obligatoires (6 unités)**

ACCT 351 (3) Intermediate Financial Accounting 1  
 ACCT 361 (3) Intermediate Management Accounting 1

**Cours complémentaires (9 unités)**

ACCT 352 (3) Intermediate Financial Accounting 2  
 ACCT 354 (3) Financial Statement Analysis  
 ACCT 362 (3) Intermediate Management Accounting 2  
 ACCT 385 (3) Principles of Taxation  
 ACCT 434 (3) Topics in Accounting  
 ACCT 452 (3) Financial Reporting Valuation  
 ACCT 453 (3) Advanced Financial Accounting  
 ACCT 454 (3) Financial Reporting

ACCT 463 (3) Advanced Management Accounting  
ACCT 475 (3) Principles of Auditing  
ACCT 486 (3) Business Taxation 2

### 6.6.2 Concentration en entrepreneuriat (15 unités)

Conseillers : Professeure A. Burlton et professeur D. Lank

Cette concentration s'intéresse à la genèse et au développement des entreprises. Elle porte sur l'intégration du marketing, des finances, de l'organisation et des politiques dans la création et l'expansion des entreprises commerciales. Le programme prévoit l'évaluation de nouvelles entreprises commerciales, l'étude du rôle des acquisitions, ainsi que les enjeux stratégiques et les problèmes d'exploitation aux différents stades de la vie de l'entreprise, de sa création à sa maturité.

#### Cours complémentaires (15 unités)

Au moins 6 unités parmi les cours suivants :

BUSA 462 (3) Management of New Enterprises  
BUSA 464 (3) Management of Small Enterprises  
BUSA 465 (3) Technological Entrepreneurship

Le reste des unités parmi les cours suivants :

ACCT 361 (3) Intermediate Management Accounting 1  
ACCT 385 (3) Principles of Taxation  
BUSA 364 (3) Business Law 1  
FINE 442 (3) Capital Markets and Institutions  
INSY 332 (3) Accounting Information Systems  
INSY 432 (3) Information Technology in Business  
INSY 454 (3) Technological Foundation for E-Commerce  
MGPO 445 (3) Industry Analysis & Competitive Strategy  
MGPO 450 (3) Ethics in Management  
MGPO 560 (3) Managing Innovation  
MRKT 438 (3) Brand Management  
MRKT 452 (3) Consumer Behaviour  
MRKT 453 (3) Advertising Management  
MRKT 483 (3) International Marketing Management  
ORGB 380 (3) Cross Cultural Management

ou un cours de niveau 400 approuvé par le conseiller.

### 6.6.3 Concentration en systèmes d'information (15 unités)

Conseillère : Professeure L. Lapointe

Les technologies de l'information sont fondamentales dans la stratégie d'entreprise, la structure d'une organisation, l'établissement et le maintien des relations avec les clients et les fournisseurs, ainsi que dans le développement et l'offre de produits et services.

Cette concentration de 15 unités en systèmes d'information prépare les étudiants à une multitude de possibilités de carrières en technologies de l'information ou dans un domaine connexe. Elle est un complément idéal des majeures et concentrations dans d'autres domaines. Cette concentration utilise un mélange de notions théoriques, de connaissances techniques, d'outils pratiques, d'études de cas et de projets concrets qui apprennent aux étudiants à reconnaître la façon dont les systèmes d'information et la mise en œuvre de solutions appropriées peuvent aider à relever les défis du monde des affaires.

#### Cours obligatoires (9 unités)

INSY 331 (3) Managing Information Technology  
INSY 333 (3) Systems Analysis and Modelling  
INSY 437 (3) Managing Data and Databases

#### Cours complémentaires (6 unités)

INSY 332 (3) Accounting Information Systems  
INSY 341 (3) Developing Business Applications  
INSY 342 (3) Advanced Application Development  
INSY 431 (3) System Design and Implementation  
INSY 432 (3) Information Technology in Business  
INSY 434 (3) Advanced Topics  
INSY 438 (3) Interface Design and Prototyping

INSY 440 (3) Information Technology Challenges in Electronic Business  
INSY 444 (3) Managing Knowledge with Information Technology  
INSY 450 (3) Information Systems Project Management  
INSY 454 (3) Technological Foundation for E-Commerce

### 6.6.4 Concentration en marketing (15 unités)

Conseillers : Professeur M.S. Jo et professeure A. Mukherjee

Cette concentration ouvre aux étudiants un vaste éventail de débouchés. Les diplômés en marketing trouvent normalement du travail dans une foule de domaines comme la gestion des produits, la publicité, la gestion des ventes, la gestion du marketing, l'établissement des prix, la recherche en marketing, la distribution et le commerce de détail. La concentration en marketing donne un bon équilibre entre les cours qui mettent l'accent sur la théorie fondamentale, les connaissances essentielles et les cours nettement axés sur les aspects pratiques et les applications.

#### Cours obligatoires (12 unités)

MRKT 354 (3) Marketing Management 2  
MRKT 357 (3) Marketing Planning 1  
MRKT 451 (3) Marketing Research (à suivre au niveau U2)  
MRKT 452 (3) Consumer Behaviour

#### Cours complémentaires (3 unités)

MRKT 351 (3) Marketing in Society  
MRKT 355 (3) Services Marketing  
MRKT 365 (3) New Products  
MRKT 434 (3) Topics in Marketing  
MRKT 438 (3) Brand Management  
MRKT 453 (3) Advertising Management  
MRKT 455 (3) Sales Management  
MRKT 456 (3) Business to Business Marketing  
MRKT 459 (3) Retail Management  
MRKT 461 (3) Advertising Practicum  
MRKT 483 (3) International Marketing Management  
MRKT 557 (3) Marketing Productivity

### 6.6.5 Concentration en comportement organisationnel (15 unités)

Conseiller : Professeur A. Jaeger

La concentration en comportement organisationnel sensibilise les étudiants aux problèmes de comportement présents dans le milieu professionnel et industriel et les prépare à des études de deuxième cycle en sciences du comportement ou à une carrière en gestion générale ou en gestion des ressources humaines.

#### Cours complémentaires (15 unités)

Cinq parmi la liste suivante :

ORGB 321 (3) Leadership  
ORGB 325 (3) Negotiations and Conflict Resolutions  
ORGB 380 (3) Cross Cultural Management  
ORGB 409 (3) Organizational Research Methods  
ORGB 420 (3) Managing Organizational Teams  
ORGB 421 (3) Managing Organizational Change  
ORGB 423 (3) Human Resources Management  
ORGB 429\* (6) Organizational Behaviour for Course Counsellors  
ORGB 434 (3) Advanced Topics in Organizational Behaviour  
ORGB 435 (3) Women as Global Leaders and Managers  
ORGB 525 (3) Compensation Management

\* Si l'étudiant choisit le cours ORGB 429, trois unités seulement compteront pour la concentration en comportement organisationnel. Les trois autres unités compteront comme cours optionnel libre. Les étudiants capables de suivre des cours durant le jour sont priés de consulter l'annuaire de la Faculté de gestion Desautels pour connaître les autres possibilités qu'offrent les concentrations de la liste précédente.

## 6.7 Programmes de majeure

Des majeures en comptabilité, en systèmes d'information et en marketing sont proposées dans le cadre du programme de B.Com. à temps partiel.

Comme les programmes de majeure font l'objet d'une forte demande, les étudiants qui désirent s'inscrire à un programme de ce type ont intérêt à faire connaître leurs intentions au début du programme. Seuls les cours auxquels l'étudiant a obtenu une note satisfaisante (C ou mieux) peuvent être pris en compte au titre des exigences du programme de majeure.

### 6.7.1 Majeure en comptabilité (30 unités)

Conseillers : Professeur Cecere et professeur L. Goldsman

Ce programme de majeure s'adresse aux étudiants qui souhaitent acquérir des connaissances sur les rapports financiers, les indices de rendement, les missions de certification et d'autres notions comptables.

#### Cours obligatoires (18 unités)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 455	(3)	Development of Accounting Thought

#### Cours complémentaires (12 unités)

ACCT 354	(3)	Financial Statement Analysis
ACCT 356	(3)	International Accounting
ACCT 434	(3)	Topics in Accounting
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Advanced Management Accounting
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

### 6.7.2 Majeure en systèmes d'information (30 unités)

Conseillère : Professeure L. Lapointe

Les technologies de l'information sont fondamentales dans la stratégie d'entreprise, la structure d'une organisation, l'établissement et le maintien des relations avec les clients et les fournisseurs, ainsi que dans le développement et l'offre de produits et services.

Cette majeure de 30 unités en systèmes d'information prépare les étudiants à une multitude de possibilités de carrières en technologies de l'information ou dans un domaine connexe. Elle utilise un mélange de notions théoriques, d'outils pratiques et d'études de cas qui apprennent aux étudiants à reconnaître les problèmes et les occasions d'affaires, à analyser les processus d'affaires, ainsi qu'à développer et à mettre en place des systèmes d'information qui les supportent. La majeure en SI couvre une variété de sujets tels que la planification stratégique et l'investissement en technologies de l'information, l'analyse, la conception et l'exploitation des systèmes d'information, la connaissance des possibilités et défis des entreprises basées sur Internet, ainsi que la gestion de la résistance aux changements technologiques dans les entreprises.

#### Cours obligatoires (21 unités)

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modelling
INSY 341	(3)	Developing Business Applications
INSY 431	(3)	System Design and Implementation
INSY 432	(3)	Information Technology in Business
INSY 437	(3)	Managing Data and Databases

INSY 450	(3)	Information Systems Project Management
----------	-----	--

#### Cours complémentaires (9 unités)

INSY 332	(3)	Accounting Information Systems
INSY 342	(3)	Advanced Application Development
INSY 434	(3)	Advanced Topics
INSY 438	(3)	Interface Design and Prototyping
INSY 440	(3)	Information Technology Challenges in Electronic Business
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 454	(3)	Technological Foundation for E-Commerce
BUSA 499*	(3)	Case Analysis and Presentation

\* Les étudiants qui souhaitent suivre le cours BUSA 499 comme cours complémentaire doivent obtenir l'autorisation préalable du conseiller.

### 6.7.3 Majeure en marketing (30 unités)

Conseillers : Professeur M.S. Jo et professeur A. Mukherjee

Le programme de majeure de 30 unités en marketing vise l'acquisition d'une solide formation de base en marketing et prépare à un vaste éventail de carrières dans ce domaine. Elle s'adresse particulièrement aux étudiants qui veulent faire carrière dans les secteurs de la gestion des marques, du marketing au sein d'une petite entreprise, de la gestion des ventes et de la mercatique interentreprises.

Outre les 15 unités obligatoires, les étudiants doivent choisir 15 unités dans la liste de cours complémentaires.

#### Cours obligatoires (15 unités)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

#### Cours complémentaires (15 unités)

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing in Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
MRKT 557	(3)	Marketing Productivity

#### Cours optionnels du B.Com. - pour l'obtention du nombre minimal d'unités exigées.

Il est possible de choisir comme cours optionnel l'un des cours figurant dans les listes ci-dessus, sous réserve qu'il n'ait pas été choisi comme cours de concentration ou de majeure, de même que les cours suivants :

BUSA 368	(3)	Business Law 2
BUSA 400	(3)	Independent Studies in Management
ACCT 356	(3)	International Accounting
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
INSY 533	(3)	Information Systems Auditing and Security
FINE 343	(3)	Managerial Finance
FINE 441	(3)	Investments and Portfolio Management
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
EDPC 501	(3)	Helping Relationships
CHLC 500	(3)	Health Care Systems
CHLC 522	(3)	Health and Social Services Management
CTPT 207	(3)	Transportation Policy
CTPT 341	(3)	Transport Law and Regulations
CEC1 206	(3)	Transport Economics
EDEC 205	(3)	Communication in Management 1

CHEM 150	(3)	World of Chemistry: Food
CHEM 170	(3)	World of Chemistry: Drugs
HSEL 308	(3)	Issues in Women's Health
HSEL 309	(3)	Women's Reproductive Health
RELG 254	(3)	Introduction to Sikhism

**Cours de langue** : Le cas échéant, un maximum de 6 unités, y compris EDEC 205.

## 6.8 Conditions générales d'admission aux programmes de certificat

### 6.8.1 Critères d'admission

Pour être admis à un programme de certificat :

- 1) L'étudiant doit être titulaire d'un diplôme de cégep (DEC ou équivalent);  
ou
- 2) S'il a plus de 21 ans et n'a pas suivi le circuit universitaire normal, il peut être admis à titre d'étudiant adulte;
- 3) S'il a entre 18 et 21 ans et n'est pas titulaire d'un DEC mais est titulaire d'un diplôme d'études secondaires, il peut être admis à un programme de propédeutique établi par le Département. S'il suit ce programme avec succès, il peut alors être admis officiellement au programme de certificat.

Les étudiants de moins de 18 ans qui n'ont pas leur DEC ne peuvent être admis à un programme de certificat et ne pourront s'inscrire à des cours.

### 6.8.2 Preuve de compétence en anglais

À l'Université McGill, la langue d'enseignement est essentiellement anglais. Les étudiants peuvent toutefois prendre les dispositions nécessaires pour rédiger leurs travaux, leurs examens et leurs thèses en français s'ils le désirent, à l'exception des cours où la connaissance de la langue fait partie des objectifs du cours.

Vous devez démontrer votre compétence en anglais pour être admis à l'Université McGill, peu importe votre statut de citoyen ou votre pays d'origine.

Si vous répondez « oui » à l'une des six questions suivantes, vous n'êtes **PAS** tenu de fournir une preuve de votre maîtrise de l'anglais.

- Avez-vous vécu et fréquenté l'école, pendant au moins cinq ans, dans un pays où l'anglais est la langue officielle reconnue?
- Avez-vous obtenu votre diplôme de secondaire V et d'études collégiales dans un cégep français au Québec?
- Avez-vous obtenu votre diplôme d'études collégiales dans un cégep anglais au Québec, en 2003 ou après cette date?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en français (section anglaise ou américaine)?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en anglais de niveau A avec un résultat final de 5 ou plus?
- Avez-vous terminé ou terminerez-vous un cours d'anglais britannique A-Level (autre que l'anglais langue seconde) et obtenu une note finale de C ou plus?

Si vous avez répondu « non » aux questions précédentes, mais que vous répondez « oui » à l'une des deux questions suivantes, vous devrez peut-être fournir une preuve de compétence en anglais :

- Considérez-vous l'anglais comme votre langue maternelle?
- Avez-vous suivi des cours dans un établissement agréé (d'un pays non anglophone) où l'anglais était la langue officielle d'enseignement?

Tous les autres candidats doivent démontrer leur connaissance de l'anglais en recourant à l'une des options suivantes :

1. Test of English as a Foreign Language (TOEFL) avec une note minimale de 233 (577 pour la version sur papier des EPG). Une note combinée minimale de 90 avec une note minimale de 21 à chacune des sections distinctes de l'examen (lecture, rédaction, compréhension verbale et expression orale) sont requises pour les candidats qui ont passé le TOEFL (iBT) sur Internet. Pour de plus amples renseignements, veuillez vous adresser à : Test of English as a Foreign Language, Box 6151, Princeton, New Jersey 08541-6151, USA; site Internet : [www.toefl.org](http://www.toefl.org).
2. University of Michigan English Language Test (MELAB) avec une note minimale de 85 %. Pour de plus amples renseignements, veuillez vous adresser à : MELAB Office, 401 E Liberty, Suite 350, Ann Arbor, Michigan 48104, USA; téléphone : 1 (866) 696-3522; télécopieur : (734) 615-6586; courriel : [melabelium@umich.edu](mailto:melabelium@umich.edu); site Internet : [www.lsa.umich.edu/elitesting/melab](http://www.lsa.umich.edu/elitesting/melab).
3. Certificat de compétence en anglais de McGill. Pour de plus amples renseignements, veuillez visiter le site Internet des Programmes de langues anglaise et française : <http://francais.mcgill.ca/eflp>. Université McGill, Programmes de langues anglaise et française, Centre d'éducation permanente, 688, rue Sherbrooke Ouest, bureau 1181, Montréal (Québec), Canada H3A 3R1; téléphone : (514) 398-1212; télécopieur : (514) 398-1769; courriel : [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca).
4. International English Language Testing System (IELTS) avec une note de 6,5 ou plus. Pour de plus amples renseignements, veuillez vous adresser à : The British Council, Medlock Street, Manchester M15 4AA, United Kingdom; site Internet : [www.ielts.org](http://www.ielts.org).
5. Advanced Placement International English Language (APIEL) avec une note minimale de 4. Pour de plus amples renseignements, veuillez vous adresser à : The College Board Headquarters, 45 Columbus Avenue, New York, NY 10023-6992 USA; téléphone : (212) 713-8091; site Internet : [www.collegeboard.com/ap/students/apiel](http://www.collegeboard.com/ap/students/apiel).
6. McGill CCE Test of English Language Proficiency (McGill CCE TELP) - Test de maîtrise de la langue anglaise du Centre d'éducation permanente de McGill avec un résultat correspondant à la catégorie A. Pour de plus amples renseignements veuillez visiter le site Internet des Programmes de langues anglaise et française : <http://francais.mcgill.ca/eflp>. Université McGill, Programmes de langues anglaise et française, Centre d'éducation permanente, 688, rue Sherbrooke Ouest, bureau 1181, Montréal (Québec), Canada H3A 3R1; téléphone : (514) 398-1212; télécopieur : (514) 398-1769; courriel : [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca).

**Nota** : Une version institutionnelle de ces tests n'est pas acceptable. Il incombe à l'étudiant de s'assurer que les résultats des tests officiels soient expédiés directement au Bureau des affaires étudiants (admissions) du Centre d'éducation permanente. Pour les TOEFL et APIEL, le code institutionnel de McGill est le 0935-00.

### 6.8.3 Formalités d'admission

Voir **section 3 « Modalités d'inscription »** pour plus de renseignements.

### 6.8.4 Études intégrées de langue anglaise et professionnelles (EILAP)

Les études intégrées de langue anglaise et professionnelles (EILAP) visent à faciliter la présentation d'une demande conjointe aux programmes sanctionnée par un certificat de compétence en anglais (Programmes de langues anglaise et française) ainsi qu'à un ou à plusieurs programmes de certificat ou de diplôme offerts par le Département des études professionnelles et de gestion. Les étudiants qui présentent une demande pour le programme de leur choix en passant par les EILAP, devront soumettre une seule demande pour les deux domaines d'études. Les EILAP sont

offertes tant aux étudiants locaux qu'étrangers. Pour en savoir plus, veuillez consulter notre site Internet à l'adresse suivante : [www.mcgill.ca/conted-ielps](http://www.mcgill.ca/conted-ielps).

### 6.8.5 Études indépendantes

Pour plus de renseignements, voir la [section 3.8 « Étudiants à statut particulier »](#).

### 6.8.6 Exemption par examen

Généralement, les programmes de certificat offerts aux Études professionnelles et de gestion sont composés de dix cours. Toutefois, certains programmes comportent des cours associés et préalables que l'étudiant doit suivre pour pouvoir obtenir le certificat ou le diplôme.

Les étudiants qui estiment avoir suivi l'équivalent d'un ou plusieurs cours associés du programme ou l'équivalent d'un ou plusieurs cours préalables qui ne font pas partie du programme pour lequel ils ont fait une demande d'admission, peuvent passer un examen en vue d'obtenir une éventuelle exemption.

Cet examen concerne les étudiants qui ne possèdent pas les titres scolaires requis, mais qui pensent avoir le niveau de connaissances exigé. Les étudiants qui réussissent cet examen n'auront pas à suivre le cours correspondant à l'examen. Ceux qui échouent à l'examen ne pourront le reprendre; ils devront plutôt s'inscrire au cours visé par l'examen. Les étudiants sont informés par écrit des résultats du test.

Les étudiants peuvent se procurer un formulaire de demande auprès du Bureau des affaires étudiantes ou le télécharger à l'adresse suivante : [www.mcgill.ca/contedstudents/forms](http://www.mcgill.ca/contedstudents/forms). Tout candidat peut soumettre son formulaire de demande d'examen au Bureau des affaires étudiantes par la poste ou en personne (les courriels et télécopies ne sont pas acceptés). La demande doit être accompagnée du règlement des droits de 50 \$ CA (non remboursables et payables par carte de crédit, carte de débit, chèque visé ou mandat). Les étudiants qui souhaitent consulter la liste des cours pour lesquels il existe un examen en vue d'une éventuelle exemption, sont priés de se reporter au formulaire de demande.

Pour de plus amples renseignements sur ces examens, les étudiants peuvent communiquer avec le Département. Les examens auront lieu aux dates suivantes :

Mercredi	6 août 2008
Jeudi	7 août 2008
Mercredi	26 novembre 2008
Jeudi	27 novembre 2008
Mercredi	1 <sup>er</sup> avril 2009
Jeudi	2 avril 2009

**Nota :** Le Centre d'éducation permanente se réserve le droit de reprogrammer les dates de ces examens et de modifier les droits applicables, sans préavis.

### 6.8.7 Règlements universitaires

#### 6.8.7.1 Conseillers pédagogiques

Les étudiants qui désirent rencontrer un conseiller pédagogique peuvent composer le (514) 398-1030 durant les heures de bureau pour prendre un rendez-vous. Veuillez noter que ce service est offert uniquement sur rendez-vous.

#### 6.8.7.2 Résultats exigés pour les programmes de certificat

Les étudiants doivent obtenir une note minimale de C à chaque cours, un D étant permis à l'un des cours optionnels, à condition qu'il ne corresponde pas à un cours préalable à d'autres cours devant être suivis dans le cadre du programme.

Le dossier universitaire ne peut comporter plus de trois notes insatisfaisantes, à l'exception des examens de reprise. À cet égard, une note insatisfaisante peut être un F, un J ou un D aux cours obligatoires et un F, un J ou plus d'un D aux cours

optionnels. Même lorsqu'un étudiant redresse ce genre de note au moyen d'un examen de reprise, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.

Les étudiants dont le dossier comporte plus de trois notes insatisfaisantes sont tenus d'abandonner le programme et ne sont pas autorisés à s'inscrire à d'autres cours ou programmes au sein du Département.

Pour obtenir son certificat, un étudiant doit remplir toutes les conditions du programme et obtenir une moyenne pondérée cumulative d'au moins 2,0, laquelle est calculée pour l'ensemble des cours, y compris les examens de reprise et notes insatisfaisantes (cours associés exclus) suivis au Département. Le Département peut demander à l'étudiant d'abandonner ses études si sa moyenne cumulative est inférieure à 2,0.

#### 6.8.7.3 Reconnaissance d'équivalences

Une reconnaissance d'équivalences peut être consentie aux étudiants qui fournissent la preuve qu'ils ont suivi les cours équivalents dans le cadre d'autres programmes dispensés par l'Université McGill ou par une autre université. Nous rappelons aux étudiants que les cours qu'ils ont suivis il y a plus de cinq ans ne peuvent entrer en ligne de compte pour une reconnaissance d'équivalences.

Les étudiants qui souhaitent solliciter une reconnaissance d'équivalences doivent remplir le formulaire de demande prévu à cet effet au moment de la demande d'admission. Les demandes d'évaluation reçues passés ce délai ne peuvent être prises en considération avant l'inscription et sont reportées à la session suivante. Aucune demande ne sera examinée à moins d'être accompagnée de tous les documents exigés.

**Nota :** Le processus d'évaluation demande au moins six semaines.

#### 6.8.7.4 Reconnaissance d'équivalences et nombre minimum de cours

- A) Étudiants provenant d'une autre université :
  - Dans le cadre d'un programme de certificat, un étudiant peut se voir reconnaître jusqu'à 30 % d'équivalences pour les cours qu'il a suivis dans une autre université depuis moins de cinq ans.
- B) Étudiants de McGill :
  - 1) Un étudiant qui abandonne un programme de certificat peut demander que les unités obtenues soient créditées à un autre programme de certificat sans limite quant au nombre d'unités reconnues, pourvu que les cours soient identiques, qu'ils aient été suivis depuis moins de cinq ans et que l'étudiant remplisse toutes les autres conditions du nouveau programme de certificat.
  - 2) Les étudiants qui abandonnent un programme de grade ou de diplôme, ainsi que les étudiants qui ont terminé un programme de grade avec succès et ont réussi des cours qui répondent au niveau du contenu, des normes et des autres exigences d'un programme de certificat donné, peuvent demander à être admis et peuvent se voir reconnaître des unités dans le cadre du programme en question jusqu'à cinq cours, à condition que les cours aient été suivis depuis moins de cinq ans. Ils doivent suivre au moins cinq cours (15 unités) du programme de certificat au Centre après y avoir été admis.
  - 3) Les étudiants qui ont terminé un programme de diplôme ou de certificat peuvent demander à être admis à un deuxième programme de certificat et peuvent recevoir (s'il y a lieu) jusqu'à concurrence de 9 unités (3 cours) si les cours ont été terminés pendant les cinq dernières années.

Les étudiants qui souhaitent passer d'un programme de diplôme à un programme de certificat ne peuvent obtenir de reconnaissance d'équivalences que pour les cours où ils ont obtenu la note minimum de passage exigée dans le cadre du programme de diplôme.

C) Étudiants inscrits simultanément à deux programmes :

- 1) Les étudiants peuvent présenter une demande d'admission et s'inscrire à plus d'un programme de certificat à la fois. Lorsque deux cours se chevauchent, l'étudiant peut obtenir des unités jusqu'à concurrence de 3 cours (9 unités). L'étudiant peut être dispensé des cours qui se chevauchent au-delà de 9 unités, mais il doit choisir des cours de remplacement, moyennant l'autorisation du Département. Le même cours ne peut être utilisé dans plus de deux programmes.
- 2) Les étudiants peuvent s'inscrire simultanément à un programme de certificat et à un programme de grade. Les cours suivis au Centre d'éducation permanente et approuvés par le vice-doyen pour le programme de grade ou de diplôme, qui répondent également aux exigences du programme de certificat, peuvent être reconnus par le Centre dans le cadre du programme de certificat. Cette formule de double décompte entre un programme de certificat et un programme de grade est limitée à cinq cours. Les cours ne peuvent pas être décomptés plus de deux fois.

D) Étudiants admis à un programme de grade ou de diplôme après avoir terminé un programme de certificat :

Les étudiants qui déposent une demande d'admission à un programme de grade ou de diplôme après avoir terminé un programme de certificat peuvent obtenir une reconnaissance d'équivalences à la discrétion du vice-doyen de la faculté qui offre le programme de grade ou de diplôme en question.

E) Étudiants à statut particulier :

Les étudiants à statut particulier peuvent demander à être admis à un programme de certificat s'ils n'ont pas terminé plus de 12 unités (4 cours) au Centre d'éducation permanente. Les étudiants sont tenus de compléter au moins 15 unités (5 cours) du programme au Centre d'éducation permanente après y avoir été admis.

### 6.8.7.5 Cours associé

Ce terme désigne les cours universitaires requis qui doivent être suivis avant ou en même temps que les autres cours du programme.

### 6.8.7.6 Cours associés pour les programmes

Certains programmes exigent un certain nombre de cours associés. Ces derniers peuvent être suivis après l'admission au programme.

### 6.8.7.7 Charge de cours

Tous nos programmes sont structurés de manière à pouvoir être suivis à temps partiel. C'est pourquoi il est déconseillé de s'inscrire à plus de deux cours par trimestre. Si toutefois un étudiant a des motifs valables de vouloir suivre une charge de cours à temps complet, les conditions suivantes s'appliquent :

- L'étudiant sera autorisé, si l'horaire le permet, à s'inscrire à une charge complète lors de son premier trimestre d'études.
- Si l'étudiant subit un échec, sa charge de cours sera réduite à trois cours le trimestre suivant.
- Si l'étudiant subit deux échecs, sa charge de cours sera réduite à deux cours le trimestre suivant.
- Si l'étudiant subit trois échecs, sa charge de cours sera réduite à un cours le trimestre suivant et aucun autre échec ne sera toléré.
- Si l'étudiant a subi quatre échecs, il sera tenu d'abandonner ses études au Département.

**Nota :** Le nombre d'échecs est cumulatif dans le dossier. Un échec équivaut à une note inférieure à C (55 %) pour tout étudiant suivant un programme de certificat de premier cycle.

### 6.8.7.8 Séances d'information

Des séances d'information sont prévues tout au long de l'année. Elles vous donneront l'occasion de découvrir les cours et les programmes qui vous intéressent et d'en parler avec des conseillers pédagogiques. Le personnel du Département vous fournira des renseignements sur les exigences liées aux différents cours et

programmes proposés. Des conseillers pédagogiques seront présents à ces séances pour répondre à vos questions. Vous pourrez également rencontrer des représentants du milieu et des chargés de cours. Veuillez composer le (514) 398-1030 pour obtenir plus de renseignements.

### 6.8.7.9 Cours et conditions préalables

Certains cours sont exclusivement réservés aux étudiants qui ont atteint un certain niveau de connaissances, sanctionné par d'autres cours.

Les cours ou conditions préalables sont précisés dans la description de chaque cours, voir [section 15 « Information sur les Cours, Règlements et Descriptions »](#). Les étudiants sont tenus de respecter ces conditions. Si vous ne remplissez pas les conditions préalables d'un cours, vous ne pourrez vous y inscrire. Les étudiants qui ont des doutes sur les conditions préalables d'un cours doivent se renseigner auprès du Centre d'éducation permanente.

### 6.8.7.10 Études indépendantes (étudiant à statut particulier)

Pour plus de renseignements, se reporter à la [section 3.8 « Étudiants à statut particulier »](#).

Les étudiants qui ne souhaitent pas être admis à un programme peuvent s'inscrire à titre d'étudiant à statut particulier aux cours qui conviennent à leurs besoins, mais ils doivent remplir les conditions préalables aux cours et à l'admission.

Les étudiants à statut particulier suivent des cours à unités normaux sans pour autant viser l'obtention d'un certificat. Le nombre de cours que ces étudiants sont autorisés à suivre est limité. Le Centre d'éducation permanente n'est nullement obligé de tenir compte de ces cours dans le calcul des unités d'un programme. Les étudiants doivent présenter une demande d'admission à un programme avant d'avoir terminé quatre cours.

### Résultats exigés des étudiants à statut particulier

Les étudiants à statut particulier, même s'ils ne sont pas officiellement inscrits à un programme, sont tenus de faire preuve de sérieux dans leurs études. Ils ne sont autorisés à reprendre le même cours qu'une seule fois. Ceux qui échouent à plus de trois cours au sein du Département ou dont la moyenne cumulative est inférieure à 2,0 ne peuvent s'inscrire à d'autres cours dans le même département.

### 6.8.7.11 Durée limite des études

L'étudiant inscrit à un seul certificat de 10 cours (30 unités) doit terminer son programme dans les quatre ans suivant sa première inscription. Lorsqu'il s'agit d'un certificat jumelé, les deux programmes (20 cours, 60 unités) doivent être terminés dans les huit ans suivant l'inscription. Lorsqu'un programme de certificat commande plus de 10 cours, la durée limite sera rajustée en conséquence. La durée limite sera rajustée pour les étudiants qui obtiennent une reconnaissance d'équivalences ou qui passent d'un programme à un autre. Les étudiants qui dépassent ces durées limites peuvent solliciter une prorogation, par écrit, au conseiller des programmes de premier cycle. Leur programme d'études révisé devra être approuvé par le directeur du Département.

Les étudiants qui ne s'inscrivent à aucun cours de leur programme pendant un an devront présenter une nouvelle demande d'admission et répondre aux nouvelles exigences du programme, le cas échéant.

### 6.8.7.12 Changements de programme

Pour plus de renseignements, voir [section 3.5 « Changement de programme »](#).



## **6.9 Descriptions des cours - Programmes de premier cycle**

Pour la liste des cours, reportez-vous à la [section 15 « Information sur les Cours, Règlements et Descriptions »](#).

## 7 Études professionnelles et de gestion (Programmes d'études supérieures, diplômes et certificats d'études supérieures)

### Table des matières

7.1	Études professionnelles et de gestion, page 74	7.2.9.1	Critères d'admission aux certificats d'études supérieures, page 81
7.1.1	Coordonnées, page 74	7.2.10	Certificat d'études supérieures en affaires électroniques (15 unités), page 81
7.1.2	Personnel administratif, page 74	7.2.11	Certificat d'études supérieures en entrepreneuriat (15 unités), page 81
7.1.3	Introduction, page 74	7.2.11.1	Critères d'admission au certificat d'études supérieures en entrepreneuriat, page 82
7.2	Programmes d'études supérieures, page 74	7.2.12	Certificat d'études supérieures en gestion des soins de la santé (15 unités), page 82
7.2.1	Critères d'admission – Programmes de diplôme, page 74	7.2.13	Certificat d'études supérieures en gestion des ressources humaines (15 unités), page 82
7.2.1.1	Modalités d'admission, page 75	7.2.13.1	Critères d'admission au certificat d'études supérieures en gestion des ressources humaines, page 82
7.2.2	Diplôme en comptabilité (30 unités), page 75	7.2.14	Certificat d'études supérieures en commerce international (15 unités), page 82
7.2.2.1	Critères d'admission - Diplôme en comptabilité, page 75	7.2.15	Certificat d'études supérieures en leadership (15 unités), page 82
7.2.3	Diplôme en affaires électroniques (30 unités), page 75	7.2.15.1	Critères d'admission au certificat d'études supérieures en leadership, page 82
7.2.3.1	Critères d'admission - Diplôme en affaires électroniques, page 76	7.2.16	Certificat d'études supérieures en marketing (15 unités), page 82
7.2.4	Diplôme en gestion des ressources humaines (30 unités), page 76	7.2.17	Certificat d'études supérieures en gestion des opérations (15 unités), page 83
7.2.4.1	Critères d'admission - Diplôme en gestion des ressources humaines, page 76	7.2.18	Certificat d'études supérieures en gestion des relations publiques (15 unités), page 83
7.2.5	Diplôme en technologies de l'information (30 unités), page 76	7.2.18.1	Critères d'admission au certificat d'études supérieures en gestion des relations publiques, page 83
7.2.5.1	Critères d'admission - Diplôme en technologies de l'information, page 76	7.2.19	Certificat d'études supérieures en fiscalité (15 unités), page 83
7.2.6	Diplôme en gestion (30 unités), page 76	7.2.19.1	Critères d'admission au certificat d'études supérieures en fiscalité, page 83
7.2.6.1	Critères d'admission - Diplôme en gestion, page 77	7.2.20	Certificat d'études supérieures en trésorerie - finances (15 unités), page 83
7.2.6.2	Critères d'admission - Diplôme en gestion - Concentration en affaires électroniques, page 77	7.2.21	Certificat d'études supérieures en expertise comptable (15 unités), page 83
7.2.6.3	Critères d'admission - Diplôme en gestion - Concentration en entrepreneuriat, page 77	7.2.21.1	Critères d'admission au certificat d'études supérieures en expertise comptable, page 83
7.2.6.4	Critères d'admission - Diplôme en gestion - Concentration en soins de la santé, page 78	7.2.22	Diplôme d'études supérieures en fiscalité (30 unités), page 83
7.2.6.5	Critères d'admission - Diplôme en gestion - Concentration en ressources humaines, page 78	7.2.22.1	Critères d'admission au diplôme d'études supérieures en fiscalité, page 84
7.2.6.6	Critères d'admission - Diplôme en gestion - Concentration en commerce international, page 78	7.3	Exigences générales, page 84
7.2.6.7	Critères d'admission - Diplôme en gestion - Concentration en leadership, page 79	7.3.1	Formalités d'admission à tous les programmes, page 84
7.2.6.8	Critères d'admission - Diplôme en gestion - Concentration en marketing, page 79	7.3.2	Preuve de compétence en anglais, page 84
7.2.6.9	Critères d'admission - Diplôme en gestion - Concentration en gestion des opérations, page 79	7.3.2.1	Études intégrées de langue anglaise et professionnelles, page 85
7.2.6.10	Critères d'admission - Diplôme en gestion - Concentration en relations publiques, page 80	7.3.3	Études indépendantes, page 85
7.2.6.11	Critères d'admission - Diplôme en gestion - Concentration en fiscalité, page 80	7.3.4	Conseillers pédagogiques, page 85
7.2.6.12	Critères d'admission - Diplôme en gestion - Concentration en trésorerie - finances, page 80	7.3.5	Reconnaissance d'équivalences aux programmes de diplôme, page 85
7.2.7	Diplôme en gestion - Général (30 unités), page 80	7.3.5.1	Examens de reprise, page 86
7.2.7.1	Critères d'admission au diplôme en gestion - Général, page 80	7.3.6	Règlements relatifs aux résultats universitaires, page 86
7.2.8	Diplôme en gestion des relations publiques (30 unités), page 81	7.3.7	Inscription aux cours d'études supérieures, page 87
7.2.8.1	Critères d'admission au diplôme en gestion des relations publiques, page 81	7.4	Génie - 2 <sup>e</sup> cycle, page 87
7.2.9	Certificats d'études supérieures, page 81	7.5	Descriptions des cours, page 87
		7.5.1	Programmes d'études supérieures, page 87

## 7.1 Études professionnelles et de gestion

### 7.1.1 Coordonnées

Études professionnelles et de gestion  
Programmes d'études supérieures, diplômes et certificats  
d'études supérieures  
Téléphone : (514) 398-1030; télécopieur : (514) 398-3108  
Site Internet : [www.mcgill.ca/conted-cms](http://www.mcgill.ca/conted-cms)  
Courriel : [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

### 7.1.2 Personnel administratif

À préciser Directeur

Dawne Ramsahoye; B.A. (McG.), G.D.I.A, M.A. (Concor.)  
**Gestionnaire de programmes**

Mary Rubiano **Conseillère de programmes**

Daniel Darrigan; B.A., Dip. Ed. (McG.)  
**Conseiller de programmes**

Larry Goldsman; B.Com. (Concor.), G.D.P.A. (McG.), C.A.  
**Chargé de cours**

Hang Lau; B.Sc. (Université chinoise de Hong Kong), M.Sc., Ph.D.  
(McG.)  
**Directeur, Programmes des technologies de l'information,  
chargé de cours**

Jean-Claude Provost; B.A. (York (Can.)), M.A. (McG.), C.R.H.A.  
**Coordonnateur - Programmes de gestion des ressources  
humaines, chargé de cours**

Elizabeth J. Hirst; M.A. (Montr.), ARP, fellow SCRIP  
**Coordonnatrice des programmes en relations publiques,  
chargée de cours**

### 7.1.3 Introduction

Les programmes de diplôme et de certificat d'études supérieures sont offerts au niveau du deuxième cycle et on ne peut y être admis sans grade universitaire. Chaque programme comporte une série de cours favorisant l'acquisition et l'approfondissement de connaissances dans un champ d'études précis.

Les programmes offerts correspondent à environ un an d'études universitaires à temps plein et sont assortis de 30 unités. Les programmes de certificat d'études supérieures sont, quant à eux, assortis de 15 unités. Ceux qui ne veulent pas suivre un programme de certificat d'études supérieures ou de diplôme peuvent s'inscrire, à titre d'étudiants à statut particulier, aux cours qui conviennent à leurs besoins, sous réserve qu'ils soient titulaires d'un grade universitaire, qu'ils réunissent les conditions préalables et qu'ils répondent aux critères d'admission.

## 7.2 Programmes d'études supérieures

Programmes de diplôme et de certificat d'études supérieures

(Grade universitaire requis)

- « Diplôme en comptabilité (30 unités) », section 7.2.2
- « Diplôme en affaires électroniques (30 unités) », section 7.2.3
- « Diplôme en gestion des ressources humaines (30 unités) », section 7.2.4
- « Diplôme en technologies de l'information (30 unités) », section 7.2.5
- « Diplôme en gestion - Général (30 unités) », section 7.2.7
- « Diplôme en gestion des relations publiques (30 unités) », section 7.2.8
- « Diplôme d'études supérieures en fiscalité (30 unités) », section 7.2.22

### « Diplôme en gestion (30 unités) », section 7.2.6

Offert dans onze spécialités :

- Diplôme en gestion : « CONCENTRATION EN AFFAIRES ÉLECTRONIQUES »
- Diplôme en gestion : « CONCENTRATION EN ENTREPRENARIAT »
- Diplôme en gestion : « CONCENTRATION EN SOINS DE LA SANTÉ »
- Diplôme en gestion : « CONCENTRATION EN RESSOURCES HUMAINES »
- Diplôme en gestion : « CONCENTRATION EN COMMERCE INTERNATIONAL »
- Diplôme en gestion : « CONCENTRATION EN LEADERSHIP »
- Diplôme en gestion : « CONCENTRATION EN MARKETING »
- Diplôme en gestion : « CONCENTRATION EN GESTION DES OPÉRATIONS »
- Diplôme en gestion : « CONCENTRATION EN RELATIONS PUBLIQUES »
- Diplôme en gestion : « CONCENTRATION EN FISCALITÉ »
- Diplôme en gestion : « CONCENTRATION EN TRÉSORERIE - FINANCES »

### « Certificats d'études supérieures », section 7.2.9 :

- « Certificat d'études supérieures en affaires électroniques (15 unités) », section 7.2.10
- « Certificat d'études supérieures en entrepreneuriat (15 unités) », section 7.2.11
- « Certificat d'études supérieures en gestion des soins de la santé (15 unités) », section 7.2.12
- « Certificat d'études supérieures en gestion des ressources humaines (15 unités) », section 7.2.13
- « Certificat d'études supérieures en commerce international (15 unités) », section 7.2.14
- « Certificat d'études supérieures en leadership (15 unités) », section 7.2.15
- « Certificat d'études supérieures en marketing (15 unités) », section 7.2.16
- « Certificat d'études supérieures en gestion des opérations (15 unités) », section 7.2.17
- « Certificat d'études supérieures en gestion des relations publiques (15 unités) », section 7.2.18
- « Certificat d'études supérieures en fiscalité (15 unités) », section 7.2.19
- « Certificat d'études supérieures en trésorerie - finances (15 unités) », section 7.2.20
- « Certificat d'études supérieures en expertise comptable (15 unités) », section 7.2.21

### 7.2.1 Critères d'admission – Programmes de diplôme

Pour être admis à un programme de 30 unités menant à un diplôme, les étudiants doivent avoir un diplôme de premier cycle d'une université approuvée et satisfaire aux exigences linguistiques (voir la section 7.3.2 « Preuve de compétence en anglais »). Certains programmes sont assortis d'autres exigences décrites dans la section qui leur est consacrée. Nous recommandons aux candidats qui ont étudié à l'extérieur du Canada de demander une évaluation de leur diplôme appelée "Évaluation comparative des études effectuées hors du Québec" auprès du ministère de l'Immigration et des Communautés culturelles. Pour de plus amples renseignements, veuillez composer le numéro suivant : (514) 864-9191, ou visiter le site Internet du Ministère à l'adresse suivante : [www.immigration-quebec.gouv.qc.ca/fr/education/evaluation-comparative/index.html](http://www.immigration-quebec.gouv.qc.ca/fr/education/evaluation-comparative/index.html). Cette évaluation d'équivalence d'études ainsi qu'un relevé de notes officiel seront requis au moment de présenter une demande d'admission. Les candidats à l'admission doivent prendre note que les titres ou acquis universitaires obtenus auprès d'établissements non-canadiens seront évalués à des fins d'équivalence. Ainsi, un système de conversion de notes s'appliquera aux programmes ayant des systèmes de notation autres que celui de l'Université McGill. Toute moyenne cumulative de diplôme de premier cycle ou des

résultats universitaires présentés sous une forme autre que celle d'une échelle de moyenne pondérée cumulative (MPC) sur 4,0 sera par conséquent convertie sur une échelle de moyenne pondérée cumulative de 4,0.

### 7.2.1.1 Modalités d'admission

Voir la [section 7.3.1 « Formalités d'admission à tous les programmes »](#).

### 7.2.2 Diplôme en comptabilité (30 unités)

Il s'agit d'un programme de 30 unités comportant deux cours associés, six cours obligatoires et quatre cours complémentaires. Le programme permet aux titulaires d'un grade universitaire d'acquérir une vaste formation de base en comptabilité pour se préparer aux examens donnant droit aux titres de CA, CGA et CMA ou pour postuler à un poste de comptable.

**Nota :** Les étudiants doivent suivre deux cours externes, préalables au programme, avant de commencer le programme ou en même temps que les cours associés. Les étudiants qui veulent demander une reconnaissance d'équivalences pour les cours préalables ou associés doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

**Nota :** Les cours préalables ou associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

#### Cours préalables :

MGCR 211 (3) Introduction to Financial Accounting  
(ou l'exemption par un examen)

et

MGCR 331 (3) Information Systems  
(ou l'exemption par un examen)

#### Cours associés :

CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)

CMS2 521 (3) Applied Management Statistics  
(ou l'exemption par un examen)

#### Cours obligatoires : (18 unités)

CCFC 511 (3) Financial Accounting 1  
CCFC 512 (3) Financial Accounting 2  
CCFC 513 (3) Financial Accounting 3  
CCMA 511 (3) Managerial Accounting 1  
CCTX 511 (3) Taxation 1  
CFIN 512 (3) Corporate Finance

#### Cours complémentaires : (12 unités)

Vous pouvez choisir les quatre cours complémentaires dans la liste des cours suivants si vous ne suivez pas une filière particulière.

#### Filière de comptabilité agréée

En plus des cours obligatoires et des cours associés énumérés sous la rubrique Diplôme en comptabilité, vous devez suivre les cours suivants si vous désirez suivre la filière de comptabilité agréée (d'autres cours peuvent être obligatoires; communiquez avec le responsable du programme de comptabilité agréée).

CCAU 511 (3) Auditing I  
CCFC 514 (3) Accounting Theory and Practice  
CCMA 522 (3) Managerial Accounting 2  
CCTX 532 (3) Taxation 2

#### Filière de comptabilité générale licenciée

En plus des cours obligatoires et des cours associés énumérés sous la rubrique Diplôme en comptabilité, vous devez suivre les cours suivants si vous désirez suivre la filière de comptabilité générale licenciée (d'autres cours peuvent être obligatoires; communiquez avec le bureau de comptabilité générale licenciée).

CCAU 511 (3) Auditing I  
CCAU 520 (3) External Auditing\*  
CCAU 525 (3) Operational Auditing\*  
CCFC 514 (3) Accounting Theory and Practice  
CCMA 522 (3) Managerial Accounting 2

CCTX 532 (3) Taxation 2  
CFIN 522 (3) Applied Topics: Corporate Finance  
CMIS 520 (3) Accounting Information Support Systems

\* En ce qui concerne le diplôme en comptabilité, un seul de ces cours peut donner droit à des unités.

#### Filière de comptabilité en management accrédité

En plus des cours obligatoires et des cours associés énumérés sous la rubrique Diplôme en comptabilité, vous devez suivre les cours suivants si vous désirez suivre la filière de comptabilité en management accrédité (d'autres cours peuvent être obligatoires; communiquez avec le bureau de comptabilité en management accrédité).

#### Cours complémentaires : (12 unités)

CCAU 511 (3) Auditing I  
CCFC 514 (3) Accounting Theory and Practice  
CCMA 522 (3) Managerial Accounting 2  
CCMA 523 (3) Managerial Accounting 3  
CFIN 522 (3) Applied Topics: Corporate Finance  
CMIS 520 (3) Accounting Information Support Systems

#### Autres cours complémentaires

CCFC 516 (3) Forensic Accounting  
CCFC 521 (3) Corporate Governance  
CCFC 522 (3) Strategic Financial Management  
CCFC 590 (3) Topics in Accounting and Auditing  
CCTX 540 (3) U.S. Taxation

#### Coordonnées pour la comptabilité agréée

Patricia Strutz  
Diplôme d'études supérieures - programme de comptabilité publique  
(programme de comptabilité agréée)  
Faculté de gestion Desautels  
1001, rue Sherbrooke Ouest, bureau 300  
Montréal (Québec) H3A 1G5  
(514) 398-4648  
[patricia.strutz@mcgill.ca](mailto:patricia.strutz@mcgill.ca)  
[www.mcgill.ca/ca](http://www.mcgill.ca/ca)

#### Coordonnées pour la comptabilité générale licenciée

Monsieur Victor Djevalikian  
Renseignements d'ordre général, dispenses et examens de CGA  
[examens@cga-quebec.org](mailto:examens@cga-quebec.org)  
(514) 861-1823, poste 210  
[www.cga-quebec.org](http://www.cga-quebec.org)  
ou  
Madame Frédérique Sarrazin-Morrisette  
Renseignements d'ordre général et équivalences de cours  
[inscriptions@cga-quebec.org](mailto:inscriptions@cga-quebec.org)  
(514) 861-1823 poste 246  
[www.cga-quebec.org](http://www.cga-quebec.org)

#### Coordonnées pour la comptabilité en management accrédité

Madame Karine Blais  
[k.blais@cma-quebec.org](mailto:k.blais@cma-quebec.org)  
(514) 849-1155 poste 226  
[www.cma-quebec.org](http://www.cma-quebec.org)

#### 7.2.2.1 Critères d'admission - Diplôme en comptabilité

Outre les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent avoir obtenu une moyenne pondérée cumulative (MPC) de 2,8 sur 4,0 dans leurs études de premier cycle.

#### 7.2.3 Diplôme en affaires électroniques (30 unités)

L'objectif est de permettre aux étudiants d'acquérir le niveau de connaissances et de compréhension dont ils ont besoin pour concevoir, mettre sur pied et diriger une entreprise électronique indépendante ou intégrée à une entreprise plus classique. Les diplômés de ce programme comprendront tous les rouages du

commerce électronique, ce qui en fera des candidats de choix pour tout organisme.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CMIS 541 (3) Information Systems for Managers  
(ou l'exemption par un examen)  
CMR2 542 (3) Marketing Principles and Applications  
(ou l'exemption par un examen)

**Cours obligatoires :** (21 unités)

- CMIS 542 (3) Electronic Marketplaces  
CMIS 543 (3) E-Business Analysis and Design  
CMIS 544 (3) E-Business Technologies  
CMIS 547 (3) E-Business Project Management  
CMIS 560 (3) E-Business Seminar and Project  
CMR2 548 (3) Processes of Marketing Research  
CMR2 550 (3) E-Business Marketing Strategies

**Cours complémentaires :** (9 unités)

- CACC 540 (3) E-Business Security  
CCLW 540 (3) E-Business Law  
CMIS 535 (3) Topics in E-Business  
CMIS 546 (3) E-Business Operations

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.3.1 Critères d'admission - Diplôme en affaires électroniques**

Ou les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

**7.2.4 Diplôme en gestion des ressources humaines (30 unités)**

L'objectif est de permettre aux étudiants d'acquérir les connaissances et les compétences dont ils ont besoin pour devenir des praticiens performants en gestion des ressources humaines. Les nombreux cours offerts abordent les concepts, les pratiques, les problèmes d'actualité et les domaines de spécialité en gestion des ressources humaines.

Les étudiants qui réussissent ce programme satisferont aux critères d'admission de l'Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec (ORHRI) et seront normalement admissibles à l'examen menant à l'obtention du titre de conseiller en ressources humaines agréé (CRHA) (s'ils ont l'expérience nécessaire).

**Cours obligatoires :** (24 unités)

- CORG 551 (3) Behaviour in Organizations  
CORG 552 (3) Finance and Accounting Principles for HR Management  
CORG 553 (3) Employee and Labour Relations  
CORG 554 (3) Managing Occupational Health and Safety  
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

**Cours complémentaires :** (6 unités)

- CORG 565 (3) Managing Human Resources Management Information  
CORG 570 (3) International Human Resources Management  
CORG 590 (3) Topics in Human Resources Management  
CPL2 532 (3) Leading Change  
CPL2 533 (3) Developing Leadership Skills  
CPL2 534 (3) Transcultural Leadership

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.4.1 Critères d'admission - Diplôme en gestion des ressources humaines**

Ou les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

**7.2.5 Diplôme en technologies de l'information (30 unités)**

C'est avec la collaboration de l'École d'informatique que le Centre d'éducation permanente offre le diplôme en technologies de l'information (DTI) à ceux et celles qui sont titulaires d'un grade universitaire de premier cycle et qui souhaitent se spécialiser dans le domaine des technologies de l'information. Ce programme est conçu pour fournir de solides bases en informatique et exposer les étudiants aux nombreux éléments de projets logiciels de grande envergure. Les étudiants qui obtiennent ce diplôme augmenteront considérablement leur valeur sur le marché, et seront bien placés pour comprendre et gérer les problèmes liés aux technologies de l'information au travail.

**Cours obligatoires :** (24 unités)

- CCS2 500 (3) Design of Efficient Algorithms  
CCS2 505 (3) Programming  
CCS2 510 (3) Computer Systems  
CCS2 515 (3) Software Engineering  
CCS2 520 (3) Life of Projects  
CCS2 525 (3) Project 1  
CCS2 530 (3) Basic Information Systems  
CCS2 535 (3) Project 2

**Cours complémentaires :** (6 unités)

- CCS2 550 (3) Graphics & Visualization  
CCS2 552 (3) Internet Services & Solutions  
CCS2 555 (3) Computer Modeling & Simulation  
CCS2 590 (3) Topics in Information Technology

**7.2.5.1 Critères d'admission - Diplôme en technologies de l'information**

Ou les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent avoir obtenu une MPC de 3,0 sur 4,0. Ils doivent aussi avoir des connaissances mathématiques de niveau collégial équivalant au cours CMSC 101 de McGill et posséder une certaine expérience des langages de programmation équivalant au cours CCCS 300 de McGill.

**7.2.6 Diplôme en gestion (30 unités)**

Le Centre d'éducation permanente, en collaboration avec la Faculté de gestion Desautels, propose des cours menant au diplôme en gestion dans onze spécialités : affaires électroniques, entrepreneuriat, soins de la santé, ressources humaines, commerce international, leadership, marketing, gestion des opérations, relations publiques, fiscalité et trésorerie - finances. Il offre aussi un diplôme en gestion (général). Le programme de diplôme en gestion porte sur les connaissances générales du management et les compétences d'intégration et offre une concentration dans une spécialité donnée. Ce programme permet aux étudiants de choisir entre onze spécialités.

Les étudiants qui s'inscrivent au programme de diplôme en gestion consolident les assises de leurs études de premier cycle et de l'expérience pratique qu'ils ont acquise. Ce programme permet aux gestionnaires et aux spécialistes d'expérience de comprendre et de suivre les dernières percées opérées dans le domaine de la gestion. Les cours portent essentiellement sur l'application concrète de la théorie à des cas réels en gestion et

en administration. Les chargés de cours du programme sont pour la plupart des spécialistes qualifiés qui dispensent un enseignement de qualité grâce à leur solide connaissance du milieu des affaires. D'autres sont des professeurs universitaires à temps plein qui jouissent d'une solide réputation dans leurs disciplines respectives. Le travail en équipe permet aux étudiants d'échanger des idées avec tout un réseau de personnes appartenant à des petites et des grandes entreprises dans les secteurs public et privé.

### 7.2.6.1 Critères d'admission - Diplôme en gestion

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

#### CONCENTRATION EN AFFAIRES ÉLECTRONIQUES

Ce programme permet à l'étudiant d'acquérir des connaissances et des compétences dans le domaine des affaires électroniques, de se doter d'outils pour faire face à la transformation radicale des pratiques d'affaires opérées par Internet et de s'adapter aux exigences d'un nouveau marché en évolution rapide.

À noter que les étudiants doivent suivre un cours externe, soit le cours CMIS 541 Information Systems for Managers, qui est un préalable pour les cours obligatoires et complémentaires et doit être suivi avant de commencer le programme ou en même temps que les cours associés. Les étudiants qui veulent demander une reconnaissance d'équivalences pour les cours préalables ou associés doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

##### Cours associés :

- CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)  
CMS2 500 (3) Mathematics for Management  
(ou l'exemption par un examen)

##### Cours obligatoires : (27 unités)

- CACC 520 (3) Accounting for Management  
CFIN 512 (3) Corporate Finance  
CMIS 542 (3) Electronic Marketplaces  
CMIS 543 (3) E-Business Analysis and Design  
CMIS 544 (3) E-Business Technologies  
CMIS 547 (3) E-Business Project Management  
CMR2 542 (3) Marketing Principles and Applications  
CMS2 521 (3) Applied Management Statistics  
CORG 551 (3) Behaviour in Organizations

##### Cours complémentaire : (3 unités)

- CACC 540 (3) E-Business Security  
CCLW 540 (3) E-Business Law  
CMIS 535 (3) Topics in E-Business  
CMIS 546 (3) E-Business Operations  
CMR2 550 (3) E-Business Marketing Strategies

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.6.2 Critères d'admission - Diplôme en gestion - Concentration en affaires électroniques

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

#### CONCENTRATION EN ENTREPRENARIAT

Le Centre d'éducation permanente, en collaboration avec le Centre Dobson d'études en entrepreneuriat, propose le diplôme en gestion avec concentration en entrepreneuriat aux étudiants titulaires d'un diplôme de premier cycle autre qu'un baccalauréat en commerce (ou l'équivalent) qui veulent acquérir les compétences nécessaires à la création d'entreprises viables. Les cours présentent un large éventail de notions théoriques et touchent aussi aux bases de l'entrepreneuriat, aux compétences non techniques et aux questions pratiques. Les cours sont donnés par des

entrepreneurs d'expérience. Les étudiants de ce programme acquièrent des outils qui augmentent considérablement leurs chances de succès comme entrepreneurs.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

##### Cours associés :

- CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)  
CMS2 500 (3) Mathematics for Management  
(ou l'exemption par un examen)

##### Cours obligatoires : (27 unités)

- CACC 520 (3) Accounting for Management  
GEN2 500 (3) Principles of Entrepreneurship  
GEN2 505 (3) Product Commercialization  
GEN2 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

##### Cours complémentaire : (3 unités)

- CCLW 511 (3) Law 1  
CMR2 543 (3) Service Marketing  
CMR2 556 (3) Buyer Behaviour  
CMR2 566 (3) International Marketing  
CPL2 524 (3) Introduction: International Business  
CPL2 533 (3) Developing Leadership Skills

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.6.3 Critères d'admission - Diplôme en gestion - Concentration en entrepreneuriat

Outre les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent posséder un diplôme de premier cycle autre qu'un baccalauréat en commerce ou l'équivalent.

#### CONCENTRATION EN SOINS DE LA SANTÉ

Un coup d'œil aux journaux nous apprend très vite qu'il existe un besoin de gestion efficace et concrète dans le secteur de la santé. Vous pourrez approfondir vos connaissances dans les domaines de la gestion des services de santé et services sociaux, des systèmes de soins de santé et des aspects financiers des soins de santé.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

##### Cours associés :

- CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)  
CMS2 500 (3) Mathematics for Management  
(ou l'exemption par un examen)

##### Cours obligatoires : (27 unités)

- CACC 520 (3) Accounting for Management  
CACC 523 (3) Financial Aspects of Health Care  
CFIN 512 (3) Corporate Finance  
CHLC 500 (3) Health Care Systems  
CHLC 552 (3) Legal Aspects: Health and Social Services  
CMR2 542 (3) Marketing Principles and Applications  
CMS2 521 (3) Applied Management Statistics  
CORG 551 (3) Behaviour in Organizations  
CORG 553 (3) Employee and Labour Relations

**Cours complémentaire :** (3 unités)

CCLW 511	(3)	Law 1
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.4 Critères d'admission - Diplôme en gestion - Concentration en soins de la santé**

Voir la section [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**CONCENTRATION EN RESSOURCES HUMAINES**

Les étudiants qui suivent ce programme apprennent à intégrer les fonctions en ressources humaines à la stratégie d'affaires globale d'une entreprise ou d'un organisme. Le programme comporte des cours sur les aspects clés de la gestion et des cours spécialisés en gestion des ressources humaines (GRH) pour les gestionnaires qui veulent jouer un rôle plus actif dans ce domaine. De plus en plus, les praticiens des RH sont appelés à connaître d'autres aspects de la gestion et à prendre en main leur propre perfectionnement professionnel. Ce programme permet, d'une part, d'acquérir des connaissances générales en gestion, et d'autre part, d'approfondir certaines fonctions des RH. Le praticien des RH a ainsi la chance de connaître les grands facteurs commerciaux et les liens stratégiques qui influent sur l'exercice de ses fonctions.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

CEC2 532	(3)	Business Economics (ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)

**Cours obligatoires :** (27 unités)

CACC 520	(3)	Accounting for 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
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

**Cours complémentaire :** (3 unités)

CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.5 Critères d'admission - Diplôme en gestion - Concentration en ressources humaines**

Outre les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent posséder un diplôme de premier cycle autre qu'un baccalauréat en commerce ou l'équivalent.

**CONCENTRATION EN COMMERCE INTERNATIONAL**

Dans le marché d'aujourd'hui, les frontières ne constituent plus un obstacle au commerce et les entreprises prospères agissent dans le monde entier. Si vous désirez comprendre tous les aspects de la finance internationale et des relations commerciales à l'échelle mondiale, si vous voulez tout savoir sur le marketing international et les relations entre le Canada et les États-Unis, cette spécialisation saura répondre à vos interrogations.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

CEC2 532	(3)	Business Economics (ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)

**Cours obligatoires :** (21 unités)

CACC 520	(3)	Accounting for 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
CFIN 540	(3)	Introduction to International Finance
CPL2 524	(3)	Introduction: International Business

**Cours complémentaires :** (9 unités)

6 unités parmi les cours suivants :

CMR2 566	(3)	International Marketing
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

3 unités parmi les cours suivants :

CCLW 511	(3)	Law 1
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.6 Critères d'admission - Diplôme en gestion - Concentration en commerce international**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**CONCENTRATION EN LEADERSHIP**

Vous possédez peut-être de nombreuses compétences, mais un gestionnaire efficace doit faire preuve d'un leadership bien affirmé pour diriger une équipe. Si vous recherchez des connaissances en ce domaine qui vont au-delà des séminaires de fins de semaine et des sessions de formation pratique, inscrivez-vous à cette spécialité. Cinq cours uniques en leur genre vous apprendront à développer des techniques de pouvoir et de persuasion et à les mettre en pratique, à devenir un agent de changement et à éveiller les talents de leadership chez les membres de votre personnel.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

CEC2 532	(3)	Business Economics (ou l'exemption par un examen)
CMS2 500	(3)	Mathematics for Management (ou l'exemption par un examen)

**Cours obligatoires :** (27 unités)

CACC 520	(3)	Accounting for 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 531	(3)	Leadership Theory and Practice

- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Transcultural Leadership

**Cours complémentaire :** (3 unités)

- CCLW 511 (3) Law 1
- CMIS 541 (3) Information Systems for Managers
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management
- CPL2 595 (3) Topics in Leadership

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.7 Critères d'admission - Diplôme en gestion - Concentration en leadership**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**CONCENTRATION EN MARKETING**

Les vieilles recettes ont souvent perdu toute leur efficacité. Les entreprises se doivent de répondre aux exigences plus raffinées du consommateur actuel. Grâce à cette spécialisation, vous acquerez de solides connaissances de niveau supérieur dans des disciplines telles que la recherche et les communications en marketing, le comportement des consommateurs et le marketing des services.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)
- CMS2 500 (3) Mathematics for Management  
(ou l'exemption par un examen)

**Cours obligatoires :** (27 unités)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMR2 548 (3) Processes of Marketing Research
- CMR2 556 (3) Buyer Behaviour
- CMR2 564 (3) Marketing Communications - Strategic Approach
- CMR2 566 (3) International Marketing
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

**Cours complémentaire :** (3 unités)

- CCLW 511 (3) Law 1
- CMIS 541 (3) Information Systems for Managers
- CMR2 543 (3) Service Marketing
- CMR2 590 (3) Topics in Marketing
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.8 Critères d'admission - Diplôme en gestion - Concentration en marketing**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**CONCENTRATION EN GESTION DES OPÉRATIONS**

Quand votre travail touche aux aspects de l'exploitation quotidienne d'une entreprise, vos talents ont une incidence directe sur les résultats. Grâce à cette spécialité en gestion des opérations, vous acquerez des connaissances approfondies sur les systèmes manufacturiers, la gestion des opérations, la gestion des technologies et la gestion intégrale de la qualité.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)
- CMS2 500 (3) Mathematics for Management  
(ou l'exemption par un examen)

**Cours obligatoires :** (27 unités)

- CACC 520 (3) Accounting for Management
- CFIN 512 (3) Corporate Finance
- CMR2 542 (3) Marketing Principles and Applications
- CMS2 514 (3) Analysis: Manufacturing Systems
- CMS2 515 (3) Operations Management
- CMS2 516 (3) Total Quality Management
- CMS2 518 (3) Current Manufacturing Strategies
- CMS2 521 (3) Applied Management Statistics
- CORG 551 (3) Behaviour in Organizations

**Cours complémentaire :** (3 unités)

- CCLW 511 (3) Law 1
- CMIS 541 (3) Information Systems for Managers
- CMS2 590 (3) Topics in Operations Management
- CPL2 552 (3) Strategic Management
- CPL2 553 (3) Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.9 Critères d'admission - Diplôme en gestion - Concentration en gestion des opérations**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**CONCENTRATION EN RELATIONS PUBLIQUES**

Cette concentration permet aux étudiants de se familiariser avec les grands domaines de spécialisation en relations publiques afin d'améliorer l'efficacité de leur communication, en général ou à l'heure de superviser ou de travailler en étroite collaboration avec d'autres communicateurs en entreprise. Si le programme permet d'acquérir certaines compétences, il est surtout axé sur les aspects stratégiques des relations publiques. Nous recommandons aux étudiants qui pensent faire carrière en relations publiques de suivre le programme de diplôme en gestion des relations publiques pour mieux se préparer sur le plan professionnel. Comme les étudiants inscrits au programme de diplôme en gestion (concentration en relations publiques) suivent les mêmes cours que ceux qui se destinent aux relations publiques, ils ont la chance de partager leurs expériences d'apprentissage avec de futurs praticiens des RP. En outre, les chargés de cours sont tous des praticiens d'expérience qui travaillent sur le terrain et qui présenteront aux étudiants des conférenciers et des exemples réels issus du milieu.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CEC2 532 (3) Business Economics  
(ou l'exemption par un examen)
- CMS2 500 (3) Mathematics for Management  
(ou l'exemption par un examen)

**Cours obligatoires :** (27 unités)

- CACC 520 (3) Accounting for 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
- 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



**Cours complémentaire : (3 unités)**

- CPRL 515 (3) Fund-raising and Philanthropy  
 CPRL 532 (3) Public Relations Event Management  
 CPRL 535 (3) Government Relations and Public Opinion  
 CPRL 542 (3) Financial Communications  
 CPRL 543 (3) Diversity and Community Relations

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.10 Critères d'admission - Diplôme en gestion - Concentration en relations publiques**

Outre les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent posséder un diplôme de premier cycle autre qu'un baccalauréat en commerce ou l'équivalent.

**CONCENTRATION EN FISCALITÉ**

Destiné aux étudiants qui ne possèdent pas de connaissances préalables approfondies en fiscalité, ce programme présente la fiscalité dans un contexte commercial général et traite notamment du rôle de la planification fiscale dans le processus de prise de décisions commerciales. L'incidence profonde de la fiscalité sur l'entreprise sera mise en évidence et l'étudiant, sans devenir un spécialiste en fiscalité, apprendra à tenir compte de facteurs fiscaux dans la prise de décisions commerciales.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CEC2 532 (3) Business Economics  
 (ou l'exemption par un examen)  
 CMS2 500 (3) Mathematics for Management  
 (ou l'exemption par un examen)

**Cours obligatoires : (24 unités)**

- CACC 520 (3) Accounting for Management  
 CCLW 511 (3) Law 1  
 CCTX 511 (3) Taxation 1  
 CCTX 532 (3) Taxation 2  
 CFIN 512 (3) Corporate Finance  
 CMR2 542 (3) Marketing Principles and Applications  
 CMS2 521 (3) Applied Management Statistics  
 CORG 551 (3) Behaviour in Organizations

**Cours complémentaires : (6 unités)**

- CCFC 516 (3) Forensic Accounting  
 CCFC 521 (3) Corporate Governance  
 CCFC 522 (3) Strategic Financial Management  
 CCLW 643 (3) U.S. Taxation  
 CCLW 644 (3) Corporate Reorganizations  
 CCTX 640 (3) Taxation of Real Estate  
 CCTX 641 (3) Federal and Provincial Taxes  
 CCTX 643 (3) Taxation of International Operations

**7.2.6.11 Critères d'admission - Diplôme en gestion - Concentration en fiscalité**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**CONCENTRATION EN TRÉSORERIE - FINANCES**

Si vous travaillez actuellement dans le domaine ou si vous envisagez d'y entreprendre une carrière, la concentration en Trésorerie - Finances vous permettra d'acquérir des notions approfondies sur la gestion financière de l'entreprise et de la trésorerie, ainsi qu'en finance internationale et en analyse des investissements.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CEC2 532 (3) Business Economics  
 (ou l'exemption par un examen)  
 CMS2 500 (3) Mathematics for Management  
 (ou l'exemption par un examen)

**Cours obligatoires : (27 unités)**

- CACC 520 (3) Accounting for Management  
 CFIN 512 (3) Corporate Finance  
 CFIN 522 (3) Applied Topics: Corporate Finance  
 CFIN 525 (3) Treasury Management  
 CFIN 530 (3) Investment Analysis  
 CFIN 540 (3) Introduction to International Finance  
 CMR2 542 (3) Marketing Principles and Applications  
 CMS2 521 (3) Applied Management Statistics  
 CORG 551 (3) Behaviour in Organizations

**Cours complémentaire : (3 unités)**

- CCLW 511 (3) Law 1  
 CFIN 590 (3) Topics in Treasury- Finance  
 CMIS 541 (3) Information Systems for Managers  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.6.12 Critères d'admission - Diplôme en gestion - Concentration en trésorerie - finances**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

**7.2.7 Diplôme en gestion - Général (30 unités)**

Ce programme permet aux étudiants d'acquérir une solide formation de base en affaires qui ouvre la voie à des études plus approfondies en gestion. Il porte sur un éventail de disciplines et constitue une introduction aux principaux domaines fonctionnels de la gestion. Il s'adresse aux futurs entrepreneurs et à ceux qui se préparent ou qui aspirent à assumer des fonctions générales dans le domaine de la gestion.

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

**Cours associés :**

- CEC2 532 (3) Business Economics  
 (ou l'exemption par un examen)  
 CMS2 500 (3) Mathematics for Management  
 (ou l'exemption par un examen)

**Cours obligatoires : (21 unités)**

- CACC 520 (3) Accounting for Management  
 CFIN 512 (3) Corporate Finance  
 CMIS 541 (3) Information Systems for Managers  
 CMR2 542 (3) Marketing Principles and Applications  
 CMS2 521 (3) Applied Management Statistics  
 CORG 551 (3) Behaviour in Organizations  
 CPL2 552 (3) Strategic Management

**Cours complémentaires (9 unités) parmi les suivants :**

- CGM2 590 (3) Topics in Management

Et tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**7.2.7.1 Critères d'admission au diplôme en gestion - Général**

Voir la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#).

## 7.2.8 Diplôme en gestion des relations publiques (30 unités)

Ce programme s'adresse à ceux qui désirent travailler en relations publiques et en communications, aux gestionnaires responsables des activités de RP et des communications ou aux praticiens qui souhaitent parfaire leur formation. Les étudiants peuvent se familiariser avec plusieurs domaines de spécialité et ainsi se préparer à faire carrière dans les secteurs des services-conseils, des entreprises ou des organismes sans but lucratif. Le programme permet d'acquérir certaines compétences, mais il est surtout axé sur les aspects stratégiques des relations publiques. Les chargés de cours sont tous des praticiens d'expérience qui travaillent sur le terrain et qui présenteront aux étudiants des conférences et des exemples réels issus du milieu. La Société canadienne des relations publiques inc. (SCRIP), par l'entremise de la Société des professionnels en relations publiques du Québec, son organisme membre, et l'Association internationale des professionnels de la communication (AIPC) sont représentées au sein du comité chargé du programme. Il est fortement recommandé aux participants d'adhérer à ces associations professionnelles à titre de membres étudiants.

### Cours obligatoires : (21 unités)

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)	Government Relations and Public Opinion
CPRL 540	(3)	Communication Planning
CPRL 541	(3)	Ethics in Public Relations

### Cours complémentaires : (9 unités)

#### De 3 à 9 unités parmi les cours suivants :

CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 542	(3)	Financial Communications
CPRL 543	(3)	Diversity and Community Relations
CPRL 590	(3)	Topics in Public Relations

#### Au plus 0 à 6 unités parmi les cours suivants :

CCLW 511	(3)	Law 1
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPL2 534	(3)	Transcultural Leadership
CPL2 553	(3)	Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.8.1 Critères d'admission au diplôme en gestion des relations publiques

Outre les critères d'admission énoncés à la [section 7.2.1 « Critères d'admission – Programmes de diplôme »](#), les étudiants doivent avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années de leurs études de premier cycle à temps plein.

## 7.2.9 Certificats d'études supérieures

Des certificats d'études supérieures sont offerts dans onze spécialités : affaires électroniques, entrepreneuriat, soins de la santé, gestion des ressources humaines, commerce international, leadership, marketing, gestion des opérations, gestion des relations publiques, fiscalité et trésorerie - finances.

Les programmes sont offerts par le Centre d'éducation permanente sous la houlette du Bureau des études supérieures et postdoctorales et de la Faculté de gestion Desautels. Les certificats d'études supérieures comportent quatre cours obligatoires de trois unités et un cours complémentaire de trois unités.

Si vous détenez déjà un diplôme de premier cycle en commerce qui vous a donné une solide base théorique en sciences commerciales, ces programmes de 15 unités vous conviennent

particulièrement. En effet, ils dispensent en très peu de temps les notions spécialisées nécessaires dans le monde actuel des affaires en constante évolution.

### 7.2.9.1 Critères d'admission aux certificats d'études supérieures

Pour être admissible à un certificat d'études supérieures assorti de 15 unités, le candidat doit être titulaire d'un diplôme de premier cycle en commerce ou l'équivalent (à moins d'indication contraire) reconnu par le Bureau des études supérieures et postdoctorales. Les candidats qui détiennent un autre diplôme peuvent suivre un programme de propédeutique pour être admis au certificat d'études supérieures. Les candidats à l'admission doivent prendre note que les titres ou acquis universitaires obtenus auprès d'établissements non-canadiens seront évalués à des fins d'équivalence. Ainsi, un système de conversion de notes s'appliquera aux programmes ayant des systèmes de notation autres que celui de l'Université McGill. Toute moyenne cumulative de diplôme de premier cycle ou des résultats universitaires présentés sous une forme autre que celle d'une échelle de moyenne pondérée cumulative (MPC) sur 4,0 sera par conséquent convertie sur une échelle de moyenne pondérée cumulative de 4,0.

## 7.2.10 Certificat d'études supérieures en affaires électroniques (15 unités)

### Cours obligatoires : (12 unités)

CMIS 542	(3)	Electronic Marketplaces
CMIS 543	(3)	E-Business Analysis and Design
CMIS 544	(3)	E-Business Technologies
CMIS 547	(3)	E-Business Project Management

### Cours complémentaire : (3 unités)

CACC 540	(3)	E-Business Security
CCLW 540	(3)	E-Business Law
CMIS 535	(3)	Topics in E-Business
CMIS 546	(3)	E-Business Operations
CMR2 550	(3)	E-Business Marketing Strategies

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

**Nota :** Les étudiants doivent suivre un cours externe, soit le cours CMIS 541- *Information Systems for Managers*, qui est un préalable pour les cours obligatoires et complémentaires. Il doit être suivi avant de commencer le programme ou en même temps que les cours associés. Les étudiants qui veulent demander une reconnaissance d'équivalences pour les cours préalables ou associés doivent remplir le formulaire prescrit au moment de l'admission ou passer un examen d'exemption.

## 7.2.11 Certificat d'études supérieures en entrepreneuriat (15 unités)

### Cours obligatoires : (12 unités)

CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

### Cours complémentaire : (3 unités)

CCLW 511	(3)	Law 1
CMR2 543	(3)	Service Marketing
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.11.1 Critères d'admission au certificat d'études supérieures en entrepreneuriat

Outre les critères d'admission énoncés à la [section 7.2.9.1 « Critères d'admission aux certificats d'études supérieures »](#), les étudiants doivent détenir un diplôme de premier cycle en commerce et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

### 7.2.12 Certificat d'études supérieures en gestion des soins de la santé (15 unités)

#### Cours obligatoires : (12 unités)

CACC 523 (3) Financial Aspects of Health Care  
 CHLC 500 (3) Health Care Systems  
 CHLC 552 (3) Legal Aspects: Health and Social Services  
 CORG 553 (3) Employee and Labour Relations

#### Cours complémentaire : (3 unités)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CORG 554 (3) Managing Occupational Health and Safety  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CHLC 590 (3) Topics in Health Care

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.13 Certificat d'études supérieures en gestion des ressources humaines (15 unités)

**Nota :** Les cours associés ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

#### Cours associé :

CORG 551 (3) Behaviour in Organizations  
 (ou l'exemption par un examen)

#### Cours obligatoires : (12 unités)

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

#### Cours complémentaires : (3 unités)

CORG 552 (3) Finance and Accounting Principles for HR Management  
 CORG 553 (3) Employee and Labour Relations  
 CORG 554 (3) Managing Occupational Health and Safety  
 CORG 565 (3) Managing Human Resources Management Information  
 CORG 570 (3) International Human Resources Management  
 CORG 590 (3) Topics in Human Resources Management  
 CPL2 532 (3) Leading Change

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.13.1 Critères d'admission au certificat d'études supérieures en gestion des ressources humaines

Outre les critères d'admission énoncés à la [section 7.2.9.1 « Critères d'admission aux certificats d'études supérieures »](#), les étudiants doivent détenir un diplôme de premier cycle en commerce (ou l'équivalent), en arts ou en sciences (relations industrielles, psychologie industrielle, psychologie organisationnelle ou l'équivalent) ou en droit reconnu par la Faculté d'études supérieures et de recherche de McGill et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

### 7.2.14 Certificat d'études supérieures en commerce international (15 unités)

#### Cours obligatoires : (6 unités)

CFIN 540 (3) Introduction to International Finance  
 CPL2 524 (3) Introduction: International Business

#### Cours complémentaires : (6 à 9 unités)

Outre les cours mentionnés ci-dessus, deux cours (6 unités) parmi les suivants :

CMR2 566 (3) International Marketing  
 CPL2 554 (3) International Business Policy  
 CPL2 561 (3) North America and Global Economy

#### Au plus 1 cours (0 à 3 unités) complémentaire :

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CPL2 590 (3) Topics in International Business

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.15 Certificat d'études supérieures en leadership (15 unités)

**Nota :** Les cours préalables ne sont assortis d'aucune unité retenue dans le calcul des exigences du programme.

#### Cours préalables :

CORG 551 (3) Behaviour in Organizations  
 (ou l'exemption par un examen)

#### Cours obligatoires : (12 unités)

CPL2 531 (3) Leadership Theory and Practice  
 CPL2 532 (3) Leading Change  
 CPL2 533 (3) Developing Leadership Skills  
 CPL2 534 (3) Transcultural Leadership

#### Cours complémentaire : (3 unités)

CCLW 511 (3) Law 1  
 CMIS 541 (3) Information Systems for Managers  
 CPL2 552 (3) Strategic Management  
 CPL2 553 (3) Small Business Management  
 CPL2 595 (3) Topics in Leadership

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.15.1 Critères d'admission au certificat d'études supérieures en leadership

Pour être admissible au certificat d'études supérieures en leadership assorti de 15 unités, le candidat doit être titulaire d'un diplôme de premier cycle dans une discipline reconnue par le Bureau des études supérieures et postdoctorales de McGill et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein. Il doit aussi satisfaire aux exigences linguistiques (voir la [section 7.3.2 « Preuve de compétence en anglais »](#)).

### 7.2.16 Certificat d'études supérieures en marketing (15 unités)

#### Cours obligatoires : (12 unités)

CMR2 548 (3) Processes of Marketing Research  
 CMR2 564 (3) Marketing Communications - Strategic Approach  
 CMR2 556 (3) Buyer Behaviour  
 CMR2 566 (3) International Marketing

### Cours complémentaire : (3 unités)

CCLW 511	(3)	Law 1
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.17 Certificat d'études supérieures en gestion des opérations (15 unités)

#### Cours obligatoires : (12 unités)

CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies

#### Cours complémentaire : (3 unités)

CCLW 511	(3)	Law 1
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CMS2 590	(3)	Topics in Operations Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.18 Certificat d'études supérieures en gestion des relations publiques (15 unités)

#### Cours obligatoires : (12 unités)

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

#### Cours complémentaire : (3 unités)

CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Government Relations and Public Opinion
CPRL 542	(3)	Financial Communications
CPRL 543	(3)	Diversity and Community Relations

#### 7.2.18.1 Critères d'admission au certificat d'études supérieures en gestion des relations publiques

Ou les critères d'admission énoncés à la [section 7.2.9.1 « Critères d'admission aux certificats d'études supérieures »](#), les étudiants doivent détenir un diplôme de premier cycle en commerce (ou l'équivalent) et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

### 7.2.19 Certificat d'études supérieures en fiscalité (15 unités)

Ce programme donne une solide base théorique en sciences commerciales et dispense les notions spécialisées nécessaires dans le monde actuel des affaires en constante évolution.

#### Cours obligatoires : (9 unités)

CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

#### Cours complémentaires : (6 unités)

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations

CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations

#### 7.2.19.1 Critères d'admission au certificat d'études supérieures en fiscalité

Ou les critères d'admission énoncés à la [section 7.2.9.1 « Critères d'admission aux certificats d'études supérieures »](#), les étudiants doivent détenir un diplôme de premier cycle en commerce et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein.

### 7.2.20 Certificat d'études supérieures en trésorerie - finances (15 unités)

#### Cours obligatoires : (12 unités)

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

#### Cours complémentaire : (3 unités)

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Treasury Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Ou tout autre cours de deuxième cycle au niveau 500 ou 600 donné dans l'un des programmes du Département d'études professionnelles et de gestion, sauf les cours des diplômes en comptabilité et en technologies de l'information.

### 7.2.21 Certificat d'études supérieures en expertise comptable (15 unités)

#### Cours obligatoires : (12 unités)

CCFC 515	(3)	Issues in Professional Practice 1
CCFC 520	(3)	Issues in Professional Practice 2
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management

#### Cours complémentaire : (3 unités)

CCFC 516	(3)	Forensic Accounting
CMIS 541	(3)	Information Systems for Managers

#### 7.2.21.1 Critères d'admission au certificat d'études supérieures en expertise comptable

Ou les critères d'admission énoncés à la [section 7.2.9.1 « Critères d'admission aux certificats d'études supérieures »](#), les étudiants doivent détenir un diplôme de premier cycle en commerce (comptabilité) et avoir obtenu une MPC minimale de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein; ou être titulaire d'un grade de premier cycle dans une discipline quelconque avec un MPC minimale de 3,0 sur 4,0 ou bien de 3,2 sur 4,0 au cours des deux dernières années d'études à temps plein ainsi qu'un certificat en comptabilité; ou un grade de premier cycle dans une discipline quelconque et un certificat en comptabilité avec une MPC minimale de 3,0 sur 4,0; ou détenir un diplôme en comptabilité.

### 7.2.22 Diplôme d'études supérieures en fiscalité (30 unités)

Programme actuellement à l'étude. Aucune admission ne sera accordée pour l'année universitaire 2008-2009. Les étudiants qui s'intéressent à la fiscalité doivent consulter la section consacrée au diplôme en gestion avec spécialité en fiscalité et plus particulièrement la [section 7.2.6.11 « Critères d'admission - Diplôme en gestion - Concentration en fiscalité »](#).

Le diplôme d'études supérieures en fiscalité est offert par le Centre d'éducation permanente sous la houette du Bureau des études supérieures et postdoctorales. Ce programme de dix cours (30 unités) offre une large gamme de cours de deuxième

cycle sur les fiscalités canadienne, américaine et internationale. Dès le premier jour, on vous enseignera des notions que vous pourrez immédiatement mettre en pratique, que vous exerciez dans un cabinet, une entreprise ou un organisme gouvernemental.

**Le programme de propédeutique suivant doit être complété par les titulaires d'un diplôme autre qu'un diplôme de C.A. ou de droit :**

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics
CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

**Le programme de propédeutique abrégé suivant doit être complété par les avocats :**

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

**Programme de diplôme (pour les comptables agréés et ceux qui ont réussi le programme de propédeutique ou le programme de propédeutique abrégé) :**

Vous devez réussir les dix cours suivants (assortis de 3 unités chacun) pour obtenir le diplôme :

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Taxation Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

### 7.2.22.1 Critères d'admission au diplôme d'études supérieures en fiscalité

**Pour les titulaires d'un diplôme autre que celui de C.A. ou de droit :** Les étudiants doivent être diplômés d'une université reconnue et avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études universitaires à temps plein. Les étudiants devront d'abord mener à bien le programme de propédeutique et obtenir une note de passage égale ou supérieure à B- (65 %). Des dispenses seront accordées aux étudiants qui ont obtenu d'excellents résultats universitaires dans des cours équivalents suivis dans le cadre du programme de propédeutique depuis moins de cinq ans.

Ceux qui ont obtenu un baccalauréat dans un autre champ d'études devront probablement suivre un programme de propédeutique de huit cours (24 unités) afin d'acquérir les bases préalables pour le diplôme d'études supérieures en fiscalité. Pour connaître les exigences qui s'appliquent à votre situation, veuillez prendre rendez-vous avec l'un de nos conseillers pédagogiques.

**Pour les avocats et notaires (Programme de propédeutique abrégé) :**

Les étudiants doivent être diplômés d'une université reconnue et avoir obtenu une MPC de 3,0 sur 4,0 ou de 3,2 sur 4,0 au cours des deux dernières années d'études universitaires à temps plein. Les étudiants devront d'abord mener à bien le programme de propédeutique et obtenir une note de passage égale ou supérieure à B- (65 %).

Si vous êtes avocat ou notaire ou si vous détenez un baccalauréat en commerce d'une université canadienne, vous devrez peut-être suivre un programme de propédeutique abrégé de quatre ou cinq cours.

**Pour les comptables agréés et ceux qui ont réussi le programme de propédeutique et/ ou le programme de propédeutique abrégé :**

Les étudiants doivent être diplômés d'une université reconnue et avoir le titre de comptable agréé. Les comptables agréés pourront être tenus de suivre quelques cours du programme de propédeutique s'ils ne les ont pas déjà suivis dans le cadre de leurs études universitaires. Voir la [section 7.3.1 « Formalités d'admission à tous les programmes »](#).

## 7.3 Exigences générales

Généralement, les diplômes offerts par le Département d'études professionnelles et de gestion sont composés de dix cours.

Toutefois, certains programmes comportent des cours associés et préalables que l'étudiant doit suivre pour obtenir le certificat ou le diplôme.

Les étudiants qui croient avoir suivi l'équivalent d'un ou plusieurs cours associés au programme ou l'équivalent d'un ou plusieurs cours préalables qui ne font pas partie du programme pour lequel ils ont fait une demande, peuvent passer l'examen d'exemption.

Cet examen vise les étudiants qui ne présentent pas les acquis scolaires requis, mais qui croient avoir le niveau de connaissances exigé.

Les étudiants qui réussissent cet examen n'auront pas à suivre le cours visé par l'examen. Ceux qui échouent à l'examen ne pourront le reprendre; ils devront plutôt s'inscrire au cours visé par l'examen. Les étudiants seront informés par écrit des résultats du test. Les étudiants peuvent se procurer un formulaire de demande auprès du Bureau des affaires étudiantes ou le télécharger à l'adresse suivante : [www.mcgill.ca/conted-students/forms](http://www.mcgill.ca/conted-students/forms).

Tout candidat peut soumettre son formulaire de demande d'examen au Bureau des affaires étudiantes par la poste ou en personne (les courriels et télécopies ne sont pas acceptés). La demande doit être accompagnée des frais d'admission de 50 \$ CAD (non remboursables, payables par carte de crédit, carte de débit, chèque certifié ou mandat). Les étudiants qui veulent voir la liste des cours auxquels un examen d'exemption s'applique peuvent consulter le formulaire de demande. Pour de plus amples renseignements sur l'examen d'exemption, les étudiants peuvent communiquer avec le Département.

Les examens d'exemption auront lieu aux dates suivantes :

Mercredi	le 6 août 2008
Jeudi	le 7 août 2008
Mercredi	le 26 novembre 2008
Jeudi	le 27 novembre 2008
Mercredi	le 1 <sup>er</sup> avril 2009
Jeudi	le 2 avril 2009

**Nota :** Le Centre se réserve le droit de changer les dates d'examen et de modifier les droits d'inscription sans préavis.

### 7.3.1 Formalités d'admission à tous les programmes

Pour obtenir de plus amples renseignements, voir la [section 3 « Modalités d'inscription »](#).

### 7.3.2 Preuve de compétence en anglais

À l'Université McGill, la langue d'enseignement est essentiellement anglais. Les étudiants peuvent toutefois prendre les dispositions nécessaires pour rédiger leurs travaux, leurs examens et leurs thèses en français s'ils le désirent, à l'exception des cours où la connaissance de la langue fait partie des objectifs du cours.

Vous devez démontrer votre compétence en anglais pour être admis à l'Université McGill, peu importe votre statut de citoyen ou votre pays d'origine.

Si vous répondez « oui » à l'une des six questions suivantes, vous n'êtes **PAS** tenu de fournir une preuve de votre maîtrise de l'anglais.

- Avez-vous vécu et fréquenté l'école, pendant au moins cinq ans, dans un pays où l'anglais est la langue officielle reconnue?
- Avez-vous obtenu votre diplôme de secondaire V et d'études collégiales dans un cégep français au Québec?
- Avez-vous obtenu votre diplôme d'études collégiales dans un cégep anglais au Québec en 2003 ou après cette date?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en français (section anglaise ou américaine)?
- Avez-vous terminé ou terminerez-vous un programme de baccalauréat international en anglais de niveau A avec un résultat final de 5 ou plus?
- Avez-vous terminé ou terminerez-vous un cours d'anglais britannique A-Level (autre que l'anglais langue seconde) et obtenu une note finale de C ou plus?

Si vous avez répondu « non » aux questions précédentes, mais que vous répondez « oui » à l'une des deux questions suivantes, vous devrez peut-être fournir une preuve de compétence en anglais :

- Considérez-vous l'anglais comme votre langue maternelle?
- Avez-vous suivi des cours dans un établissement agréé (d'un pays non anglophone) où l'anglais était la langue officielle d'enseignement?

Tous les autres candidats doivent démontrer leur connaissance de l'anglais en recourant à l'une des options suivantes :

1. Test of English as a Foreign Language (TOEFL) avec une note minimale de 233 (577 pour la version sur papier des EPG). Une note combinée minimale de 90 avec une note minimale de 21 à chacune des sections distinctes de l'examen (lecture, rédaction, compréhension verbale et expression orale) sont requises pour les candidats qui ont passé le TOEFL (iBT) sur Internet. Pour de plus amples renseignements, veuillez vous adresser à : Test of English as a Foreign Language, Box 6151, Princeton, New Jersey 08541-6151, USA; site Internet : [www.toefl.org](http://www.toefl.org).
2. University of Michigan English Language Test (MELAB) avec une note minimale de 85 %. Pour de plus amples renseignements, veuillez vous adresser à : MELAB Office, 401 E Liberty, Suite 350, Ann Arbor, Michigan 48104, USA; téléphone : 1 (866) 696-3522; télécopieur : (734) 615-6586; courriel : [melabelium@umich.edu](mailto:melabelium@umich.edu); site Internet : [www.lsa.umich.edu/eli/testing/melab](http://www.lsa.umich.edu/eli/testing/melab).
3. Certificat de compétence en anglais de McGill. Pour de plus amples renseignements, veuillez visiter le site Internet des Programmes de langues anglaise et française : <http://français.mcgill.ca/eflp>. Université McGill, Programmes de langues anglaise et française, Centre d'éducation permanente, 688, rue Sherbrooke Ouest, bureau 1181, Montréal (Québec), Canada H3A 3R1; téléphone : (514) 398-1212; télécopieur : (514) 398-1769; courriel : [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca).
4. International English Language Testing System (IELTS) avec une note de 6,5 ou plus. Pour de plus amples renseignements, veuillez vous adresser à : The British Council, Medlock Street, Manchester M15 4AA, United Kingdom; site Internet : [www.ielts.org](http://www.ielts.org).
5. Advanced Placement International English Language (APIEL) avec une note minimale de 4. Pour de plus amples renseignements, veuillez vous adresser à : The College Board Headquarters, 45 Columbus Avenue, New York, NY 10023-6992 USA; téléphone : (212) 713-8091; site Internet : [www.collegeboard.com/ap/students/apiel](http://www.collegeboard.com/ap/students/apiel).
6. McGill CCE Test of English Language Proficiency (McGill CCE TELP) - Test de maîtrise de la langue anglaise du Centre d'éducation permanente de McGill avec un résultat correspondant à la catégorie A. Pour de plus amples renseignements,

veuillez visiter le site Internet des Programmes de langues anglaise et française : <http://français.mcgill.ca/eflp>. Université McGill, Programmes de langues anglaise et française, Centre d'éducation permanente, 688, rue Sherbrooke Ouest, bureau 1181, Montréal (Québec), Canada H3A 3R1; téléphone : (514) 398-1212; télécopieur : (514) 398-1769; courriel : [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca).

**Nota** : Une version institutionnelle de ces tests n'est pas acceptable. Il incombe à l'étudiant de s'assurer que les résultats des tests officiels soient expédiés directement au Bureau des affaires étudiantes (admissions) du Centre d'éducation permanente. Pour les TOEFL et APIEL, le code institutionnel de McGill est le 0935-00.

### 7.3.2.1 Études intégrées de langue anglaise et professionnelles

Les études intégrées de langue anglaise et professionnelles (EILAP) visent à faciliter la présentation d'une demande conjointe aux programmes en place menant au certificat de compétence en anglais (Programmes de langues anglaise et française) ainsi qu'à un ou à plusieurs certificats ou diplômes émis par le Département d'études professionnelles et de gestion. Les étudiants qui présentent une demande pour le programme de leur choix en passant par les EILAP devront soumettre une seule demande pour les deux domaines d'études. Les EILAP sont offertes tant aux étudiants locaux qu'étrangers. Pour en savoir plus, veuillez consulter notre site Internet à l'adresse suivante :

[www.mcgill.ca/conted-ielps](http://www.mcgill.ca/conted-ielps).

### 7.3.3 Études indépendantes

Pour obtenir de plus amples renseignements, voir la [section 3.8 « Étudiants à statut particulier »](#). Les étudiants qui ne souhaitent pas être admis à un programme d'études supérieures peuvent s'inscrire à titre d'étudiant à statut particulier aux cours qui conviennent à leurs besoins, sous réserve qu'ils réunissent les conditions préalables et répondent aux critères d'admission. Un étudiant à statut particulier suit des cours réguliers assortis d'unités, mais il n'est pas considéré comme candidat à un diplôme ou à un certificat d'études supérieures. Le nombre de cours que ces étudiants sont autorisés à suivre peut être limité. Les étudiants doivent poser leur candidature à un programme avant d'avoir terminé quatre cours.

### 7.3.4 Conseillers pédagogiques

Les étudiants qui désirent rencontrer un conseiller pédagogique du Département d'études professionnelles et de gestion peuvent composer le (514) 398-1030 durant les heures de bureau pour prendre rendez-vous. Veuillez noter que ce service est offert uniquement sur rendez-vous.

### 7.3.5 Reconnaissance d'équivalences aux programmes de diplôme

Un étudiant peut se voir reconnaître jusqu'à 30 % d'équivalences pour les cours qu'il a suivis dans le cadre d'un programme menant à un grade dans une autre université depuis moins de cinq ans.

Les étudiants peuvent déposer une demande d'admission et s'inscrire à plus d'un programme à la fois. Lorsque deux cours se chevauchent, l'étudiant peut obtenir des unités jusqu'à concurrence de trois cours (neuf unités). L'étudiant peut être dispensé des cours qui se chevauchent au-delà de neuf unités, mais il doit choisir des cours de remplacement, moyennant l'autorisation du Département.

Les étudiants qui déposent une demande d'admission à un programme de grade ou de diplôme après avoir terminé un programme de certificat peuvent obtenir une reconnaissance d'équivalences à la discrétion du vice-doyen de la faculté qui offre le programme de grade ou de diplôme en question.

Les étudiants à statut particulier peuvent demander d'être admis à un programme de diplôme s'ils n'ont pas terminé plus de

douze unités (quatre cours) au Centre d'éducation permanente. Les étudiants sont tenus de compléter au moins quinze unités (cinq cours) du programme au Centre après y avoir été admis.

### Diplôme en gestion

Les étudiants qui ont suivi des cours d'études supérieures équivalents et obtenu une note minimale de B- dans une université reconnue peuvent solliciter un transfert d'unités. Pour le diplôme en gestion, neuf unités (trois cours) au maximum peuvent être accordées aux étudiants qui ont suivi des cours de deuxième cycle en dehors du programme auquel ils sont inscrits. Ces cours doivent avoir été suivis depuis moins de cinq ans. Les étudiants sont tenus de suivre les cours restants à McGill pour se voir conférer le diplôme en gestion.

### Certificats d'études supérieures

Les étudiants qui ont suivi des cours d'études supérieures équivalents et obtenu une note minimale de B- dans une université reconnue peuvent recevoir un maximum de trois unités (un cours). Les étudiants doivent suivre douze unités (quatre cours) dans le certificat d'études supérieures à McGill. Les étudiants complétant deux certificats d'études supérieures ne peuvent compter qu'un seul cours commun (3 unités) entre ces deux certificats.

#### 7.3.5.1 Examens de reprise

**Nota :** Il n'y a pas d'examen de reprise. Lorsqu'un étudiant échoue à un cours, il doit le reprendre.

### 7.3.6 Règlements relatifs aux résultats universitaires

#### Programmes de Diplôme

1. Les étudiants doivent obtenir une note minimale de B- à chaque cours, que ce soit un cours obligatoire, à option, associé, préalable ou extérieur au programme auquel ils sont inscrits. Les étudiants ne sont pas autorisés à échouer à plus de deux cours. Au troisième échec, ils sont tenus d'abandonner le programme immédiatement. À cet égard, une note entraînant un échec (ou note insatisfaisante) est une note inférieure à B-. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.
2. Les étudiants ont quatre années au maximum pour mener à bien le diplôme en gestion.

#### Certificats d'études supérieures

1. Les étudiants doivent obtenir une note minimale de B- à chaque cours, y compris les cours associés et préalables. Les étudiants ne sont pas autorisés à échouer à plus d'un cours du programme. Au deuxième échec, ils sont tenus d'abandonner le programme immédiatement. À cet égard, une note entraînant un échec (ou note insatisfaisante) est une note inférieure à B-. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le décompte du nombre total de notes insatisfaisantes.
2. Les étudiants ont deux années au maximum pour mener à bien un certificat d'études supérieures.

#### Étudiants à statut particulier

1. Les étudiants à statut particulier doivent obtenir une note minimale de B- à chaque cours, y compris les cours associés et préalables. Ils ne peuvent avoir plus de deux notes insatisfaisantes à leur dossier. À la troisième, ils sont tenus d'abandonner leurs études au Département immédiatement. À cet égard, une note insatisfaisante est une note inférieure à B-. À noter que même lorsqu'un étudiant redresse ce genre de note en reprenant le cours, la note originale continue de figurer dans son dossier et entre dans le calcul du nombre total de notes insatisfaisantes.

L'étudiant qui ne respecte pas les normes minimales fixées par le Département ne peut plus poursuivre son programme; son

inscription sera alors annulée. Lorsqu'un étudiant est invité à abandonner le programme, il ne sera pas autorisé à s'inscrire à d'autres cours ou programmes offerts par le Département ni à se prévaloir de privilèges de report de cours au trimestre suivant.

Le Centre d'éducation permanente de l'Université McGill reconnaît aux étudiants le droit de contester les décisions universitaires sur le fond et sur la forme, y compris celles qui concernent le maintien d'un étudiant dans un programme ou l'application des règlements et des normes universitaires à un étudiant. Un appel officiel peut être interjeté par écrit auprès du comité d'appel du Département d'études professionnelles et de gestion. La demande doit être accompagnée de documents justifiant la réintégration.

### Durée limite des études

L'étudiant inscrit à un seul diplôme commandant 30 unités doit terminer son programme dans les quatre ans suivant sa première inscription. L'étudiant inscrit à un seul certificat d'études supérieures commandant 15 unités doit terminer son programme dans les deux ans suivant sa première inscription. La durée limite sera rajustée pour les étudiants qui obtiennent une reconnaissance d'équivalences ou qui passent d'un programme à un autre. Les étudiants qui dépassent ces durées limites peuvent demander une prorogation, par écrit, au conseiller des programmes d'études supérieures. Leur programme d'études révisé devra être approuvé par le directeur du Département.

### Cours associé

Ce terme désigne les cours universitaires requis qui doivent être suivis avant ou en même temps que les autres cours du programme.

### Cours associés pour les programmes

Certains programmes exigent un certain nombre de cours associés. Il est possible aux étudiants de s'en acquitter après leur admission au programme.

### Conditions préalables des cours

Certains cours sont exclusivement réservés aux étudiants qui ont atteint un certain niveau de connaissances, sanctionné par d'autres cours. Les cours ou conditions préalables sont précisés dans la description de chaque cours. Les étudiants sont tenus de respecter ces conditions. Si vous ne réunissez pas les conditions préalables d'un cours, vous ne pourrez vous y inscrire. Les étudiants qui ont des doutes sur les conditions préalables d'un cours doivent se renseigner auprès du Centre.

### Charge de cours

Tous nos programmes sont structurés de manière à pouvoir être suivis à temps partiel. C'est pourquoi il est déconseillé de s'inscrire à plus de deux cours par trimestre. Si toutefois un étudiant a des motifs valables de vouloir suivre une charge de cours à temps complet, les conditions suivantes s'appliquent :

- L'étudiant sera autorisé, si l'horaire le permet, à s'inscrire à une charge complète lors de son premier trimestre d'études.
- Si l'étudiant subit un échec, sa charge de cours sera réduite à trois cours le trimestre suivant.
- Si l'étudiant subit deux échecs, sa charge de cours sera réduite à deux cours le trimestre suivant.
- Si l'étudiant subit trois échecs, il sera tenu d'abandonner ses études au Département.

Un échec équivaut à un cours dont la note est inférieure à B- (65 %).

### Séances d'information

Des séances d'information sont organisées avant chaque période d'inscription. Veuillez vous reporter au site Internet du Centre pour en connaître les dates précises. Ces séances vous donneront l'occasion de vous renseigner sur des cours et des programmes donnés. Des conseillers pédagogiques seront sur place pour vous expliquer les exigences des programmes, les modalités d'admission, etc. Si vous envisagez de suivre des

---

cours au prochain trimestre, nous vous suggérons fortement d'assister à ces séances.

### **7.3.7 Inscription aux cours d'études supérieures**

Pour obtenir de plus amples renseignements, voir la [section 3.8.2 « Cours d'études supérieures »](#).

---

## **7.4 Génie - 2<sup>e</sup> cycle**

Avec le concours de la Faculté de génie, le Département d'études professionnelles et de gestion dispense des cours de deuxième cycle qui peuvent être comptabilisés dans le cadre du programme de maîtrise en génie.

Ces cours ne peuvent être comptabilisés que si :

1. Les étudiants ont été officiellement admis au programme;
2. Le vice-doyen de la faculté concernée a approuvé l'inclusion de ce cours dans leur programme.

Les étudiants qui souhaitent recevoir des précisions sur les critères d'admission sont priés de s'adresser au Bureau des études supérieures et postdoctorales. Pour tout renseignement sur les programmes, il suffit de s'adresser à : Jim Clark, vice-doyen (enseignement), Faculté de génie; téléphone : (514) 398-1221.

### **Ordre des ingénieurs du Québec**

Les étudiants qui souhaitent suivre des cours pour se préparer aux examens professionnels de l'Ordre des ingénieurs du Québec sont priés de s'adresser à l'Ordre à l'adresse suivante :

L'Ordre des ingénieurs du Québec  
Gare Windsor  
1100, rue de la Gauchetière Ouest, bureau 350  
Montréal (Québec) H3B 2S2  
Téléphone : (514) 845-6141

---

## **7.5 Descriptions des cours**

### **7.5.1 Programmes d'études supérieures**

Pour obtenir la liste des cours, voir la [section 15 « Information sur les Cours, Règlements et Descriptions »](#).





# 8 DELF (Diplôme d'études en langue française)/ DALF (Diplôme approfondi de langue française)

## Table des matières

- 8.1 DELF/ DALF, page 89
  - 8.1.1 Coordonnées, page 89
  - 8.1.2 Personnel administratif, page 89
- 8.2 Introduction, page 89
- 8.3 Diplôme d'études en langue française (DELF) - Diplôme approfondi de langue française (DALF), page 89
  - 8.3.1 Description, page 89
  - 8.3.2 Conditions, page 89

## 8.1 DELF/ DALF

### 8.1.1 Coordonnées

Diplôme d'études en langue française  
 Diplôme approfondi de langue française  
 Téléphone : (514) 398-1484  
 Télécopieur : (514) 398-1769  
 Site Internet : [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation)  
 Courriel : [lang.conted@mcgill.ca](mailto:lang.conted@mcgill.ca)

### 8.1.2 Personnel administratif

James Archibald; B.A. (McG.), B.A. (Montr.), M.èsL., Dr. 3<sup>e</sup> cycle (Lille), Ph.D. (Montr.) **Directeur de programme, traduction**

## 8.2 Introduction

L'Université McGill est le centre d'examens du DELF et du DALF pour le Québec. Le Diplôme d'études en langue française (DELF), composé de deux niveaux, et le Diplôme approfondi de langue française (DALF) sont délivrés par le ministère de l'Éducation nationale (France) pour attester les compétences en français des candidats étrangers. Ces diplômes sont reconnus par le Conseil de l'Europe et le ministère de l'Immigration et des Communautés culturelles du Québec.

Le DALF atteste la capacité à suivre efficacement les cours d'une université française ou francophone et dispense des tests linguistiques d'entrée dans les universités françaises.

La qualité du DELF et du DALF est reconnue par les employeurs français et européens. Il existe des centres d'examen DELF et DALF dans 130 pays.

Toute personne désireuse de passer les examens DELF et DALF doit s'inscrire au Centre d'examens de l'Université McGill.

Centre d'examens du Québec  
 Traduction  
 688, rue Sherbrooke Ouest, bureau 1181  
 Montréal (Québec) H3A 3R1  
 Téléphone : (514) 398-1484  
 Télécopieur : (514) 398-1769

## 8.3 Diplôme d'études en langue française (DELF) - Diplôme approfondi de langue française (DALF)

Ces diplômes, délivrés par le ministère de l'Éducation nationale (France) sont accessibles à toute personne étudiant le français ou intéressée par une attestation officielle de compétence en français langue seconde ou étrangère. L'obtention du DALF permet d'être admis dans une université française sans autre test linguistique.

### 8.3.1 Description

Le DELF premier niveau atteste l'acquisition des compétences de base en français, c'est-à-dire l'aptitude à communiquer en français dans toutes les situations courantes de la vie quotidienne.

#### DELF, 1<sup>er</sup> niveau :

2 unités : - A1  
 - A2

Le DELF deuxième niveau correspond à un approfondissement de ces compétences : il comprend une connaissance générale de la civilisation francophone (française, québécoise, etc.) et une introduction à l'usage spécialisé du français dans une discipline choisie par le candidat ou la candidate.

#### DELF, 2<sup>e</sup> niveau :

2 unités : - B1  
 - B2

### 8.3.2 Conditions

Le DELF est constitué d'unités dites capitalisables : vous pouvez les obtenir indépendamment l'une de l'autre dans le ou les pays de votre choix. Chaque unité correspond approximativement à une centaine d'heures d'apprentissage et est sanctionnée par un *diplôme*. Les notes sont définitives et sans appel. L'obtention des deux premières unités permet la délivrance du diplôme DELF 1<sup>er</sup> degré. L'obtention des unités B1 et B2 permet la délivrance du diplôme DELF 2<sup>e</sup> niveau.

Vous pouvez obtenir les différentes unités à votre rythme : celles que vous aurez déjà obtenues demeureront dans votre dossier. Si vous le souhaitez, vous pouvez échelonner la passation de ces unités sur plusieurs années ou, au contraire, vous présenter à plusieurs unités pendant une même session (par exemple, les deux unités du DELF 1<sup>er</sup> niveau). Aucun diplôme antérieur n'est exigé pour l'inscription aux examens DELF/DALF, ni aucune justification de préparation spécifique ou de niveau.

Les formulaires d'inscription sont disponibles au Centre d'examens du Centre d'éducation permanente de l'Université McGill, au 688, rue Sherbrooke Ouest, Montréal, H3A 3R1. Téléphone : (514) 398-1484; Télécopieur : (514) 398-1769; Courriel : [lang.conted@mcgill.ca](mailto:lang.conted@mcgill.ca).

Pour en savoir plus sur le DELF ou le DALF, consultez les sites Internet suivants :

France - Centre international d'études pédagogiques : [www.ciep.fr/delfdalf](http://www.ciep.fr/delfdalf)  
 McGill : <http://français.mcgill.ca/conted-translation>

### Équivalences : DELF - DALF

DELF - DALF	Conseil de l'Europe	ALTE*
DALF	C2	5
DALF	C1	4
DELF 2 <sup>e</sup> niveau	B2	3
Unités A5 et A6		
DELF 1 <sup>er</sup> niveau	B1	2
Unités A3 et A4		
DELF : unité A2	A2	1
DELF : unité A1	A1	

\*Association of Language Testers in Europe



## 9 Sciences de l'éducation

### Table des matières

9.1	Le Département, page 91
9.1.1	Coordonnées, page 91
9.2	Introduction, page 91
9.2.1	Programmes de perfectionnement professionnel des enseignants, page 91
9.3	Critères et modalités d'admission, page 91
9.4	Programmes, page 91
9.4.1	Baccalauréat en sciences de l'éducation (enseignement professionnel) (90 unités), page 91
9.4.2	Diplôme en relations humaines et éducation à la vie familiale (30 unités), page 92
9.4.3	Certificat d'études supérieures en orientation appliquée à l'enseignement (15 unités), page 92
9.4.4	Certificat en intégration scolaire (30 unités), page 93
9.4.5	Programmes pour les Premières nations et les Inuits, page 93
9.4.5.1	Certificat en éducation pour les Premières nations et les Inuits (60 unités), page 93
9.4.5.2	Certificat en alphabétisation des autochtones (30 unités), page 93
9.4.5.3	Certificat en enseignement intermédiaire dans les communautés autochtones (30 unités), page 93
9.4.5.4	Certificat en leadership pédagogique pour les Premières nations et les Inuits (30 unités), page 94
9.4.5.5	Baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement (90 unités), page 94
9.4.5.6	Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement (30 unités), page 94
9.4.5.7	Certificat en formation de conseillers pédagogiques et des Premières nations (30 unités), page 94
9.5	Règlements universitaires, page 94
9.6	Descriptions des cours, page 95

### 9.1 Le Département

#### 9.1.1 Coordonnées

3700, rue McTavish, bureau 243  
 Montréal (Québec) H3A 1Y2  
 Téléphone : (514) 398-7042  
 Télécopieur : (514) 398-4679  
 Site Internet : [www.mcgill.ca/conted-edu](http://www.mcgill.ca/conted-edu)  
 Courriel : [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)

### 9.2 Introduction

#### 9.2.1 Programmes de perfectionnement professionnel des enseignants

La Faculté des sciences de l'éducation offre les programmes suivants :

- « Diplôme en relations humaines et éducation à la vie familiale (30 unités) », page 92
- « Certificat d'études supérieures en orientation appliquée à l'enseignement (15 unités) », page 92
- « Certificat en intégration scolaire (30 unités) », page 93

- « Certificat en éducation pour les Premières nations et les Inuits (60 unités) », page 93
- « Certificat en alphabétisation des autochtones (30 unités) », page 93
- « Certificat en enseignement intermédiaire dans les communautés autochtones (30 unités) », page 93
- « Certificat en leadership pédagogique pour les Premières nations et les Inuits (30 unités) », page 94
- « Baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement (90 unités) », page 94
- « Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement (30 unités) », page 94
- « Certificat en formation de conseillers pédagogiques et des Premières nations (30 unités) », page 94

### 9.3 Critères et modalités d'admission

Les demandes d'admission aux programmes d'éducation permanente de la Faculté des sciences de l'éducation peuvent être présentées en ligne à l'adresse suivante : <http://francais.mcgill.ca/applying>. Votre demande ne sera prise en compte que si l'ensemble des critères d'admission sont réunis. Veuillez remplir le formulaire de demande d'admission et soumettre toutes les pièces justificatives demandées au département concerné de la Faculté des sciences de l'éducation, 3700 rue McTavish, Montréal (Québec) H3A 1Y2.

#### Documents exigés

En plus des documents exigés sur le site Internet des demandes d'admission, veuillez vous reporter aux exigences spécifiques de chaque programme. Vous devez accompagner toute demande d'admission d'un relevé de notes officiel, de droits d'examen de la demande de 60 \$ (non remboursables), d'une preuve de citoyenneté canadienne, du code permanent et d'une preuve de résidence pour pouvoir bénéficier des droits de scolarité applicables aux étudiants du Québec.

#### Dates limites de dépôt des demandes d'admission

Trimestre d'automne : 1<sup>er</sup> juin  
 Trimestre d'hiver : 1<sup>er</sup> octobre  
 Trimestre de printemps-été : 1<sup>er</sup> février

### 9.4 Programmes

#### 9.4.1 Baccalauréat en sciences de l'éducation (enseignement professionnel) (90 unités)

Les admissions à ce programme sont suspendues pour le moment.

#### Éléments du programme

Concentration professionnelle - 30 unités. Cours portant sur les méthodes d'enseignement, les théories de l'apprentissage, la psychologie et la philosophie de l'éducation et la pratique de l'enseignement « sur le terrain ».

**Cours obligatoires pour obtenir le permis d'enseignement :**

EDET 360	(3)	Methods of Teaching Business Education ou
EDET 373	(3)	Methods of Teaching Technical Subjects
EDPT 204	(3)	Educational Media
EDEM 405	(3)	Policy Issues in Quebec Education
EDEC 202	(3)	Effective Communication
EDPE 300	(3)	Educational Psychology ou
EDPE 320	(3)	Adult Learning and Teaching
EDPE 377	(3)	Adolescence and the Process of Education
EDET 376	(3)	Educational Evaluation in Vocational Education (Cours préalable : EDET 360 ou EDET 373) ou
EDPE 304	(3)	Measurement and Evaluation
EDET 395	(3)	Principles and Foundations of Vocational Education ou
EDET 398	(3)	Special Project in Vocational Education
EDFE 478	(6)	Field Experience (Teaching Practice) (Cours préalables : P.T.A. et EDET 360/373)
EDFE 374	(3)	Field Experience (Teaching Practice) (Cours préalable : EDFE 478)

Total = 30 unités

**Concentration spécialisée (30 unités)** - Cours directement reliés à la discipline d'enseignement choisie.

**Sélections de département (15 unités)** - Cours d'enseignement professionnel complétant les concentrations professionnelles.

**Cours optionnels (15 unités)** - Cours choisis en consultation avec un conseiller et dont les unités sont comptabilisées en vue de l'obtention du diplôme.

### 9.4.2 Diplôme en relations humaines et éducation à la vie familiale (30 unités)

Ce programme s'adresse aux personnes qui souhaitent diriger des programmes d'éducation à la vie familiale dans des écoles, des hôpitaux, des institutions religieuses et des centres de services sociaux. Il est également conçu pour ceux et celles qui, bien que qualifiés dans leur domaines professionnels respectifs, souhaitent acquérir des compétences complémentaires en communication humaine, en animation de groupe et en techniques d'entrevue.

#### Critères d'admission

1. Diplôme de premier cycle, avec une moyenne pondérée cumulative d'au moins 2,7 sur 4,0.
2. Deux lettres de recommandation.
3. Une lettre de motivation à caractère autobiographique.
4. Score minimal de 550 au TOEFL pour les étudiants étrangers dont l'anglais n'est pas la langue maternelle et qui n'ont pas obtenu de diplôme universitaire reconnu d'un établissement dont la langue d'enseignement est l'anglais. Le Département se réserve le droit de solliciter un entretien avec tout candidat.

Le programme nécessite l'obtention d'un total de 30 unités. Les étudiants sont priés de prendre rendez-vous avec leur conseiller pédagogique pour le choix des cours.

Pour plus de renseignements, s'adresser au coordonnateur du programme, Département de psychopédagogie et de counseling au (514) 398-4248.

**Cours obligatoires : (21 unités)**

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development

**Cours complémentaires : (9 unités)**

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 565	(3)	Psychosocial Aspects of Cancer
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

D'autres cours complémentaires peuvent éventuellement être approuvés par le directeur du programme.

### 9.4.3 Certificat d'études supérieures en orientation appliquée à l'enseignement (15 unités)

L'objectif de ce programme est de renforcer les connaissances et les compétences des enseignants en relations interpersonnelles, communication, techniques d'entrevue, organisation de groupes et leadership, intervention en cas de crise, ainsi qu'en réflexion et planification professionnelles. Dans chacun de ces domaines de compétence, le programme apprend aux participants à reconnaître les situations où il convient de se tourner vers un conseiller personnel ou professionnel, un psychologue ou un autre professionnel. Le programme concerne l'enseignement élémentaire et secondaire.

Ce certificat d'études supérieures ne donne pas aux diplômés le droit d'exercer le counseling ou la psychologie à titre professionnel (c'est-à-dire de mener des évaluations psychologiques ou d'offrir des services de psychothérapie), ou de prendre le titre de conseiller ou de psychologue car ce sont des titres réservés. Les programmes conduisant à l'obtention du titre de conseiller ou de psychologue sont décrits à la section Counseling et psychologie de l'éducation (Counseling et psychologie scolaire/appliquée) ou Psychologie (Psychologie clinique) de l'annuaire des Études supérieures et postdoctorales.

#### Critères d'admission

1. Diplôme de premier cycle avec une moyenne pondérée cumulative d'au moins 3,0 sur 4,0 (certains cours auront lieu avec des étudiants de diplôme ou de 2<sup>e</sup>/3<sup>e</sup> cycles, par conséquent les étudiants doivent faire preuve d'un niveau de connaissances équivalent au cours de leurs études de premier cycle).
2. Brevet d'enseignement, poste dans l'enseignement ou dans un service aux étudiants dans une école ou un organisme communautaire au service d'enfants ou d'adolescents ou autres justificatifs pour l'admission au programme (dans tous les cas, le programme se réserve le droit de juger du caractère approprié de toute autre qualification qu'un certificat d'enseignement).
3. Lettre de trois à cinq pages présentant l'expérience de travail avec les enfants et les adolescents, les aspirations professionnelles et les motifs de la demande d'admission au programme.
4. Au moins deux lettres de recommandation précisant les aptitudes aux études, la qualification relative au travail avec les enfants et les adolescents dans un rôle d'aidant et le caractère général du candidat.
5. Score minimal de 550 au TOEFL pour les étudiants étrangers dont l'anglais n'est pas la langue maternelle et qui n'ont pas obtenu un diplôme universitaire reconnu d'un établissement dont la langue d'enseignement est l'anglais.
6. Le Département se réserve le droit de solliciter un entretien avec tout candidat.

## Exigences du programme

### Cours obligatoires : (6 unités)

EDPC 542 (3) Counselling Role of the Teacher  
EDPC 562 (3) Career Education and Guidance\*

### Cours complémentaires : (9 unités)

Au choix parmi les cours suivants :

EDPC 501 (3) Helping Relationships\*  
EDPC 502 (3) Group Processes and Individuals\*  
EDPC 504 (3) Practicum: Interviewing Skills\*  
EDPC 505 (3) Crisis Intervention Processes\*  
EDPC 507 (3) Practicum: Group Leadership Skills\*  
EDPI 543 (3) Family, School and Community\*

\*Ces cours ou d'autres peuvent être offerts une année sur deux.

Pour plus de renseignements, s'adresser au coordonnateur du programme, Département de psychopédagogie et de counseling au (514) 398-4248.

## 9.4.4 Certificat en intégration scolaire (30 unités)

Ce programme de 30 unités est conçu pour préparer les enseignants à travailler efficacement avec des étudiants qui présentent des besoins spéciaux. Il s'adresse aux enseignants qui interviennent dans des classes normales, aux éducateurs spécialisés, aux éducateurs pour adultes et autres professionnels de l'éducation. Le programme propose une série de cours qui permettront d'adapter le programme d'études et l'enseignement aux étudiants qui présentent des aptitudes et des modes d'apprentissage variés et des besoins particuliers. Il s'efforce de répondre aux besoins des éducateurs qui doivent adapter leurs interventions à la réalité des établissements scolaires d'aujourd'hui : a) pour les enseignants de programmes généraux; enseigner aux étudiants qui présentent des besoins variés dans des classes hétérogènes et b) pour les éducateurs spécialisés; collaborer avec d'autres professionnels intervenant auprès d'étudiants exceptionnels.

### Critères d'admission

Pour pouvoir être admis au programme de certificat, les candidats doivent remplir les conditions suivantes :

#### 1. Être titulaires :

- a) d'un diplôme d'études collégiales (DEC) ET soumettre une lettre de l'établissement d'enseignement confirmant que le candidat est titulaire d'un poste d'enseignant, d'un poste de professionnel non enseignant ou d'adjoint d'enseignement ou indiquant que ce dernier participe à titre de parent ou membre de la communauté aux activités de l'école;  
**ou**
  - b) d'un certificat d'enseignement du Québec (permis d'enseigner) ou l'équivalent;  
**ou**
  - c) être un étudiant adulte de plus de 21 ans ET soumettre une lettre de l'établissement d'enseignement confirmant que le candidat est titulaire d'un poste d'enseignant, d'un poste de professionnel non enseignant ou d'adjoint d'enseignement ou indiquant que ce dernier participe à titre de parent ou membre de la communauté aux activités de l'école. Les étudiants qui présentent ce profil n'ont pas besoin d'être titulaire d'un DEC. Deux pièces d'identité doivent être annexées à la demande.
2. Une lettre de recommandation.
  3. Une lettre de motivation précisant l'intérêt pour le programme.
  4. Score minimal de 550 au TOEFL pour les étudiants étrangers dont l'anglais n'est pas la langue maternelle et qui n'ont pas obtenu un diplôme universitaire reconnu d'un établissement dont la langue d'enseignement est l'anglais.
  5. Le Département se réserve le droit de solliciter un entretien avec tout candidat.

Pour tout complément d'information sur les pièces justificatives exigées, se reporter à la [section 3.5 « Changement de programme »](#).

### Cours obligatoires : (24 unités)

EDPI 309 (3) Exceptional Students  
EDPI 341 (3) Instruction in Inclusive Schools  
EDPI 344 (3) Assessment for Instruction  
EDPI 440 (3) Managing the Inclusive Classroom  
EDPI 441 (3) Students with Behavior Difficulties  
EDPI 442 (3) Students with Learning Difficulties  
EDPI 526 (3) Talented and Gifted Students  
EDPI 543 (3) Family, School and Community

### Cours complémentaires : (6 unités)

Au choix parmi les cours suivants :

EDPE 496 (3) Individual Reading Course  
EDPI 446 (3) Special Topics  
EDPI 447 (3) Special Topics  
EDPI 448 (3) Special Topics  
EDPI 450 (3) Computers and Special Needs  
EDPI 527 (3) Creativity and its Cultivation  
EDPI 536 (3) Practicum Gifted Education 1  
EDPI 537 (3) Practicum Gifted Education 2  
EDPI 539 (3) Field Work 1: Exceptional Students  
EDPI 540 (3) Field Work 2: Exceptional Students

D'autres cours complémentaires peuvent éventuellement être approuvés par le directeur du programme. D'autres renseignements peuvent être obtenus auprès du coordonnateur du programme, Dean Thomson, (514) 398-4248. Les cours indiqués ci-dessus ne sont pas nécessairement offerts régulièrement. Prière de vérifier la disponibilité des cours sur Minerva.

## 9.4.5 Programmes pour les Premières nations et les Inuits

Les programmes suivants sont offerts aux enseignants autochtones. Tous les cours sont normalement donnés hors-campus et sont généralement réservés aux étudiants inscrits aux programmes hors-campus que donne le Département d'études intégrées en sciences de l'éducation, Premières nations et Inuits (514) 398-4533.

Pour des descriptions détaillées des exigences relatives à ces programmes, se reporter à la section Faculté des sciences de l'éducation de l'annuaire de l'Université McGill : annuaire des programmes de premier cycle.

### 9.4.5.1 Certificat en éducation pour les Premières nations et les Inuits (60 unités)

Ce programme de 60 unités donne aux Algonquins, Cris, Inuits, Micmacs et Kanienkehakas (Mohawks) la possibilité de devenir des enseignants titulaires d'un brevet d'enseignement. Il est offert à temps partiel dans les communautés autochtones du Québec, en collaboration avec la Commission scolaire crie, la Commission scolaire Kativik et différentes autorités micmaques, mohawks et algonquines en matière d'éducation.

Les diplômés de ce programme du Québec reçoivent un permis d'enseignement du Ministère (MELS) pour enseigner au niveau primaire dans les écoles des Premières nations et inuites.

### 9.4.5.2 Certificat en alphabétisation des autochtones (30 unités)

Ce programme de 30 unités s'adresse aux étudiants algonquins, cris, inuits, micmacs et kanienkehakas (Mohawks) qui souhaitent approfondir leurs connaissances des langues autochtones, notamment sous forme écrite. Il s'adresse essentiellement à ceux qui se destinent à l'enseignement des langues autochtones et il n'est offert qu'en partenariat avec les communautés concernées.

### 9.4.5.3 Certificat en enseignement intermédiaire dans les communautés autochtones (30 unités)

Ce programme de 30 unités vise l'acquisition des compétences et aptitudes que doivent posséder les enseignants autochtones dans des écoles intermédiaires de leur communauté. Il ne conduit

pas à l'obtention d'un brevet d'enseignement provincial. Il prépare plutôt les enseignants autochtones bilingues ou ayant une connaissance de la langue autochtone et qui sont déjà enseignants à pratiquer l'enseignement à ce niveau d'une manière qui soit appropriée sur le plan du développement et le plan culturel. Le programme porte sur les besoins psychologiques, émotionnels et sociaux particuliers des adolescents autochtones; le rôle des enseignants est de faciliter la transition entre l'école primaire et l'école secondaire.

#### **9.4.5.4 Certificat en leadership pédagogique pour les Premières nations et les Inuits (30 unités)**

Ce programme de 30 unités est conçu pour les organismes des Premières nations et inuits qui souhaitent renforcer leur rôle de leaders au sein de la communauté enseignante. Le programme porte sur l'acquisition des compétences de base que doivent posséder les leaders dans le domaine de l'éducation pour la prise de décisions et la résolution de problèmes; la promotion de la réflexion permettant d'établir des partenariats avec les parents et d'étendre le rayonnement communautaire; la promotion de l'apprentissage holistique, des cycles de développement de l'enfant et du rôle des leaders enseignants dans le renforcement de ce développement; le maintien de la continuité des valeurs communautaires et culturelles et des aspirations au sein de la structure administrative de l'école et des autres milieux éducatifs; et la connaissance des objectifs pédagogiques et du cadre administratif du système éducatif.

#### **9.4.5.5 Baccalauréat en sciences de l'éducation pour les enseignants titulaires d'un brevet d'enseignement (90 unités)**

La Faculté des sciences de l'éducation offre un programme de 90 unités aux enseignants qui possèdent déjà un brevet d'enseignement au niveau élémentaire et qui souhaitent acquérir un diplôme de baccalauréat en sciences de l'éducation. Normalement, il faut obtenir un minimum de 60 unités dans le cadre du programme, dont 30 au maximum peuvent être transférées d'autres établissements. Les unités peuvent être transférées de programmes sanctionnés par des certificats en technologies de l'éducation, enseignement des langues secondes, éducation intégrée ou alphabétisation des populations autochtones suivis en parallèle. Des unités peuvent également être transférées du certificat en éducation pour les Premières nations et les Inuits, qui doit normalement être terminé avant le B.Ed.

Les étudiants qui s'inscrivent au baccalauréat en sciences de l'éducation pour les professeurs titulaires d'un brevet d'enseignement après un certificat en éducation pour les Premières nations et les Inuits doivent obtenir un total de 120 unités, de 60 dans le cadre du certificat et de 60 dans le cadre du baccalauréat en sciences de l'éducation.

#### **9.4.5.6 Certificat en enseignement aux autochtones pour enseignants titulaires d'un brevet d'enseignement (30 unités)**

Ce programme de perfectionnement professionnel de 30 unités fournit la formation dont les enseignants ont besoin pour renforcer leur efficacité au sein des communautés des Premières nations et inuites. Il porte sur les sujets qui intéressent plus particulièrement les écoles des Premières nations et inuites, tels que la socialisation culturelle, l'apprentissage coopératif, l'enseignement des langues secondes et l'élaboration des programmes d'études.

#### **9.4.5.7 Certificat en formation de conseillers pédagogiques et des Premières nations (30 unités)**

Ce programme est offert par le Département de psychopédagogie et de counseling, par l'intermédiaire du programme en éducation pour les Premières nations et les Inuits. Il est conçu pour donner aux conseillers des écoles autochtones une formation qui leur permettra de découvrir les principes et la pratique des services de personnel tels qu'ils sont appliqués au milieu de l'éducation; de perfectionner leurs compétences personnelles et de modifier ou adapter leurs services et leur contenu pour mieux

tenir compte des besoins culturels et éducatifs des étudiants autochtones; d'encourager les conseillers des étudiants autochtones à exercer un rôle de leadership dans l'élaboration de programmes éducatifs qui répondent aux besoins sociaux de leurs communautés; de remettre à niveau leurs connaissances universitaires et de se perfectionner sur le plan professionnel; et d'élaborer et diffuser, en anglais et dans la langue d'enseignement, les connaissances professionnelles et théoriques sur les besoins et services dont les étudiants ont besoin dans les communautés des Premières nations et inuites. Les titulaires de ce certificat pourront exercer des postes de conseillers scolaires et pédagogiques au sein des organismes d'éducation autochtones.

## **9.5 Règlements universitaires**

Il appartient aux étudiants de lire, de comprendre et de respecter les règlements et procédures évoqués dans cet annuaire.

### **Résultats universitaires**

La note minimale C est exigée pour tous les cours obligatoires. La note D sera autorisée pour un cours optionnel qui ne constitue pas un cours préalable aux autres cours du programme. Les étudiants ne peuvent reprendre le cours qu'ils ont échoué qu'une seule fois. Une moyenne pondérée cumulative minimale de 2,0 est exigée pour l'obtention du diplôme.

### **Durée des études**

Le délai normalement accordé pour mener à bien un programme de 30 unités est de cinq ans dans le cas d'un programme à temps partiel, et de 28 mois dans le cas d'un programme à temps plein. Les étudiants qui dépassent ce délai peuvent présenter par écrit une demande de prolongation que le directeur peut approuver dans certains cas. Les étudiants qui ne s'inscrivent à aucun cours de leur programme pendant un an doivent présenter une nouvelle demande d'admission et éventuellement satisfaire aux nouveaux critères en vigueur.

La durée des études nécessaires à l'obtention du certificat en éducation pour les Premières nations et les Inuits de 60 unités ne peut dépasser 12 ans. L'Université se réserve le droit de demander à un étudiant de reprendre un cours après un délai de cinq ans si elle juge qu'une interruption trop longue est survenue au cours de ses études.

### **Stages d'enseignement**

Si le programme comprend un stage obligatoire (pratique ou d'enseignement), l'étudiant doit obtenir la mention Succès (S). L'étudiant qui échoue à ce volet doit se retirer du programme, mais peut présenter une nouvelle demande d'admission au comité des affaires des étudiants de premier cycle. L'étudiant doit présenter un dossier scolaire satisfaisant pour obtenir un stage.

### **Reconnaisances d'équivalences et transferts d'unités**

Pour obtenir une reconnaissance d'équivalences ou des transferts d'unités, les étudiants doivent apporter la preuve qu'ils ont suivi des cours équivalents à l'Université McGill ou ailleurs. Nous rappelons aux étudiants que les cours qu'ils ont suivis il y a plus de cinq ans ne peuvent entrer en ligne de compte pour une reconnaissance d'équivalences. Ils doivent pour ce faire obtenir l'autorisation du directeur de leur programme. Neuf unités au maximum peuvent ainsi être reconnues. L'étudiant doit en outre avoir obtenu la note minimale C aux cours visés.

### **Conseillers**

Des conseillers pédagogiques sont à la disposition des étudiants dans chaque département concerné.

---

## **9.6 Descriptions des cours**

Pour une description des cours proposés dans le cadre de ces programmes, veuillez vous reporter à *l'annexe B Course Information, Regulations and Descriptions* de l'annuaire des programmes de premier cycle et au calendrier des cours.





## 10 Programmes de langue anglaise

### Table des matières

- 10.1 Le Département, page 97
  - 10.1.1 Coordonnées, page 97
  - 10.1.2 Personnel administratif, page 97
- 10.2 Introduction, page 97
- 10.3 Certificat de compétence - anglais pour la communication professionnelle (30 unités), page 97
  - 10.3.1 Structure du programme, page 97
  - 10.3.2 Règlements universitaires, page 98
  - 10.3.3 Test de classement d'anglais, page 99
- 10.4 Certificat de compétence - Programme intensif d'anglais, page 99
  - 10.4.1 Tests de classement pour le programme intensif d'anglais, page 99
  - 10.4.2 Règlements universitaires, page 99
  - 10.4.3 Étudiants étrangers, page 100
  - 10.4.4 Hébergement, page 100
  - 10.4.5 Projets spéciaux, formations sur mesure, EILAP, page 100
- 10.5 Descriptions des cours, page 100

### 10.1 Le Département

#### 10.1.1 Coordonnées

Programmes de langues anglaise et française  
 Téléphone : (514) 398-3069  
 Télécopieur : (514) 398-1769  
 Internet : <http://francais.mcgill.ca/eflp>  
 Courriel : [infoesl.conted@mcgill.ca](mailto:infoesl.conted@mcgill.ca)

#### 10.1.2 Personnel administratif

Hervé de Fontenay; B.A. (Montr.), M.A. (McG.) **Directeur**

Effie Dracopoulos; B.A. (Concor.)  
**Coordonnatrice de programme (Programme de français à temps partiel et projets spéciaux)**

Kevin Callahan; B.A. (Tor.), M.A. (Concor.), Cert. TESL (McG.)  
**Coordonnateur de programme (Programme intensif d'anglais)**

Verena Waterstradt; B. ADM. (Allem.) (*en congé*)  
 Helen Athanassiadis; B.A., Cert. R.H. (McG.) (*par intérim*)  
**Administratrice de programme**

Adriana Starnino **Coordonnatrice administrative**

Pour obtenir les toutes dernières informations sur nos programmes et nos cours, veuillez consulter notre site Internet : <http://francais.mcgill.ca/eflp>.

### 10.2 Introduction

Les Programmes de langue anglaise offrent une variété de programmes et de cours destinés à répondre aux besoins de toute personne qui veut acquérir, perfectionner ou développer une compétence en anglais. Nos programmes vont du niveau débutant au niveau avancé. La compétence visée est globale et comprend plusieurs domaines : la compétence linguistique proprement dite, la compétence de communication, le savoir-faire professionnel et la compétence socioculturelle.

Nous offrons deux programmes ainsi que des cours spécialisés. Le Programme d'anglais pour la communication professionnelle et le Programme intensif d'anglais peuvent mener, sous certaines conditions, à un certificat de compétence en anglais.

### 10.3 Certificat de compétence - anglais pour la communication professionnelle (30 unités)

Ce programme à temps partiel assorti de 30 unités s'adresse à toute la communauté, y compris les employés de McGill. Il a été conçu pour permettre aux étudiants d'acquérir, tant à l'oral qu'à l'écrit, les connaissances, les techniques et le savoir-faire dont ils ont besoin pour se sentir à l'aise dans toutes les situations de communication professionnelle. Le programme est constitué de dix cours assortis de trois unités chacun; il équivaut donc à une année d'études universitaires à temps plein. Il commence au niveau intermédiaire bas (cours CEEN 211 et CEEN 212).

Les étudiants de niveau débutant ou élémentaire en anglais doivent suivre un ou des cours préalables non assortis d'unités avant de pouvoir être admis au Programme. La structure du Programme se divise en deux parties :

- 1) Le **Module non assorti d'unités** comprend trois cours préalables : un cours de niveau débutant et deux cours de niveau élémentaire, d'une durée de 60 heures chacun.
- 2) Le **Module assorti d'unités** est composé de dix cours de 39 heures et de 3 unités chacun. Il s'agit des cours de niveau intermédiaire et avancé (cours de niveau 200, 300, 400).

Le programme est offert trois fois par année. À l'automne et à l'hiver, le Module non assorti d'unités dure 12 semaines et le Module assorti d'unités, 13 semaines. Au printemps, les deux modules durent 10 semaines. Les cours sont offerts le soir durant la semaine et le samedi matin.

Les étudiants inscrits dans un cours assorti ou non d'unités ont un accès exclusif, sur l'interface WebCT/Vista, à du matériel pédagogique leur donnant la possibilité de participer à des projets virtuels ou de renforcer, en dehors de la classe, leur apprentissage de la langue à leur propre rythme. Les outils de communication intégrés à WebCT/Vista aident à consolider davantage l'appui pédagogique du chargé de cours.

Le programme mène, sous certaines conditions, au Certificat de compétence en anglais pour la communication professionnelle (voir les « **Règlements universitaires** » ci-dessous). Le niveau de ce Certificat correspond au niveau avancé sur l'échelle de l'*American Council on the Teaching of Foreign Languages* (ACTFL).

Pour plus de renseignements sur les dates des trimestres, veuillez consulter la **section 2 « Calendrier universitaire 2008-2009 »**.

#### 10.3.1 Structure du programme

##### Module non assorti d'unités - cours préalables

- CEGL 102 (11 unités d'EP) Basic English (Anglais de base)
- CEGL 104 (11 unités d'EP) Elementary English 1 (Anglais élémentaire 1)
- CEGL 106 (11 unités d'EP) Elementary English 2 (Anglais élémentaire 2)

**Module assorti d'unités - cours obligatoires** (30 unités)

- CEEN 211 (3) Functional English Grammar/Writing 1  
 CEEN 212 (3) English Communication Practice 1  
 CEEN 221 (3) Functional English Grammar/Writing 2  
 (voir note \*1)  
 CEEN 222 (3) English Communication Practice 2  
 (voir note \*1)  
 CEEN 331 (3) Functional English Grammar/Writing 3  
 (voir note \*2)  
 CEEN 332 (3) English Communication Practice 3  
 (voir note \*2)  
 CEEN 411 (3) English Grammar and Writing Techniques (voir note \*3)  
 CEEN 412 (3) English Oral Communication Techniques (voir note \*3)  
 CEEN 421 (3) English Written Communication Contexts  
 CEEN 422 (3) English Oral Communication Contexts

**Cours complémentaires**

- CEEN 401 (3) English Vocabulary in Context  
 CEEN 402 (3) English Communication and Cultural Patterns

**Notes :**

\*1 Les étudiants qui commencent leurs études d'anglais par les cours CEEN 221 et CEEN 222 et qui veulent être admis au Certificat de compétence - anglais pour la communication professionnelle doivent suivre les deux cours complémentaires (CEEN 401 et CEEN 402) ou des cours équivalents approuvés par le Département afin de satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour tout supplément d'information, veuillez communiquer avec le Département.

\*2 Les étudiants qui commencent leurs études d'anglais par les cours CEEN 331 et CEEN 332 et qui veulent être admis au Certificat de compétence - anglais pour la communication professionnelle doivent passer deux examens d'équivalence qui correspondent aux cours du niveau inférieur (CEEN 221 / CEEN 222) et suivre deux cours complémentaires (CEEN 401 et CEEN 402) pour satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour plus de renseignements, veuillez communiquer avec le Département.

\*3 Les étudiants qui commencent leurs études d'anglais par les cours CEEN 411, CEEN 412, CEEN 421 et CEEN 422 ne sont pas admissibles au Certificat de compétence - anglais pour la communication professionnelle. Toutefois, ils peuvent obtenir une Attestation de compétence avancée en anglais s'ils s'inscrivent comme « étudiants à statut particulier » et s'ils réussissent les quatre (4) cours du niveau avancé (CEEN 411, CEEN 412, CEEN 421 et CEEN 422) avec une note minimale de B- (65 %).

**10.3.2 Règlements universitaires****Critères d'admission**

Pour être admis au Certificat de compétence - anglais pour la communication professionnelle, les étudiants doivent :

- Passer le test de classement d'anglais et avoir un niveau de compétence égal ou inférieur au niveau intermédiaire élevé (CEEN 331 / CEEN 332); veuillez consulter la [section 10.3.3](#) intitulée « **Test de classement d'anglais** » pour plus de renseignements sur ce test;
- Être titulaires d'un diplôme de cégep (DEC ou l'équivalent);
- Les étudiants de 21 ans ou plus qui n'ont pas fait d'études collégiales peuvent être admis à titre d'étudiants adultes;
- Les étudiants qui ont entre 18 et 21 ans mais qui n'ont pas fait d'études collégiales peuvent être admis à un programme de propédeutique établi par le département. S'ils suivent ce programme avec succès, ils peuvent être admis officiellement au programme du Certificat;
- Les étudiants de moins de 18 ans qui n'ont pas de diplôme d'études collégiales ne peuvent ni être admis au programme du certificat ni s'inscrire à des cours.

**Formalités d'admission**

Pour plus de renseignements, se reporter à la [section 3.3 « Formalités d'admission »](#).

**Tous les étudiants qui désirent être admis au Certificat de compétence - anglais pour la communication professionnelle doivent soumettre les résultats qu'ils ont obtenus au test de classement d'anglais.** Les étudiants qui sont admissibles au programme sont fortement encouragés à soumettre un formulaire de demande d'admission pendant leur premier trimestre d'études.

**Nombre minimum de cours suivis et reconnaissance d'équivalences**

- Les étudiants sont tenus de suivre à l'Université McGill au moins 70 % de l'ensemble du programme.
- Un étudiant peut se faire reconnaître jusqu'à neuf (9) unités pour des études universitaires équivalentes réussies au cours des cinq années précédant la demande.
- Les étudiants peuvent s'absenter du programme pendant trois trimestres consécutifs sans avoir à déposer une nouvelle demande d'admission ou à repasser le test de classement.

**Durée des études**

Les étudiants doivent normalement terminer tous les cours du programme dans une période de quatre ans suivant leur admission. Les étudiants qui dépassent cette limite peuvent demander une prolongation par écrit, laquelle peut être accordée dans certains cas particuliers si le directeur le permet.

**Exigences du programme**

Pour passer à un niveau supérieur, les étudiants doivent avoir obtenu une note minimale de C (55 %) pour les cours de niveau 200 et une note minimale de B- (65 %) pour tous les cours de niveaux 300 et 400 et ne pas avoir manqué plus d'un tiers des classes. À compter du trimestre d'hiver 2009, si approuvé, les étudiants devront obtenir une note minimale de B- (65 %) pour tous les cours du programme à temps partiel pour passer au niveau supérieur.

Un étudiant ne peut obtenir plus de deux notes insatisfaisantes pour un même cours ou plus de trois notes insatisfaisantes dans le programme. Les étudiants dont le dossier comporte plus de trois notes insatisfaisantes seront tenus d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences des cours préalables, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits et ne pourront pas obtenir leur diplôme.

Pour se voir conférer leur diplôme, les étudiants doivent avoir satisfait à toutes les exigences du programme et obtenu une moyenne pondérée cumulative (MPC) d'au moins 2.0. Cette moyenne tient compte de tous les cours du programme (y compris les notes supplémentaires et insatisfaisantes).

**Étudiants à statut particulier**

Les étudiants qui souhaitent suivre quelques cours sans toutefois être admis au Programme peuvent s'inscrire à titre d'« étudiants à statut particulier » s'ils ont passé le test de classement d'anglais ou s'ils ont suivi et réussi les cours préalables. Le nombre de cours que peut suivre un étudiant à statut particulier peut être limité. Les étudiants sont invités à déposer une demande d'admission au programme avant d'avoir terminé quatre cours. Les cours assortis d'unités que suit l'étudiant à statut particulier ne sont pas comptabilisés en vue de l'obtention du Certificat de compétence. Le Centre d'éducation permanente n'est aucunement obligé de tenir compte de ces cours dans le calcul des unités d'un programme.

Même s'ils ne sont pas officiellement admis au programme, les étudiants à statut particulier doivent faire preuve de sérieux dans leurs études. Ils doivent en outre se soumettre aux exigences du programme, telles que stipulées dans la [section 10.3.2](#) ci-haut intitulée « **Règlements universitaires** ».

### 10.3.3 Test de classement d'anglais

Tous les nouveaux étudiants doivent passer un test de classement d'anglais avant de pouvoir être inscrit dans un cours ou être admis au programme. L'objectif de ce test est de déterminer le niveau de compétence en anglais de l'étudiant. Le test est valable pendant trois trimestres consécutifs. Les étudiants qui n'ont pas suivi de cours au département depuis un an ou plus doivent repasser le test.

Le test de classement d'anglais dure environ deux heures et a généralement lieu dans l'auditorium du Pavillon Frank Dawson Adams (3450, rue Université). Compte tenu du grand nombre de candidats qui viennent passer le test, vous êtes priés de vous présenter 20 minutes à l'avance. Veuillez apporter deux pièces d'identité avec photo, un crayon à mine bien taillé ainsi qu'une gomme à effacer.

Les droits pour chaque test s'élèvent à 25 \$ (non remboursables), et les étudiants doivent s'en acquitter au moment où ils viennent chercher leurs résultats. Les résultats du test sont disponibles trois jours ouvrables après la date du test ou lors de l'inscription. Pour pouvoir s'inscrire à un cours, les nouveaux étudiants sont priés de prendre rendez-vous.

Pour plus de renseignements concernant les dates du test de classement d'anglais, veuillez consulter notre site Internet : <http://francais.mcgill.ca/eflp/pte/placement>.

## 10.4 Certificat de compétence - Programme intensif d'anglais

Le Programme intensif d'anglais prépare les étudiants à s'intégrer à un environnement professionnel, universitaire et social anglophone. Les étudiants auront l'occasion d'apprendre à lire, à écrire, à comprendre et à parler l'anglais.

En classe et au laboratoire de langue, les professeurs consacrent du temps au développement et aux besoins linguistiques spécifiques de chaque étudiant. Une « clinique de phonétique corrective » permet à ceux qui le désirent de travailler cet aspect particulier de l'apprentissage de l'anglais. Des groupes peu nombreux permettent aux étudiants de profiter au maximum de l'enseignement et de partager une expérience unique d'apprentissage avec des camarades de classe qui viennent de partout dans le monde. L'horaire des cours est de 9 h 30 à 15 h 30, du lundi au vendredi. Quatre trimestres de cours sont offerts chaque année : printemps, été, automne et hiver.

Nous offrons six niveaux d'apprentissage, de débutant à avancé (niveau cinq). Le niveau d'entrée de l'étudiant sera déterminé par les résultats au test de classement (envierson semaine avant le début des cours). La réussite B+ (75 %) au niveau cinq permet l'admissibilité, sous certaines conditions, au Certificat de compétence en anglais qui satisfait aux critères linguistiques d'admission à un programme de 1<sup>er</sup> cycle de l'université.

Le paiement intégral des droits de scolarité pour un trimestre doit accompagner votre demande d'admission au programme. Les droits applicables aux trimestres suivants pourront être acquittés ultérieurement, aux dates indiquées par l'Université. Les droits de scolarité ne couvrent pas le matériel pédagogique, l'assurance-maladie, le transport ni l'hébergement.

Veuillez noter que le règlement par carte de crédit n'est accepté qu'en personne. (Les paiements par téléphone ou courrier ne sont pas acceptés). Les demandes d'admission peuvent être envoyées au Bureau des affaires étudiantes par courrier, télécopieur, ou service de messagerie.

### 10.4.1 Tests de classement pour le programme intensif d'anglais

Le test de classement du programme intensif d'anglais vise à déterminer la compétence linguistique des étudiants. Les résultats du test sont valides pendant trois trimestres. Le fait de passer un

test de classement n'assure pas une place dans les cours. Tout nouvel étudiant doit passer un test de classement avant de pouvoir s'inscrire aux cours d'anglais. Les étudiants qui n'ont pas suivi de cours au département depuis plus d'un an doivent repasser un test de classement.

Le test dure environ deux heures et comporte un entretien oral et une épreuve écrite.

**Compte tenu du grand nombre de candidats inscrits pour chaque test, vous êtes priés de vous présenter 20 minutes à l'avance. Veuillez apporter un crayon à mine HB bien taillé ainsi qu'une gomme à effacer.**

### 10.4.2 Règlements universitaires

#### Critères d'admission

- Les étudiants doivent être âgés de 18 ans et plus;
- Les étudiants doivent avoir complété leur diplôme de fin d'études secondaires ou l'équivalent;
- Les étudiants doivent passer un test de classement afin d'évaluer leur niveau de connaissance. Ce test est valide pour une période maximale de trois sessions consécutives dans une même année. Au-delà de cette période, les étudiants sont tenus de passer le test à nouveau.

#### Formalités d'admission

Pour s'inscrire au programme intensif d'anglais, les étudiants doivent remplir un formulaire d'inscription et le retourner accompagné :

- du montant des droits d'admission (75 \$ - non remboursables) et des droits de scolarité en devises canadiennes. Le règlement peut être fait par Visa/MasterCard, par chèque visé ou par mandat libellé à l'ordre de l'Université McGill;
- d'une pièce d'identité (passeport ou certificat de naissance). Le candidat doit être âgé de 18 ans ou plus;
- d'un diplôme de fin d'études secondaires ou l'équivalent;
- du paiement, pour toutes les sessions, de l'assurance-maladie auprès de la Croix Bleue (pour les étudiants étrangers).

L'admission au programme se fait par ordre d'arrivée. **Ceci est un programme contingenté.** Les étudiants doivent se présenter au plus tard le troisième jour de classe pour garder leur place, faute de quoi, ils devront renoncer à leur inscription. Pour annuler l'inscription au trimestre en cours, les étudiants doivent faire parvenir une demande à cet effet par écrit **avant la fin de la troisième journée de cours** au Bureau des affaires étudiantes. Un remboursement des droits de scolarité, moins des frais d'annulation de 200 \$ CAN sera émis. Le chèque de remboursement sera envoyé par la poste dans un délai de quatre à six semaines.

Pour plus de renseignements sur les dates des trimestres, se reporter à la **section 2 « Calendrier universitaire 2008-2009 »**.

#### Exigences des programmes

Les étudiants doivent obtenir une note minimale de C (55 %) et assister au moins aux deux tiers des cours pour passer au niveau supérieur. Un étudiant inscrit à un programme de certificat de compétence ne pourra obtenir plus de deux notes insatisfaisantes par cours. Si l'étudiant a plus de trois notes insatisfaisantes à son dossier, il sera tenu d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences des cours préalables, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits.

#### Exigences pour l'obtention du *Certificat de compétence d'anglais de McGill*

- Les étudiants doivent compléter le niveau 5 du Programme intensif d'anglais;
- Les étudiants sont admissibles à recevoir le Certificat de compétence en anglais s'ils obtiennent une note minimale de B+ (75 %) au niveau cinq.

### 10.4.3 Étudiants étrangers

Si vous n'êtes pas citoyen canadien ou résident permanent et souhaitez étudier pendant plus d'un trimestre, vous devez faire une demande pour un an afin d'obtenir un **Certificat d'acceptation du Québec (CAQ) et un permis d'études**.

Les étudiants qui prévoient compléter leurs études pendant un trimestre n'ont besoin que d'un visa de résident temporaire.

L'Université McGill ne délivre aucun document relatif à l'immigration. Nous conseillons aux étudiants d'entamer les procédures le plus tôt possible et de faire preuve de patience. Pour d'autres précisions, communiquer avec le Bureau des affaires étudiantes ou adressez-vous à l'ambassade ou au consulat du Canada dans votre pays de résidence.

Par règlement du Sénat de l'Université, TOUS les étudiants étrangers et les personnes à charge sont tenus de s'adhérer au régime d'assurance-maladie de la Croix-Bleue de l'Université. L'assurance offerte par l'Université McGill répond aux exigences d'Immigration Québec relatives aux étudiants étrangers.

Les étudiants doivent acquitter la totalité des frais d'assurance couvrant la durée de leurs études à McGill. Si votre demande d'admission porte sur plus d'un trimestre, vous devrez adhérer à une assurance médicale pour l'année au complet. Veuillez ajouter la somme correspondante au montant de vos droits de scolarité et ne faire qu'un seul chèque ou mandat. Les services de santé de McGill sont disponibles seulement si les frais supplémentaires exigés pour ces services ont été acquittés.

Les étudiants ressortissants et résidents d'un des pays mentionnés ci-dessous, et qui sont inscrits à temps plein à l'un de nos programmes, sont admissibles à l'assurance-maladie du Québec. Ils ne sont pas tenus, par conséquent, d'adhérer au régime d'assurance-maladie auprès de la Croix Bleue : ressortissants de la France, du Danemark, de la Suède, de la Norvège, de la Finlande, du Luxembourg et du Portugal. Dans ces cas, les étudiants doivent faire une demande à l'assurance-maladie de Québec et soumettre la preuve au Bureau des affaires étudiantes.

### 10.4.4 Hébergement

Le Département peut proposer aux étudiants un organisme qui pourra les aider à trouver une pension dans une famille anglophone, une occasion idéale de parler anglais dans un environnement familial. Le Service de logement hors-campus peut également fournir de l'information sur les possibilités d'hébergement à proximité du campus. Les résidences universitaires ne sont accessibles aux étudiants que pendant le trimestre d'été. Pour plus d'information, visitez le site Internet suivant : <http://francais.mcgill.ca/eflp/apply/sie/#FAQ> ou communiquez avec le Département.

### 10.4.5 Projets spéciaux, formations sur mesure, EILAP

Pour plus de renseignements sur nos projets spéciaux, sur nos formations sur mesure et sur notre programme d'études intégrées de langue anglaise et professionnelles (EILAP), prière de consulter notre site Internet <http://francais.mcgill.ca/eflp/apply/sie> ou de communiquer avec le Département.

---

## 10.5 Descriptions des cours

Pour obtenir la liste des cours, voir la [section 15 « Information sur les cours, règlements et descriptions »](#).

# 11 Programmes de langue française

## Table des matières

- 11.1 Le Département, page 101
  - 11.1.1 Coordonnées, page 101
  - 11.1.2 Personnel administratif, page 101
- 11.2 Introduction, page 101
- 11.3 Certificat de compétence – français pour la communication professionnelle (30 unités), page 101
  - 11.3.1 Structure du programme, page 101
  - 11.3.2 Règlements universitaires, page 102
  - 11.3.3 Test de classement de français, page 102
- 11.4 Certificat de compétence – Programme intensif de français, page 103
  - 11.4.1 Tests de classement pour le programme intensif de français, page 103
  - 11.4.2 Règlements universitaires, page 103
  - 11.4.3 Hébergement, page 103
  - 11.4.4 Projets spéciaux, formations sur mesure, page 103
- 11.5 Descriptions des cours, page 103

## 11.1 Le Département

### 11.1.1 Coordonnées

Téléphone : 514 398-1202  
 Télécopieur : 514 398-1769  
 Site Internet : [www.mcgill.ca/eflp](http://www.mcgill.ca/eflp)  
 Courriel : [french.conted@mcgill.ca](mailto:french.conted@mcgill.ca)

### 11.1.2 Personnel administratif

Hervé de Fontenay; B.A. (Montr.), M.A. (McG.) **Directeur**

Isabelle Mathieu; B.A. (Brock), M.Ed. (Montr.)  
**Coordonnatrice de programme (Programme intensif de français)**

Marie-Claude Beauchamp; B.A., M.A., B.Ed. (McG.)  
**Coordonnatrice de programme (Programme de français à temps partiel et projets spéciaux)**

Verena Waterstradt; B.Adm. (Allem.) (*en congé*)  
 Helen Athanassiadis; B.A., Cert. R.H. (McG.) (*par intérim*)  
**Administratrice de programme**

France Bruneau **Coordonnatrice administrative**

## 11.2 Introduction

Les Programmes de langue française offrent une variété de programmes et de cours destinés à répondre aux besoins de toute personne qui veut acquérir, perfectionner ou développer une compétence en français. Nos programmes vont du niveau débutant au niveau avancé. La compétence visée est globale et comprend plusieurs domaines : la compétence linguistique proprement dite, la compétence de communication, le savoir-faire professionnel et la compétence socioculturelle.

Nous offrons deux programmes ainsi que des cours spécialisés. Le programme de français pour la communication professionnelle et le programme intensif de français peuvent mener, sous certaines conditions, à un certificat de compétence en français.

## 11.3 Certificat de compétence – français pour la communication professionnelle (30 unités)

Ce programme à temps partiel assorti de 30 unités a été conçu pour permettre aux étudiants d'acquérir, à l'oral comme à l'écrit, les connaissances linguistiques et de communication

dont ils ont besoin pour évoluer avec aisance dans un milieu professionnel francophone.

Le programme est constitué de dix cours assortis de trois unités chacun; il équivaut donc à une année d'études universitaires à temps plein. Il commence au niveau intermédiaire bas (cours CEFN 211 et CEFN 212). Les étudiants de niveau débutant ou élémentaire en français doivent suivre un ou des cours préalables avant de pouvoir être admis au programme. La structure du programme se divise en deux parties :

- 1) Le **Module non assorti d'unités** comprend trois cours préalables : un cours de niveau débutant et deux cours de niveau élémentaire, d'une durée de 60 heures chacun.
- 2) Le **Module assorti d'unités** est composé de dix cours de 39 heures, assorti de trois unités chacun. Il s'agit des cours de niveau intermédiaire et avancé (cours de niveau 200, 300, 400).

Le programme est offert trois fois par année. À l'automne et à l'hiver, le Module non assorti d'unités dure 12 semaines et le Module assorti d'unités, 13 semaines. Au printemps, les deux modules durent 10 semaines. Les cours sont offerts le soir pendant la semaine et le samedi matin.

Les étudiants inscrits dans un cours assorti ou non d'unités ont un accès exclusif, sur l'interface WebCT/Vista, à du matériel pédagogique leur donnant la possibilité de participer à des projets virtuels ou de renforcer, en dehors de la classe, leur apprentissage de la langue. Les outils de communication intégrés à WebCT/Vista aident à consolider davantage l'appui pédagogique du chargé de cours.

Le programme mène, sous certaines conditions, au Certificat de compétence - français pour la communication professionnelle. Le niveau de ce certificat correspond au niveau avancé sur l'échelle de l'*American Council on the Teaching of Foreign Languages* (ACTFL).

Pour plus de renseignements sur les dates des trimestres, prière de se reporter à la [section 2 « Calendrier universitaire 2008-2009 »](#).

### 11.3.1 Structure du programme

#### Module non assorti d'unités - cours préalables

CFRN 102 (11 unités d'EP) Basic French  
 CFRN 104 (11 unités d'EP) Elementary French 1  
 CFRN 106 (11 unités d'EP) Elementary French 2

#### Module assorti d'unités - cours obligatoires (30 unités)

CEFN 211 (3) Functional French Grammar/Writing 1  
 CEFN 212 (3) French Communication Practice 1  
 CEFN 221 (3) Functional French Grammar/Writing 2 (voir note \*1)  
 CEFN 222 (3) French Communication Practice 2 (voir note \*1)  
 CEFN 331 (3) Functional French Grammar/Writing 3 (voir note \*2)  
 CEFN 332 (3) French Communication Practice 3 (voir note \*2)  
 CEFN 411 (3) French Grammar/Writing Techniques (voir note \*3)  
 CEFN 412 (3) French Oral Communication Techniques (voir note \*3)  
 CEFN 421 (3) French Written Communication Contexts  
 CEFN 422 (3) French Oral Communication Contexts

#### Cours complémentaires

CEFN 401 (3) French Vocabulary in Context  
 CEFN 402 (3) Persuasive French in Communication

#### Notes :

\*1 Les étudiants qui commencent leurs études de français par les cours CEFN 221 et CEFN 222 et qui veulent être admis au Certificat de compétence - français pour la communication professionnelle doivent suivre deux cours complémentaires (CEFN 401 et CEFN 402) ou des cours équivalents approuvés par le Département afin de satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du

module avancé du programme. Pour tout supplément d'information, veuillez communiquer avec le Département.

**\*2** Les étudiants qui commencent leurs études de français par les cours CEFN 331 et CEFN 332 et qui veulent être admis au Certificat de compétence - français pour la communication professionnelle doivent passer deux examens d'équivalence qui correspondent aux cours du niveau inférieur (CEFN 221 / CEFN 222) et suivre deux cours complémentaires (CEFN 401 et CEFN 402) pour satisfaire aux exigences du programme. Ces cours peuvent être suivis dans le cadre du module avancé du programme. Pour tout supplément d'information, veuillez communiquer avec le Département.

**\*3** Les étudiants qui commencent leurs études de français par les cours CEFN 411, CEFN 412, CEFN 421 et CEFN 422 ne sont pas admissibles au Certificat de compétence - français pour la communication professionnelle. Toutefois, ils peuvent obtenir une Attestation de compétence avancée en français s'ils s'inscrivent comme « étudiants à statut particulier » et s'ils réussissent les quatre (4) cours du niveau avancé (CEFN 411, CEFN 412, CEFN 421 et CEFN 422) avec une note minimale de B- (65 %).

### 11.3.2 Règlements universitaires

#### Critères d'admission

Pour être admis au Certificat de compétence - français pour la communication professionnelle, les étudiants doivent :

- Passer le test de classement de français et avoir un niveau de compétence égal ou inférieur au niveau intermédiaire élevé (CEFN 331 and CEFN 332) (veuillez consulter la [section 11.3.3](#) intitulée « **Test de classement de français** »);
- Être titulaires d'un diplôme de cégep (DEC ou l'équivalent);
- Les étudiants de 21 ans ou plus qui n'ont pas fait d'études collégiales peuvent être admis à titre d'étudiants adultes;
- Les étudiants qui ont entre 18 et 21 ans mais qui n'ont pas fait d'études collégiales peuvent être admis à un programme de propédeutique établi par le département. S'ils suivent ce programme avec succès, ils peuvent être admis officiellement au programme du Certificat;
- Les étudiants de moins de 18 ans qui n'ont pas de diplôme d'études collégiales ne peuvent ni être admis au programme du certificat ni s'inscrire à des cours.

#### Formalités d'admission

Pour plus de renseignements, se reporter à la [section 3.3 « Formalités d'admission »](#).

**Tous les étudiants qui désirent être admis au Certificat de compétence-français pour la communication professionnelle doivent soumettre les résultats qu'ils ont obtenus au test de classement de français.** Les étudiants qui sont admissibles au programme sont fortement encouragés à soumettre un formulaire de demande d'admission pendant leur premier trimestre d'études.

#### Nombre minimum de cours suivis et reconnaissance d'équivalences

- 1) Les étudiants sont tenus de suivre à l'Université McGill au moins 70 % de l'ensemble du programme.
- 2) Un étudiant peut se faire reconnaître jusqu'à neuf (9) unités pour des études universitaires équivalentes réussies au cours des cinq années précédant la demande.
- 3) Les étudiants peuvent s'absenter du programme pendant trois trimestres consécutifs sans avoir à déposer une nouvelle demande d'admission ou à repasser le test de classement.

#### Durée des études

Les étudiants doivent normalement terminer tous les cours du programme dans une période de quatre ans suivant leur admission. Les étudiants qui dépassent cette limite peuvent demander une prolongation par écrit, laquelle peut être accordée dans certains cas particuliers si le directeur le permet.

#### Exigences du programme

Pour passer à un niveau supérieur, les étudiants doivent avoir obtenu une note minimale de C (55 %) pour les cours de niveau 200 et une note minimale de B- (65 %) pour tous les cours de niveaux 300 et 400 et ne pas avoir manqué plus d'un tiers des classes. À compter du trimestre d'hiver 2009, si approuvé, les étudiants devront obtenir une note minimale de B- (65 %) pour tous les cours du programme à temps partiel pour passer au niveau supérieur.

Un étudiant ne peut obtenir plus de deux notes insatisfaisantes pour un même cours ou plus de trois notes insatisfaisantes dans le programme. Les étudiants dont le dossier comporte plus de trois notes insatisfaisantes seront tenus d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences des cours préalables, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits et ne pourront pas obtenir leur diplôme.

Pour se voir conférer leur diplôme, les étudiants doivent avoir satisfait à toutes les exigences du programme et obtenu une moyenne pondérée cumulative (MPC) d'au moins 2.0. Cette moyenne tient compte de tous les cours du programme (y compris les notes supplémentaires et insatisfaisantes).

#### Étudiants à statut particulier

Les étudiants qui souhaitent suivre quelques cours sans toutefois être admis au Programme peuvent s'inscrire à titre d'« étudiants à statut particulier » s'ils ont passé le test de classement de français ou s'ils ont suivi et réussi les cours préalables. Le nombre de cours que peut suivre un étudiant à statut particulier peut être limité. Les étudiants sont invités à déposer une demande d'admission au programme avant d'avoir terminé quatre cours. Les cours assortis d'unités que suit l'étudiant à statut particulier ne sont pas comptabilisés en vue de l'obtention du Certificat de compétence. Le Centre d'éducation permanente n'est aucunement obligé de tenir compte de ces cours dans le calcul des crédits d'un programme.

Même s'ils ne sont pas officiellement admis au programme, les étudiants à statut particulier doivent faire preuve de sérieux dans leurs études. Ils doivent en outre se soumettre aux exigences du programme, telles que stipulées dans la [section 11.3.2 « Règlements universitaires »](#).

#### 11.3.3 Test de classement de français

Tous les nouveaux étudiants doivent passer un test de classement avant de pouvoir être inscrit dans un cours ou être admis au programme. L'objectif de ce test est de déterminer le niveau de compétence en français de l'étudiant. Le test est valable pendant trois trimestres consécutifs. Les étudiants qui n'ont pas suivi de cours au département depuis un an ou plus doivent repasser le test.

Les étudiants qui n'ont aucune connaissance de la langue peuvent signer une décharge attestant leur niveau débutant en français. Les étudiants qui signeront ce formulaire après avoir lu attentivement son contenu seront inscrits dans le cours de français de base. Toutefois, le directeur du département a le droit de transférer l'étudiant dans un autre niveau si cette attestation ne reflète pas le véritable niveau de l'étudiant.

Le test de classement de Français dure environ deux heures et a généralement lieu dans l'auditorium du Pavillon Frank Dawson Adams (3450, rue Université).

Compte tenu du grand nombre de candidats qui viennent passer le test, vous êtes priés de vous présenter 10 à 15 minutes à l'avance. Veuillez apporter deux pièces d'identité avec photo, un crayon à mine bien taillé ainsi qu'une gomme à effacer. Les droits pour chaque test s'élèvent à 25 \$ (non remboursables), et les étudiants doivent s'en acquitter au moment où ils viennent chercher leurs résultats. Les résultats du test sont disponibles trois jours ouvrables après la date du test ou lors de l'inscription. Pour s'inscrire à un cours, les nouveaux étudiants sont priés de prendre rendez-vous.

Pour plus de renseignements concernant les dates du test de classement de français, veuillez consulter [section 2 « Calendrier universitaire 2008-2009 »](#) et notre site Internet : [francais.mcgill.ca/eflp/ptf/placement](http://francais.mcgill.ca/eflp/ptf/placement).

## 11.4 Certificat de compétence – Programme intensif de français

Ce programme non assorti d'unités est réputé pour sa qualité et pour le professionnalisme et le dévouement de ses professeurs qui ont, au fil des ans, accueilli et formé plusieurs milliers d'étudiants venus de plus d'une cinquantaine de pays. Ce programme d'études à temps plein vise l'acquisition et le développement d'une compétence linguistique et communicative ainsi qu'une connaissance de nombreux aspects socioculturels propres au monde francophone. Un programme intensif permet d'étudier la langue et ses composantes beaucoup plus en profondeur qu'un programme à temps partiel. C'est pourquoi les étudiants sont rapidement capables d'échanger et d'interagir efficacement dans un environnement francophone, tant à l'oral qu'à l'écrit. De plus, le programme propose une expérience humaine unique et une découverte culturelle par le biais d'une gamme d'activités « sur le terrain » permettant aux étudiants de parler français dans des situations réelles. Les cours sont répartis sur cinq niveaux, du niveau débutant au niveau avancé.

Le *Programme intensif de français* est offert quatre fois par an : en automne et en hiver pendant neuf semaines, au printemps et en été pendant huit semaines. Les cours ont lieu durant la journée. Nous maintenons un nombre peu élevé d'étudiants par classe afin de favoriser les échanges et l'apprentissage. Des activités culturelles sont proposées pendant la semaine après les cours ou le vendredi.

Le programme mène, sous certaines conditions, au Certificat de compétence en français.

### 11.4.1 Tests de classement pour le programme intensif de français

Tous les nouveaux étudiants doivent subir un test de classement. L'objectif de ce test est de déterminer le niveau de compétence en français de l'étudiant et de cibler ses besoins. Le test a lieu environ une semaine avant le début des cours; pour le passer, il faut être admis au programme. Les étudiants qui n'ont aucune connaissance de la langue, ou une connaissance minimale, peuvent signer une décharge attestant leur niveau débutant en français. Ils seront alors placés au niveau débutant. Toutefois, le département se réserve le droit de transférer l'étudiant dans un autre niveau si cette attestation ne reflète pas le véritable niveau de l'étudiant.

### 11.4.2 Règlements universitaires

#### Critères d'admission

- Être âgé d'au moins 18 ans;
- Avoir terminé ses études secondaires ou l'équivalent;
- Passer un test de classement. Ce test est valide pendant un an (trois trimestres consécutifs). Une fois cette période écoulée, les étudiants doivent repasser le test.

#### Formalités d'admission

Pour s'inscrire au Programme intensif de français, les étudiants doivent remplir un formulaire d'inscription et le retourner accompagné :

- du montant des droits d'admission (75 \$ - non remboursables) et des droits de scolarité en devises canadiennes. Le règlement peut être fait par Visa/MasterCard, par chèque visé ou par mandat libellé à l'ordre de l'Université McGill;
- d'une pièce d'identité (passeport ou certificat de naissance). Le candidat doit être âgé d'au moins 18 ans;
- d'un diplôme de fin d'études secondaires ou l'équivalent;
- du paiement, pour toutes les sessions, de l'assurance-maladie auprès de la Croix Bleue (pour les étudiants étrangers).

L'admission au programme se fait par ordre d'arrivée. **Ceci est un programme contingenté.** Les étudiants doivent se présenter au plus tard le troisième jour de classe pour garder leur place, faute de quoi, ils devront renoncer à leur inscription. Pour annuler votre inscription au trimestre en cours, les étudiants doivent faire parve-

nir une demande à cet effet par écrit **avant la fin de la troisième journée de cours** au Bureau des affaires étudiantes. Un remboursement des droits de scolarité, moins des frais d'annulation de 200 \$ CAN sera émis. Le chèque de remboursement sera envoyé par la poste dans un délai de quatre à six semaines.

Pour plus de renseignements sur les dates des trimestres, se reporter à la [section 2 « Calendrier universitaire 2008-2009 »](#).

#### Exigences du programme

Les étudiants doivent obtenir une note minimale de C+ (60 %) et assister aux deux tiers (ou plus) des classes pour passer au cours de niveau supérieur.

Un étudiant ne peut obtenir plus de deux notes insatisfaisantes par cours. Si l'étudiant a plus de trois notes insatisfaisantes à son dossier, il sera tenu d'abandonner le programme.

Les étudiants ont la responsabilité de s'assurer qu'ils ont satisfait à toutes les exigences des cours préalables, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits. Les Programmes de langue française ont établi certaines règles internes dont l'objectif est d'aider l'étudiant dans son apprentissage. La seule langue de communication en classe et dans les locaux est le français, sauf pendant les premières semaines au niveau débutant.

Une participation active est exigée en classe.

#### Conditions relatives à l'obtention du **certificat de compétence en français** :

- Les étudiants doivent terminer le niveau 5 du Programme intensif de français.
- Les étudiants doivent obtenir une note minimale de B+ (75 %) au niveau 5 du Programme intensif de français.

### 11.4.3 Hébergement

Le Département peut proposer aux étudiants un organisme qui pourra les aider à trouver une pension dans une famille francophone, une façon agréable de découvrir l'hospitalité québécoise et de parler français. Le Service de logement hors-campus peut également fournir de l'information sur les possibilités d'hébergement à proximité du campus. Les résidences universitaires ne sont accessibles aux étudiants que pendant le trimestre d'été. Pour plus d'information, visitez le site Internet suivant : <http://français.mcgill.ca/eflp/apply/sie/#FAQ> ou communiquez avec le Département.

### 11.4.4 Projets spéciaux, formations sur mesure

Pour plus de renseignements sur nos projets spéciaux et sur nos formations sur mesure, veuillez consulter notre site Internet ou communiquer avec le Département.

## 11.5 Descriptions des cours

Pour la liste complète des cours, prière de se reporter à la [section 15 « Information sur les Cours, Règlements et Descriptions »](#).





# 12 Études générales

## Table des matières

- 12.1 Le Département, page 105
  - 12.1.1 Coordonnées, page 105
  - 12.1.2 Personnel administratif, page 105
- 12.2 Introduction, page 105
- 12.3 Information d'ordre général, page 105
  - 12.3.1 Inscription, page 105
  - 12.3.2 Droits, page 105
  - 12.3.3 Annulation et abandon de cours, page 105
  - 12.3.4 Notation et évaluation, page 105
  - 12.3.5 Examens de reprise, page 105
  - 12.3.6 Associations professionnelles, page 105
- 12.4 Cours offerts, page 106
  - 12.4.1 Cours assortis d'unités, page 106
  - 12.4.2 Cours non assortis d'unités, page 106
    - 12.4.2.1 Séminaires de perfectionnement professionnel, page 106

## 12.1 Le Département

### 12.1.1 Coordonnées

Téléphone : (514) 398-5454  
 Télécopieur : (514) 398-5224  
 Site Internet : <http://francais.mcgill.ca/conted-general>  
 Courriel : [gs.conted@mcgill.ca](mailto:gs.conted@mcgill.ca)

### 12.1.2 Personnel administratif

Aldo Cerantola; B.Sc.A. (Laval) **Directeur**  
 Jasna Hancevic; B.Com. (McG.), M.Sc. (UQAM)  
**Administratrice de programme**  
 Laratta, Michelle; B.A., Cert. en gestion des ressources  
 humaines (McG.)  
**Coordonnatrice des affaires étudiantes**

## 12.2 Introduction

Le Département des études générales offre, selon une formule caractérisée par la souplesse, des cours assortis ou non d'unités, des séminaires et des ateliers axés sur les besoins du marché et qui s'appuient sur de solides connaissances théoriques. Ces cours sont conçus pour répondre aux besoins des entreprises et du grand public.

Vous pouvez consulter un programme de cours à jour sur le site Internet suivant : <http://francais.mcgill.ca/conted-general>.

## 12.3 Information d'ordre général

### 12.3.1 Inscription

Les étudiants en renouvellement d'inscription qui désirent prendre des cours assortis d'unités doivent s'inscrire en ligne au moyen du système Minerva. Les nouveaux étudiants qui désirent s'inscrire doivent se présenter en personne. Pour de plus amples renseignements, veuillez vous reporter à la [section 4.3 « Inscription »](#).

Toutes les personnes de 18 ans ou plus peuvent s'inscrire à des cours non assortis d'unités, des séminaires et des ateliers. Les formulaires d'inscription pour les différents cours et programmes peuvent être téléchargés et envoyés au département par télécopieur au numéro suivant : (514) 398-5224. Veuillez consulter la liste des cours et des programmes sur le site suivant : <http://francais.mcgill.ca/conted-general>. Vous pouvez également vous inscrire en personne au départe-

ment. Pour obtenir un rendez-vous, veuillez composer le (514) 398-5454.

### 12.3.2 Droits

Les frais relatifs aux cours non assortis d'unités, les séminaires et les ateliers doivent être réglés au moment de l'inscription et peuvent être acquittés par chèque, mandat ou carte de crédit Visa ou MasterCard. Pour de plus amples renseignements sur les droits s'appliquant aux cours assortis ou non d'unités, veuillez vous reporter à la [section 4.4 « Droits »](#).

### 12.3.3 Annulation et abandon de cours

Le département se réserve le droit d'annuler des cours si le nombre d'inscriptions est jugé insuffisant, avant le début du premier cours. Pour consulter la politique sur l'annulation des cours assortis d'unités, veuillez vous reporter à la [section 4.3.4 « Abandons de cours et remboursements »](#).

Dans le cas des cours non assortis d'unités menant à l'obtention d'unités d'éducation permanente, les étudiants doivent aviser le département par écrit avant le deuxième cours. Des frais d'annulation de 20 \$ seront facturés. L'absence aux cours ne constitue ni une annulation ni un abandon de cours.

Dans le cas des séminaires et des ateliers, les étudiants qui désirent annuler leur inscription doivent en aviser le département par écrit au moins sept jours avant le début du cours. Si le préavis de sept jours n'est pas respecté, des frais d'administration de 100 \$ seront exigés pour l'annulation de l'inscription. L'étudiant qui ne donne aucun avis avant le début du programme et n'assiste pas au cours est tenu d'acquitter la totalité des frais relatifs au cours. Un remplaçant qualifié pourra prendre la place de l'étudiant en cas d'annulation. Veuillez nous informer avant le début du cours de votre intention de vous faire remplacer par quelqu'un d'autre.

### 12.3.4 Notation et évaluation

Un processus d'évaluation est prévu pour tous les cours assortis d'unités ou menant à l'obtention d'unités d'éducation permanente. Si vous ne désirez pas recevoir d'évaluation, veuillez remplir le formulaire de demande d'exemption d'évaluation avant votre troisième cours. La note NE (*Aucune Évaluation*) sera portée à votre dossier.

Il n'y a pas d'évaluation prévue pour les ateliers et les séminaires; toutefois, l'étudiant reçoit une attestation ou un certificat de participation à la fin de l'atelier ou du séminaire.

### 12.3.5 Examens de reprise

Dans certains cas, les étudiants du Département des études générales sont autorisés à passer un examen de reprise.

### 12.3.6 Associations professionnelles

Un grand nombre de nos cours et ateliers sont reconnus par des organismes extérieurs délivrant leurs propres titres, diplômes ou certificats professionnels. Pour de plus amples renseignements, veuillez vous reporter à la [section 3.9 « Associations professionnelles »](#).

## 12.4 Cours offerts

### 12.4.1 Cours assortis d'unités

CHEM 150	(3)	World of Chemistry: Food
CHEM 170	(3)	World of Chemistry: Drugs
HSEL 308	(3)	Issues in Women's Health
HSEL 309	(3)	Women's Reproductive Health
RELG 254	(3)	Introduction to Sikhism

Veillez vous reporter à la [section 15 « Information sur les Cours, Règlements et Descriptions »](#).

### 12.4.2 Cours non assortis d'unités

CBUS 204	Effective Public Speaking and Speech Preparation
CENG 220	Industrial Process Control and Automation
CENG 221	Project Management
CENG 222	Risk Assessment: Ore Reserves/Mine Planning
CENG 223	Project Management: Bridging Theory and Practice

Veillez vous reporter à la [section 15 « Information sur les Cours, Règlements et Descriptions »](#).

#### 12.4.2.1 Séminaires de perfectionnement professionnel

##### Propriété intellectuelle

##### COURS D'ÉTÉ SUR LA PROPRIÉTÉ INTELLECTUELLE

Le Département des études générales offre une série de cours d'été sur les brevets, marques de commerce et droits d'auteur, qui sont parrainés conjointement par l'Institut de la propriété intellectuelle du Canada (IPIC) et le Centre d'éducation permanente de l'Université McGill. L'IPIC est une association professionnelle qui se consacre aux questions liées à la protection des droits en matière de propriété intellectuelle (brevets, marques de commerce, droits d'auteur et dessin industriel).

Pour consulter une brochure à jour, veuillez vous rendre sur le site Internet suivant : [www.cce.mcgill.ca/conted-general/professional/ptc](http://www.cce.mcgill.ca/conted-general/professional/ptc). Pour de plus amples renseignements sur l'IPIC, rendez-vous à l'adresse : [www.ipic.ca](http://www.ipic.ca).

**UNDERSTANDING PATENTS - AN INTRODUCTORY COURSE** An intensive, practical course which offers insights and strategies relating to patent issues. It is intended for patent agents in training, new patent agents, in-house contract managers, notaries, inhouse counsel, and lawyers who practice or intend to practice privately or corporately in the patent field. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in patent and intellectual property is recommended.

**UNDERSTANDING TRADEMARKS - AN INTRODUCTORY COURSE** An intensive, practical course which offers valuable insights and strategies relating to trademark issues. It is intended primarily for trademark agents and trainees, in-house trademark managers, notaries, in-house counsel, and lawyers who practice or intend to practice privately or corporately in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University.

**THE TRADEMARKS PRACTITIONER - AN INTRODUCTORY COURSE** An intensive, practical course encompassing a number of modules which can be taken in totality or separately. This course extends and refines insights and strategies relating to trademark issues covered in the introductory course. For experienced trademark agents, managers, notaries, in-house counsel and lawyers who specialize in the trademark area. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Participants should have at least three to five years experience in the area of trademark law.

**UNDERSTANDING THE BUSINESS OF COPYRIGHT** An intensive practical course that offers valuable business focused insights and strategies regarding the protection and enforcement of copyright.

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. Jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill University. Experience in the copyright field recommended.

##### Secteur pharmaceutique

**YCBU N11 INTRODUCTION TO THE PHARMACEUTICAL INDUSTRY IN CANADA** 2-day Seminar (12 hours). Introduce the participant to the structure and operations of the pharmaceutical industry in Canada, focusing on brand-name, research-dependent companies as well as providing an overview of bio-pharmaceutical firms and generic manufacturers.

**YCBU N12 DEMYSTIFYING CLINICAL RESEARCH** 2-day Seminar (14 hours). Basic understanding of the concepts and methods used in clinical research to interpret results related to design and analysis routinely presented in scientific literature. Basic concepts in pharmacology, biostatistics and data interpretation. Intended for non-clinical research professionals.

**YCBU N14 BRAND PLANNING PHARMACEUTICAL INDUSTRY** 3-day Seminar (21 hours). Key drivers for a successful product plan. Fundamentals of brand planning and market analysis, identification of key stakeholders and their impact on brand performance, resources planning and implementation. For professionals in the pharmaceutical sector.

##### Gestion de projets

**YCBU N07 PROJECT MANAGEMENT SEMINAR** This combined seminar and workshop provides a unique project management learning experience, bridging both theory and practice. Basic principles and techniques of modern project management are addressed, followed by a full day, hands on laboratory session using the latest in computerized project management tools (MS Project).

**Remarque :** Pour de plus amples renseignements sur les cours de gestion de projets, veuillez consulter la [section 15 « Information sur les Cours, Règlements et Descriptions »](#).

## 13 Institut d'études à la retraite de McGill

### Table des matières

- 13.1 Institut d'études à la retraite de McGill, page 107
  - 13.1.1 Coordonnées, page 107
  - 13.1.2 Personnel administratif, page 107
  - 13.1.3 Programme de l'IERM, page 107
  - 13.1.4 Groupes d'études par thèmes, page 107
  - 13.1.5 Calendrier du programme, page 107
  - 13.1.6 Autogestion, page 107
  - 13.1.7 Activités sociales, page 107
  - 13.1.8 Cotisations, page 107
  - 13.1.9 Inscription, page 108

### 13.1 Institut d'études à la retraite de McGill

#### 13.1.1 Coordonnées

##### Institut d'études à la retraite de McGill (IERM)

688, rue Sherbrooke Ouest, bureau 229  
 Montréal (Québec) H3A 3R1  
 Téléphone : (514) 398-8234  
 Coordonnatrice : (514) 398-6152  
 Télécopieur : (514) 398-2757  
 Site Internet : [www.mcgill.ca/milr](http://www.mcgill.ca/milr)  
 Courriel : [milr.conted@mcgill.ca](mailto:milr.conted@mcgill.ca)

Les groupes d'études se réunissent pendant la journée dans les locaux de l'Institut, au 2<sup>e</sup> étage du 688, rue Sherbrooke Ouest (angle Université), à quelques pas de la station de métro McGill ou de l'arrêt d'autobus 24.

#### 13.1.2 Personnel administratif

Carolynn Rafman; B.F.A. (Concor.), M.A. (McG.)  
**Coordonnatrice de programme**

#### 13.1.3 Programme de l'IERM

L'IERM offre un programme d'apprentissage autogéré par les pairs. Ce programme est composé de groupes d'études et de conférences, et les diverses activités sont menées bénévolement par ses membres.

Vous êtes à la retraite et vous voulez consacrer plus de temps à votre épanouissement personnel. Après de nombreuses années dans votre domaine professionnel ou à la maison, vous avez besoin d'un changement d'orientation ou d'une plus forte stimulation intellectuelle. Plusieurs sujets piquent votre curiosité. Vous souhaitez partager votre expérience et vos connaissances avec d'autres. L'Institut d'études à la retraite de McGill vous offre toutes ces possibilités.

L'Institut regroupe plusieurs personnes d'âge mûr et fonctionne selon le principe d'apprentissage par les pairs, un concept qui permet d'apprendre en participant à des groupes d'études autogérés qui comptent de 10 à 22 participants. L'Institut prône la participation active plutôt que l'écoute passive. Les groupes sont animés de façon informelle par des participants qui sont eux-mêmes membres de l'Institut. Les membres sont vivement incités à effectuer des recherches et à utiliser les bibliothèques de McGill. Il n'y a aucun cours préalable, pas de limite d'âge, pas d'examen, pas de notes, et le coût est abordable.

Tous les membres peuvent choisir un ou deux sujets par trimestre. Moyennant un léger supplément, ils peuvent également assister aux très populaires conférences du vendredi et aux rassemblements du samedi. Le programme d'été intitulé « Vive le mercredi » est offert durant les mois de juillet et d'août.

#### 13.1.4 Groupes d'études par thèmes

Chaque trimestre, environ 25 à 60 groupes d'études sur un large éventail de sujets sont proposés :

Création littéraire	Littérature
Art et architecture	Science et société
Histoire	Études culturelles
Actualité	Développement international
Musique	Études en cinéma
Psychologie	Compétences en informatique et autres sujets
Philosophie	

Le comité des programmes d'études accepte toujours de nouvelles propositions pour les groupes d'études et assiste en ce sens les membres ou animateurs dans la préparation de tels projets.

#### 13.1.5 Calendrier du programme

Les groupes d'études se réunissent durant un trimestre de dix semaines (à raison de deux heures par semaine par sujet) à l'automne, à l'hiver et au printemps.

Les dates des trimestres pour l'année 2008-2009 sont provisoirement établies comme suit :

Du 22 septembre au 28 novembre;

Du 19 janvier au 27 mars;

Du 6 avril au 12 juin.

#### 13.1.6 Autogestion

L'IERM est autogéré par un conseil élu par les membres. Celui-ci travaille de concert avec le Centre d'éducation permanente de l'Université McGill. De nombreux membres apportent leur contribution aux travaux des divers comités du conseil. Ces comités s'occupent des programmes d'études, des finances, de la planification, d'événements spéciaux, du bulletin, des technologies de l'information et des communications. D'autres membres contribuent également à la gestion quotidienne de l'Institut.

L'IERM est régi par un règlement approuvé par le Sénat et le Conseil des gouverneurs de l'Université. Pour en savoir plus, consultez le *McGill ILR Member Handbook* (guide à l'intention des membres de l'Institut d'études à la retraite de McGill).

#### 13.1.7 Activités sociales

Au sein de chaque groupe d'études, vous rencontrerez d'autres adultes qui partagent les mêmes intérêts et sont animés par la même curiosité que vous. De plus, un certain nombre d'activités sociales et éducatives sont organisées pour tous les membres durant les trimestres d'automne, d'hiver et de printemps. Ces activités permettent de faire plus ample connaissance avec des personnes qui, comme vous, ont l'esprit curieux et sont résolues à l'utiliser.

Parmi les activités sociales organisées figurent des conférences données par des professeurs de McGill, des samedis musicaux, des sorties au campus Macdonald et au Jardin Botanique et des repas du temps des fêtes.

#### 13.1.8 Cotisations

En raison de l'esprit communautaire de l'IERM et des activités extérieures aux groupes d'études, les membres paient une cotisation trimestrielle plutôt que les droits d'inscription à chacun des groupes d'études. Cette cotisation leur permet de se joindre à un ou deux groupes d'études, d'avoir l'accès privilégié aux bibliothèques de McGill et à Internet et de participer à d'autres activités offertes par l'Institut.

La cotisation pour 2007-2008 s'élevait à 85 \$ par trimestre. Une cotisation de membre associé est également proposée à

raison de 20 \$ à ceux qui ne peuvent participer aux activités mais souhaitent figurer sur la liste d'envoi et recevoir le bulletin.

**Nota** : Les cotisations sont révisées annuellement. Les cotisations de 2008-2009 n'étaient pas encore établies au moment de la publication de l'annuaire.

---

### 13.1.9 Inscription

Un calendrier détaillé des groupes d'études sera disponible sur notre site Internet avant le début de chaque trimestre. L'inscription se fait par la poste ou en personne.

Visitez notre site à l'adresse suivante :

<http://français.mcgill.ca/milr> pour consulter le calendrier. Pour recevoir le programme complet et les instructions d'inscription par la poste, veuillez téléphoner au (514) 398-8234, envoyer un message au numéro de télécopieur suivant : (514) 398-2757 ou nous écrire à l'adresse suivante : [milr.conted@mcgill.ca](mailto:milr.conted@mcgill.ca).

# 14 Traduction

## Table des matières

- 14.1 Le Département, page 109
  - 14.1.1 Coordonnées, page 109
  - 14.1.2 Personnel administratif, page 109
  - 14.1.3 Introduction, page 109
- 14.2 Tests de classement pour les cours à temps partiel d'espagnol, page 109
  - 14.2.1 Programmes et cours d'espagnol et de portugais, page 109
    - 14.2.1.1 Exigences des programmes - cours d'espagnol et de portugais, page 109
  - 14.2.2 Certificat de compétence, page 109
- 14.3 Programmes de traduction, page 110
  - 14.3.1 Certificat en traduction (30 unités) (anglais-français, français-anglais) (espagnol-français, espagnol-anglais) (français / anglais-espagnol), page 110
    - 14.3.1.1 Objectifs du programme, page 110
    - 14.3.1.2 Structure du programme, page 110
    - 14.3.1.3 Critères généraux, page 110
  - 14.3.2 Diplôme d'études supérieures en traduction (30 unités), page 111
    - 14.3.2.1 Objectifs du programme, page 111
    - 14.3.2.2 Structure du programme, page 111
    - 14.3.2.3 Critères généraux, page 112
  - 14.3.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec, page 112
- 14.4 Descriptions des cours, page 113

## 14.1 Le Département

### 14.1.1 Coordonnées

Téléphone : (514) 398-1484  
 Télécopieur : (514) 398-1769  
 Site Internet : [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation)  
 Courriel : [lang.conted@mcgill.ca](mailto:lang.conted@mcgill.ca)

### 14.1.2 Personnel administratif

James Archibald; B.A. (McG.), M.èsL., Dr. 3<sup>e</sup> cycle (Lille),  
 Ph.D. (Montr.) **Directeur, Traduction**  
 Heberto Fernandez; B.Sc. (U. de Los Andes), Ph.D. (Montr.)  
**Programmes de langues portugaise et espagnole**

### 14.1.3 Introduction

Le Département de traduction offre un éventail de cours et de programmes qui visent à favoriser l'acquisition de nouvelles compétences et de nouveaux intérêts ainsi qu'à ouvrir de nouvelles possibilités d'avancement sur le plan professionnel. Nos cours donnent accès, d'une part, à un certificat de compétence en espagnol non assorti d'unités, et d'autre part, aux programmes de certificat et diplôme en traduction assortis d'unités. Des cours de langue portugaise sont également offerts.

De par ses activités, le Département vise à répondre aux besoins de la population en offrant des cours et des programmes dont les horaires sont établis de façon à offrir une grande souplesse.

Le nombre d'étudiants par classe est limité à trente.

## PROGRAMMES ET COURS NON ASSORTIS D'UNITÉS

Espagnol  
 Portugais

## COURS POST-CERTIFICAT

Espagnol, conversation avancée  
 Espagnol des affaires  
 Traduction espagnole

## PROGRAMMES ASSORTIS D'UNITÉS

Certificat en traduction  
 (anglais-français, français-anglais, espagnol-français, espagnol-anglais, français / anglais-espagnol)  
 Diplôme d'études supérieures en traduction  
 (anglais-français, français-anglais, espagnol-français, espagnol-anglais)

## 14.2 Tests de classement pour les cours à temps partiel d'espagnol

Pour plus de renseignements, visitez le site suivant :  
[www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation).

Les nouveaux étudiants qui souhaitent s'inscrire à un cours d'espagnol autre que celui de niveau 1 doivent d'abord passer un test de classement. Les tests d'espagnol, d'environ une heure, ont lieu au 688, rue Sherbrooke Ouest. Compte tenu du grand nombre de candidats inscrits à chaque test, vous êtes priés de vous présenter de dix à quinze minutes à l'avance. Veuillez apporter un crayon à mine HB bien taillé ainsi qu'une gomme à effacer. Les droits pour chaque test s'élèvent à 20 \$ (non remboursables), payables au moment de l'inscription. Les résultats du test de classement sont disponibles lors de l'inscription. Veuillez noter que les inscriptions se font sur rendez-vous seulement, celui-ci devant être fixé au plus tôt deux jours après le test de classement.

### DATES POUR LES TESTS DE CLASSEMENT

Pour obtenir de plus amples renseignements, visitez le site suivant : [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation).

### 14.2.1 Programmes et cours d'espagnol et de portugais

#### 14.2.1.1 Exigences des programmes - cours d'espagnol et de portugais

Toute personne âgée d'au moins 18 ans et réunissant les conditions préalables peut s'inscrire aux cours et aux programmes de langues offerts par le Département. Les étudiants doivent obtenir une note minimale de 55 % pour passer au cours de niveau supérieur. Un étudiant inscrit dans un programme de certificat de compétence ne pourra obtenir plus de trois notes insatisfaisantes. Dans le cas contraire, il devra abandonner le programme.

Les étudiants sont tenus de s'assurer qu'ils ont satisfait à toutes les exigences des cours préalables, faute de quoi ils ne seront pas autorisés à poursuivre le cours auquel ils sont inscrits.

#### 14.2.2 Certificat de compétence

Le Centre d'éducation permanente offre un certificat de compétence en espagnol dont les cours de niveau 1 à 4 sont offerts à temps partiel, le soir ou la fin de semaine (45 heures). Pour obtenir ce certificat de compétence, les étudiants doivent répondre aux exigences suivantes :

- a) Réussir les deux derniers niveaux du programme au Centre d'éducation permanente de McGill;
- b) Obtenir une note minimale de 75 % au cours de niveau 4;

c) Au moins assister aux deux tiers des cours.

Les étudiants qui ont déjà étudié l'espagnol dans un autre établissement peuvent être dispensés d'un ou deux niveaux, selon les connaissances acquises.

### 14.3 Programmes de traduction

Le Département offre deux programmes de traduction :

1. Le certificat en traduction (anglais-français, français-anglais, espagnol-français, espagnol-anglais, français / anglais-espagnol); Ce programme bilingue de premier cycle est assorti de 30 unités. Les cours sont offerts le soir (39 heures).
2. Le diplôme d'études supérieures en traduction (options en anglais, français et espagnol); Ce programme d'études supérieures est bilingue et assorti de 30 unités. Les cours sont offerts le soir (39 heures).

#### 14.3.1 Certificat en traduction (30 unités) (anglais-français, français-anglais) (espagnol-français, espagnol-anglais) (français / anglais-espagnol)

##### 14.3.1.1 Objectifs du programme

Le programme de certificat en traduction vise à initier les étudiants aux fondements de la traduction. Le programme équivaut à un an d'université à temps plein et exige la réussite d'un total de 30 unités. Les étudiants qui n'ont pas réussi l'examen d'admission devront suivre un ou plusieurs cours préparatoires (non assortis d'unités).

Le cours de stylistique comparée vise à sensibiliser les étudiants aux usages de la langue et aux problèmes de traduction; les cours de traduction offrent d'autre part une expérience pratique de la traduction de textes tirés de domaines variés. Au cours de la première partie du programme de certificat, le même temps est consacré à la traduction dans les deux langues choisies. Au cours de la dernière partie du programme, les étudiants sont séparés selon la langue de spécialisation qu'ils ont choisie.

#### EXAMEN D'ADMISSION

##### 14.3.1.2 Structure du programme

###### Cours préparatoire(s) :

CCTR 222 (10 unités EP) English Usage for Translators  
CCTR 223 (10 unités EP) Le bon usage pour traducteurs

###### Cours obligatoires : (27 unités)

CCTR 225 (3) French Translation 1  
CCTR 226 (3) English Translation 1  
CCTR 232\* (3) Documentation and Terminology  
CCTR 310\* (3) Comparative Stylistics 2  
CCTR 325 (3) French Translation 2  
CCTR 326 (3) English Translation 2

###### Option anglais-français

CCTR 233 (3) Techniques : rédaction pour traducteurs  
CCTR 433 (3) French Translation 3  
CCTR 435 (3) French Translation 4

ou

###### Option français-anglais

CCTR 234 (3) Writing Techniques (Eng.)  
CCTR 434 (3) English Translation 3  
CCTR 436 (3) English Translation 4

###### Cours complémentaires : (3 unités)

Un cours parmi les suivants :

CCTR 230\* (3) Précis-Writing / Contraction de textes  
CCTR 330\* (3) Text Revision / Révision de textes  
CCTR 331\* (3) Translation Theory/Practice  
CCTR 333 (3) Traduction : espagnol-français  
CCTR 334 (3) Translation: Spanish / English  
CCTR 337 (3) Traduction : allemand-français

CCTR 338 (3) Translation: German / English  
CCTR 360 (3) Traduction vers l'espagnol  
CCTR 401 (3) Independent Studies: Translation  
CCTR 441 (3) Traduction littéraire - français  
CCTR 442 (3) Traduction littéraire - anglais  
CCTR 500 (3) Translation Practicum

**Nota** : Grade de 1<sup>er</sup> cycle requis

EDEC 202 (3) Effective Communication

\* Cours bilingue

#### OPTION LANGUE ESPAGNOLE

##### Examen d'admission

**Cours obligatoires** : pour toutes les concentrations (21 unités)

CCTR 227 (3) Spanish Translation 1  
CCTR 232 (3) Documentation and Terminology  
CCTR 317 (3) Comparative Stylistics:  
Spanish/English/French  
CCTR 331 (3) Translation: Theory/Practice  
CCTR 340 (3) Introduction to Spanish Text Revision  
CCTR 360 (3) Spanish Translation 2  
CCTR 437 (3) Spanish Translation 3

##### Cours complémentaires : (9 unités)

6 unités dans l'un des groupes suivants :

###### De l'espagnol au français

CCTR 233 (3) Techniques : rédaction pour traducteurs  
CCTR 333 (3) Traduction : espagnol-français

ou

###### De l'espagnol à l'anglais

CCTR 234 (3) Writing Techniques for Translators  
CCTR 334 (3) Translation: Spanish / English

ou

###### Du français ou de l'anglais à l'espagnol

CCTR 237 (3) Writing Techniques (Spanish)  
CCTR 438 (3) Spanish Translation 4

##### 3 unités dans le groupe suivant :

CCTR 230 (3) Précis-Writing / Contraction de textes  
CCTR 337 (3) Traduction : allemand-français  
CCTR 338 (3) Translation: German / English  
CCTR 401 (3) Independent Studies: Translation  
CCTR 441 (3) Traduction littéraire - français  
CCTR 442 (3) Traduction littéraire - anglais  
CCTR 500 (3) Translation Practicum

**Nota** : Grade de 1<sup>er</sup> cycle requis

EDEC 202 (3) Effective Communication

##### 14.3.1.3 Critères généraux

#### CONDITIONS D'ADMISSION

Pour être admis au programme de certificat en traduction, les étudiants :

- 1) doivent posséder une très bonne connaissance de l'anglais, du français et/ou de l'espagnol, particulièrement à l'écrit;
- 2) doivent réussir l'examen d'admission;
- 3) doivent être titulaires d'un diplôme de cégep (D.E.C. ou l'équivalent);
- 4) Les étudiants de 21 ans ou plus qui n'ont pas fait d'études collégiales peuvent être admis à titre d'étudiants adultes;
- 5) Les étudiants âgés de 18 à 21 ans qui n'ont pas de diplôme de cégep ou l'équivalent peuvent être admis à un programme de propédeutique déterminé par le Département. Les étudiants qui réussissent ce programme sont ensuite normalement admis au programme de certificat.

#### FORMALITÉS D'ADMISSION

Pour plus de renseignements, voir la [section 3.3 « Formalités d'admission »](#).

## NOMBRE MINIMUM DE COURS SUIVIS ET RECONNAISSANCE D'ÉQUIVALENCES

Les étudiants sont tenus de suivre au moins 70 % de l'ensemble du programme à l'Université McGill. Un étudiant peut se voir reconnaître jusqu'à neuf unités d'équivalences pour des études universitaires réussies depuis moins de cinq ans. Les étudiants peuvent s'absenter du programme pendant une période maximale d'un an sans avoir à déposer une nouvelle demande d'admission.

## DURÉE DES ÉTUDES

Le programme ne doit normalement pas prendre plus de quatre ans après l'admission. Les étudiants qui dépassent cette limite peuvent demander par écrit une prolongation, laquelle peut être consentie dans certains cas particuliers, moyennant l'approbation du directeur.

## RÉSULTATS UNIVERSITAIRES EXIGÉS

- 1) Les étudiants doivent obtenir au moins 65 % (B-) à chaque cours du programme.
- 2) Les étudiants qui obtiennent plus d'une note insuffisante sont tenus d'abandonner le programme.
- 3) Pour se voir conférer leur certificat, les étudiants doivent obtenir une moyenne minimale de 70 % au programme (calculée d'après l'ensemble des cours).

## EXAMENS DE REPRISE

Les étudiants peuvent demander un examen de reprise dans un cours où ils ont échoué à condition que leur note finale se situe entre 45 % et 64 %. Cependant, on ne peut demander plus d'un examen de reprise par cours. La note initiale ainsi que la note obtenue à l'examen de reprise paraîtront sur le relevé de l'étudiant; les deux notes compteront dans le calcul de la moyenne globale pour le programme.

Les étudiants qui souhaitent passer un examen de reprise doivent en faire la demande au Centre dans les 60 jours ouvrables suivant leur dernier cours. Au moment de la demande, des frais de 25 \$, non remboursables, doivent être acquittés.

## CERTIFICATS SUPPLÉMENTAIRES

Les étudiants qui ont obtenu le certificat en traduction et qui désirent s'inscrire à un certificat dans l'autre langue de spécialisation peuvent se voir reconnaître jusqu'à neuf unités d'équivalences. Ils devront cependant compléter :

- Neuf unités parmi les cours de la seconde option
- Douze unités parmi les cours au choix du programme

## ÉTUDIANTS À STATUS PARTICULIER

Pour plus de renseignements, voir la [section 3.8 « Étudiants à statut particulier »](#).

- 1) Les étudiants à statut particulier peuvent suivre les cours du programme à condition d'avoir réussi l'examen d'admission. Le nombre de cours qu'ils peuvent suivre est limité. Les étudiants sont invités à s'inscrire au programme avant d'avoir réussi quatre cours. Toutefois, le Centre d'éducation permanente n'est pas contraint de tenir compte des unités obtenues par les étudiants à statut particulier dans le calcul des unités d'un programme de certificat.
- 2) Même s'ils ne sont pas officiellement admis au programme, les étudiants à statut particulier sont tenus de faire preuve de sérieux dans leurs études. Ils ne peuvent pas suivre un même cours plus de deux fois.
- 3) Les étudiants à statut particulier qui suivent des cours dans le cadre du certificat en traduction obéissent aux mêmes exigences que celles qui sont énumérées sous le titre résultats universitaires exigés ci-haut.

## 14.3.2 Diplôme d'études supérieures en traduction (30 unités)

### 14.3.2.1 Objectifs du programme

Le diplôme d'études supérieures en traduction offre une formation universitaire dans le domaine de la traduction au niveau professionnel. Le cumul du diplôme et du certificat en traduction ou son équivalent donne accès au titre professionnel délivré par l'Ordre des traducteurs, terminologues et interprètes agréés du Québec.

### 14.3.2.2 Structure du programme

Examens d'admission : anglais, français et espagnol, selon le cas. Chaque cours, sauf l'examen de synthèse, a une valeur de trois unités.

#### Module I : Cours obligatoires (18 unités)

##### A : Unilingue (3)

*Option anglais-français :*

CCTR 501 (3) Traductologie

*Option français-anglais :*

CCTR 502 (3) Translation Studies

##### B : Bilingue (15 unités)

CCTR 510 (3) Computer Assisted Translation / Informatique en traduction

CCTR 520 (3) Applied Research: Lexicography / Recherche en lexicographie

CCTR 526 (3) Linguistics for Translation / La linguistique et la traduction

CCTR 527 (3) History of Translation / Histoire de la traduction

CCTR 529 (3) Text Revision / Révision de textes

ou

CCTR 523 (3) Text Revision in Spanish / Révision de textes en espagnol

#### Module II : Cours complémentaires (12 unités)

##### A : Unilingue

*Option anglais-français :*

CCTR 500 (3) Translation Practicum

CCTR 511 (3) Traduction spécialisée 1

CCTR 513 (3) Traduction spécialisée 2

CCTR 515 (3) Les classiques anglais

CCTR 517 (3) Histoire différentielle : français

*Option français-anglais :*

CCTR 500 (3) Translation Practicum

CCTR 512 (3) Specialized Translation 1

CCTR 514 (3) Specialized Translation 2

CCTR 516 (3) The French Canon in Translation

CCTR 518 (3) Differential History of English

##### B : Bilingue

CCTR 519 (3) Guided Cultural Reading / Lectures culturelles dirigées

CCTR 528 (3) Current Cultural Topics / Questions d'actualité

##### C : Espagnol

CCTR 521 (3) Advanced Comparative Stylistics

CCTR 522 (3) Advanced Précis-Writing (Spanish)

CCTR 524 (3) Differential History of Spanish

CCTR 525 (3) The Spanish Canon in Translation

##### Autre : troisième langue

CCTR 333 (3) Traduction : espagnol-français<sup>1</sup>

CCTR 334 (3) Translation: Spanish / English<sup>1</sup>

CCTR 337 (3) Traduction : allemand-français

CCTR 338 (3) Translation: German / English

Dès que les étudiants terminent leurs cours obligatoires et complémentaires, ils peuvent se présenter à l'examen de synthèse : CCTR 551 (0) Comprehensive Evaluation / Examen de synthèse

**Nota<sup>1</sup>:** Ces cours d'espagnol sont réservés aux étudiants des sections anglais-français et français-anglais.



### 14.3.2.3 Critères généraux

Le diplôme d'études supérieures se divise en trois grandes parties. La première consiste en des cours obligatoires; la deuxième en des cours complémentaires et la troisième en la création d'un dossier qui fait l'objet d'un examen de synthèse.

Les étudiants doivent réussir six cours obligatoires. En marge des cours obligatoires, les candidats doivent choisir quatre cours complémentaires. Les étudiants qui ont choisi l'option langue espagnole doivent suivre le cours obligatoire *Révision de textes* en espagnol et au moins trois cours complémentaires langue espagnole. Les étudiants qui ont une connaissance suffisante d'une troisième langue peuvent s'inscrire à un des cours (trois unités) de la liste de cours de traduction, troisième langue, offerts dans le cadre du programme de certificat. Toutefois, les étudiants de l'option langue espagnole du programme de diplôme ne pourront pas suivre les cours de traduction espagnole du programme de certificat en traduction en échange d'unités.

Lorsqu'ils auront satisfait aux exigences de leur programme d'études, les étudiants devront présenter un portfolio de leurs travaux pour qu'il soit évalué. Sous la direction d'un conseiller, les étudiants prépareront à cette fin un portfolio des "meilleurs travaux" qu'ils ont présentés dans leurs cours. À l'aide des connaissances acquises pendant leurs études, les étudiants décriront leur évolution et replaceront chacun des cours qu'ils ont suivis dans son contexte. Par ailleurs, le portfolio permet aux étudiants de montrer le travail qu'ils ont accompli dans leur troisième langue.

### CONDITIONS D'ADMISSION

Pour être admis au diplôme d'études supérieures en traduction :

- 1) Les candidats doivent posséder une très bonne connaissance des deux langues de leur concentration : anglais-français, espagnol-français ou espagnol-anglais, selon le cas. Les étudiants de l'option langue espagnole doivent avoir une connaissance passive de la troisième langue.
- 2) Les candidats doivent être titulaires d'un diplôme de premier cycle d'une université reconnue et avoir obtenu une moyenne cumulative de 3,0 ou plus dans le cadre d'un programme de concentration en traduction comprenant au moins 30 unités. Si le diplôme obtenu relève d'une autre discipline, les candidats devront suivre les cours du programme de propédeutique en traduction, que ce soit partiellement ou dans leur intégralité. Les cours du programme de propédeutique sont ceux du certificat en traduction.
- 3) Les candidats doivent réussir l'examen d'admission (voir le site [www.mcgill.ca/conted-translation](http://www.mcgill.ca/conted-translation)).

### FORMALITÉS D'ADMISSION

Pour plus de renseignements, voir la [section 3.3 « Formalités d'admission »](#).

### NOMBRE MINIMUM DE COURS SUIVIS ET RECONNAISSANCE D'ÉQUIVALENCES

Les étudiants sont tenus de suivre au moins 70 % de l'ensemble du programme à l'Université McGill. Un étudiant peut se faire reconnaître jusqu'à neuf unités d'équivalences pour des études universitaires équivalentes réussies depuis moins de cinq ans.

Les étudiants qui ont obtenu une reconnaissance d'équivalences ou des exemptions ne sont pas autorisés à s'inscrire aux cours visés par la reconnaissance d'équivalences ou l'exemption.

Une description officielle des cours suivis ailleurs et des notes obtenues doit accompagner la demande de reconnaissance d'équivalences.

### DURÉE DES ÉTUDES

Le programme doit normalement être terminé dans les quatre années suivant l'admission. Les étudiants qui dépassent cette limite peuvent demander par écrit une prolongation, laquelle peut

être consentie dans certains cas particuliers, moyennant l'approbation du directeur.

### RÉSULTATS UNIVERSITAIRES EXIGÉS

- 1) Les étudiants doivent obtenir au moins 65 % (B-) à chaque cours prévu au programme. Cette exigence est conforme au système de notation des programmes d'études supérieures en vigueur à l'Université. Pour en savoir plus, voir la [section 4 « Politiques de l'université et information d'ordre général »](#).
- 2) Les étudiants ne peuvent reprendre un cours qu'une seule fois.
- 3) Les étudiants qui obtiennent plus d'une note insuffisante au programme sont tenus d'abandonner celui-ci.
- 4) Après avoir réussi à tous leurs cours, les étudiants doivent se présenter à un examen de synthèse.

### EXAMENS DE REPRISE

Les étudiants peuvent demander un examen de reprise dans un cours où ils ont échoué à condition que leur note finale se situe entre 45 % et 64 %. La note initiale ainsi que la note obtenue à l'examen de reprise paraîtront sur le relevé de l'étudiant; les deux notes compteront dans le calcul de la moyenne globale pour le programme.

Les étudiants qui souhaitent passer un examen de reprise doivent en faire la demande au Centre dans les 60 jours ouvrables suivant leur dernier cours. Au moment de la demande, des frais de 25 \$, non remboursables, doivent être acquittés.

### ÉTUDIANTS À STATUT PARTICULIER

Les membres de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec ou les étudiants suffisamment qualifiés qui ne souhaitent suivre que certains cours sans être nécessairement admis au diplôme d'études supérieures en traduction peuvent s'inscrire à titre d'étudiant à statut particulier, avec la permission du Département. Les cours assortis d'unités que suit l'étudiant à statut particulier ne peuvent être comptabilisés dans le cadre du diplôme d'études supérieures en traduction. Les étudiants à statut particulier ne peuvent suivre que quatre cours et sont invités à s'inscrire au programme avant d'avoir terminé quatre cours.

### 14.3.3 Ordre des traducteurs, terminologues et interprètes agréés du Québec

L'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ) a pour mission de promouvoir la qualité et l'efficacité de la communication en s'assurant de la compétence de ses membres dans les domaines de la traduction, de la terminologie et de l'interprétation. L'Ordre remplit ainsi son mandat de protection du public.

En 1992, la Société des traducteurs du Québec (STQ), fondée en 1940, est devenue la Corporation professionnelle des traducteurs et interprètes agréés du Québec (CPTIAQ). Puis, après plusieurs changements de désignation, l'association est maintenant connue sous le nom de l'Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). L'Ordre atteste le statut professionnel des traducteurs en vertu des pouvoirs qui lui sont octroyés par le Code des professions du Québec. L'OTTIAQ est rattaché à la Fédération internationale des traducteurs (FIT), qui réunit 70 associations de plus de 50 pays.

Les étudiants titulaires du certificat en traduction et du diplôme d'études supérieures en traduction peuvent demander une équivalence pour avoir accès au titre professionnel de traducteur agréé (trad. a.). Les étudiants désireux de faire une demande d'admission à titre de membre étudiant ou de faire une demande d'agrément peuvent communiquer avec l'OTTIAQ à l'adresse suivante :

---

2021, avenue Union, bureau 1108  
Montréal (Québec) H3A 2S9  
Téléphone : (514) 845-4411 ou 1 (800) 265-4815;  
Télécopieur : (514) 845-9903  
Courriel : [info@ottiaq.org](mailto:info@ottiaq.org).

---

## 14.4 Descriptions des cours

Pour obtenir la liste des cours assortis d'unités, voir la [section 15](#)  
« [Information sur les Cours, Règlements et Descriptions](#) ».



## 15 Information sur les cours, règlements et descriptions

On demande aux étudiants de consulter également la section « Renseignements généraux et règlements » du présent annuaire, notamment les sections section 4.3 « Inscription » et section 4.5 « Dossier étudiant ».

L'Université se réserve le droit de modifier sans préavis les renseignements contenus dans l'annuaire, notamment l'information concernant la révision ou l'annulation de certains cours ou programmes.

Au moment de la publication de l'annuaire, on examinait la possibilité d'offrir de nouveaux cours et d'apporter des modifications à certains cours offerts. On demande aux étudiants qui s'apprêtent à s'inscrire de consulter l'Horaire des cours à l'adresse <http://francais.mcgill.ca/courses> pour obtenir l'information la plus à jour sur les cours offerts en 2008-2009.

Les cours indiqués ne sont pas tous offerts chaque année.

### 15.1 Numérotation des cours

Chaque cours de McGill possède un numéro propre de sept caractères.

Les quatre premiers caractères (code de sujet) renvoient à l'unité d'enseignement offrant le cours.

Ces codes ont été mis en place en septembre 2002 et ont remplacé les codes d'unité d'enseignement utilisés auparavant. Vous trouverez la liste complète des codes d'unité d'enseignement et de leur code de sujet équivalent à l'adresse [www.mcgill.ca/studentrecords/transcripts](http://www.mcgill.ca/studentrecords/transcripts).

Les trois chiffres suivant le code de sujet correspondent au cours lui-même et le premier de ces chiffres indique le niveau du cours.

- Les cours des niveaux 100, 200, 300 et 400 s'adressent aux étudiants de premier cycle. Dans la plupart des programmes, les étudiants s'inscrivent habituellement aux cours des niveaux 300 et 400 pendant leurs deux dernières années d'études.
- Les cours de niveau 500 s'adressent aux étudiants des cycles supérieurs, mais les étudiants admissibles finissant leur premier cycle peuvent également s'y inscrire.
- Les cours des niveaux 600 et 700 s'adressent uniquement aux étudiants des cycles supérieurs.

Deux caractères supplémentaires (D1, D2, N1, N2, J1, J2 ou J3) figurant après les sept caractères du numéro du cours indiquent qu'il s'agit d'un cours s'échelonnant sur plusieurs trimestres.

### 15.2 Cours s'échelonnant sur plusieurs trimestres

La plupart des cours offerts à McGill durent un seul trimestre (automne, hiver ou été) et les notes officielles de même que les unités correspondantes sont inscrites sur le relevé de notes à la fin du trimestre en question. Les cours se déroulant à l'intérieur d'un seul trimestre possèdent un numéro de cours de sept caractères.

Cependant, une unité d'enseignement peut décider que le contenu d'un cours ne peut pas être présentée en un seul trimestre et qu'il est préférable de l'échelonner sur deux ou trois trimestres. Le numéro du cours est alors suivi de deux caractères supplémentaires.

Dans certains cas, le même cours peut être offert en un seul trimestre ou en plusieurs trimestres. Le contenu du cours et le nombre d'unités attribuées sont les mêmes si ce cours s'échelonne sur un trimestre ou sur plusieurs trimestres; seul l'horaire diffère. Par ailleurs, les étudiants ne peuvent pas obtenir des unités deux fois pour le même cours.

Les cours dont les numéros se terminent par D1 et D2 s'échelonnent sur deux trimestres consécutifs (généralement l'automne et l'hiver). Les étudiants doivent s'inscrire dans le même groupe pour les volets D1 et D2. Lorsqu'un étudiant s'inscrit à un cours D1 offert l'automne sur Minerva, il est automatiquement inscrit au volet D2 offert l'hiver. Les unités correspondantes seront attribuées uniquement si les deux volets (D1 et D2) sont réussis au cours de deux trimestres consécutifs (l'automne 2008 et l'hiver 2009, par exemple).

Les cours dont les numéros se terminent par N1 et N2 s'échelonnent sur deux trimestres non consécutifs (l'hiver et l'automne). Les étudiants doivent s'inscrire dans le même groupe pour les volets N1 et N2. Les unités correspondantes seront attribuées uniquement si les deux volets (N1 et N2) sont réussis dans une période de douze mois.

Les cours dont les numéros se terminent par J1, J2 et J3 s'échelonnent sur trois trimestres consécutifs. Les étudiants doivent s'inscrire dans le même groupe pour les trois volets (J1, J2 et J3). Les unités correspondantes seront attribuées uniquement si les trois volets sont réussis.

### CONDITIONS IMPORTANTES CONCERNANT LES COURS OFFERTS SUR PLUSIEURS TRIMESTRES

1. Les étudiants doivent être inscrits à chacun des volets du cours s'échelonnant sur plusieurs trimestres. Ils doivent s'assurer d'être inscrits dans le même groupe pour chacun des trimestres.
2. Les étudiants doivent réussir chacun des volets du cours dans l'ordre. Les unités sont attribuées après la réussite de l'ensemble des volets du cours; aucune unité n'est attribuée pour la réussite partielle d'un cours.

### 15.3 Terminologie propre aux cours

**Préalable** : Le cours A est préalable au cours B si la réussite du cours A est exigée avant l'inscription au cours B.

**Cours associé** : Le cours A est connexe au cours B si le cours A doit être suivi en même temps que le cours B ou s'il a été réussi avant l'inscription au cours B.

**Unités** : Le nombre d'unités correspondant à chaque cours est indiqué entre parenthèses à côté du nom du cours. Dans le cas des cours D1 et D2, le nombre d'unités attribuées est indiqué après le numéro du cours. Pour plus de renseignements à ce sujet, consultez la section 4.5.2 « Système d'unités ».

### NOMENCLATURE DES COURS DANS LES DESCRIPTIONS DES PROGRAMMES

**Cours obligatoires** : Cours exigés pour la réussite d'un programme. Tous les étudiants inscrits à un programme doivent réussir ce(s) cours à moins d'obtenir des exemptions.

**Cours complémentaires** : Cours choisis à partir d'une liste restrictive, d'un domaine ou d'une discipline en particulier. Dans le cas de quelques programmes, les étudiants doivent s'inscrire à un certain nombre de cours complémentaires pour satisfaire aux exigences du programme.

**Remarque** : Les cours complémentaires ne sont pas des cours à option. La différence entre les cours obligatoires et complémentaires réside dans le fait que ces derniers offrent un certain choix, si restreint soit-il. Ainsi, les étudiants doivent choisir entre deux (ou plusieurs) des cours indiqués dans les sections Cours complémentaires de leur programme, mais ils peuvent choisir UNIQUEMENT parmi les cours indiqués.

**Cours à option** : Cours pouvant être choisis librement (parfois après l'approbation du conseiller du département ou du Bureau des affaires étudiantes).

### SYMBOLES DES COURS

Parfois, le symbole ci-dessous se trouve devant les cours de l'annuaire :

Cela signifie que le nombre d'inscriptions à ce cours est limité.

### ANNULATION DE COURS

L'Université peut annuler des cours en cas d'urgence. Si une telle décision dépend des conditions météorologiques, elle ne sera habituellement pas prise avant 15 h le jour du cours. L'annulation de cours de l'Éducation permanente sera annoncée à la radio (stations CBM et CJAD) dans la mesure du possible. Vous pouvez vous renseigner à ce sujet au (514) 398-6200. Si un cours est annulé, il sera reporté à une date convenant aux étudiants et au chargé de cours.

### COURS ANNULÉS

Si le Centre de l'éducation permanente annule un cours, vous avez droit au remboursement complet de vos droits de scolarité. La marche à suivre pour obtenir votre remboursement est décrite dans la section 4.3.4 « Abandons de cours et remboursements ».

### ÉVALUATION DES COURS

Afin de répondre aux besoins des étudiants, le Centre demande continuellement de la rétroaction au sujet de ses cours.

Le système *Mercury* est le système électronique d'évaluation des cours de McGill. À la fin de chaque trimestre, on vous demandera de donner votre opinion dans *Mercury* sur le(s) cours que vous avez suivis. Les évaluations et les commentaires fournis dans ce système sont strictement confidentiels.

### WEBCT

WebCT est le système de gestion de l'apprentissage de McGill. À titre d'étudiant, vous utiliserez ce système pour accéder au contenu de vos cours et aux services liés à chacun d'eux. Les fonctions disponibles varient d'un professeur à un autre. Les cours sur WebCT comprennent habituellement le plan de cours et les notes du professeur, mais on peut également y retrouver des éléments tels que :

- l'horaire du cours
- des babillards électroniques et des salons de clavardage en temps réel
- des documents PowerPoint
- des enregistrements audio ou vidéo des cours magistraux
- des exercices et des tests
- vos résultats aux évaluations
- la soumission électronique de travaux

À partir de la page *myMcGill*, cliquez sur le nom du cours dans la section des cours offerts aux étudiants. Vous aurez alors accès à la page MyWebCT.

**Remarque :** Consultez toujours votre page WebCT avant de vous présenter à un cours. Vous pourriez trouver des renseignements de dernière minute comme des changements de local, des annulations de cours, des dates d'examen, etc.

## Index of Courses by Subject Code and Department

**Course Information and Regulations, page C-2**

Course Numbering.....	C-2
Multi-term Courses.....	C-2
Course Terminology.....	C-2
Course Symbols.....	C-2
Cancellation of Lectures.....	C-3
Cancelled Courses.....	C-3
Course Evaluations.....	C-3
Web CT.....	C-3

**Career and Management Studies, page C-5**

ACCT-Accounting.....	C-5
BUSA-Business Admin.....	C-5
CACC-Accountancy.....	C-5
CCAU-Auditing .....	C-6
CCCS-Computer Science .....	C-6
CCFC-Financial Accounting .....	C-6
CCLW-Law .....	C-7
CCMA-Manual Accounting .....	C-7
CCS2-Computer Science .....	C-7
CCTX-Tax .....	C-8
CEC1-Economics .....	C-8
CEC2-Economics .....	C-8
CEN2-Entrepreneurship.....	C-8
CENT-Entrepreneurship.....	C-8
CFIN-Finance .....	C-9
CGM2-Management.....	C-9
CGMG-General Management.....	C-9
CHLC-Health Care.....	C-9
CMIS-Management Information Systems.....	C-9
CMR2-Marketing.....	C-10
CMS2-Management Science .....	C-10
CMSC-Management Science .....	C-11
CORG-Organizational Behaviour.....	C-11
CPDV-Professional Devel.....	C-12
CPL2-Policy.....	C-12
CPRL-Public Relations.....	C-13
CTPT-Transportation.....	C-14
ECON-Economics .....	C-14
EDEC-Curriculum and Instruction.....	C-14
EDPC-Ed Psych & Couns (Counselling).....	C-15
FINE-Finance.....	C-15
INDR-Industrial Relations.....	C-15
INSY-Information Systems.....	C-15
MGCR-Management Core.....	C-16
MGPO-Management Policy.....	C-17
MGSC-Management Science.....	C-17

MRKT-Marketing.....	C-17
ORGB-Organizational Behaviour.....	C-17

**English Language Programs, page C-18**

CEEN-English Communication.....	C-18
CEGL-English .....	C-19

**French Language Programs, page C-20**

CEFN-French Communication.....	C-20
CFRN-French .....	C-21

**General Studies, page C-22**

CBUS-Business.....	C-22
CENG-Engineering .....	C-22
CHEM-Chemistry.....	C-23
HSEL-Health Science Electives.....	C-23
RELG-Religious Studies.....	C-23
YCBU-Business.....	C-23

**Translation studies , page C-23**

CCTR-Translation.....	C-23
CPRT-Portuguese.....	C-28
CSPN-Spanish .....	C-28



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

**by Subject Code**

ACCT-Accounting.....	C-5
BUSA-Business Admin.....	C-5
CACC-Accountancy.....	C-5
CBUS-Business.....	C-22
CCAU-Auditing .....	C-6
CCCS-Computer Science .....	C-6
CCFC-Financial Accounting .....	C-6
CCLW-Law .....	C-7
CCMA-Managerial Accounting .....	C-7
CCS2-Computer Science .....	C-7
CCTR-Translation.....	C-23
CCTX-Tax .....	C-8
CEC1-Economics .....	C-8
CEC2-Economics .....	C-8
CEEN-English Communication.....	C-18
CEFN-French Communication.....	C-20
CEGL-English .....	C-19
CEN2-Entrepreneurship.....	C-8
CENG-Engineering .....	C-22
CENT-Entrepreneurship.....	C-8
CFIN-Finance .....	C-9
CFRN-French .....	C-21
CGM2-Management.....	C-9
CGMG-General Management.....	C-9
CHEM-Chemistry.....	C-23
CHLC-Health Care.....	C-9
CMIS-Management Information Systems.....	C-9
CMR2-Marketing.....	C-10
CMS2-Management Science .....	C-10
CMSC-Management Science .....	C-11
CORG-Organizational Behaviour.....	C-11
CPDV-Professional Devel.....	C-12
CPL2-Policy.....	C-12
CPRL-Public Relations.....	C-13
CPRT-Portuguese.....	C-28
CSPN-Spanish .....	C-28
CTPT-Transportation.....	C-14
ECON-Economics .....	C-14
EDEC-Curriculum and Instruction.....	C-14
EDPC-Ed Psych & Couns (Counselling).....	C-15
FINE-Finance.....	C-15
HSEL-Health Science Electives.....	C-23
INDR-Industrial Relations.....	C-15
INSY-Information Systems.....	C-15
MGCR-Management Core.....	C-16
MGPO-Management Policy.....	C-17
MGSC-Management Science.....	C-17
MRKT-Marketing.....	C-17
ORGB-Organizational Behaviour.....	C-17
RELG-Religious Studies.....	C-23
YCBU-Business.....	C-23



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

## Career and Management Studies

### ACCT 351 Intermediate Financial Accounting 1.

(3) (Prerequisite: MGCR 211) An examination of the theoretical foundation for financial reporting and revenue recognition. The tools of accounting, including a review of the accounting process and compound interest concepts. Asset recognition, measurement and disclosure. Partnership accounting.

### ACCT 352 Intermediate Financial Accounting 2.

(3) (Prerequisites: ACCT 351 and MGCR 341 or ACCT 311 and MGCR 341) A continuation of Intermediate Financial Accounting 1. An examination of liability recognition, measurement and disclosure, including leases, pension costs and corporate income tax. Shareholders' equity, dilutive securities and earnings per share. The statement of changes in financial position, basic financial statement analysis and full disclosure in financial reporting.

### ACCT 354 Financial Statement Analysis.

(3) (Prerequisite: MGCR 211) Interpretative nature of the conceptual framework underlying a multitude of financial reporting standards, including the impact of alternative accounting methods, management biases and stakeholder interests in the analysis and valuation of the firm.

### ACCT 361 Intermediate Management Accounting 1.

(3) (Prerequisite: MGCR 211) The role of management accounting information to support internal management decisions and to provide performance incentives.

### ACCT 362 Intermediate Management Accounting 2.

(3) (Prerequisites: ACCT 361 or ACCT 313) An examination of a number of recurring issues in the area of decision-making and control, including cost allocation, alternative costing systems, and innovations in costing and performance measurement.

### ACCT 385 Principles of Taxation.

(3) (Prerequisite: MGCR 211) An introduction to the concepts underlying the Canadian tax system and how they are applied in relation to the taxation of individuals and businesses.

### ACCT 453 Advanced Financial Accounting.

(3) (Prerequisites: ACCT 352 or ACCT 312) Reporting relevant financial information subsequent to long term intercorporate investments. The preparation of consolidated financial statements with emphasis on their economic substance rather than legal form.

### ACCT 454 Financial Reporting.

(3) (Prerequisites: ACCT 352 or ACCT 312) An in-depth study of Canadian accounting standards and how Canadian corporations apply them in their financial reporting.

### ACCT 455 Development of Accounting Thought.

(3) (Prerequisites: ACCT 352 or ACCT 312) The conceptual underpinning of accounting thought, including its historical development and the modifications that have occurred over time. A review of accounting literature and its relevance to practice.

### ACCT 463 Advanced Management Accounting.

(3) (Prerequisites: ACCT 362 or ACCT 415) The theoretical frameworks for the examination and evaluation of management accounting and control systems. The technical aspects of accounting along with behavioural issues of management control.

### ACCT 475 Principles of Auditing.

(3) (Prerequisites: ACCT 352 or ACCT 312) An introduction to basic auditing concepts and internal controls of an accounting system. Topics include current auditing standards, ethical conduct, legal liability, planning of an audit, sampling techniques, non-audit engagements, the study and evaluation of internal controls in an accounting system.

### ACCT 476 Internal Auditing.

(3) (Prerequisites: ACCT 475) The modern internal audit approach including operational and management audit practices within the internal audit framework. Topics include objectives

of an internal audit, communication by internal auditors, planning audit projects, audit of EDP systems, audit testing, operational areas.

### ACCT 477 External Auditing.

(3) (Prerequisites: ACCT 475) The theory of auditing financial statements and the various complexities encountered in these audit environments. A thorough study of auditing standards, ethical conduct, communication by auditors, auditing in an EDP environment, audit of a small business, other reports and services provided by auditors and public accountants.

### ACCT 486 Business Taxation 2.

(3) (Prerequisite: ACCT 385) A study of the Income Tax Act as it applies to the taxation of individuals and corporations, including capital cost allowances, capital gains, corporate reorganisations, trusts and partnerships and administrative regulations. A review of consumption taxes.

### BUSA 364 Business Law 1.

(3) (Restriction: This course cannot be double-counted from the Certificate in Management.) (Continuing Education: requirement for CMA, CGA, the Canadian Institute of Management) An introduction to the legal system and basic legal principles affecting business. Tort negligence, contracts, forms of business organization, creditors' rights and bankruptcy.

### BUSA 368 Business Law 2.

(3) (Prerequisite: BUSA 364) (Continuing Education: CGA requirement) An outline of the application of law to professional negligence, product liability, competition, corporate governance and employment. Review of particular contracts; sale, agency, mortgages, lease, insurance.

### BUSA 400 Independent Studies in Management.

(3) (Prerequisite: U3 students only. CGPA of at least 3.00 required.) (Prerequisite (Continuing Education): Permission of the Director.) Research reading or field projects, permitting independent study under the guidance of a Faculty member. Projects to be arranged individually with instructors. A detailed student proposal must be submitted to the instructor and the Director during the first week of term.

### BUSA 464 Management of Small Enterprises.

(3) (Prerequisite: MGCR 341) The distinctive characteristics, risks, opportunities and rewards inherent in the ownership and management of a small enterprise. It will assist students in judging the appropriateness of an entrepreneurial career and in selecting and timing a specific venture.

### CACC 520 Accounting for Management.

(3) (Corequisite: CMS2 500) This course covers financial and managerial accounting. The course provides an understanding of the various financial statements as well as cost behaviour, cost/volume/profit relationships, budgets, responsibility accounting and relevant costing.

### CACC 523 Financial Aspects of Health Care.

(3) (Prerequisite: CHLC 500 and Core program) Methods of budgeting in the health care system and evaluating health care investment proposals. Problems of benefit measurement and optimal public investment in relation to fiscal and political constraints. This includes the role of governmental expenditures, the public debt, private contributions in the health care system.

### CACC 540 E-Business Security.

(3) (Prerequisite: CMIS 544) Introduction to the risks associated with electronic business, ways in which all levels of an organization need to be involved in the security issues as well as the tools and techniques that can be implemented to address security concerns.



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.



**CCAU 511 Auditing 1.**

(3) (Prerequisite: CCFC 512) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy.) An introduction to: the nature and purpose of auditing, appointment, remuneration, powers, duties and responsibilities of an auditor; internal control; audit programs, financial statement presentation; procedures for verification of items in financial statements; audit reports.

**CCAU 520 External Auditing.**

(3) (Prerequisites: CCAU 511 and CCFC 512) An examination of the external auditor's legal rights and responsibilities in carrying out the external audit function with particular attention to current auditing standards and any current developments affecting them.

**CCAU 525 Operational Auditing.**

(3) (Prerequisite: CCAU 511) Appraisal of the internal control structure with the aim of providing management with recommendations on how to design, develop and implement findings will be examined taking into account the objectives and responsibilities of the internal audit function, its relationship with other units of the organization, various techniques and tools available.

**CCCS 300 Programming Techniques 1.**

(3) (Prerequisite: CMSC 101) (Corequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures, including modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

**CCCS 301 Programming Techniques 2.**

(3) (Prerequisite: CCCS 300) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

**CCCS 303 Computer Structure and Assembly.**

(3) (Prerequisite: CCCS 301) An introduction to computer structure and organization including basic logic design, coding and number representation. Functions of and communication between large scale system components. Concepts of assembly language programming.

**CCCS 310 Web Development.**

(3) (Prerequisite: CCCS 300) Development of web sites and web-based applications using page markup, style sheets, and client-side scripting. Emphasis will be placed on developing pages that support current standards and accessibility requirements, as well as multimedia, cross-platform development, and site deployment.

**CCCS 315 Data Structures and Algorithms.**

(3) (Prerequisite: CCCS 300) Programming techniques used to implement algorithms on computers with an object oriented programming language through the careful design of data structures which support the efficient manipulation of data.

**CCCS 320 User Interface Design.**

(3) (Prerequisite: CCCS 300) Principles and techniques of user interface design and prototyping.

**CCCS 321 Operating Systems Administration.**

(3) (Corequisite: MGCR 331) Operating systems such as Windows and LINUX/UNIX environments, administration of computer servers, usage of script languages in various operating systems, back up procedures and remote access, communication protocol used among different systems, managing information and system security.

**CCCS 330 Database Systems & Internet Applications.**

(3) (Prerequisites: CCCS 310 and CCCS 315) Concepts behind the commonly used database management systems, database application development with a focus on Internet applications, discussions of data mining, decision support, Internet security, object-oriented databases, manipulation of information through

simple and complex Structured Query Language (SQL) queries, access to data through Internet-mediated technologies.

**CCCS 425 Web Services.**

(3) (Prerequisites: CCCS 301 and CCCS 310) Design, implementation, and deployment of web services-based solutions to solve common problems in the distributed application domain.

**CCCS 431 Networking Fundamentals.**

(3) (Prerequisite: CCCS 321) Fundamental concepts and practices of network principles, technical and managerial aspects of data communications, overview of local area and wide-area networks, network topology, network protocols, Internet/intranets, client/server communication, and file sharing.

**CCCS 441 Network Security & Implementation.**

(3) (Prerequisite: CCCS 431) Overall security processes of multi-vendor networks with hands on skills in areas including security technologies, products and solutions, anti-virus, firewall design and configuration.

**CCFC 511 Financial Accounting 1.**

(3) (Prerequisite: MGCR 211) Theoretical and practical foundation of financial reporting, specifically focusing on the accounting concepts, the accounting process, revenue and asset recognition, their measurement and disclosure.

**CCFC 512 Financial Accounting 2.**

(3) (Prerequisite: CCFC 511) A detailed review of the accounting for current and long term assets and liabilities, intangibles and shareholders' equity; determination of accounting income and the treatment of prior period adjustments and extraordinary items; working capital and flow of funds; financial statement presentation; partnerships. Current practices and the relevant CICA recommendations will be reviewed in terms of theoretical concepts and principles.

**CCFC 513 Financial Accounting 3.**

(3) (Prerequisite: CCFC 512) The underlying concepts and accounting treatment of intercorporate investments, business combinations, purchases and pooling of interests, including a detailed examination of the CICA recommendations. Reorganizations; valuation of business enterprises; branches, domestic and foreign; consignments; installment sales; estate and trust accounting.

**CCFC 514 Accounting Theory and Practice.**

(3) (Prerequisite: CCFC 512; MGCR 331) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) The study of conceptual underpinnings of current accounting thought and their application to the current practice. An in-depth study of current Canadian accounting standards and practices with an emphasis on financial reporting.

**CCFC 515 Issues in Professional Practice 1.**

(3) (Corequisite: CCFC 520) Practical and concrete application of certain accounting aspects with a view to solving problems faced by businesses by developing the skills required to take decisive action in various business situations, including mergers and acquisitions, asset/business valuations, financial analyses, companies in difficulty and tax/estate planning.

**CCFC 516 Forensic Accounting.**

(3) Forensic accounting including legislative and regulatory approaches to economic crime; accountants' professional legal responsibilities concerning error and fraud detection during engagements; and fraud prevention, detection and management.

**CCFC 520 Issues in Professional Practice 2.**

(3) (Corequisite: CCFC 515) Skills required to provide advisory and public accounting services specifically addressing ethical issues for public accountants, engagement risks and strategies, financial reporting requirements and new developments in GAAP and GAAS.

**CCFC 521 Corporate Governance.**

(3) (Corequisite: CCFC 522) How existing corporate governance systems, wealth creation, business viability and living standards are interconnected. Shareholder power, stakeholder rights and privileges, and who ultimately holds

power and how such power should be delegated are also addressed.

**CCFC 522 Strategic Financial Management.**

(3) (Corequisite: CCFC 521) Strategic financial management skills focusing on growth strategies, financing structures, financial risk management, control mechanism design and performance evaluations from the perspective of the professional accountant internal to the organization.

**CCFC 590 Topics in Accounting and Auditing.**

(3) (Prerequisites: CCAU 511 and CCFC 514) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the accounting and auditing areas selected from current issues or themes in literature.

**CCLW 511 Law 1.**

(3) Sources and administration of law; the Canadian Constitution and the division of powers; the Quebec Civil Code, comprising the law of persons, the law of property, obligations, contracts, sale, lease and hire, mandate, suretyship, hypothecs and prescription.

**CCLW 540 E-Business Law.**

(3) (Corequisite: CMIS 542) Effect of various laws and regulations on electronic business conducted on the Internet and elsewhere by examining intellectual property law, law of contracts, telecommunications law, broadcasting law, certain aspects of criminal law, electronic business law, privacy law as well as, certain aspects of tort law (such as online defamation).

**CCLW 640 Tax Aspects of Litigation.**

(3) In-depth study of the relevant tax issues specific to litigation support services. Topics include measurements and treatment of damages; damages for breach of contract and tort; the process of civil action; personal injury; wrongful dismissal; real estate; disputes between corporations and their shareholders; disputes between members of partnerships; bankruptcies; separation and divorce; appeals; structured settlements. Cases will be used to illustrate concepts.

**CCLW 641 Taxation Research Methodology.**

(3) Familiarization with primary sources of income tax law, interpretations, circulars, court case decisions and research indices. Exercises and casework will be used extensively to gather, organize and integrate research data, interpret information and communicate results. Casework will focus on business, personal and property tax law. Knowledge of the use of research databases is essential.

**CCLW 643 U.S. Taxation.**

(3) U.S. Federal, State and local taxation. Topics include individuals; corporations; corporate distribution techniques; corporate reorganizations; tax-free transactions; purchase and sale of businesses; corporations; real estate; partnerships; estate and gift tax; and current developments.

**CCLW 644 Corporate Reorganizations.**

(3) A study of the theoretical and technical bases of tax issues surrounding corporate reorganizations and distribution of surplus. Topics include in-depth analysis of rollovers; paid up capital; butterfly transactions; amalgamations and windups; losses; takeovers and purchase and sale of business; partnership rollovers; international rollovers; judicial restraints on tax planning for reorganizations; estate planning for individuals and partnerships; trusts; and executive compensation and retirement planning.

**CCLW 645 Taxation: Partnerships and Trusts.**

(3) The following topics will be covered within a business decision making framework: the structure and development of partnership vehicles and trusts from a legal and tax perspective; computation of income; transfer of property to and from partnerships and trusts; tax free rollovers; the effect of death, retirement and non resident status; review of specific tax rules and deeming provisions; tax planning and

implementation.

**CCMA 511 Managerial Accounting 1.**

(3) (Prerequisite: CCFC 512 or MGCR 211) Introduction to cost accounting. Elements of cost; job order and process cost systems; budgeting; standard costs and analysis of variances; cost/volume/profit relationships; variable costing; relevant costs.

**CCMA 522 Managerial Accounting 2.**

(3) (Prerequisite: CCMA 511) (CGA Requirement) (CMA Requirement) (Requirements for entry into the Graduate Diploma in Public Accountancy) Building on Managerial Accounting I, this course examines the processes used by management to make decisions relating to business operations; investments; financing (including income tax implications); bankruptcy; liquidation and receivership. Business and Securities Valuation Techniques and considerations; and operations management techniques and considerations are included.

**CCMA 523 Managerial Accounting 3.**

(3) (Prerequisite: CCMA 522) Core management control problems, the management control systems available to address those problems, and important situational factors that can cause managers to choose one set of management controls over another are examined. Coverage of management controls is extended to situations that deserve special attention.

**CCS2 500 Design of Efficient Algorithms.**

(3) Basic elements of algorithms, time and space performance, optimization criteria and methods, as well as basic data structures (vectors, arrays, structures, lists, trees, stacks, queues), their characteristics, behaviour and applicability to different problem types. Illustrative examples chosen from standard computer problems such as searching, sorting and memory allocation.

**CCS2 505 Programming.**

(3) Programming using functional, object-oriented, and interpreted programming techniques covering software requirements, design, implementation, testing and maintenance using C/C++ and Java.

**CCS2 510 Computer Systems.**

(3) Basic computer systems organization and operating system principles. Organization topics include CISC/RISC designs, registers, pipelines, caches, machine and assembly language programming. Operating system concepts: process creation and control, signals and exception handling, inter-process communication and interaction with devices. Systems emphasized: UNIX/Linux and Windows. Introductory network principles, programming and security issues.

**CCS2 515 Software Engineering.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) The software engineering process, tools that facilitate design and construction of software, as well as the management of team software development.

**CCS2 520 Life of Projects.**

(3) (Co-requisites: CCS2 505, CCS2 510) Project solicitation, acquisition, management and assessment, including engineering and legal issues related to successfully completing a software project.

**CCS2 525 Project 1.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) Proposal for project design, development, implementation and "release".

**CCS2 530 Basic Information Systems.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) Computers as information systems: databases and information representation models, concurrent assess and data integrity, system management issues related to availability, correctness,



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

security and distribution of information. Use of popular commercial applications. Remote access to services and data via Internet-mediated technologies.

**CCS2 535 Project 2.**

(3) (Pre-requisites: CCS2 515, CCS2 520, CCS2 525) Project design, development, implementation and "release".

**CCS2 550 Graphics & Visualization.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) Interfaces and interaction, elements of computer graphics systems, algorithms used to perform simple and complex graphical operations, and techniques for effective visualizing of data using standard and non-standard graphical interfaces, computer vision.

**CCS2 552 Internet Services & Solutions.**

(3) (Pre-requisite: CCS2 530) Exploration of typical Internet-based service applications from conception to operation including analysis, design, implementation and deployment.

**CCS2 555 Computer Modeling & Simulation.**

(3) (Pre-requisites: CCS2 500, CCS2 505, CCS2 510) System and application concepts for handling computer simulation of real world processes and phenomena in both simulation-time and real-time using general and special-purpose computing resources.

**CCS2 590 Topics in Information Technology.**

(3) (Prerequisites: CCS2 500, CCS2 505, CCS2 510) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the information technology area selected from current issues or themes in literature.

**CCTX 511 Taxation 1.**

(3) (Prerequisite: MGCR 211) Basic principles of tax law; residence, meaning and computation of taxable income; computation of personal tax; foreign tax credits; capital gains; partnerships; trusts; administration and enforcement; case decisions; Revenue Department bulletins, circulars and rulings; appeals.

**CCTX 532 Taxation 2.**

(3) (Prerequisite: CCTX 511) (CGA Requirement) (This course is offered by the Faculty of Management) The theory, techniques and considerations in federal corporate taxation will be analyzed. Federal sales tax; provincial sales tax and current issues in taxation will also be discussed.

**CCTX 540 U.S. Taxation.**

(3) (Prerequisites: ACCT 412 and ACCT 441) Examination of U.S. taxation at the federal, state and local level from the perspectives of both the individual and the corporation.

**CCTX 640 Taxation of Real Estate.**

(3) All aspects of real estate will be examined from a resident's and non-resident's perspective, including: distinguishing property from business income; acquisition; development, owning, operating and renting; sales and other dispositions; personal use; forms and methods of ownership; reorganizations; estate planning; syndication; G.A.A.R.; and G.S.T.

**CCTX 641 Federal and Provincial Taxes.**

(3) Special emphasis on differences between Federal and Provincial income tax. Extensive coverage of the Goods and Services Tax (G.S.T.); sales, property and capital taxes. G.S.T. will be covered in depth in all areas including a sectorial review, tax-planning opportunities, remittance requirements and penalties, intercorporate transactions and cross-border transactions.

**CCTX 642 Interpretation of Tax Policy.**

(3) Examination of problems and future developments of taxation in Canada; presentation of legislative mechanisms and procedures used in Canada to establish and implement tax policies; use of taxation to promote incentives and disincentives of private activities; use of the tax system to achieve policy goals of society; general anti-avoidance rules; study of the history, assumptions, social and economic impact of taxation.

**CCTX 643 Taxation of International Operations.**

(3) Within a business decision-making framework, analysis of the relevant tax savings opportunities available to corporations and

individuals planning to operate or invest in foreign jurisdictions. Topics include investment structures; cross border transactions; foreign tax credits; withholding taxes; consolidated companies; profit-reduction techniques; foreign affiliates; tax treaties; exchange controls; reorganizations/liquidations; offshore companies; and foreign trusts.

**CCTX 644 Tax Aspects: Creative Financing.**

(3) Coverage of current financial instruments and techniques available in the marketplace within the context of business decision-making and individual tax planning. Topics include deductibility of interest and financing fees; swaps, hedges; foreign currency and discount obligations; common shares; preferred shares; taxable preferred shares; international debt financing; Canadian investments in the U.S.; foreign investment in Canadian businesses; restructuring; leases; tax shelters; small business financing.

**CEC1 206 Transportation Economics.**

(3) (Prerequisite: CMSC 101) Economic analysis and its application to freight transportation to develop ability to apply economic analysis to specific situations in transportation industry. Perspective and tools to critically assess implications of economic policy and regulation related to transportation within Canadian context.

**CEC2 532 Business Economics.**

(3) Applies economic theory and methodology to business problems. Topics include: demand analysis, determination of cost, pricing and profitability. Marketing and sales forecasting techniques are also introduced briefly.

**CEN2 500 Principles of Entrepreneurship.**

(3) Essential principals and tools of entrepreneurship dealing with idea generation, valuation techniques, funding, data sources, intellectual property, legalities and business plan development.

**CEN2 505 Product Commercialization.**

(3) Sales preparation, techniques, approaches and management will be presented as well as product or service validation through prospecting, initial meetings with clients, closing and follow up. Customer satisfaction will be emphasized.

**CEN2 510 Practical Entrepreneurship Management.**

(3) (Prerequisite: CEN2 500) (Note: The course includes live case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders).) Practical aspects of leadership, funding, exporting, off-shoring and globalization, corporate responsibility, managing in difficult times, communication, green benefits, intellectual property, succession planning and current business issues.

**CENT 300 Fundamentals of Entrepreneurship.**

(3) (Corequisite: EDEC 205) Fundamental concepts of entrepreneurship and the tools required for evaluation and start-up of a new venture. Basic financial aspects are addressed through demystifying financial statements, valuation techniques, seeking and using money, banks, government services, grants and patents. Current events are an integral part so as to encourage ethical entrepreneurship.

**CENT 305 Product Validation and Sales.**

(3) Essential skills required in presenting and selling a business plan, a product or a service to investors or customers including: proof of concept, validation by survey or focus group, elevator pitch, beta sites, sales preparation, initiating and closing sales, customer satisfaction and managing growth.

**CENT 434 Entrepreneurship Issues Management.**

(3) (Prerequisite: CENT 300) (Note: The course includes live

case studies by the 'Dobson Fellows' (Presidents, CEOs and industry leaders.) Issues relating to leadership, communication, sustainability, financing, globalization, stewardship, GAAP, social responsibility, family business and succession, intellectual property and contemporary management events.

**CFIN 512 Corporate Finance.**

(3) (Prerequisite: CACC 520 or CCFC 511 and CMS2 521) Fundamental finance theory as applied to the firm's short and long-term financing and investment decisions and the sources of funds available to it (stocks, bonds, derivatives). Exposure to critical concepts of "firm value maximization" emphasizing capital budgeting, cost of capital, capital structure, derivatives, dividend policy, risk and return.

**CFIN 522 Applied Topics: Corporate Finance.**

(3) (Prerequisite: CFIN 512) (CGA Requirement) (CMA Requirement) Concepts and techniques developed in earlier courses are extended and/or applied to problems faced by managers in Corporate Finance. Such problems include: working capital management, capital budgeting, capital structure, dividend policy, cost of capital and mergers and acquisitions. Stresses the application of theory and techniques; and makes extensive use of case studies.

**CFIN 525 Treasury Management.**

(3) (Prerequisite: CFIN 512) This course deals with the key aspects of short-term financial management. Describes a framework for decision making followed by a brief introduction to the Canadian banking and payments system from the perspective of the corporate treasurer. Corporate cash planning and forecasting will also be studied, followed by description of collection and disbursement systems in Canada. Strategies for the management of short-term investment and borrowing portfolios are described, including the available instruments for management of interest rate and foreign exchange risk.

**CFIN 530 Investment Analysis.**

(3) (Prerequisites: CEC2 532 and CFIN 512) Deals with security analysis and investment techniques covering the different types and classes of securities. The sources of information, methods of compiling statistics, and assessment of comparative values are discussed, together with portfolio objectives and differing philosophies of investment management. Broad economic trends and international political climates affecting security values are analyzed.

**CFIN 540 Introduction to International Finance.**

(3) (Prerequisite: CFIN 512) The international financial environment as it affects the multinational manager. In-depth study of the various balance of payments concepts, adjustment of the external balance, and the international monetary systems, will be followed by a review of theory and institutional aspects of the foreign exchange and the international markets.

**CFIN 590 Topics in Treasury-Finance.**

(3) (Prerequisite: CFIN 522 or CFIN 525 or CFIN 530 or CFIN 540) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the treasury-finance area selected from current issues or themes in literature.

**CGM2 590 Topics in Management.**

(3) (Prerequisites: CACC 520, CFIN 512 and CMR2 542) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the management area selected from current issues or themes in literature.

**CGMG 282 Introduction to Business.**

(3) (This course is required by students fulfilling the C.I.M requirements.) 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.

**CHLC 351 Social Service System.**

(3) (Prerequisite: EDEC 202 or EDEC 205) This course will provide an overview of private and public social services within Quebec and its evolution over the last century. Will examine the structures, functions and relations of social organizations. Students will achieve an understanding of the nature of the social services and the subjective impact of seeking and providing help.

**CHLC 401 Evaluation of Health and Social Services.**

(3) (Prerequisite: CHLC 500) The responsibility of agency management for the timely appraisal of activities. Topics include: program definition and quality of service, evaluation methods, problems and limitations of evaluation research, assessment of project feasibility, the distribution and operational uses of quality control information, internal and external points of view, politics of evaluation, relation to budgeting and to self-evaluation.

**CHLC 500 Health Care Systems.**

(3) Present Canadian health care system: its components, organization, financing and management uncertainties with emphasis on the Quebec health care system. Interaction between health care, the private sector and other social systems. Essential skills and knowledge required of managers in health care system.

**CHLC 522 Health and Social Services Management.**

(3) (Prerequisites: CHLC 351; CHLC 500; ORGB 423; MGCR 211; CHLC 552) The application of current management thinking to the management of departments in service settings. Case studies will be used to illustrate course content. Topics include: history of Canadian Health and Social Services; overview of Management theories and processes; managing the personnel functions; manpower planning; labour relations; managing the financial component; methods improvement; job design; legal and ethical requirements; changing patterns of delivery systems.

**CHLC 552 Legal Aspects: Health and Social Services.**

(3) (Prerequisite: CHLC 500) Health care system in Quebec, the federal and provincial law relevant to it. Explores relationships between civil and criminal law, law and medicine, law and ethics. Major legislation, case law and legal writings will be presented. Addresses human rights, professional responsibility, civil, criminal liability and dilemmas raised by new technologies.

**CHLC 590 Topics in Health Care.**

(3) (Prerequisite: CHLC 522) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the health care area selected from current issues or themes in literature.

**CMIS 422 Information System Security.**

(3) (Prerequisite: MGCR 331) Fundamental concepts relating to the design of secure information systems. Identification and assessment of security risks at the application, network, and physical levels. Use of cryptography and other techniques to provide necessary level of security.

**CMIS 431 Systems Implementation.**

(3) (Prerequisite: CCCS 300 Programming Techniques 1)



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

(Corequisite: INSY 437 Managing Data and Databases)  
Implementation phase of the software development life cycle. Software tools and practical techniques used to design and implement the results of systems analysis.

**CMIS 520 Accounting Information Support Systems.**

(3) (Prerequisites: MGCR 211, CMIS 541 or MGCR 331)  
Principles of accounting information systems and the influence of technology in the accounting process, allowing for the design, evaluation and implementation of such systems.

**CMIS 535 Topics in E-Business.**

(3) (Prerequisite: CMIS 541) (Note: Content will vary from year to year.) Current issues in electronic business.

**CMIS 541 Information Systems for Managers.**

(3) Introduces the importance of Information Systems (IS) in organizations and issues associated with managing these. Provides a strategic view of IS and Information Technology (IT). Students will be presented with managerial, informational and technological issues related to the management of IT, and with a framework to better manage them. Class discussions, case analysis, presentations.

**CMIS 542 Electronic Marketplaces.**

(3) (Prerequisite: CMIS 541) Introduction to electronic marketplaces and their evolving role in e-business predominantly on the use of general and vertical marketplaces by businesses. Consumer-centric marketplaces such as online auction sites, dominant business models, pricing, integration models and technologies, data interchange formats, and implementation will also be discussed.

**CMIS 543 E-Business Analysis and Design.**

(3) (Prerequisite: CMIS 544) Introduction to the process of analyzing requirements and the design of e-business web sites, including the gathering, documentation, validation, and management of requirements; information architecture; usability; and prototyping.

**CMIS 544 E-Business Technologies.**

(3) (Prerequisite: CMIS 541) Technologies that are used to implement e-business solutions including typical software, hardware and networking infrastructure that is required to support an e-business system.

**CMIS 546 E-Business Operations.**

(3) (Prerequisite: CMIS 543) Introduction to the issues involved in managing and operating a transactional web site including change management, content management, customer relationship management, site measurement, payment processing and fulfillment.

**CMIS 547 E-Business Project Management.**

(3) (Prerequisite: CMIS 542) Effective management of project scope, schedule, resources, change control, risk management and communications.

**CMIS 560 E-Business Seminar and Project.**

(3) (Prerequisites: CMIS 543, CMIS 547 and CMR2 550)  
Design and implementation of a practical, integrated and real project.

**CMR2 542 Marketing Principles and Applications.**

(3) Covers the different aspects of marketing operations: the marketing concept, the analysis and research of market opportunities, the planning, implementation, and control of the marketing program (Product, Promotion, Distribution, and Pricing). The course focuses on Canadian market environment and Canadian marketing institutions. Lectures and case studies on an individual basis and/or involving team work will be used.

**CMR2 543 Service Marketing.**

(3) (Prerequisite: CMR2 542) This course constitutes an in-depth examination of marketing as applied to the service sector of the economy and distinguishes between the marketing of products and that of services. The market-focused orientation of service organizations in both the private and public sectors will be studied, and the potential impact of this orientation on organizations competing to survive in service markets will be defined. The course develops understanding of service organizations and the ways in which a well-planned and organized marketing effort may have an impact on the development of such

organizations. The course will focus primarily on the North American service market and will include case studies on both Canadian and American service organizations.

**CMR2 548 Processes of Marketing Research.**

(3) (Prerequisites: CMR2 542 and CMS2 521) The process of marketing research is fundamental to the marketing manager's ability to obtain useful information upon which to base marketing decisions. The course develops a practical understanding of that process from a cost-benefit perspective. The acquisition of skills in all phases of the research process, including problem definition, data collection methods and sample design among others, is a major focus of the course.

**CMR2 550 E-Business Marketing Strategies.**

(3) (Prerequisite: CMR2 548) Strategic marketing issues associated with the expanding world of electronic business.

**CMR2 556 Buyer Behaviour.**

(3) (Prerequisites: CMR2 542 and CMS2 521) This course focuses on the behaviour of the consumer in the marketplace and the research approaches used to gain an understanding of that behaviour. Once sensitized to issues of human behaviour in this context, students develop a deeper understanding of the basic processes specific to consumer behaviour.

**CMR2 564 Marketing Communications - Strategic Approach.**

(3) (Prerequisite: CMR2 542) Marketing communications has a determining effect on transactions between buyers and sellers. In this context, students learn how advertising strategies are rooted in the connection linking marketing research, product definition and techniques of product positioning. Once students have developed an understanding of total communication strategies, specialty advertising and source communication tactics are examined. There is, moreover, a practical emphasis on the techniques of carry over effects of consumer-oriented advertising in the industrial/institutional context.

**CMR2 566 International Marketing.**

(3) (Prerequisites: CMR2 542 and CMS2 521) Marketing management considerations of a company seeking to extend beyond the confines of its domestic market. A review of product, pricing, channels of distribution and communications policies to develop an optimum strategy (between adapting completely to each local environment and standardizing across them) for arriving at an integrated and profitable operation. Particular attention to international marketing and exporting in the Canadian context.

**CMR2 590 Topics in Marketing.**

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the marketing area selected from current issues or themes in literature.

**CMS2 500 Mathematics for Management.**

(3) (Prerequisite: CMSC 000) (Note: "Mathematics for Management" must be completed in the first semester of the Diploma in Management program.) 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 514 Analysis: Manufacturing Systems.**

(3) (Prerequisite: CMS2 515) This course presents a framework for design and control of modern production and inventory systems, and bridges the gap between theory and practice of production and inventory management. The course develops analytical concepts in the area and highlights their applications in the manufacturing industry. The course is divided into three segments. The first segment looks at the production planning process and discusses in detail the resource allocation issues. The second segment deals with analysis and operation of inventory systems. The third segment integrates production planning and inventory control and looks at various integrated models for determining replenishment quantities and production lots.

**CMS2 515 Operations Management.**

(3) (Prerequisite: Core program) Introduction to decisions and trade-offs associated with production of goods and services.

Topics include technology planning (production process), design of production systems (capacity and location planning), control issues (production planning and inventory control, MRP/JIT, scheduling, quality and reliability and distribution planning), design for manufacturability, management of new technology (FMS, group technology and robotics) and management of services operations.

**CMS2 516 Total Quality Management.**

(3) (Prerequisite: CMS2 515) The objective of this course is to bring together several key concepts related to Total Quality Management. The topics include: Top Management Commitment, Leadership Style, Bench Marking, Employee Involvement, Human Resource Utilization, Employee Motivation, Quality Function Deployment, Statistical Techniques for Quality Improvement, including the seven tools of quality, statistical process control, design of experiments, Taguchi's methods and quality in the service industry.

**CMS2 518 Current Manufacturing Strategies.**

(3) (Prerequisite: CMS2 515) Design, management and improvement of operations: examination of systems used to coordinate processes, focusing on the use and management of technology as part of such systems.

**CMS2 521 Applied Management Statistics.**

(3) (Prerequisite: CMS2 500 or the Exemption by Examination Test) 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.

**CMS2 590 Topics in Operations Management.**

(3) (Prerequisite: CMS2 514 or CMS2 516) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the operations management area selected from current issues or themes in literature.

**CMSC 000 Foundations of Mathematics.**

(12 CE Units) (\$250.00) 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.

**CMSC 101 College Algebra and Functions.**

(3) (Prerequisite: CMSC 000 Foundations of Mathematics or Diagnostic Test) Linear and quadratic functions, exponential and logarithmic functions, applications. Sequences and series, mathematics of finance. Permutations and combinations. Introduction to probability. Matrices and systems of linear equations.

**CMSC 203 Survey of Basic Mathematics 1.**

(3) (Prerequisite: CMSC 101) Review of analytic geometry, limits, continuity, the derivative, differentiation rules, curve sketching, application to economics, elasticity, problems in optimization, related rates, the differential, log and exponential, continuous compounding, partial differentiation, method of Lagrange multipliers, method of least squares.

**CMSC 204 Survey of Basic Mathematics 2.**

(3) (Prerequisite: CMSC 203) Integration, separable differential equations, definite integrals, improper integrals, applications to probability density functions; double integrals, infinite series and Taylor approximations; the algebra of matrices and determinants, systems of linear equations, Gaussian reduction, linear dependence and independence of vectors.

**CORG 450 Workplace Health and Safety.**

(3) Basic components of effective health and safety policies, programs and current legislation (CSST, WHMIS, safety committees) focusing on proactive management to ensure employees have clearly defined accountabilities for accident prevention: hazardous materials, loss prevention, workers' compensation claims, employee assistance plans, work life quality, preventative health issues, and ergonomic standards.

**CORG 551 Behaviour in Organizations.**

(3) The implications for management and the essential concepts of social psychology such as motivation, perception, attitude change and organization. Group and organizational dynamics will be the major emphasis of the course. Classroom discussion and student participation is encouraged.

**CORG 552 Finance and Accounting Principles for HR Management.**

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Understanding financial statements and financial consequences of human resources management (HRM) decision-making on an organization and its bottom-line; examination of HRM implications of strategic finance issues: due diligence in mergers/acquisitions, financial commitments and liabilities associated with equity disputes and labour contract negotiations; legal and ethical implications of quantitative HRM issues.

**CORG 553 Employee and Labour Relations.**

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Industrial relations framework, its legal, political, social, economic, ecological and ethical subsystems. Processes governing union-management relations, collective bargaining and dispute resolution, and the roles of executives, supervisors, employees, employee representatives, HR-IR professionals in effective employee relations in unionized and non-unionized environments.

**CORG 554 Managing Occupational Health and Safety.**

(3) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) How to develop, implement and manage effective health and safety programs; competencies and roles of employees, supervisors, executives and HR; strategic, legal and ethical implications of legislation, risk behaviour; socio-psychological aspects of mental and physical health and safety issues; communications and training strategies.

**CORG 555 Strategic Human Resources Management.**

(3) (Prerequisite: CORG 551) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Linking HRM and business strategy; role of HR in the organization and alignment with strategic management. Overview of HR functional areas and the competencies required to become a successful HR professional; impact of HR policies, processes and practices on employees, teams and organizations, including legal and ethical implications.

**CORG 560 Staffing Organizations.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) HR planning and succession planning; organizational and job analysis; recruitment and selection processes which enhance individual performance and organizational effectiveness; recruitment and selection planning; validation and evaluation measurements.



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

Strategic, legal and ethical implications of staffing practices and decisions will be analyzed.

**CORG 561 Developing Human Resources.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Human performance technology and organizational learning models address individual, team and organizational performance problems: diagnosing workplace situations, identifying causes, selecting appropriate interventions, implementing change, and evaluating results; increasing client capability delivering results while considering internal and external factors affecting performance (competing pressures and resource constraints); strategic, legal and ethical implications.

**CORG 562 Total Compensation and Rewards.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Strategic compensation management within a behavioural framework to understand rewards and motivation, work satisfaction and performance. Use of financial and non-financial rewards to attract, retain and motivate. Legal, economic, ethical and culture-fit issues in the design and implementation of direct and indirect compensation policies and systems.

**CORG 565 Managing Human Resources Management Information.**

(3) (Prerequisites: CORG 555 and {[CORG 552] or [CFIN 512 and CACC 520]}) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) How to measure human resources management value and effectiveness; data sources relevant to strategic, operational, legal and ethical HR decisions: acquiring and analyzing data from HRIS, internet, surveys; methods to ensure validity of HR metrics. Survey of specialized computerized HRM applications.

**CORG 570 International Human Resources Management.**

(3) (Prerequisites: CORG 560 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management, Diploma in Management (Human Resources concentration), & Grad. Certificate in Human Resources Management.) Managing the global workforce; focus on the strategic and legal impact of global competition, and cross-national human resources management (HRM) issues; management of expatriates; global mindsets which impact HRM policies and the various HR functional areas (e.g. staffing, compensation, management development); ethical issues in international management.

**CORG 590 Topics in Human Resources Management.**

(3) (Prerequisites: CORG 555 and CORG 560 and CORG 561 and CORG 562) (Restrictions: Restricted to students in the Diploma in Human Resources Management. Diploma in Management (Human Resources Concentration), Grad. Certificate in Human Resources Management.) (Note: Content will vary from year to year.) Specialized course covering advanced topics in the human resources management area selected from current issues or themes in literature.

**CPDV 301 Risk Management.**

(3) This course emphasizes the importance of decision-making criteria in selecting among the various alternatives available in risk management. Management techniques treated are: the risk management concepts and objectives; risk management in an organization and its effect on profits; risk management techniques; risk identification and analysis; forecasting and comparing risks; property risks; income risks; liability risks; personnel loss risks; probability analysis; risk management decision-making and capital budgeting methods.

**CPDV 302 Risk Control.**

(3) (Prerequisite: CPDV 301) This course specifically

explores the selection, implementation and monitoring of risk control techniques which are essential in preventing or minimizing potential losses before they occur. Fault tree study, statistical analysis, contractual liability reviews and in-house safety programs are detailed. The course will examine the two dimensions of loss, frequency and severity, with particular attention on losses to property, people, net income and liability.

**CPDV 303 Risk Financing.**

(3) (Prerequisite: CPDV 301) This course explores the fundamentals of risk financing as they relate to the risk management process. The identification, implementation and monitoring of Risk Financing Techniques will be analyzed within the following guidelines: framework for risk financing; criteria for risk financing technique selection; insurance as a risk financing technique; financing property, net income, liability and personnel losses; accounting and some income tax aspects of accidental losses; implementing risk retention available options, including use of affiliated insurers; insurance pricing, selection of insurers and their representatives; risk cost allocation.

**CPDV 305 General Insurance 1.**

(3) This course will cover the theory and practices of insurance, policy construction and interpretation for major classes of personal insurance. Topics covered include: general concepts; the broker/agent, the insurer, the law; automobile and habitation insurance.

**CPDV 306 General Insurance 2.**

(3) (Prerequisite: CPDV 305) This course will cover the theory and practices of insurance, policy construction and interpretation for major classes of commercial insurance. Topics covered include: liability insurance and commercial property and multi-peril coverages.

**CPL2 524 Introduction: International Business.**

(3) (Core Program) This course deals with fundamental international business issues: the international business environment, foreign exchange risk, multinational corporations, international organizations, international sources of financing, international marketing policies, essential factors to be considered when entering foreign markets (licensing and exporting) and international management.

**CPL2 531 Leadership Theory and Practice.**

(3) (Prerequisite: Core program) Leadership theory and practice, including a broad survey of leadership theories and the factors responsible for leadership effectiveness.

**CPL2 532 Leading Change.**

(3) (Prerequisite: CORG 551) Leading and managing change issues, including the leader as a change agent and the change process itself. Various models of change and change leadership will be reviewed, as well as follower reluctance or resistance to change and strategies that leaders can use to gain follower commitment.

**CPL2 533 Developing Leadership Skills.**

(3) (Prerequisite: CORG 551) Role of leadership training and development in personal and organizational effectiveness. Assessing and developing personal leadership skills; developing leaders in organizational settings.

**CPL2 534 Transcultural Leadership.**

(3) Exploring leadership within a global and diverse context. A variety of trends that have made managing workforce diversity an essential competency for future leaders are reviewed, as are the emerging skills that managers need to develop to succeed in a global environment.

**CPL2 552 Strategic Management.**

(3) (Prerequisite: Advanced student) Includes analysis of major forces driving organizations, explores mission development, goal selection, corporate strategy, policy formulation for the benefit of all stakeholders. Discusses situations confronting senior managers in the competitive environment, includes topics such as the identification and evaluation of strategic alternatives, the management of control processes for increased productivity, etc.

**CPL2 553 Small Business Management.**

(3) (Prerequisites: CACC 520 and CMR2 542) This course

will focus on the concepts and activities of entrepreneurship in the small business environment. Through the analysis of small business situations and the study of related case material, students will learn the fundamental actions required in practice to start and manage a small business. Skill acquisition will be oriented toward learning to prepare a business plan.

**CPL2 554 International Business Policy.**

(3) (Prerequisite: CPL2 524) Development and application of conceptual approaches to general management policy and strategy formulation in multinational enterprises. Alternative forms of international business involvement; location strategy; technology transfer; ownership strategy; planning for international divestment. Emphasis on developing practical skills, using case studies and simulated negotiating exercises.

**CPL2 561 North America and Global Economy.**

(3) (Prerequisite: CPL2 524) Analysis, based on theory and practice, of corporate strategies in the Canada-United States-Mexico context. Public policy impact on corporate decision-making and alternative public policy options. Experience by major industrial sectors examined and compared with global strategies. Case studies.

**CPL2 590 Topics in International Business.**

(3) (Prerequisite: CPL2 524) (Note: Content vary from year to year.) Specialized course covering an advanced topic in the international business area selected from current issues or themes in literature.

**CPL2 595 Topics in Leadership.**

(3) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the leadership area selected from current issues or themes in literature.

**CPRL 220 Fundamentals of Fund-Raising.**

(3) Current status of fund-raising and philanthropy in Canada. Donor motivations, strategies for attracting support from different donor audiences, development of fund-raising campaigns for not-for-profits, charitable foundations, para-public and public-sector organizations. Role of donor organizations. Theoretical knowledge, technical skills and ethical considerations.

**CPRL 223 Basics of Public Relations.**

(3) An overview of public relations theory, principles and practice, including the development of the discipline and its role in society, its function in different organizations, and the techniques used in the different sub-specialties of the field.

**CPRL 224 Applied Public Relations Methods.**

(3) (Prerequisites: CPRL 223; EDEC 207) Analyze, plan, design and execute projects that extend and hone writing and presentation skills in a self-directed manner.

**CPRL 225 Media Relations.**

(3) (Prerequisites: CPRL 223; EDEC 207) Techniques used by organizations to communicate with stakeholders through public information media will be examined, including the media's context, objective and constraints using current issues in media.

**CPRL 226 Corporate Communications.**

(3) (Prerequisites: CPRL 223; EDEC 207) Issues and conditions affecting the communication of corporate issues and identity will be examined including corporate branding, financial communications, social responsibility, the reciprocal effects of internal and external publics, and planning and production of corporate communication vehicles.

**CPRL 227 Internal Communication.**

(3) (Prerequisites: CPRL 223; EDEC 207) An examination of how internal communication strategies are designed and implemented to ensure people within an organization work together effectively and efficiently to support the organization's business plan, including the definition and purpose of internal communications that add value, as well as

the communication needs of internal stakeholders.

**CPRL 228 Event Management.**

(3) (Prerequisites: CPRL 223 and EDEC 207) Effective use of public and media events for communication and relationship-building with key stakeholders, including research, identification of publics, design, timelines, logistics, protocol, speeches and programs, and dealing with suppliers, as well as promotion and evaluation of the event.

**CPRL 320 Public Relations Research.**

(3) (Prerequisites: CPRL 223; EDEC 207) A managerial perspective on the integration of research into the communications process for program development, monitoring and evaluation covering the types and uses of quantitative and qualitative research methods, and the application of research findings.

**CPRL 321 PR Issues Management.**

(3) (Prerequisite: CPRL 223; EDEC 207) Mechanisms by which organizations participate in the public policy process will be examined through an understanding of the social and political contexts where public issues occur and the inherent communication processes at all levels and specifically dealing with the roles of lobbying, media relations and social responsibility.

**CPRL 322 Cases in Public Relations.**

(3) (Prerequisites: CPRL 224 and CPRL 225 and CPRL 226 or CPRL 227 and CPRL 320 and CPRL 321; or contact department for registration approval) (Note: Students in their last semester may take CPRL 322 concurrently with the other courses they need to complete the certificate.) Preparation of communication plans for organizations and current situations will provide the opportunity to apply the knowledge gained throughout the program. In addition, recent developments and methods in key areas of practice will be addressed.

**CPRL 510 Fundamentals of Public Relations.**

(3) Survey and history of public relations practice, its various sub-specialties and its role in the organizational structure. Theories of communication and applications of theoretical knowledge in the field. Recent trends and best practices in both private and not-for-profit sectors. Professional ethics and associations.

**CPRL 515 Fund-raising and Philanthropy.**

(3) The organization as donor and as fund-raiser. Social, legal and regulatory context of fund-raising and corporate giving. Role and structure of foundations, government agencies and other donor organizations. Corporate community support. Fund-raising campaigns (planning and methods), donor relations, working with volunteer leadership, information management, ethics and accountability.

**CPRL 520 Applied Public Relations Communication.**

(3) (Prerequisite: CPRL 510) (Note: Given in a workshop setting, this course will allow students to improve their skills through practice, instructor feedback and peer evaluation. Owing to the nature of the subject matter, assignments must be submitted in English.) Identification, analysis and solution of communication problems in a variety of public relations contexts. Emphasis on planning, audience, research, content, effectiveness, language, editing and design of communication tools. Practical approaches to print and Internet communication, oral presentations, and writing for media.

**CPRL 530 Internal Stakeholder Communication.**

(3) (Prerequisites: CPRL 510 and CPRL 520) Communication with the full range of internal stakeholders, including employees, management, Board, volunteers and foundations, as well as audiences specific to the organization such as patients, students, members, etc. Topics include organizational culture, labour relations, mobilization of stakeholders and issues/change management (i.e. mergers, acquisitions, partnerships).

**CPRL 531 Media Context and Applications.**

(3) (Prerequisites: CPRL 510 and CPRL 520) Context in which media operate (regulation, ownership, practical constraints). Building relationships with journalists. Media



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐ Denotes courses with limited enrollment.



theory and current trends in media uses and technology. Strategies and tools for communicating through media, including message development, spokesperson training and media events. Crisis and risk communications.

**CPRL 532 Public Relations Event Management.**

(3) (Prerequisites: CPRL 510 and CPRL 520) Management of events in support of strategic organizational objectives for relations with investors, clients, employees, government, media or community. Special events as part of public awareness or fund-raising programs. Topics include planning, budgeting, financial support, logistics, protocol, working with suppliers and partners, promotion and evaluation.

**CPRL 535 Government Relations and Public Opinion.**

(3) (Prerequisite: CPRL 531) Government relations for organizations, at both the political and public service level, including lobbying, advocacy, and regulatory issues. Coalition building. Public opinion from a variety of angles, such as research methods and theory, as well as its relation to government and to information media. Media and democracy.

**CPRL 540 Communication Planning.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Students will interact with practitioners in the field. Considerable time will be required outside of classroom hours, as students will work in teams against tight deadlines. It is recommended that students not take on a heavy course load during the term they take this course.) Communication plans in real situations. Topics include environmental scanning, audits, strategy and implementation of plan, including timelines, budgeting, working with suppliers and consulting skills. Emphasis on evaluation and return on investment of communication.

**CPRL 541 Ethics in Public Relations.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) Public relations practitioner's role and influence in the ethical organization: corporate social responsibility, laws and regulations on governance, and public accountability. Legal and ethical behaviour related to sustainable development and globalization. The ethical public relations practitioner: professionalism, codes of ethics, issues in practice.

**CPRL 542 Financial Communications.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) Nature and function of capital markets, regulations of public trading, decision-making by institutional and retail investors and the role of the analyst. Functions of the financial communicator: road shows, financial statements, press releases, corporate presentations, annual reports and shareholder meetings. Corporate governance issues.

**CPRL 543 Diversity and Community Relations.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) Managing the relationships of organizations with local and cultural communities, including neighbours, grass roots associations, local government, and local and ethnic media. Areas of concern range from diversity within the workplace and trans-cultural leadership to globalization issues. Applications include town hall meetings, plant tours, neighbourhood events and community investment strategies.

**CPRL 590 Topics in Public Relations.**

(3) (Prerequisites: CPRL 530 AND CPRL 531) (Note: Content will vary from year to year.) Specialized course covering an advanced topic in the public relations management area selected from current issues or themes in literature.

**CTPT 205 Principles of Logistics 1.**

(3) (Corequisites: CMSC 101 and EDEC 205) Introduction to day-to-day management and control of the logistics function and how traffic and transportation, inventory management, packaging, customer service, communication systems and order processing activities impact an integrated organizational environment.

**CTPT 207 Transportation Law and Policy.**

(3) (Prerequisite: CEC1 206) Evolution of federal transportation policy, including the primary laws and tribunals the government uses to control and structure the Canadian

transportation industry in a global context: airlines, railways, marine and trucking; the Canada Transportation Act and the legal consequences of the National Transportation Policy and international transport policy.

**CTPT 220 Strategic Logistics.**

(3) (Prerequisite: CTPT 225) Basic principles of logistics and applying them to the role of marketing channels of distribution as a tool employed by marketers to compete with other companies. Focuses on important issues in logistics and market channel management and their relationship to strategic marketing.

**CTPT 225 Principles of Logistics 2.**

(3) (Prerequisite: CTPT 205) Infrastructure required to support logistics activities and flow, specifically warehousing, materials handling, packaging, logistics information systems, performance indicators, implementation strategies and how these elements interact to form an integrated logistics process.

**CTPT 347 Transportation Management.**

(3) (Prerequisite: EDEC 205) Structure and regulation of Canadian transportation industry, operational characteristics of modes of transportation, and competitive relationship between the modes and markets they serve. Examination of how carriers manage themselves including use of key performance indicators and role of transportation within logistics function and management of the supply chain.

**CTPT 410 International Trade and Logistics.**

(3) (Prerequisites: CTPT 207 and CTPT 220 and CTPT 347) Fundamentals required to successfully bring goods to market on a global scale, primarily focusing on logistics trade environment, obstacles and documentation required in international trade, with a focus on parties involved in import/export, legislative and liability, terms of trade, international cargo/cargo security and commercial documentation.

**CTPT 440 Supply Chain Management.**

(3) (Prerequisites: CTPT 207 and CTPT 220 and CTPT 347) Addresses various aspects of Supply Chain Management focussing on the critical components, challenges and issues. Topics include demand planning, network design, e-business and integrated logistics management.

**ECON 295 Macroeconomic Policy.**

(3) (Corequisite: MGCR 293) (Restriction: For B.Com. students) (Restriction: Not open to students who have taken or are taking ECON 330 or ECON 352) (Continuing Education: requirement for CMA, CGA, I.C.B., the EA of AACI, and the CRA) (Continuing Education: not open to full-time day students) This applied macroeconomics course focuses on current and recurrent macroeconomic issues important in understanding the public policy environment in which firms make their decisions. Topics include national accounts; national income determination; economic growth and fluctuations; money, monetary policy and financial markets; international trade and finance.

**EDEC 205 Communication in Management 1.**

(3) (Restriction: Placement test required) (Restriction: B.Com. students who have not taken EDES 201 or EDEC 202) (Because this course uses a workshop format, attendance at first class is desirable.) (Continuing Education: requirement for for the EA, AAC, and the Canadian Institute of Management) 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.

**EDEC 207 Communication in Public Relations.**

(3) (Restriction: Students in Public Relations Management Certificate only.) Identifying, analyzing, and solving communication problems in a variety of public relations contexts. Emphasis on news releases, media kits, informational and promotional materials, and oral presentations.

**EDPC 501 Helping Relationships.**

(3) (Offered through Continuing Education.) A course in the basic principles of human relationships and communication skills, approached from a theoretical and experimental viewpoint. An emphasis will be given to training in basic listening skills, interviewing techniques, and the interpretation of non-verbal behaviour and communication.

**EDPC 504 Practicum: Interviewing Skills.**

(3) (Offered through Continuing Education.) (Prerequisite: EDPC 501) This course will enable students to become practitioners in the field of Applied Social Sciences. Theoretical principles of the helping relationship will be applied in particular situations. Demonstration, lecture, role-playing and psychodrama techniques will be used.

**FINE 343 Managerial Finance.**

(3) (Restriction: For non-Finance students) (Prerequisite: MGCR 341) (Restriction: Only one of FINE 342 or FINE 343 can be counted for credit) (Continuing education: requirement for CGA, CMA, the Institute of Internal Auditors and the Canadian Institute of Management (in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.)) A second course in Finance for students not pursuing the Finance Concentration. Topics include short and long term asset and liability management, risk and diversification, and the nature of capital markets. Cases, lectures, projects and discussions.

**FINE 443 Applied Corporate Finance.**

(3) (Prerequisite: FINE 342) Concepts and techniques are applied to problems faced by managers in Corporate Finance, such as working capital management, capital budgeting, capital structure, dividend policy, cost of capital, and mergers and acquisition. Application of theory and techniques through case studies.

**INDR 294 Introduction to Labour-Management Relations.**

(3) An introduction to labour-management relations, the structure, function and government of labour unions, labour legislation, the collective bargaining process, and the public interest in industrial relations.

**INDR 494 Labour Law.**

(3) (Prerequisite: INDR 294) (Restriction: Management: Open to Labour-Management Relations Major students in U3) Introduction to the basic concepts of labour law relevant to the practice of industrial relations. Historical development of labour law in certain social and legal systems and the culmination in the legislative enactments and jurisprudence of Canadian jurisdictions and certain comparative foreign models.

**INDR 496 Collective Bargaining.**

(3) (Prerequisite: INDR 294) Principles of collective bargaining in Canada and abroad. Problem oriented. Mock collective bargaining sessions provide an opportunity for students to apply knowledge gained.

**INSY 331 Managing Information Technology.**

(3) (Prerequisite: MGCR 331) Tools and concepts necessary to manage information systems in an organization: hardware/software/telecom administration, knowledge discovery/management, web-technologies, and computer security. Focuses on both mechanical aspects of IT and conceptual understanding with regard to impact on business organizations.

**INSY 332 Accounting Information Systems.**

(3) (Prerequisites: MGCR 331 and MGCR 211) (Continuing

Education: requirement for CGA, CMA and the Institute of Internal Auditors) Accounting cycles and information flows and the systems that manage those flows. Principals of systems development and data management as relates to accounting information. Relationship between accounting applications and transaction processing systems. Practical experience with accounting packages.

**INSY 333 Systems Analysis and Modelling.**

(3) (Prerequisite: MGCR 331) First two phases of the software development life cycle. Techniques used to conduct system requirement analysis, practical application of the analyst role in identifying operational problems, defining information system requirements, working with technical and non-technical staff, and making recommendations for system improvement.

**INSY 341 Developing Business Applications.**

(3) (Prerequisite: MGCR 331) Fundamental programming techniques, concepts, and data structures. Discusses modularization and maintainability. Emphasis on facilitating communication and understanding between systems analysts and programmers to support decision-making.

**INSY 342 Advanced Application Development.**

(3) (Prerequisite: INSY 341) Object oriented design, modeling (UML) and programming techniques, including the creation of classes, the use of objects, inheritance, and other object oriented principles. Strong focus on problem solving techniques and ways in which programmers can support decision-making within an organization.

**INSY 422 Object Oriented Design.**

(3) (Prerequisite: INSY 342) (Restriction: Not open to students having taken COMP 202, COMP 203) (Prerequisite (Continuing Education): CCCS 301) Principals of the object oriented paradigm. Object technology, data management, and design principals related to business application development.

**INSY 431 System Design and Implementation.**

(3) (Prerequisites: INSY 333, INSY 437, and INSY 341) (Prerequisite-Continuing Education: CCCS 300, INSY 333, INSY 437) Latter phases of the software development life cycle. Techniques used to design and implement the results of the systems analysis. Practical application of IS team roles.

**INSY 432 Information Technology in Business.**

(3) (Prerequisite: INSY 333) Discusses the role of the information systems department within an organization, information systems resource management, staff organization and leadership, strategic systems, planning, and end-user computing. Focuses on key IT trends in industries such as banking, insurance, manufacturing, retailing & distribution, and health.

**INSY 434 Advanced Topics.**

(3) (Prerequisite: MGCR 331) Topic: IS in Financial Markets. Current topics in the area of information systems.

**INSY 436 Telecommunications Management.**

(3) (Prerequisites: MGCR 331 and INSY 333) This course addresses the challenges and issues managers face in delivering telecommunications and data networking services to their organizations. Using case studies and lectures, it explores technical and managerial aspects of data communications; local, wide-area and wireless networks; network protocols; Internet/intranets; client/server computing; network security and management.

**INSY 437 Managing Data & Databases.**

(3) (Prerequisite: INSY 333) (Management: students are encouraged to take this course as early as possible in their program.) Management of organizational data, implementation of database management systems, and the roles and responsibilities of data management personnel. Explores different models of data representation with an emphasis on the relational model; simple and complex SQL queries.

**INSY 438 Interface Design & Prototyping.**

(3) (Prerequisites: INSY 333 & INSY 341) (Corequisite: INSY 342) (Prerequisite-Continuing Education: CCCS 300) Practical and theoretical interface design & prototyping



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

principles and tools. Practical application of principles in an event-driven development environment.

**INSY 444 Managing Knowledge with Information Technology.**

(3) (Prerequisite: MGCR 331) Types of organizational knowledge and their value for organizations, analyzing knowledge processes, and assessing tools and technologies for managing knowledge.

**INSY 450 Information Systems Project Management.**

(3) (Prerequisite: MGCR 331) Practical principles of project management essential to successful IS development projects or other complex undertakings within an organization; includes methods for defining, planning, and scheduling activities and resources. Discusses managerial and behavioural issues.

**INSY 454 Technological Foundation for E-Commerce.**

(3) (Prerequisite: MGCR 331) (Restriction: A basic understanding of HTML is necessary.) Technology trends and vocabulary pertaining to current technology developments in E-Commerce. Practical IT skills in web application design, including ASP, XML, etc. Discusses business issues affected by the introduction of e-technologies.

**INSY 533 Information Systems Auditing and Security.**

(3) (Prerequisite: INSY 332 or CCCS 300) (Requirement for the Institute of Internal Auditors) This course considers problems and methods of establishing effective controls of computer systems at an advanced level. The student will learn how to review, and evaluate controls in a computer environment through the use of case studies. The student will also learn how to use computer assisted audit techniques to test computer controls.

**MGCR 211 Introduction to Financial Accounting.**

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) The role of financial accounting in the reporting of the financial performance of a business. The principles, components and uses of financial accounting and reporting from a user's perspective, including the recording of accounting transactions and events, the examination of the elements of financial statements, the preparation of financial statements and the analysis of financial results.

**MGCR 222 Introduction to Organizational Behaviour.**

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) Individual motivation and communication style; group dynamics as related to problem solving and decision making, leadership style, work structuring and the larger environment. Interdependence of individual, group and organization task and structure.

**MGCR 271 Business Statistics.**

(3) (Prerequisite: MATH 122 and 123 or equivalent) (Restriction: Not open to students who have taken or are taking MATH 204, MATH 324, PSYC 204, ECON 227, ECON 257) (You may not be able to receive credit for this course and other statistic courses. Be sure to check the Course Overlap section under Faculty Degree Requirements in the Arts or Science section of the Calendar.) Statistical concepts and methodology, their application to management problems. Topics include: descriptive statistics; probability theory, important distributions, sampling and sampling distributions, hypothesis testing, simple linear and multiple regression.

**MGCR 273 Introductory Management Statistics.**

(3) (Prerequisite: CMSC 101 College Algebra and Functions or Diagnostic Test) (Requirement for the Institute of Internal Auditors, CMA and CGA) Descriptive statistics, probability, random variables, binomial, poisson, normal distributions, sampling distribution of the mean, estimation, hypothesis testing, analysis of variance, tests of goodness of fit, simple linear regression, non-parametric statistics. Use of computer statistics package (no computer background needed). Application to problems in business and management.

**MGCR 274 Statistical Methods in Management.**

(3) (Prerequisites: CMSC 204; MGCR 273) (Requirement for the Institute of Internal Auditors) Review in greater depth some

topics introduced in Introductory Management Statistics. Further Topics: covariance, Bayes's Theorem, probability distributions, Power and OC curves, various tests, testing data for normality and particular distributions, multiple regression including polynomial and stepwise regression, diagnostics, indicator variables, autocorrelation, time series. Use of computer statistics package.

**MGCR 293 Managerial Economics.**

(3) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the CRA) The course focuses on the application of economic theory to management problems and the economic foundations of marketing, finance, and production. Attention is given to the following topics: price and cost analysis; demand and supply analysis, conditions of competition.

**MGCR 331 Information Systems.**

(3) (Restriction: Fall sections restricted to BCom students.) (Continuing Education: requirement for the Institute of Internal Auditors, CMA, CGA) (Prerequisite (Continuing Education): CMSC 101 College Algebra and Functions or equivalent Basic computer skills including DOS, Spreadsheets and Word-processing and Database.) (A special seminar will be available to those students who do not possess the above basic computer skills, at the students' own expense.) Introduction to principles and concepts of information systems in organizations. Topics include information technology, transaction processing systems, decision support systems, database and systems development. Students are required to have background preparation on basic micro computer skills including spreadsheet and word-processing.

**MGCR 341 Finance 1.**

(3) (Prerequisites: MGCR 271 or equivalent) (Continuing Education: requirement for CMA, CGA, the EA of AACI, and the Institute of Internal Auditors) An introduction to the principles, issues, and institutions of Finance. Topics include valuation, risk, capital investment, financial structure, cost of capital, working capital management, financial markets, and securities.

**MGCR 352 Marketing Management 1.**

(3) (Continuing Education: requirement for the Institute of Internal Auditors, and the Canadian Institute of Management) Introduction to marketing principles, focusing on problem solving and decision making. Topics include: the marketing concept; marketing strategies; buyer behavior; Canadian demographics; internal and external constraints; product; promotion; distribution; price. Lectures, text material and case studies.

**MGCR 360 Social Context of Business.**

(3) This course examines how business interacts with the larger society. It explores the development of modern capitalist society, and the dilemmas that organizations face in acting in a socially responsible manner. Students will examine these issues with reference to sustainable development, business ethics, globalization and developing countries, and political activity.

**MGCR 382 International Business.**

(3) An introduction to the world of international business. Economic foundations of international trade and investment. The international trade, finance, and regulatory frameworks. Relations between international companies and nation-states, including costs and benefits of foreign investment and alternative controls and responses. Effects of local environmental characteristics on the operations of multi-national enterprises.

**MGCR 423 Organizational Policy.**

(3) (Restriction: Open to U2, U3 students only) (Continuing Education: requirement for CMA, CGA, the Institute of Internal Auditors, and the Canadian Institute of Management - in addition to these, the course "Introduction to Business," CGMG 282 is also required for C.I.M.) Focus on the primary functions of general management: the formation of a corporate strategy that relates the company's opportunities to its resources, competence, and leadership style. Measures to improve organization effectiveness.

**MGCR 472 Operations Management.**

(3) (Prerequisite: MGCR 271 or equivalent) (Requirement for the Canadian Institute of Management) Introduction to decisions

and trade-offs associated with production of goods and services. Topics include technology planning (production process), control issues (production planning and inventory control, MRP/JIT, scheduling, quality and reliability and distribution planning), design for manufacturability, management of new technology (FMS, group technology and robotics) and management of service operations.

**MGPO 450 Ethics in Management.**

(3) (Restriction: U2 and U3 students only) An examination of the economic, legal and ethical responsibilities of managers in both private and public organizations. Through readings, case studies, discussions and projects the class evaluates alternative ethical systems and norms of behaviour and draws conclusions as to the right, proper and just decisions and actions in the face of moral dilemmas. The focus of this course is on the decision process, values and consistency of values of the individual and on the impact of systems control and incentives on managerial morality.

**MGSC 272 Advanced Business Statistics.**

(3) (Prerequisite: MGCR 271) (Restriction: Not open to students who have taken MGCR 272) Advanced multiple regression analysis, experimental design and factorial analysis, time series and forecasting.

**MGSC 373 Operations Research 1.**

(3) (Prerequisite: MGCR 271) (Prerequisite (CE): MGCR 273) (Restriction: Not open to students who have taken MGCR 373) (Note: Continuing Education: CMA Requirement) Topics include: introduction to decision analysis and risk attitudes, inventory control, linear programming and simulation. Emphasis on the formulation of problems and their solution by standard methods or by computer packages.

**MRKT 354 Marketing Management 2.**

(3) (Prerequisite: MGCR 352) The decision areas in marketing. Emphasis on the use of marketing theory and concepts in the solution of realistic marketing problems. Decision making in a marketing context using cases, some of which will be computer assisted, and readings.

**MRKT 355 Services Marketing.**

(3) (Prerequisite: MGCR 352) Services are fleeting and involve direct contact between the supplier and the buyer. Inventories disappear every time an aircraft takes off or the night passes for an hotel. Yet services have become the largest sector in modern Western economy and their importance shows every sign of continuing to grow. This course focuses on the key differences between product and services marketing and the skills that are necessary for the services sector.

**MRKT 357 Marketing Planning 1.**

(3) (Prerequisites: MRKT 354, MRKT 451, and MRKT 452 (Continuing Education: or Departmental approval)) (Restriction: Management: U3 students only) Marketing Planning is designed as a capstone to previous marketing courses; Structured approach to developing a marketing plan, proceeding from corporate mission and objectives through to detailed marketing mix programs. Lectures, discussions and cases. A field project provides marketing planning experience.

**MRKT 434 Topics in Marketing 1.**

(3) (Prerequisite: MGCR 352) (Corequisite (Continuing Education): MGCR 273) Current topics in marketing.

**MRKT 451 Marketing Research.**

(3) (Prerequisites: MGCR 352 and MGCR 271) Theoretical techniques and procedures common in marketing research. Topics include: research design, sampling, questionnaire design,

coding, tabulating, data analysis (including statistical techniques). Specialized topics may encompass advertising, motivation and product research; forecasting and location theory.

**MRKT 452 Consumer Behaviour.**

(3) (Prerequisite: MGCR 352) A study of basic factors influencing consumer behaviour. Attention is focused on psychological, sociological and economic variables including motivation, learning, attitude, personality, small groups, social class, demographic factors and culture, to analyze their effects on purchasing behaviour.

**MRKT 453 Advertising Management.**

(3) (Prerequisite: MRKT 452) (Prerequisite (Continuing Education): MGCR 352; MRKT 452 or Departmental approval) Surveys advertising and promotion in Canadian context. Examines activities as they relate to advertisers, the advertising agency and media. Stresses advertising by objectives as the approach to developing strategy and tactics. Real examples from current campaigns are the focal point of class discussions.

**MRKT 455 Sales Management.**

(3) (Prerequisite: MGCR 352) Responsibilities of the sales manager as they relate to the sales force. These include the selection of process, training alternatives, compensation and incentive plans, supervision and evaluation and budgeting and forecasting. Case studies and discussions of sales force models are used.

**MRKT 456 Business to Business Marketing.**

(3) (Prerequisite: MGCR 352) Decision-making and management of the marketing effort in a business to business (b-to-b) context, including the b-to-b marketing system; b-to-b purchasing; researching the b-to-b market; product, price distribution, selling and advertising decisions; strategies for business markets.

**MRKT 483 International Marketing Management.**

(3) (Prerequisites: MGCR 382 and MGCR 352, or permission of instructor) (Formerly MGMT 483) Marketing management considerations of a company seeking to extend beyond its domestic market. Required changes in product, pricing, channel, and communications policies. Attention to international trade and export marketing in the Canadian context.

**ORGB 420 Managing Organizational Teams.**

(3) (Prerequisite: MGCR 222 or permission of Instructor) (Continuing Education: requirement for I.C.B.) Theory, research, and applications Principles of team processes and effectiveness in organizational settings, specifically the theoretical developments and empirical findings of group dynamics and team effectiveness, and practical strategies and skills for successful management of organizational teams.

**ORGB 421 Managing Organizational Change.**

(3) (Prerequisite: MGCR 222 or permission of Instructor) (Continuing Education: this course cannot be taken for credit if ORGB 522 was already completed) Organizational change theory and techniques are examined with an emphasis on techno-structural interventions such as Quality-of-Work-Life approaches. Through simulations and case-studies, the course explores initiatives in organizational change, primarily in contemporary Canadian organizations. It also includes opportunities for "hands-on" experience in work and organization redesign.

**ORGB 423 Human Resources Management.**

(3) (Prerequisite: MGCR 222) (Requirement for the Institute of Internal Auditors) Issues involved in personnel administration. Topics include: human resource planning, job analysis, recruitment and selection, training and development, performance appraisal, organization development and change, issues in compensation and benefits, and labour-management relations.

**ORGB 424 Employment.**

(3) (Prerequisite: ORGB 423) (Prerequisite-Continuing



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

Education: ORGB 423) Reviews in sequence all aspects of the hiring of employees. Topics covered will include manpower planning, recruiting, selection, placement orientation, retirement and de-hiring. Each area will be covered from legal, technical and theoretical perspectives.

**ORGB 426 Human Resource Training and Development.**

(3) (Prerequisite: ORGB 423) Planning, conceptualization, design, implementation and evaluation of training and career development programs. Review of the major techniques in each area. Training and development approached from a systems point of view.

**ORGB 525 Compensation Management.**

(3) (Prerequisite (Undergraduate): ORGB 423) (Prerequisite (Continuing Education): MGCR 222) Compensation policies and practices, consistent with motivational theories, are examined. Topics include: design and evaluation of job evaluation systems, salary structures, and performance-based pay; compensation of special employee groups; and current pay equity laws. Projects and simulations provide "hands-on" experience in the use of compensation techniques.

## English Language Programs

**□CEEN 211 Functional English Grammar/Writing 1.**

(3) (39 hours) (Prerequisite: CEGE 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEEN 212 English Communication Practice 1.**

(3) (39 hours) (Prerequisite: CEGE 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEEN 221 Functional English Grammar/Writing 2.**

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEEN 222 English Communication Practice 2.**

(3) (39 hours) (Prerequisites: CEEN 211 and CEEN 212 or

Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEEN 331 Functional English Grammar/Writing 3.**

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives contextualisées dans des situations socioculturelles et professionnelles. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEEN 332 English Communication Practice 3.**

(3) (39 hours) (Prerequisites: CEEN 221 and CEEN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEEN 401 English Vocabulary in Context.**

(3) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Focuses on English communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrasal verbs and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

**□CEEN 402 English Communication and Cultural Patterns.**

(3) (Prerequisites: CEEN 331 and CEEN 332, or Entrance Placement Test (EPT), or Permission of the Director) Examines the impact of cultural patterns in communication in English. Intended for those visiting/working abroad, and/or dealing with international associates. Explores the fundamental cultural differences and business practices in the different regions of the world, and how the English language should be used in specific situations.

Destiné aux personnes qui séjournent ou travaillent à l'étranger, ou encore qui traitent avec des associés de divers pays, ce cours étudie l'effet des modèles culturels sur la communication en langue anglaise. Il inclut l'exploration des

différences culturelles fondamentales et des pratiques commerciales en usage dans diverses régions du monde, de même que les différentes façons dont la langue anglaise devrait être utilisée dans des cas bien précis.

**☐CEEN 411 English Grammar and Writing Techniques.**

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

**☐CEEN 412 English Oral Communication Techniques.**

(3) (39 hours) (Prerequisites: CEEN 331 and CEEN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

**☐CEEN 421 English Written Communication Contexts.**

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

**☐CEEN 422 English Oral Communication Contexts.**

(3) (39 hours) (Prerequisites: CEEN 411 and CEEN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEEN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

**☐CEGL 102 Basic English.**

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of Program Director) For students with little or

no knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en français à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

**☐CEGL 104 Elementary English 1.**

(11 CE Units) (60 hours) (Prerequisite: CEGL 102 or Entrance Placement Test or Permission of the Director) For students with basic knowledge of English, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base de l'anglais, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

**☐CEGL 106 Elementary English 2.**

(11 CE Units) (60 hours) (Prerequisite: CEGL 104 or Entrance Placement Test or Permission of the Director) Instruction in listening, speaking, reading and writing English, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue anglaise. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

**☐CEGL 228 Pronunciation Clinic 1.**

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 102 or Permission of Director) For students with an elementary-to-low-intermediate knowledge of English who require particular pronunciation practice. A basic overview of the English phonetic system with an emphasis on segmentals, linking and rhythm. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau débutant, élémentaire ou intermédiaire bas qui ont besoin d'une formation pratique pour améliorer leur prononciation en anglais. Une introduction de base du système phonétique avec un accent particulier sur les segments, le rythme et les liaisons. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

**☐CEGL 238 Pronunciation Clinic 2.**

(6 CE Units) (30 hrs) (\$215.00) (Prerequisite: CEGL 228 or CEEN 221 and CEEN 222 or permission of Director) For students with a mid-intermediate to advanced knowledge of English who wish to improve their pronunciation. A comprehensive overview of the English sound system with an emphasis on supra-segmentals, stress and intonation. Special attention will be given to individual pronunciation problems.

Pour les étudiants de niveau intermédiaire moyen et élevé et de niveau avancé qui souhaitent corriger ou améliorer leur prononciation en anglais. Une révision complète du système des



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐Denotes courses with limited enrollment.

sons de la langue anglaise avec un accent particulier sur les supra-segments, l'accentuation et l'intonation. Pédagogie dynamique. Les problèmes individuels seront traités avec une attention toute particulière.

**□CEGL 303 Sp Intensive English Beginners.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 313 Sp Intensive English Level 1.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 323 Sp Intensive English Level 2.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 333 Sp Intensive English Level 3.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 343 Sp Intensive English Level 4.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

**□CEGL 355 Sp Intensive English Level 5.**

(30 CE Units) (Prerequisites: Placement Test or Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing at elementary, intermediate and advanced levels. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in English in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

---

## French Language Programs

---

**□CEFN 211 Functional French Grammar/Writing 1.**

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 212) Designed for students at a Low Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and

communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEFN 212 French Communication Practice 1.**

(3) (39 hours) (Prerequisite: CFRN 106 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 211) Designed for students at a Low Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire bas qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEFN 221 Functional French Grammar/Writing 2.**

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 222) Designed for students at a Mid Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEFN 222 French Communication Practice 2.**

(3) (39 hours) (Prerequisites: CEFN 211 and CEFN 212 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 221) Designed for students at a Mid Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire moyen qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**□CEFN 331 Functional French Grammar/Writing 3.**

(3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 332) Designed for students at a High Intermediate level wishing to acquire competency in reading and writing at this level. Vocabulary and grammar through written/oral exercises and communicative activities embedded in social/work related situations, including linguistic accuracy needed in socio-cultural settings and in professional life.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en compréhension et expression écrites, une compétence propre à ce niveau. L'étude du vocabulaire et de la grammaire se fait par le biais d'exercices écrits et oraux, ainsi que par des activités communicatives menées dans un contexte socioculturel et professionnel. L'accent est mis sur la précision linguistique requise pour être efficace en société et au travail.

**□CEFN 332 French Communication Practice 3.**

(3) (39 hours) (Prerequisites: CEFN 221 and CEFN 222 or

Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 331) Designed for students at a High Intermediate level wishing to acquire oral and written communicative competence at this level. Vocabulary, grammar and strategies needed in professional life and in socio-cultural situations, including listening and communicative skills.

Ce cours s'adresse aux étudiants de niveau intermédiaire élevé qui veulent développer, en communication orale et écrite, une compétence propre à ce niveau. Il vise à développer le vocabulaire, la grammaire et les stratégies nécessaires pour interagir dans la vie professionnelle et dans diverses situations socioculturelles. L'accent est mis sur l'écoute et l'aptitude à communiquer.

**☐CEFN 401 French Vocabulary in Context.**

(3) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Focuses on French communication through the study of vocabulary and its function in discourse. Broadens the field and mode of oral/written communication by developing "lexical competence". Identifies the nature and role of words, phrases and idioms through the study of semantics and intense practice of vocabulary in context.

Ce cours se concentre sur la communication par le truchement de l'étude du vocabulaire et de ses fonctions dans le discours. Il cherche à développer une véritable « compétence lexicale » tant à l'oral qu'à l'écrit. L'enrichissement du vocabulaire se fera par l'identification de la nature et du rôle des mots, des locutions ou des expressions figées, par l'étude des champs sémantiques et par une pratique intensive favorisant le réemploi en contexte.

**☐CEFN 402 Persuasive French in Communication.**

(3) (Prerequisites: CEFN 331 and CEFN 332, or Entrance Placement Test, or Permission of the Director) Development of oral and written skills necessary for efficient communication in persuasive and argumentative situations, including argumentation mechanisms, and proposes a study of linguistic and discursive elements for the convincing transmission of complex ideas.

Ce cours vise à développer, tant à l'oral qu'à l'écrit, les compétences nécessaires pour communiquer efficacement dans des échanges argumentés. Il traitera des mécanismes de l'argumentation et proposera une étude des éléments linguistiques et discursifs permettant une transmission convaincante d'idées complexes.

**☐CEFN 411 French Grammar/Writing Techniques.**

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 412) Designed for students at an advanced level. Reviews grammatical structures. Explores specialized vocabulary and writing techniques for coherence, conciseness, clarity, accuracy, style, tone and audience. Strategies for revising, editing and effectively communicating the written message.

Ce cours propose aux étudiants de niveau avancé une révision des règles grammaticales, un examen du vocabulaire spécialisé et l'étude de stratégies permettant de rédiger avec plus de cohérence, de clarté, de concision, de précision et d'efficacité. Le cours présente aussi quelques techniques d'autocorrection.

**☐CEFN 412 French Oral Communication Techniques.**

(3) (39 hours) (Prerequisites: CEFN 331 and CEFN 332 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 411) Designed for students at an advanced level. Provides principles and practice of effective oral communication. Focuses on accuracy, interaction, meaning, and fluency in a variety of work-related situations, including techniques for informative, persuasive, argumentative, and impromptu speaking.

Ce cours permet aux étudiants de niveau avancé de développer et de mettre en pratique les techniques nécessaires à une communication orale efficace. L'accent est mis sur la précision linguistique, la compétence pragmatique et l'aisance requises dans une variété de situations professionnelles. Des techniques

propres à différents types de discours (informatif, persuasif, argumentatif, impromptu) sont aussi examinées.

**☐CEFN 421 French Written Communication Contexts.**

(3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 422) Designed for students at an advanced level. Emphasizes formal and informal advanced written communication for social/professional purposes in inter-personal, group and organizational settings. Focuses on a variety of North American and international contexts.

Ce cours permet aux étudiants de niveau avancé de s'exercer à la rédaction d'une grande variété de communications écrites répondant à des objectifs sociaux ou professionnels spécifiques: lettres ou documents formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications sont étudiées dans des contextes nord-américains et internationaux.

**☐CEFN 422 French Oral Communication Contexts.**

(3) (39 hours) (Prerequisites: CEFN 411 and CEFN 412 or Entrance Placement Test or Permission of the Director) (Corequisite: CEFN 421) Designed for students at an advanced level. Focuses on advanced formal and informal oral communication for social/professional purposes in inter-personal, group and organizational contexts. Explores the discourse of professional milieus in North American and international settings.

Ce cours permet aux étudiants de niveau avancé de s'exercer à une grande variété de communications orales répondant à des objectifs sociaux ou professionnels spécifiques : discours formels ou informels, adressés à des individus, à des groupes de personnes ou à des organismes. Ces communications orales sont étudiées dans des contextes nord-américains et internationaux.

**☐CFRN 102 Basic French.**

(11 CE Units) (60 hours) (Prerequisite: Entrance Placement Test or Permission of Program Director) For students with little or no knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammatical structures, phonetics and thematic vocabulary, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple day-to-day situations.

Conçu pour les débutants, ce cours vise à apprendre aux étudiants à écouter, parler, lire et écrire en français à un niveau de base. Les contenus du cours, notamment la grammaire, la phonétique et un vocabulaire thématique, aideront les étudiants à développer les aptitudes linguistiques et communicatives de base dont ils ont besoin pour interagir dans des situations simples de la vie quotidienne.

**☐CFRN 104 Elementary French 1.**

(11 CE Units) (60 hours) (Prerequisite: CFRN 102 or Entrance Placement Test or Permission of Director) For students with basic knowledge of French, classes will provide instruction in listening, speaking, reading and writing. Course content, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping the students develop the basic linguistic and communicative skills required to operate in simple social contexts.

Conçu pour les étudiants qui ont une connaissance de base du français, ce cours vise à développer les quatre savoirs : écouter, parler, lire et écrire. Les contenus du cours, notamment la grammaire, la phonétique, un vocabulaire thématique et des expressions usuelles, aideront les étudiants à consolider les aptitudes linguistiques et communicatives dont ils ont besoin pour interagir dans des situations simples de la vie sociale.

**☐CFRN 106 Elementary French 2.**

(11 CE Units) (60 hours) (Prerequisite: CFRN 104 or Entrance Placement Test or Permission of Director) Instruction in



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐Denotes courses with limited enrollment.



listening, speaking, reading and writing French, including grammar, phonetics, thematic vocabulary and functional expressions, is aimed at helping students develop the linguistic and communicative skills required to operate in various simple social and cultural contexts.

Ce cours vise à développer la compréhension et l'expression orales, la lecture et l'écriture en langue français. Il inclut l'étude de la grammaire, de la phonétique, du vocabulaire thématique et des expressions usuelles. Il vise aussi à aider les étudiants à acquérir les compétences linguistiques et communicatives dont ils ont besoin pour interagir dans des situations socioculturelles simples mais variées.

**□CFRN 313 Sp Intensive French Level 1.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 323 Sp Intensive French Level 2.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 333 Sp Intensive French Level 3.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 343 Sp Intensive French Level 4.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of

real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

**□CFRN 355 Sp Intensive French Level 5.**

(30 CE Units) (Placement Test of Permission of the Director) Classes will provide instruction in listening, speaking, reading and writing. Course content will offer a range of communicative activities aimed at teaching the student those linguistic skills required to operate comfortably in French in a variety of real-life settings. Instructional methods, including language laboratory and video sessions, have been designed to serve professional, academic and general needs.

Ces cours visent à apprendre aux étudiants à écouter, parler, lire et écrire le français aux niveaux élémentaire, intermédiaire et avancé. L'accent est mis sur l'écoute et la parole. Chaque cours comporte une gamme d'activités portant sur la communication et visant à inculquer à l'étudiant les connaissances linguistiques qu'il faut pour se sentir à l'aise en français dans diverses situations réelles. Les méthodes d'enseignement utilisées, notamment le laboratoire de langues et les séances audiovisuelles, ont été conçues en fonction des besoins professionnels, universitaires et généraux.

---

## General Studies

---

**CBUS 204 Effective Public Speaking.**

(6 CE Units) This course is designed for business and professional people who must deliver oral reports, papers, talks and speeches to all types of audiences and for those wanting to improve their communication skills in dealing with their employer, employees, colleagues and clients. Learn to speak effectively by developing your presentation and public speaking skills. This course is designed to help you relate your ideas clearly and effectively to audiences that are so vital to you and your organization. Weekly sessions feature theory, class participation, as well as constructive audience and instructor feedback in a friendly, relaxed and non competitive atmosphere.

**CENG 220 Industrial Process Control and Automation.**

(10 CE Units) (17 lectures of 3 hours) (\$398.00) (This course is offered in cooperation with the Instrument Society of America (Montreal Section). Further information about the course may be obtained by calling 514-845-6472 or fax 514-845-3245) A comprehensive introduction to the field of instrumentation and automation, suitable for engineering and technical personnel, and for people just starting in the field. Topics covered include: automatic control; measurement and primary elements; flow measurement; final control elements; automatic control theory; analysers; computers; distributed control systems; batch control and ladder diagrams; programmable controllers; selection and specification of instrumentation; review. Optional labs will complement the learning process.

**CENG 221D1 (8 CE Units), CENG 221D2 (8 CE Units) Project Management.**

(Students must also register for CENG 221D2) (No credit will be given for this course unless both CENG 221D1 and CENG 221D2 are successfully completed in consecutive terms) This course addresses the fundamental principles of project management, and the tools and techniques at our disposal to help achieve our goals. These principles, largely developed and tested on engineering projects, are being successfully applied

to projects of all sizes and types within the business world. Topics covered include: project definition and start up; planning, scheduling and estimating; approval process, including testing for alternatives; project information and control systems; resource selection and allocation, implementation; post-project evaluation; project management as a career; skills and knowledge required by professionals, including decision-making and resource allocation appropriate to project phases; integration with other disciplines, including accounting and finance. Students will have the opportunity to apply the principles they learn through lab sessions using the latest computerized project management tools.

**CENG 222 Risk Assessment: Ore Reserves/Mine Planning.** (16 CE Units) The new generation of conditional simulation technologies for assessing ore body uncertainty, effects on risk analysis and cash flow considerations. Emphasis on downstream applications pertinent to ore reserves, feasibility, design, development and planning stages of mining ventures, and financial optimization of relevant aspects of operations and production.

**CENG 223 Project Management: Bridging Theory and Practice.** (10 CE Units) (Note: Presented as a series of 3-hour lectures, this course is designed for Project Management practitioners and managers.) Issues and risks commonly occurring in project delivery. Practical issues confronted by today's practicing project managers; practical and actionable solutions.

**CHEM 150 World of Chemistry: Food.** (3) (Winter) (3 lecture hours/week) (No prerequisites) A series of lectures on the historical, practical, and simple chemical aspects of: food, food additives; vitamins; minerals, diet and cancer; dieting; water.

**CHEM 170 World of Chemistry: Drugs.** (3) (Fall) (3 lecture hours/week) (No prerequisites) Aspects of drugs including drug history, over the counter drugs (e.g. aspirin, cough remedies, allergy preparations), and street drugs. Significant attention will be paid to prescription drugs such as heart remedies and antibiotics.

**HSEL 308 Issues in Women's Health.** (3) (Fall) (Prerequisite: Introductory Psychology or Sociology or permission of the instructor) (Complementary course for the Women's Studies and Social Studies of Medicine Concentrations) Exploration of a wide range of topics on the health of women. Topics include use of health care system, poverty, roles, immigration, body image, lesbian health, and violence against women. Additional topics vary by year. A Health Science elective open to students in the Faculties of Arts, Science, and Medicine.

**HSEL 309 Women's Reproductive Health.** (3) (Winter) (Prerequisite: Introductory Psychology or Sociology or permission of the instructor) (Restriction: not open for credit to students who have taken HSEL 308 prior to September 1997) (Complementary course for the Women's Studies and Social Studies of Medicine Concentrations) Concepts of health and medicalization. Canadian and international perspectives. Topics include contraception, abortion, infertility, menstruation, menopause, new reproductive technologies, prenatal care, childbirth. Additional topics vary by year. A Health Science elective open to students in the Faculties of Arts, Science, and Medicine.

**RELG 254 Introduction to Sikhism.** (3) (Fall and Winter) An introduction to the historical and religious context in which the Sikh religion developed, its principal doctrines, practices and institutions and its

evolution from its origins to the present, both inside and outside India.

**YCBU N13 Project Management: Bridging Theory and Practice.** (0) Issues and risks commonly occurring in project delivery. Practical issues being confronted by today's practicing project managers and discusses practical and actionable solutions. Presented as a series of 3-hour lectures, this course is designed for Project Management practitioners and managers.

---

## Translation studies

---

**CCTR 222 English Usage for Translators.** (10 CE Units) (45 hrs) (\$275.00) Review of the major problems encountered by students when drafting texts in English. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard, regional and specialized vocabularies; textual analysis: structure of English texts at various levels (sentence, paragraph, etc.).

**CCTR 223 Le bon usage pour traducteurs.** (10 CE Units) (45 hrs) (\$275.00) Review of the major problems encountered by students when drafting texts in French. The following aspects will be studied: grammar: grammatical terminology, tenses, syntax; lexicon: standard and specialized vocabularies; textual analysis: structure of French texts at various levels (sentence, paragraph, etc.).

**CCTR 225 French Translation 1.** (3) (Restriction: Not open to students who have taken CCTR 220) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from English to French.

**CCTR 226 English Translation 1.** (3) An introduction to the principles of translation through careful analysis of selected texts and practice leading to improved skills in translating from French to English.

**CCTR 227 Spanish Translation 1.** (3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) An introduction to the principles of translation through careful analysis and translation of selected texts with a view to building competence in translating from English and/or French into Spanish.

**CCTR 230 Précis-Writing / Contraction: texte.** (3) (Bilingual course / cours bilingue) This course is intended to give translators additional training which will be of practical use in their work. The emphasis will be on the understanding and analysis of texts in order to determine the essential elements needed in précis writing. Exercises based on varied French and English texts are intended to familiarize students with the preparation of texts of a practical nature, e.g. reports, minutes, abstracts. The objective of the course is to train students to summarize a given text accurately and concisely in a way that respects the form and sophistication of the original text and exploits the idiomatic nature of the language.

Ce cours vise à donner au traducteur une formation complémentaire utile à son travail. L'accent sera mis sur la compréhension et l'analyse du texte pour en dégager les éléments essentiels à partir desquels l'étudiant aura à rédiger un résumé. Exercices à partir de textes français et anglais variés visant à donner à l'étudiant l'habitude de rédiger des textes d'ordre pratique : comptes rendus, procès-verbaux, condensés. L'objectif sera d'arriver à une expression juste et concise respectant la forme et le niveau du texte, la correction et le caractère idiomatique de la langue.

**CCTR 232 Documentation and Terminology/Documentation et**



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

☐ Denotes courses with limited enrollment.

**terminologie.**

(3) (Bilingual course / cours bilingue) Skills needed for research in documentation and terminology; on- and off-line use of databanks, Internet resources as well as various forms of records and corpora; introduction to MT (machine translation), CAT (computer-assisted translation) and localization.

**CCTR 233 Techniques: Rédaction pour traducteurs.**

(3) (en français) Les étudiants auront à rédiger d'une façon claire et concise en respectant les règles du code écrit. Ils apprendront à tirer profit de toutes les ressources stylistiques de la langue pour rendre leurs textes idiomatiques. Le cours portera sur différents aspects de la rédaction: publicité, rédaction commerciale, comptes rendus, communiqués de presse, et d'autres discours spécialisés.

**CCTR 234 Writing Techniques for Translators.**

(3) (In English) Students will practice writing clearly and concisely, respecting the rules for written expression. They will learn to make use of all the stylistic resources of the language to make the text idiomatic and readable. The course will include various specialized discourses such as advertising, business letters, résumés, press releases, etc.

**CCTR 237 Writing Techniques (Spanish).**

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Practice in writing clearly and concisely, respecting the rules for written expression. Use of all the stylistic resources afforded by the language to make the text idiomatic and readable, including various specialized discourses such as advertising, business correspondence, résumés and press releases.

**CCTR 310 Comparative Stylistics 2.**

(3) (Bilingual course / cours bilingue) Provides linguistic and stylistic comparisons between English and French in terms of their relation to the practical study of Translation. Comparative analysis of the structures of the two languages will be used to outline the common problems of translation and to develop strategies for dealing with them. The emphasis will be placed on problems of grammar, syntax and style.

**CCTR 317 Comparative Stylistics: Spanish/English/French.**

(3) (Prerequisite: Entrance exam) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Linguistic and stylistic comparisons among English, French and Spanish in relation to the practical study of translation. Comparative structural analysis of the languages is used to outline the common problems of translation and to develop strategies for dealing with them. Emphasis on grammar, syntax and style.

**CCTR 325 French Translation 2.**

(3) (Prerequisites: CCTR 225 and CCTR 226 or 679-220X/Y, and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from English into French, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

**CCTR 326 English Translation 2.**

(3) (Prerequisites: CCTR 225 and CCTR 226 and CCTR 310, or CCTR 220 and CCTR 310) (Restriction: Not open to students who have taken CCTR 320) Students will do specialized translation from French into English, e.g. management, real estate, insurance, and legal. There will also be practice in translating texts of a more general nature.

**CCTR 330 Text Revision/Révision: Texte 01.**

(3) (Bilingual course / cours bilingue) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Condition préalable: CCTR 325 et CCTR 326 [ou CCTR 320]) This course is designed to teach students the principles of evaluating and correcting texts written in English or translated from French into English. Students will learn proofreading techniques and editorial practices. The relation between the translating and the revising of a text will be studied.

Ce cours vise à inculquer à l'étudiant des principes pour

évaluer et corriger des textes rédigés en français ou traduits de l'anglais au français. On familiarisera l'étudiant aux techniques de la révision d'épreuves et au code typographique. La question des relations entre traduction et révision fera l'objet d'une étude.

**CCTR 331 Translation Theory/Practice.**

(3) (Bilingual course / cours bilingue) (Prerequisites: CCTR 225 and CCTR 226 [or CCTR 220]) (Condition préalable: CCTR 225 et CCTR 226 [ou CCTR 220]) Coordinated exercises in precise writing, translating, editing and revising. Review of contrastive grammar. Basic concepts of translation theory.

**CCTR 333 Spanish Translation (into French).**

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into French. Topics will cover areas of a general nature as well as business and administrative texts.

**CCTR 334 Spanish Translation (into English).**

(3) (Prerequisites: Proof of proficiency in Spanish; Permission of the Department) Designed for students with a good working knowledge of Spanish, the course provides training in translation techniques from Spanish into English. Topics will cover areas of a general nature as well as business and administrative texts.

**CCTR 337 Translation: German Into French.**

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to French. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

**CCTR 338 Translation: German Into English.**

(3) (Prerequisite: Entrance examination or permission of the Department) Designed for students with a good working knowledge of German, the course provides training in translation techniques from German to English. Topics for translation will cover areas of a general nature as well as commercial/administrative texts. Note: Students in the Department of German Studies may only take this course with the permission of their advisor.

**CCTR 340 Introduction to Spanish Text Revision.**

(3) (Prerequisites: CCTR 333 or CCTR 334; and CCTR 317) (Note: The languages used in the course are Spanish, English and French.) Principles of evaluating and correcting texts written in Spanish or translated into Spanish from English or French. Proofreading techniques and editorial practices. Relationship between translation and text revision.

**CCTR 360 Spanish Translation 2.**

(3) (Prerequisite: CCTR 227; and CCTR 333 or CCTR 334) (Note: Language of instruction: Spanish) The emphasis of this course is on translation from English/French into Spanish. Material chosen for this course will cover those areas which at the moment are in greatest demand: law, material related to international agreements on the environment; computer science, etc.

Cours de traduction anglais/français-espagnol. Les documents étudiés pendant le cours couvrent des sujets particulièrement d'actualité : droit, accords internationaux sur l'environnement, informatique, etc.

**CCTR 401 Independent Studies: Translation.**

(3) (Prerequisite: Permission of the Program Director) (Condition préalable: autorisation du directeur du programme) Research, reading and special projects, permitting independent study under the guidance of a staff member specializing in the field of interest. Projects will have to be arranged individually with the instructors. A detailed study proposal must be submitted to the Director during the first week of class.

Recherche, lecture et projets spéciaux, permettant des études indépendantes sous la direction d'un membre du personnel spécialisé dans le domaine choisi par l'étudiant(e). Les projets

doivent être conçus individuellement avec les chargés de cours. Projet d'étude détaillé à présenter au directeur pendant la première semaine de cours.

#### **CCTR 433 French Translation 3.**

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

#### **CCTR 434 English Translation 3.**

(3) (Prerequisites: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. management, legal, computer technology, and engineering).

#### **CCTR 435 French Translation 4.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 431) This course concentrates on translating texts from English into French. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

#### **CCTR 436 English Translation 4.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) (Restriction: Not open to students who have taken CCTR 432) This course concentrates on translating texts from French into English. Texts of specialized domains will be used (e.g. health and environmental sciences and computer software programs). Localization techniques will be studied.

#### **CCTR 437 Spanish Translation 3.**

(3) (Prerequisites: CTR 317 and CCTR 360) (Note: The languages used in the course are Spanish, English and French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including management, finance, and international and monetary economics.

#### **CCTR 438 Spanish Translation 4.**

(3) (Prerequisite: CCTR 437) (Note: The languages used in the course are Spanish, English and/or French. Besides proven level of competence in the two languages of the chosen option, eligible students must have a working knowledge of the third language.) Translation and localization of materials/texts from French and/or English into Spanish. Concentration on specialized domains including technical, legal, medical, and computer technology and software.

#### **CCTR 441 Traduction Littéraire-Français.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (English into French) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

#### **CCTR 442 Traduction Littéraire-Anglais.**

(3) (Prerequisite: CCTR 325 and CCTR 326 [or CCTR 320]) Translation (French into English) of prose of literary quality ranging from the critical essay to the descriptive or psychological novel.

#### **CCTR 500 Translation Practicum.**

(3) (Prerequisite: CCTR 232, CCTR 233 or CCTR 234, CCTR 431 or CCTR 432, or equivalent and departmental permission) (Conditions préalables: CCTR 232, CCTR 233 ou CCTR 234, CCTR 431 ou CCTR 432, ou l'équivalent et autorisation du département) Students produce translated texts in a simulated translation office. A reviser will work with students under the guidance of the course instructor. The Practicum provides access to technology and documentation while teaching basic skills in practice development.

Les étudiants traduisent des textes à un service de traduction virtuel. Un réviseur travaillera avec les étudiants, en collaboration avec le chargé de cours. Accès à certaines technologies et à de la documentation.

#### **CCTR 501 Traductologie.**

(3) The nature of this course is theoretical as well as

practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from English into French will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation. Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use Think-Aloud Protocols (TAP) whenever possible.

Ce cours est à la fois théorique et pratique. L'étudiant est d'abord appelé à se pencher sur les travaux de certains théoriciens et traducteurs, puis à mettre en pratique les théories les plus utiles. Les textes à traduire d'anglais en français seront soumis à une analyse visant à en dégager les particularités textuelles (propriétés morphosyntaxiques et stylistiques), mais aussi le contexte situationnel complexe, le « discours » interlingue et interculturel. Ce travail vise à montrer clairement que le traducteur participe à une activité de communication dont la portée dépasse très largement la simple dimension textuelle, prévenant ainsi le recours abusif au modèle linguistique classique de la traduction. Certains sujets comme la médiation culturelle et linguistique seront abordés. Pour leur permettre de se familiariser avec les processus cognitifs, les étudiants seront dans la mesure du possible regroupés par deux et encouragés à privilégier la réflexion à voix haute.

#### **CCTR 502 Translation Studies.**

(3) The nature of this course is theoretical as well as practical. Students will study the works of relevant theorists and translators and then proceed to apply in practice the most relevant theories. The texts used for translation from French into English will be analyzed not only to expose their textual aspects, i.e. the morpho-syntactical and stylistic qualities, but also their complex situational framework, the interlingual and intercultural "discourse". These aspects clearly show the translator to be a participant in a much broader communicative activity than the merely textual and discourages the over dependence on the traditional linguistic model of translation. Topics such as culture and language mediation will be considered. To strengthen student-awareness of cognitive processes, pairs of students will be encouraged to use TAPs whenever possible.

#### **CCTR 510 Computer Assisted Translation / Informatique en traduction.**

(3) (Prerequisites: CCTR 501 or CCTR 502) (Conditions préalables: CCTR 501 ou CCTR 502) This course prepares the student for this vital approach to translation through its hands-on introduction to and use of IT applied to translation. The course consists of three major interrelated parts. Basic information necessary for the production of present day translations: operating systems and word processing. Use of programs and techniques essential for the production of quality products: Term-banks (Termium, BTQ, Eurodicautom), Personal Term-bank (Proterm), Optical Character Readers (OCRs); Auxiliary software programs that help faster processing; Electronic mail and fax for speedier contact and transfer of information by modem; Desk-top publishing. Study of the various translation specific software programs available for Computer Aided Translation (CAT) such as ATAQ, NATUREL, EDIBASE, DOCUCOMP and COMPARITE Machine Translation such as Systran, PowerTranslator, TranslationManager/2.

Grâce à son introduction pratique et à l'application des technologies de l'information à la traduction, ce cours permet à l'étudiant de se familiariser avec une méthode de traduction essentielle. Il est divisé en trois grandes parties étroitement liées. Données de base nécessaires au travail du traducteur



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

□ Denotes courses with limited enrollment.

systèmes d'exploitation et traitement de texte. Utilisation de programmes et de techniques essentielles à la production de travaux de qualité : banques de terminologie (Termium, BTQ, Eurodicautom); banque de terminologie personnelle (Proterm); lecteurs optiques de caractères; logiciels auxiliaires permettant d'accélérer le traitement; courrier électronique et télécopieur permettant d'accélérer les échanges et de procéder au transfert de données par modem; éditique. Étude de divers logiciels de traduction assistée par ordinateur (ATAO, NATUREL, EDIBASE, DOCUCOMP et COMPARITE). Systèmes de traduction automatique (Systran, PowerTranslator, TranslationManager/2).

#### **CCTR 511 Traduction Spécialisée 1.**

(3) (Prerequisite: CCTR 501) (Condition préalable: CCTR 501) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 512 Specialized Translation 1.**

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. commercial and legal, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 513 Traduction Spécialisée 2.**

(3) (Condition préalable: CCTR 501) Analyse de plusieurs langues de spécialité (médicale et scientifique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le

leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 514 Specialized Translation 2.**

(3) (Prerequisite: CCTR 502) (Condition préalable: CCTR 502) An in-depth analysis of several text worlds i.e. scientific and medical, and the challenges they represent for the translator. The seminar examines the specialized aspects of a given text and the approaches translators have at their disposal to assist them in solving the particular problems these represent. Specialists in the different fields will be invited to give their expert opinions and discuss the various aspects of their specialty. The class will be divided into groups with the same or related areas of specialization. Oral presentations will expose students to background knowledge about other fields, thus providing as wide as possible a range of competence.

Analyse de plusieurs langues de spécialité (commerciale, juridique) et les défis qu'elles représentent pour le traducteur. Séminaire qui identifie les problèmes spécifiques d'un discours spécialisé donné et les modalités offertes au traducteur pour les résoudre. Des spécialistes de différents domaines seront invités pour exposer aux étudiants leurs expériences et opinions de spécialiste. Dans la classe se formeront des groupes selon les domaines de spécialité en commun. Ils travailleront sur différents types de textes en rapport avec ces domaines. Les exposés oraux donneront aux étudiants de l'information sur des domaines autres que le leur et une connaissance plus vaste que celle qu'on trouverait dans un cours magistral traditionnel.

#### **CCTR 515 Les Classiques Anglais.**

(3) This course will expose students to the translations of major literary works written in the English language. The methodology involves a diachronic and synchronic analysis on a comparative basis. Students will be able to study the stylistic characteristics of great translators who have successfully transmitted the cultural background and stylistic characteristics of great authors, and who in that process have created "new" classics in their own right, which in turn have made a significant contribution to French culture and civilization.

Ce cours permet aux étudiants d'aborder l'étude des traductions de grandes oeuvres de la littérature anglaise. La méthodologie repose sur l'analyse diachronique et synchronique comparative. Les étudiants pourront ainsi étudier les propriétés du style de grands traducteurs qui ont su respecter le contexte culturel et le style des oeuvres de grands auteurs et ont ainsi créé de « nouveaux classiques » qui sont venus enrichir la culture et la civilisation françaises.

#### **CCTR 516 The French Canon in Translation.**

(3) This seminar focuses on translations of some of the important texts in the French cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to highlight the cultural and linguistic contributions of translations from one cultural community to another and how they may influence one's perception of the English language and culture.

#### **CCTR 517 Histoire Différentielle: Français.**

(3) Following a general introduction to the evolution of the French language from Old and Middle French through the French of the 16th, 17th, 18th and 19th centuries, the main focus of this course will be on the geographical variations and recent changes in the French language as it is used today within the countries of the French-speaking world (francophonie and créolophonie). Students will analyze the cultural context of the language in a variety of texts. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

Après une introduction générale portant sur l'évolution de la langue française (le vieux et le moyen français, le français des XVIe, XVIIe, XVIIIe et XIXe siècles), ce cours porte principalement sur les variantes géographiques et l'évolution récente du français aujourd'hui en usage dans les pays francophones (francophonie et créolophonie). L'étudiant pourra analyser le contexte culturel de la langue d'un éventail de textes. Des extraits de textes représentant un vaste éventail de régions et de périodes permettent aux étudiants de se

familiariser directement avec cet aspect de la traduction.

#### **CCTR 518 Differential History of English.**

(3) This course offers a brief chronological survey of the linguistic development of the English language. Although students will study the language from Middle English onwards, and some initial attention will be paid to the prehistory of English (the Indo-European and Germanic languages) and Old English, the main focus will be on the lexical and grammatical changes of Present Day English and the regional varieties that have developed throughout the English-speaking world, as these are especially pertinent to the contemporary translator. Sample texts will be chosen from a wide variety of regions and periods to give students practical experience in dealing with this aspect of translation.

#### **CCTR 519 Guided Cultural Reading / Lectures culturelles dirigées.**

(3) Under the guidance of the lecturer, students will establish their corpus based on a reading list. During class meetings students will present oral analyses and evaluations of the works they studied, taking into account their particular area of interest. Topics will cover among others national and international social, political and religious institutions and issues.

Sous la direction du chargé de cours, l'étudiant choisit ses lectures sur une liste. En classe, les étudiants font à tour de rôle des exposés oraux où ils analysent et évaluent les oeuvres étudiées en tenant compte de leur champ d'intérêt particulier. Les textes étudiés portent notamment sur des institutions et questions sociales, politiques et religieuses nationales et internationales.

#### **CCTR 520 Applied Research: Lexicography/Recherche en lexicographie.**

(3) (Prerequisites: CCTR 501 or CCTR 502 and CCTR 510) (N.B. Each student can do research in his or her chosen field of concentration) (Conditions préalables : CCTR 501 ou CCTR 502 et CCTR 510) (Nota: Chaque étudiant peut faire sa recherche dans son champ de concentration) The material of this course can be divided into three major parts: The study of the basic structures of the lexicon, lexical units, word formation, lexical norms and standardization. A comparative study of certain aspects of the English and French lexicons and their varieties in the context of translation in Canada. Research in a specialized language domain normally considered beyond the scope of general language lexicons.

Ce cours comporte trois grands volets : Étude des structures fondamentales du lexique, des unités lexicales, de la formation des mots, des normes lexicales et de la normalisation. Étude comparative de certains aspects des lexiques anglais et français et de leurs variantes dans le contexte de la traduction telle qu'elle se pratique au Canada. Recherche dans une langue de spécialité sortant du cadre des lexiques généraux.

#### **CCTR 521 Advanced Comparative Stylistics.**

(3) The course provides an in-depth analysis of Spanish stylistics in comparison with English and French. The analysis of the structures of the Spanish language will be used to outline common problems of translation and to help students develop strategies for solving them. Students who are proficient in either English or French will be asked to do comparative studies of Spanish and their target language. Active participation in workgroups (oral and written) is essential since students will apply in practice what they have seen in theory. Objectives: To perfect students' knowledge of such concepts as language level, barbarisms, false cognates, and principles of correct usage; to provide an in-depth study of translation procedures and mechanisms, emphasizing the stylistic differences in language pairs; to examine and compare the underlying structures of Spanish and the target language used by the student.

Stylistique comparée de l'espagnol (niveau avancé). Ce cours propose une analyse approfondie de la stylistique comparée de l'espagnol et de l'anglais et du français. L'analyse des structures de l'espagnol permet de dégager des problèmes de

traduction communs afin d'aider les étudiants à mettre au point des stratégies pour les résoudre. Les étudiants doivent réaliser diverses études comparatives de l'espagnol et de leur langue cible. La participation active à des groupes de travail (travaux oraux et écrits) est essentielle, car les étudiants doivent mettre en pratique ce qu'ils ont appris dans le cadre des cours théoriques. Objectifs : Permettre à l'étudiant d'approfondir certaines notions comme les niveaux de langue, les barbarismes, les faux-amis et les règles du bon usage. Permettre l'étude approfondie des procédés et mécanismes de traduction et surtout des différences stylistiques que présentent les deux langues choisies. Examiner et comparer les structures sous-jacentes de l'espagnol et de la langue cible choisie par l'étudiant.

#### **CCTR 522 Advanced Précis - Writing (Spanish).**

(3) The emphasis of this course will be on the understanding and in-depth analysis of a variety of texts of various areas in order to determine which are the essential elements needed in précis-writing. The exercises, which will be of a very practical nature, will include the summarizing of reports, minutes and abstracts. Students will learn to summarize texts accurately and concisely in a way that respects the form and rhetoric of the original text and exploits its idiomatic nature. Objectives: The student will perfect skills in analytical reading of texts for contents and structure skills in rendering the texts in a condensed form the capacity to synthesize.

Ce cours met l'accent sur la compréhension et l'analyse de textes de différents domaines pour en dégager les éléments essentiels nécessaires à la rédaction d'un résumé. Les exercices de nature très pratique consistent notamment à faire la contraction de rapports, de comptes rendus et de résumés. L'étudiant doit en arriver à une expression juste et concise qui respecte la forme et le style du texte original et en fait ressortir le caractère idiomatique. Objectifs : L'étudiant devra se perfectionner dans les domaines suivants : aptitude à analyser un texte pour en dégager le contenu et la structure; aptitude à rendre un texte en le résumant; capacité de synthèse.

#### **CCTR 523 Text Revision in Spanish/Révision de textes en Espagnol.**

(3) This course is designed to perfect the students' knowledge of the principles of evaluating and correcting texts written in Spanish and translated into English or French. Proofreading techniques and editorial practices will be studied and practiced. The relation between the translating and revising of a text will also be studied. Work will also be done using texts translated from English or French into Spanish when appropriate. Objectives: To make students fully aware of the fact that for good text revision one must take into consideration not only correct spelling and grammar, but also the message, style and targeted readers of the original text.

Ce cours doit permettre à l'étudiant de mieux se familiariser avec les principes de l'évaluation et de la correction de traductions en anglais ou en français de textes espagnols. Les techniques de correction d'épreuve et de rédaction y sont abordées et mises en pratique. On y traite également des rapports entre la traduction et la révision. Certains travaux porteront au besoin sur des traductions en espagnol de textes anglais ou français.

#### **CCTR 524 Differential History of Spanish.**

(3) Following a general introduction to the evolution of the Spanish language from the Medieval period, through the Golden Age to Modern Spanish, the main focus of this course will be on the geographical diversity of the Spanish language. Usage in Spain will be contrasted with the forms used in the different parts of Latin America. Students will also analyze the cultural context of the language in a variety of texts.

Après une introduction générale retraçant l'évolution de l'espagnol (le Moyen Âge, l'âge d'or et l'époque actuelle), le cours porte principalement sur la diversité géographique de l'espagnol. L'usage en Espagne sera comparé aux formes en usage dans différents pays d'Amérique latine. L'étudiant devra également analyser le contexte culturel de la langue de divers textes.

#### **CCTR 525 Spanish Canon in Translation.**

(3) This seminar focuses on translations of some of the



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.

important texts in the Spanish cultural canon. The methodology involves diachronic and synchronic analysis on a comparative basis. The objective is to demonstrate how translations can contribute to and influence, sometimes profoundly, the perception and understanding of Hispanic culture.

**CCTR 526 Linguistics for Translation / La linguistique et la traduction.**

(3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) This course is designed to give the student an overview of the scientific study of language and the manner in which it can be applied to translation. Students will apply their theoretical knowledge in a series of practical exercises on the various topics. The course consists of three major parts: a) A presentation of the basic concepts of linguistics. b) A study of the mechanics of language with a particular emphasis on morphology and syntax and the use of the writing code. Application of the concepts of deep structure and surface structure to help in the decoding and encoding of texts in two different languages. c) A study of the theories of socio- and psycholinguistics as applied to translation.

Ce cours vise à donner à l'étudiant une vue d'ensemble de l'étude scientifique du langage et de ses modalités d'application à la traduction. Des exercices pratiques portant sur divers sujets permettent à l'étudiant de mettre en pratique ses connaissances théoriques. Le cours comprend trois grands volets : a) Une présentation des notions de base de la linguistique; b) Étude des mécanismes du langage et particulièrement de la morphologie, de la syntaxe et du code écrit. Application des notions de structure profonde et de structure superficielle pour faciliter le décodage et le codage de textes dans deux langues; c) Une étude des théories de la socio- et de la psycholinguistique appliquées à la traduction.

**CCTR 527 History of Translation/Histoire de la traduction.**

(3) (Prerequisites: CCTR 501 or CCTR 502) (Condition préalable : CCTR 501 ou CCTR 502) In this course students will study the main trends in translation in the West from Antiquity to the present. Through a study of the most significant approaches to translation and the representatives of the different schools of thought through the ages, students will obtain an overview of the development of the profession. The course consists of two major parts: A diachronic study of language mediation and its role within the different cultures and the in-depth study of specific topics of outstanding importance within the evolution or translation.

Ce cours porte sur les grands courants de la traduction en Occident, de l'Antiquité à l'époque moderne. Fondé sur l'étude historique des courants les plus marquants et des grands représentants des différentes écoles, il propose une vue d'ensemble de l'évolution de la profession. Il comporte deux grands volets : une étude diachronique de la médiation du langage et de son rôle dans différentes cultures, l'accent étant mis sur la traduction de textes. L'étude approfondie de certaines questions précises qui revêtent une importance exceptionnelle pour l'évolution de la traduction.

**CCTR 528 Current Cultural Topics.**

(3) In this course the emphasis is on practical cultural studies. Students will be presented with the most recent developments in society on a variety of topics such as culture, national and international politics or popular science and technology in order to master the key vocabulary used in the different areas. The main objective of the course is to expose students to significant new topics of general interest in society with specific vocabularies in both English and French. Third languages will be accommodated whenever possible. Students will do practical work in terminology as well as field research.

Questions d'actualité : Ce cours met l'accent sur les études culturelles à caractère pratique. Il s'agit d'un tour d'horizon des événements les plus récents survenus dans divers domaines comme la culture, la politique nationale et internationale ou la vulgarisation scientifique et technologique que vise l'acquisition du vocabulaire de base de chaque domaine. L'objectif primordial du cours est de permettre aux étudiants de se familiariser avec de nouvelles questions sociales d'intérêt général et avec le vocabulaire anglais et français qui s'y

rapporte. Dans la mesure du possible, on tiendra également compte d'une troisième langue. L'étudiant devra faire des travaux pratiques de terminologie et mener une recherche sur le terrain.

**CCTR 529 Text Revision/Révision: Texte 02.**

(3) This course is designed to provide students with advanced practice in evaluating and correcting texts written in English or French. Students will perfect their proofreading techniques and editorial practices. The texts will be of a specialized nature so as to expose students to the more complicated aspects. Accuracy will be stressed. During workshop activities students will be encouraged to work in pairs and use TAPs whenever possible.

Ce cours vise l'acquisition de techniques poussées d'évaluation et de correction de textes anglais et français. Les étudiants y perfectionneront leurs techniques de correction d'épreuves et de rédaction. Le travail portera sur des textes spécialisés afin que les étudiants puissent se familiariser avec les aspects les plus complexes du travail. L'accent sera mis sur la précision. Durant les ateliers pratiques, les étudiants seront invités à travailler deux par deux et à privilégier le plus possible la réflexion à voix haute.

**CCTR 551 Comprehensive Evaluation/Évaluation globale.**

(0 CE Units) (\$100.00) Upon completion of each course, the student will select the best work produced for that course. It will be set aside to form part of the "best-work" portfolio which the student will present to a graduating committee after completing all required and complementary courses. The selection of material for this purpose will be done in collaboration with the student's adviser and in such a way as to reflect all different aspects of the knowledge acquired by the student over the duration of his studies and to highlight the particular aspects and relevance of each of their courses.

À la fin de chaque cours, l'étudiant devra choisir son meilleur travail et le verser au dossier des travaux qu'il soumettra à un comité une fois qu'il aura mené à bien tous les cours obligatoires et facultatifs de son programme. Le choix de ces travaux se fait avec la collaboration du conseiller de l'étudiant; il reflète tous les versants des connaissances acquises par l'étudiant durant ses études et met en lumière les particularités et la pertinence de chaque cours suivi.

**CPRT 211 Portuguese First Level.**

(10 CE Units) (45 hrs) Frequent and systematic drill is used to develop rapid responses to spoken Portuguese and to enable the student to read quickly.

**CPRT 221 Portuguese Second Level.**

(10 CE Units) (45 hrs) (Prerequisite: CPRT 211) Conducted entirely in Portuguese and its aims are to speed up fluency, to achieve correctness of pronunciation, and to give a review of grammatical structures. Oral and written exercises will be given. Readings will be taken from modern Portuguese and Brazilian literature.

**CSPN 211 Spanish 1.**

(10 CE Units) Designed to help students develop a basic knowledge of the Spanish language sufficient to communicate both orally and in writing in everyday situation. Differences between Latin American and Peninsular pronunciation and vocabulary will be discussed. Use of language and computer laboratories is an integral part of the course.

**CSPN 221 Spanish 2.**

(10 CE Units) (Prerequisite: Spanish 1 or equivalent) (45 hours) Course conducted entirely in Spanish. It aims to improve fluency, to achieve correctness in pronunciation, and to give an initial review of grammatical structures. Oral and written exercises form an integral part of the course. Cultural readings will be taken from literature (short stories), the Web, and newspapers.

**CSPN 231 Spanish 3.**

(10 CE Units) (Prerequisite: Spanish 2 or equivalent) (45 hours)

Designed to help students acquire an Intermediate-High level of proficiency by further developing the four language skills. The course includes a wide range of activities - including electronic - to help students communicate more effectively. Spanish and Spanish-American short stories, magazine and newspaper articles will provide material for class discussions and presentations.

**CSPN 241 Spanish 4.**

(10 CE Units) (Prerequisite: Spanish 3 or equivalent). Attendance requirement: Not less than 2/3 of lectures) (45 hours) While designed to allow students to reach functional competence in everyday situations, this course pays special attention to the more difficult aspects of grammar and social/business communication strategies. Readings will range from short literary texts to articles from magazines and newspapers. Computer software will be integrated whenever possible.

**CSPN 352 Spanish 5: Business.**

(10 CE Units) (Prerequisite: Spanish 4 or equivalent) (45 hrs) This course prepares students for successful communication in the Spanish-speaking business world. It introduces essential vocabulary in business contexts, reinforces strategies for understanding, interpreting, and responding to new information. It provides the format, style, language and protocol common to the business world, and provides abundant opportunities for interactive practice.

**CSPN 353 Advanced Spanish Conversation/Espagnol, Conversation Avancée.**

(10 CE Units) (45 hours) (Prerequisite: CSPN 241 or equivalent) Designed to provide students who have completed Fourth Level Spanish with the opportunity to practice the language through discussion of selected texts and topics of interest.



**Not all courses are offered every year, and changes are made after the printing of this calendar. Always check the Class Schedule at [www.mcgill.ca/courses](http://www.mcgill.ca/courses) for the most up-to-date information on whether a course is offered.**

Denotes courses with limited enrollment.



## 16 CHARGÉS DE COURS

ABENSUR, Rosalind	Translation
AGOURRAM, Hafid	Information Technology
AJZENKOPF, Louis	Marketing
AMAR, Michel	Health & Social Services
ANDREWS, Richard	Public Relations
ANNETT, Allen	Leadership
ARCHIBALD, James	Translation
ARMANIOUS, Joseph	Accounting
ARSENAULT, Maurice	Taxation
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
BARTLETT, Lloyd	Project Management
BEAUCHAMP, Marie-Claude	French
BEER, James	English
BELLE, Marie-Alice	Translation
BENDKOWSKA, Alicia	Marketing
BERTRAND, Margie	English
BESSETTE, Marc	Insurance
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOHR, Elaine	Mathematics
BORDELEAU, Mark	Public Relations
BOROD, Andrea	English
BORSELLINO, Carmen	English
BREUER, Robert	Translation
BROWN, Grant	Management Science
CABREJO, Pedro	Information Technology
CALLAHAN, Kevin	English
CAMPBELL, Judith	English
CAMPO, Angela	Translation/Spanish
CARBONNEAU, Monica D.	Public Speaking
CARON, Jason	Law
CARTLIDGE, Roy	English / Translation
CASTILLO, Oscar	French
CASTONGUAY, Jean Louis	Human Resources
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management
CHANDLER-OLIVEIRA, Catherine	Spanish
CHARLES, Gerard	Information Technology
CHASE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHONG, Chris	English
CIPRIANO, Mary Ann	Marketing
CLERGUE, Janine	French
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
CORLETT, Jim	Taxation
COUTU, Pierre	Logistics Management
CRECK, Chantal	French
CROSS, Christopher	Risk Management
DAOUD-BRIKCI, Houria	Translation
DARRIGAN, Dan	Communication
DAVIDSON, Donna	English
DAVIES, Brian	Accounting
DE ANGELIS, Vincent	Taxation
DE FONTENAY, Hervé	French
DE STEFANO, Corrado	Law
DEL BURGO, Carlos	Translation
DELANEY, Deanne	English
DELORME, Bruno	Marketing
DESLAURIERS, Roch	French
DI GIROLAMO, Giovanni	Marketing
DI RE, Antoinette	Health & Social Services
DIAZ, Karen	Leadership
DIB, Naima	Translation
DRACOPOULOS, Effie	English
DRACOPOULOS, George	Marketing
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUMONT, Jean	French
DUPONT, Eric	Translation
EISENSTAT, Ben	Risk Management
EL KETTANI, Soundouss	French
ELIZOV, Henriette	French
EMRICK, Andrea	Information Technology
ERRUNZA, Maria José	International Business
ETEMAD, Hamid	E-Commerce
EVANGELINELIS, Dina	English
FARÉS, Diana	French
FASOLA, Cecilia	Translation/Spanish
FAVREAU, Sylvain	Information Technology
FELDMAN, Howard	Taxation
FELSKE, Richard	Taxation
FENOGLIO, Prisca	French
FENSTER, Ariel	Chemistry
FERNANDEZ, Heberto	Translation
FLEMING, John	Public Relations
FORD-ROSENTHAL, Angela	Translation
FORTIN, Louis	Industrial Relations
FRANKLIN, Rosalind	Public Relations
FRANCESCUCCI, David	Taxation
FRASER, Jim	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
GADBOIS, Manon	French
GAGNON, Gilles	Translation
GARAVITO, Amparo	Spanish
GARILA-ALEXANDRESCU, Dana	French
GARNEAU, Charles	Entrepreneurship
GAVRIN, Victor	Management Science
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GODAWA, Christopher	English
GOLDSMAN, Larry	Accounting
GOLOVINA, Galina	Mathematics
GRAHAM, Jimmie	Mathematics
GREEN, Joy	English
GREENAWAY, Françoise	French
GREENFIELD, Kathleen	Communication
GREENSPON, Harold	Accounting
GROULX, Devaki	English
GUAY, Hélène	Health & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HAMMAMI, Larbi	Finance
HARPP, David	Chemistry
HEFT, Edward	Accounting
HEINRICH, Myriam	Spanish
HIRST, Elizabeth	Public Relations
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOTTER, Morrie	Taxation
HUFFSTICKLER, Marc	Information Technology
HUGHES, James	Insurance
HUNG, Loretta	Finance
HUTCHISON, Ann	English
IMBERT, Joëlle	French
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JULLIEN, Anne-Sophie	French
JUSKOW, Rick	English
KAUFER, Danny	Law
KAUFMAN, Steve	Information Technology
KEKESI, Zsolt	Leadership
KENNEDY, Joanne	Public Relations
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHALLAD, Coleen	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LABELLE, Robert	English
LADEUIX, Karine	French
LA ROCCA, Gerry	Accounting
LAGACÉ, Annie	Law
LAMARCHE, Daniel	Information Technology
LANGEVIN, Michael	English
LANGSTON, Catherine	English
LARSEN, Julie	Accounting

LAU, Hang	Information Technology	ROSSNER, Peter	English
LAVIGNE, Claire	Translation	ROTH, Charles	Management Science
LEBRUN, Susan	English	ROTHERY, Robert	Taxation
LECLERC, Gerry	Information Technology	ROY, Natasha	English
LEDERMAN, Noll	French	ROYCE, Charles	Marketing
LEIBOVICH, Charles	Taxation	RYAN, Kimberly	Accounting
LENK, Helle-Mai	English	SABA, John	Economics
LETOVSKY, Steven	Marketing	SABIH, Amar	Mathematics
LÉVESQUE, Amélie	French	SAGGERS, Robert	Leadership
LINCK, Marie-Eve	French	SANDFORD, Luke	Translation
LINDY, Brian	Accounting	SANG, Murray	Marketing
LISSOUBA, Danielle	French	SCHWARCZ, Joseph	Chemistry
LORIA-MÉLO, Alicia	Translation	SEGUIN, Guillaume	Information Technology
LUKCA, John	Management Policy	SEPINWALL, Bernard	Law
LUSSIER, Isabelle	Clinical Research	SESHADRI, Vasu	English
MACDONALD, Stephen	English	SESTAK, Jerome	English
MACKENZIE, Ken	Management Science	SEYMOUR, Michelle	English
MAGNIN, Ben	English	SHAMJI, Ashifa	English
MALHAMÉ, Raymond	Translation	SHARPE, Carol	Communication
MANNO, Anna	English	SHATENSTEIN, Elaine	English
MANSON, Bruce	English	SIKORSKY, Christopher	English
MARTUCCI, Pietro	Accounting	SIMHON, Saul	Information Technology
MATHIEU, Isabelle	French	SIMON, Karen	Translation
MATZIORINIS, Kenneth	Economics	SINGAL Dina	English
MAYBURY, Wayne	General Management	SINGER, Gallia	Accounting
McCULLOGH, Robert	Taxation	ST. ONGE, Jean	International Business
MCCULLY, Philip	Entrepreneurship	STARK, Robin	Auditing
MCGRAW, Janice	Risk Management	STEPHAN, Yvette	French
MCKNIGHT, Don	Logistics Management	SUISSA, Zina	Applied Social and Organizational Psychology
MCMURRAY, Bill	Logistics Management	SYRIANI, Eugene	Information Technology
MENDONCA, Manuel	Applied Social and Organizational Psychology	TAJUELO, Telesforo	Translation
MERCURI-ALBISI, Julia	English	TALLA, Malleswara	Information Technology
MESCOVITZ, David	Marketing	TENENBAUM, Lawrence	Accounting
METRAS, Danielle	English	TESSIER, Christophe	French
MILLAR, James	English	THIBEALT, Sylvain	Taxation
MILLER-SANCHEZ, Sandra	Translation/French	THORPE, Graham	Information Technology
MIQUET, Françoise	French	TINSLEY, Maureen	English
MIRZA, Momin	Information Systems	TOKAI, Patricia	English
MITCHELL, Jonathan	English	TREMBLAY, Roseline	French
MONK, Beverley	English	TRIASSI, Jack	Taxation
MUCLAIR, Sean	Insurance	TROY, Philip	Management Science
NADLER, Philip	Taxation	TSOVRAS, Tina	English
NAQVI, Feroze	Information Technology	TURLEY, John	Insurance
NASSI, Morris	E-Commerce	TURPIE, David	English
NELSON, J.Michael	Law	VALENTINE, Egan	Translation
NIZAMI, Tariq	Information Technology	VALINO, Morag	French
NUNES, Maria	Management Science	VASSILEV, Vassil	Information Technology
OLIVERIO, Joseph	Accounting	VYBIHAL, Joseph	Information Technology
PANUNTO, Anna-Maria	English	WALL, Sharron	Communication
PARENT, Kevin	Accounting	WARNER, Michelle	English
PARIS, Robert	Marketing	WEBER, Monica	English
PEPPER, Beatrice	Public Relations	WILSON, Cristiana	Spanish
PERREAULT, Jocelyn	Accounting	WILSON, Jim	Accounting
PHANEUF, Sheldon	Public Relations	WISE, Sydney	English
PHILIE, Jocelyne	French	WONG, Gordon	English
PINSONNAULT, Martin	Mathematics	WONG, Stephen	Mathematics
POISSON, Sonia	English	ZAMORANO, Daniel	Translation
POTECHIN, Mark	Taxation	ZBILY, Albert	International Business
PRAHOVA, Alma	Information Technology	ZOWALL, Hanna Sofia	Pharmaceutical Industry
PRESCESKY, Jill	English		
PROVOST, Jean Claude	Applied Social and Organizational Psychology		
PURKEY, Fred	Taxation		
QUESNEL, Charles	Information Technology		
QUINTON, Leslie	Public Relations		
RADFORD, Kathy	Translation		
RASMUSSEN, Elizabeth	Translation		
RAYNOR, Thomas	Organizational Psychology		
REMILLIEUX, Jean-Paul	Information Technology		
RENTERIA, Nelly	Spanish		
RICHARDSON-ASKEW, Pamela	Translation		
RIPOLL, Alexânia	French		
RIVARD, Nathalie	English		
RIVERIN, Johanne	French		
ROBINSON, Beverley	Health & Social Services		
ROLLAUER, Erwin	Information Technology		
ROONEY, Sarah	English		
ROSAS, Martha	French		
ROSE, Brenda	English		
ROSENSTEIN, Irving	Applied Social and Organizational Psychology		





# Alphabetical Key University Buildings

177	C5	ADAMS Building	175	B3	PEEL, 3690
103	C4	ARTS Building	117	B3	PEEL, 3715
113	A3	BEATTY Hall	239	C3	PENFIELD, 740
241	B3	BELLINI Life Sciences Complex (under/en construction)	190	B4	PENFIELD, 1085
124	C4	BIRKS Building	165	B5	PETERSON Hall
185	B5	BOOKSTORE	184	D2	PINE, 515
102	B5	BRONFMAN Building	141	D2	PINE, 517
236	B4	BROWN Student Services Building	162	D3	PINE, 546
110	C5	BURNSIDE Hall	101	B3	PINE, 1033
139	D2	CURRIE Gymnasium	196	B3	PINE, 1140
128	A3	DAVIS House	120	D5	POLLACK Hall
123	C4	DAWSON Hall	158	C5	PULP AND PAPER Research Centre
122	B4	Chancellor DAY Hall	174	B3	PURVIS Hall
125	D2	DOUGLAS Hall	161	A4	RABINOVITCH House
169	D2	DUFF Medical Building	181	C5	REDPATH Hall
223	B3	DUGGAN Annex	178	C5	REDPATH Library Building
127	B3	DUGGAN House	179	C4	REDPATH Museum
168	B3	EDUCATION Building	180	D5	ROYAL VICTORIA COLLEGE Residence
129	B5	FACULTY CLUB	189	C3	RUTHERFORD Physics Building
197	C4	FERRIER Building	183	D3	SAINT-URBAIN, 3626
133	D1	GARDNER Hall	201	D6	SHERBROOKE, 550
231	B4	GELBER Law Library	233	C6	SHERBROOKE, 688
149	A3	HOSMER House	146	B6	SOLIN Hall (Lionel-Groulx Avenue)
132	A3	HOSMER Annex	111	B4	STEWART Biology Building
167	B4	HUGESSON House	154	C3	STRATHCONA Anatomy & Dentistry Building
112	C4	JAMES Administration Building	120	D5	STRATHCONA Music Building
112	C4	JAMES Annex	188	B4	THOMSON House
150	C4	LEACOCK Building	240	C3	TROTTIER Information Technology Building
119	C5	MAASS Chemistry Building	109	C4	UNIVERSITY, 3534
130	C4	MACDONALD Engineering Building	176	C3	UNIVERSITY, 3550
118	C5	MACDONALD-HARRINGTON Building	216	D3	UNIVERSITY, 3641
170	C5	MACDONALD STEWART Library Building	216	D3	UNIVERSITY, 3643
242	B6	MARTLET House	218	D3	UNIVERSITY, 3647
			172	B4	UNIVERSITY CENTRE
			198	C4	WILSON Hall
			229	C3	WONG Building
105	D1	McCONNELL Arena			
131	C4	McCONNELL Engineering Building			
221	D1	McCONNELL Hall			
186	C6	McCORD Museum			
155	B3	McINTYRE Medical Building			
108	C5	McLENNAN Library Building			
135	B5	McTAVISH, 3430			
114	B5	McTAVISH, 3434			
104	B5	McTAVISH, 3438			
147	B3	MEREDITH Annex			
173	B3	Charles MEREDITH House			
148	B3	Lady MEREDITH House			
116	D1	MOLSON Hall			
106	D2	MOLSON Stadium			
156	A4	de la MONTAGNE, 3605			
159	D2	MONTREAL NEUROLOGICAL INSTITUTE			
163	C4	MORRICE Hall			
134	D1	Bishop MOUNTAIN Hall			
103	C4	MOYSE Hall			
245	D5	MUSIC, New Building			
227	D2	OBSERVATORY			
247	D3	du PARC, 3575			
244	D3	du PARC, 3625			
248	B5	PEEL, 1555 (Les Cours Mont-Royal)			
143	B5	PEEL, 3437			
191	B5	PEEL, 3459			
192	B5	PEEL, 3463			
140	B5	PEEL, 3465			
136	B5	PEEL, 3475			
151	B4	PEEL, 3479			
213	B4	PEEL, 3483			
187	B4	PEEL, 3487			
145	B4	PEEL, 3491			
138	B4	PEEL, 3495			
230	B4	PEEL, 3505			
194	B4	PEEL, 3647			
137	B4	PEEL, 3661			
166	B3	PEEL, 3674			



# McGill

- Welcome Centre
- Campus Security
- Emergency Phone





