Career and Professional Development
Programs, Courses and University Regulations
2018-2019
This PDF excerpt of Programs, Courses and University Regulations is an archived snapshot of the web content on the date that appears in the footer of the PDF. Archival copies are available at www.mcgill.ca/study.

This publication provides guidance to prospects, applicants, students, faculty and staff.

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

2. In the interpretation of academic regulations, the Senate is the final authority.

3. Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.

4. All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.

5. Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.

6. Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.

7. The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.

8. Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.
1 About Career and Professional Development, page 11
   1.1 Career and Professional Development at the School of Continuing Studies, page 11
   1.2 Location, page 11
   1.3 Administrative Officers, page 11
   1.4 Professional Development and Job Opportunities, page 12
2 Undergraduate Certificate Programs, Part-Time BCom, page 12
   2.1 Certificate Programs, page 13
      2.1.1 Certificate in Accounting, page 13
      2.1.2 Certificate in Applied Finance, page 13
      2.1.3 Certificate in Applied Marketing, page 13
      2.1.4 Certificate in Computers and Information Technology, page 13
      2.1.5 Certificate in Entrepreneurship, page 13
      2.1.6 Certificate in Health and Social Services Management, page 14
      2.1.7 Certificate in Human Resources Management, page 14
      2.1.8 Certificate in Indigenous Business Management, page 14
      2.1.9 Certificate in Management, page 14
      2.1.10 Certificate in Public Relations and Communications Management, page 14
      2.1.11 Certificate in Software Development, page 14
      2.1.12 Certificate in Supply Chain Management and Logistics, page 14
      2.1.13 Certificate (Cert.) Accounting (30 credits), page 14
      2.1.14 Certificate (Cert.) Applied Finance (30 credits), page 15
      2.1.15 Certificate (Cert.) Applied Marketing (30 credits), page 16
      2.1.16 Certificate (Cert.) Computers and Information Technology (30 credits), page 17
      2.1.17 Certificate (Cert.) Entrepreneurship (30 credits), page 17
      2.1.18 Certificate (Cert.) Health and Social Services Management (30 credits), page 18
      2.1.19 Certificate (Cert.) Human Resources Management (30 credits), page 18
      2.1.20 Certificate (Cert.) Indigenous Business Management (30 credits), page 19
      2.1.21 Certificate (Cert.) Management (30 credits), page 19
      2.1.22 Certificate (Cert.) Public Relations and Communication Management (30 credits), page 20
      2.1.23 Certificate (Cert.) Software Development (30 credits), page 21
      2.1.24 Certificate (Cert.) Supply Chain Management and Logistics (30 credits), page 21
2.2 Admission Regulations for Certificate Programs, page 22
   2.2.1 Admission Requirements for Certificate Programs, page 22
   2.2.2 Proof of Proficiency in English, page 22
   2.2.3 Admission Procedures for Certificate Programs, page 23
   2.2.4 Independent Studies (Special Student Status), page 23
   2.2.5 Exemption by Examination, page 23
2.3 Academic Regulations for Certificate Programs, page 24
   2.3.1 Academic Advisers, page 24
   2.3.2 Academic Standing for Certificate Programs, page 24
2.3.3 Advanced Standing and Residency Requirement, page 24
2.3.4 Course Terminology, page 25
2.3.5 Program Corequisites, page 25
2.3.6 Course Load, page 25
2.3.7 Information Sessions, page 26
2.3.8 Independent Studies (Special Student Status), page 26
2.3.9 Time Limits, page 26
2.3.10 Transfer of Program, page 26
2.4 Language Requirements for Professions, page 26
2.5 Bachelor of Commerce for Part-Time Students, page 26
  2.5.1 Admission Requirements for Bachelor of Commerce (Part-Time Students), page 26
  2.5.2 CEGEP Diploma (DCS) Applicants, page 27
  2.5.3 Transfer Applicants, page 27
  2.5.4 Mature Applicants, page 27
  2.5.5 Inter-faculty Transfers, page 28
  2.5.6 Regulations and Advising, page 28
  2.5.7 Bachelor of Commerce Part-Time Program Credit Structure, page 28
    2.5.7.1 Core Program, page 29
  2.5.8 Concentrations, page 30
    2.5.8.1 Bachelor of Commerce (B.Com.) - Concentration in Accounting (15 credits), page 30
    2.5.8.2 Bachelor of Commerce (B.Com.) - Concentration in Entrepreneurship (15 credits), page 30
    2.5.8.3 Bachelor of Commerce (B.Com.) - Concentration in Information Systems: Digital Innovation (15 credits), page 31
    2.5.8.4 Bachelor of Commerce (B.Com.) - Concentration in Information Systems: IT for Business (15 credits), page 32
    2.5.8.5 Bachelor of Commerce (B.Com.) - Concentration in Marketing (15 credits), page 32
    2.5.8.6 Bachelor of Commerce (B.Com.) - Concentration in Organizational Behaviour (15 credits), page 33
  2.5.9 Majors, page 33
    2.5.9.1 Bachelor of Commerce (B.Com.) - Major Accounting (66 credits), page 34
    2.5.9.2 Bachelor of Commerce (B.Com.) - Major Information Systems (66 credits), page 35
    2.5.9.3 Bachelor of Commerce (B.Com.) - Major Marketing (66 credits), page 36
3 Graduate Programs, Diplomas, and Graduate Certificates, page 37
  3.1 Graduate Programs, page 37
    3.1.1 Diplomas, page 38
      3.1.1.1 Admission Requirements - Diploma Programs, page 38
      3.1.1.2 Diploma in Accounting, page 38
      3.1.1.3 Diploma in Applied Marketing, page 38
      3.1.1.4 Diploma in Entrepreneurship, page 38
      3.1.1.5 Diploma in Health and Social Services Management, page 39
      3.1.1.6 Diploma in Human Resources Management, page 39
3.1.1.7 Diploma in Integrated Aviation Management, page 39
3.1.1.8 Diploma in Internet Business Technology, page 39
3.1.1.9 Diploma in Management, page 39
3.1.1.10 Diploma in Professional Practice in Finance, page 40
3.1.1.11 Diploma in Public Relations and Communications Management, page 40
3.1.1.12 Diploma in Supply Chain and Operations Management, page 40
3.1.1.13 Diploma (Dip.) Accounting (30 credits), page 40
3.1.1.14 Diploma (Dip.) Applied Marketing (30 credits), page 41
3.1.1.15 Diploma (Dip.) Entrepreneurship (30 credits), page 42
3.1.1.16 Diploma (Dip.) Health and Social Services Management (30 credits), page 42
3.1.1.17 Diploma (Dip.) Human Resources Management (30 credits), page 43
3.1.1.18 Diploma (Dip.) Integrated Aviation Management (30 credits), page 43
3.1.1.19 Diploma (Dip.) Internet Business Technology (30 credits), page 44
3.1.1.20 Diploma (Dip.) Management: Entrepreneurship Concentration (30 credits), page 44
3.1.1.21 Diploma (Dip.) Management: International Business Concentration (30 credits), page 45
3.1.1.22 Diploma (Dip.) Management: Internet Business Concentration (30 credits), page 46
3.1.1.23 Diploma (Dip.) Management: General (30 credits), page 46
3.1.1.24 Diploma (Dip.) Professional Practice in Finance (30 credits), page 47
3.1.1.25 Diploma (Dip.) Public Relations and Communications Management (30 credits), page 48
3.1.1.26 Diploma (Dip.) Supply Chain and Operations Management (30 credits), page 49

3.1.2 Graduate Certificates, page 49

3.1.2.1 Admission Requirements for Graduate Certificates, page 49
3.1.2.2 Graduate Certificate in Aviation Leadership, page 49
3.1.2.3 Graduate Certificate in CPA Professional Education, page 50
3.1.2.4 Graduate Certificate in Digital Marketing, page 50
3.1.2.5 Graduate Certificate in Entrepreneurship, page 50
3.1.2.6 Graduate Certificate in Financial Planning, page 50
3.1.2.7 Graduate Certificate in Health Services Management, page 50
3.1.2.8 Graduate Certificate in Human Resources Management, page 50
3.1.2.9 Graduate Certificate in International Business, page 51
3.1.2.10 Graduate Certificate in Internet Business, page 51
3.1.2.11 Graduate Certificate in Leadership, page 51
3.1.2.12 Graduate Certificate in Professional Accounting, page 51
3.1.2.13 Graduate Certificate in Public Relations Management, page 52
3.1.2.14 Graduate Certificate (Gr. Cert.) Aviation Leadership (24 credits), page 52
3.1.2.15 Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits), page 52
3.1.2.16 Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits), page 53
3.1.2.17 Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits), page 53
3.1.2.18 Graduate Certificate (Gr. Cert.) Financial Planning (15 credits), page 54
3.1.2.19 Graduate Certificate (Gr. Cert.) Health Services Management (15 credits), page 54
3.1.2.20 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits), page 55
3.1.2.21 Graduate Certificate (Gr. Cert.) International Business (15 credits), page 55
3.1.2.22 Graduate Certificate (Gr. Cert.) Internet Business (15 credits), page 56
3.1.2.23 Graduate Certificate (Gr. Cert.) Leadership (24 credits), page 56
3.1.2.24 Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits), page 56
3.1.2.25 Graduate Certificate (Gr. Cert.) Public Relations Management (15 credits), page 58

3.2 Academic Regulations, page 58
3.2.1 Admission Procedures for all Programs, page 59
3.2.2 Proof of Proficiency in English, page 59
3.2.3 Independent Studies, page 60
3.2.4 Academic Advisers, page 60
3.2.5 Advanced Standing for the Diploma Programs, page 60
3.2.5.1 Supplementals for all Programs, page 60
3.2.6 Academic Standing Regulations, page 60
3.2.6.1 Diploma Programs, page 60
3.2.6.2 Graduate Certificates, page 60
3.2.6.3 Special Students, page 61
3.2.6.4 Time Limits, page 61
3.2.6.5 Registration in Graduate-Level Courses, page 62

3.3 Engineering – Graduate Level, page 62

3.4 Language Requirements for Professions, page 62

3.5 C&PD Programs with a Minimum CGPA Requirement, page 62

4 Professional Development and Non-Credit Offerings (CE Units and Other), page 63
4.1 General Information, page 63
4.1.1 Registration, page 63
4.1.2 Fees, page 64
4.1.3 Course Cancellations and Withdrawals, page 64
4.1.4 Grading and Evaluation, page 64
4.1.5 Professional Associations, page 64

4.2 Non-Credit Online Courses, page 64

4.3 Course Offerings: Non-Credit Courses, page 65

4.4 Intensive Professional Development Programs, page 66

4.5 Professional Development Certificates (CE Units), page 67
4.5.1 Professional Development Certificates Admission Requirements and Application Procedures, page 69
4.5.2 Professional Development Certificate (Prof. Dev. Cert.) Aviation Management Consulting (29-30.5 CEUs), page 69
4.5.3 Professional Development Certificate (Prof. Dev. Cert.) Business Analysis (33.5-35 CEUs), page 69
4.5.4 Professional Development Certificate (Prof. Dev. Cert.) Business Valuation (43-43.5 CEUs), page 69
4.5.5 Professional Development Certificate (Prof. Dev. Cert.) Condominium Management (20-20.5 CEUs), page 69
4.5.6 Professional Development Certificate (Prof. Dev. Cert.) Data Analytics for Business (22 CEUs), page 69
4.5.7 Professional Development Certificate (Prof. Dev. Cert.) Data Science & Machine Learning (26 CEUs), page 69
4.5.8 Professional Development Certificate (Prof. Dev. Cert.) Digital Content & Community Management (22.5 CEUs), page 69
4.5.9 Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Governance (13 CEUs), page 70
4.5.10 Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Management (18 CEUs), page 70
4.5.11 Professional Development Certificate (Prof. Dev. Cert.) Project Management (33-34.5 CEUs), page 70
4.6 Chartered Financial Analyst® (CFA®) Exam Preparation, page 70
1 About Career and Professional Development

1.1 Career and Professional Development at the School of Continuing Studies

In a world of rapid change, innovation and globalization, Career and Professional Development (C&PD) has the programs and courses to advance your career. Whether you want to acquire new job-related skills, augment your credentials with a career-advancing certificate or diploma, or even start down a brand new career path, C&PD is the right place to do it.

Our lecturers are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as Accounting, Aviation Management and Leadership, Business Analysis, Entrepreneurship, Finance, Health Care, Human Resources, Information Technology, Intellectual Property, Management, Marketing, Project Management, Public Relations, and Supply Chain Management and Logistics.

At C&PD, you will study with business leaders and experts at the top of their professions. They bring real-world experience, pertinent case studies, the latest technologies, and industry best practices to our interactive and collaborative learning environments. Our committed course lecturers and motivated students will help accelerate your own learning and make a real difference in your career.

C&PD offers innovative programs and courses that focus on real-life issues, applications and skills. Whether you take just one course, or complete a certificate, diploma, or graduate certificate, studies at C&PD will enrich you both personally and professionally. C&PD also offers customized training for clients, with workshops and targeted training solutions provided on site for your company.

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Courses and workshops are offered both in the evening and on the weekend, depending on what you choose.

1.2 Location

Career and Professional Development
Telephone: 514-398-6200
Fax: 514-398-3108
Email: info.conted@mcgill.ca
Website: www.mcgill.ca/continuingstudies/career-professional-development

1.3 Administrative Officers

<table>
<thead>
<tr>
<th>Administrative Officers</th>
<th>Associate Dean (Academic); Director, Career &amp; Professional Development (Credit Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)</td>
<td></td>
</tr>
<tr>
<td>Inna Popova; B.A.(V.N. Karazin Univ.), Cert. HR Fnd(C'dia)</td>
<td>Director, Career &amp; Professional Development (Non-Credit Programs)</td>
</tr>
<tr>
<td>Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)</td>
<td>Associate Director, Career &amp; Professional Development (Credit Programs); Area Coordinator, Information Technology, Supply Chain Management, and Health and Social Services Management</td>
</tr>
<tr>
<td>Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)</td>
<td>Senior Program Manager (Credit Programs)</td>
</tr>
<tr>
<td>Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)</td>
<td>Program Manager (Non-Credit Programs)</td>
</tr>
<tr>
<td>TBA</td>
<td>Program Administrator (Non-Credit Programs)</td>
</tr>
<tr>
<td>TBA</td>
<td>Area Coordinator, Accounting and Taxation</td>
</tr>
<tr>
<td>TBA</td>
<td>Area Coordinator, Finance</td>
</tr>
<tr>
<td>Maha Daoud; B.A.(IHEC), M.E.(ESC), M.Sc.(HEC Montr.), CHRP</td>
<td>Area Coordinator, Human Resources Management and Leadership</td>
</tr>
<tr>
<td>Kamal S. Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)</td>
<td>Area Coordinator, Management, International Business and Entrepreneurship</td>
</tr>
<tr>
<td>Nicolette Papastefanou; B.A., M.A., Ph.D.(Tshwane)</td>
<td>Area Coordinator, Public Relations and Marketing</td>
</tr>
</tbody>
</table>
## Administrative Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)</td>
<td>Area Coordinator, Integrated Aviation Management and Mathematics &amp; Statistics</td>
</tr>
<tr>
<td>John Gradek; B.Sc.(Montr.), B.Eng.(Car.), M.B.A.(W. Ont.)</td>
<td>Faculty Lecturer, Co-Project Leader, Information Systems Online Courses for Indigenous Students</td>
</tr>
<tr>
<td>TBA</td>
<td>Project Manager, Indigenous Programs</td>
</tr>
<tr>
<td>Kevin Parent; B.Ed., M.B.A.(McG.), CPA, CGA</td>
<td>Faculty Lecturer</td>
</tr>
<tr>
<td>Mary Dellar; B.A.(C'dia), M.B.A.(Ott.)</td>
<td>Faculty Lecturer</td>
</tr>
<tr>
<td>Nathalie-Michèle Sylvain; B.A.(Montr.), M.Sc.(Lond.), CHRP</td>
<td>Faculty Lecturer</td>
</tr>
<tr>
<td>Kevin Gardner Gregory; B.Com.(C'dia), M.B.A.(Qu.)</td>
<td>Faculty Lecturer</td>
</tr>
</tbody>
</table>

## Professional Development and Job Opportunities

Career and Professional Development programs can enhance your career and provide opportunities for numerous occupations, such as:

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

## Undergraduate Certificate Programs, Part-Time BCom

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to advance your career. Our instructors are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD offers innovative programs and courses that focus on real-life issues, applications, and skills. Whether you take just one course or complete a certificate, studies at C&PD will enrich you both personally and professionally.
2.1 Certificate Programs

Undergraduate certificate programs, university degree not required

- section 2.1.1: Certificate in Accounting
- section 2.1.2: Certificate in Applied Finance
- section 2.1.3: Certificate in Applied Marketing
- section 2.1.4: Certificate in Computers and Information Technology
- section 2.1.5: Certificate in Entrepreneurship
- section 2.1.6: Certificate in Health and Social Services Management (Restricted Program)
- section 2.1.7: Certificate in Human Resources Management
- section 2.1.8: Certificate in Indigenous Business Management
- section 2.1.9: Certificate in Management
- section 2.1.10: Certificate in Public Relations and Communications Management
- section 2.1.11: Certificate in Software Development
- section 2.1.12: Certificate in Supply Chain Management and Logistics

2.1.1 Certificate in Accounting

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

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

Program Requirements
See section 2.1.13: Certificate (Cert.) Accounting (30 credits).

2.1.2 Certificate in Applied Finance

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

Program Requirements
See section 2.1.14: Certificate (Cert.) Applied Finance (30 credits).

2.1.3 Certificate in Applied Marketing

The new Certificate in Applied Marketing is designed to equip students with a solid grounding in marketing terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

Program Requirements
See section 2.1.15: Certificate (Cert.) Applied Marketing (30 credits).

2.1.4 Certificate in Computers and Information Technology

This certificate provides a solid foundation in the concepts and techniques required for effective planning, design and development of software applications and systems, Internet technologies, applied computer knowledge and networking.

Program Requirements
See section 2.1.16: Certificate (Cert.) Computers and Information Technology (30 credits).

2.1.5 Certificate in Entrepreneurship

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

Program Requirements
See section 2.1.17: Certificate (Cert.) Entrepreneurship (30 credits).
2.1.6 Certificate in Health and Social Services Management

Note: This is a restricted program.

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

Program Requirements
See section 2.1.18: Certificate (Cert.) Health and Social Services Management (30 credits).

2.1.7 Certificate in Human Resources Management

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

Program Requirements
See section 2.1.19: Certificate (Cert.) Human Resources Management (30 credits).

2.1.8 Certificate in Indigenous Business Management

This certificate introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills.

Program Requirements
See section 2.1.20: Certificate (Cert.) Indigenous Business Management (30 credits).

2.1.9 Certificate in Management

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

Program Requirements
See section 2.1.21: Certificate (Cert.) Management (30 credits).

2.1.10 Certificate in Public Relations and Communications Management

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

Program Requirements
See section 2.1.22: Certificate (Cert.) Public Relations and Communication Management (30 credits).

2.1.11 Certificate in Software Development

This certificate provides a solid foundation in software application development.

Program Requirements
See section 2.1.23: Certificate (Cert.) Software Development (30 credits).

2.1.12 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry.

Program Requirements
See section 2.1.24: Certificate (Cert.) Supply Chain Management and Logistics (30 credits).

2.1.13 Certificate (Cert.) Accounting (30 credits)

The Certificate in Accounting aims to provide students with the appropriate competencies in the area of accounting using learner-centered instructional methods so as to prepare them for a variety of careers in accounting. The program is designed to provide a solid knowledge base in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance.

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

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

* or the Exemption by Examination Test

Corequisites

MGCR 273* (3) Introductory Management Statistics
MGCR 293* (3) Managerial Economics

* or the Exemption by Examination Test

Required Courses (24 credits)

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

Complementary Courses (6 credits)

ACCT 354 (3) Financial Statement Analysis
ACCT 455 (3) Development of Accounting Thought
ACCT 463 (3) Management Control
ACCT 477 (3) External Auditing
ACCT 486 (3) Business Taxation 2
BUSA 364 (3) Business Law 1
FINE 342 (3) Corporate Finance
MGCR 331 (3) Information Systems
MGCR 423 (3) Strategic Management

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

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

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

Prerequisite Courses

CMSC 101* (3) Mathematical Tools for Management Professionals
MGCR 211* (3) Introduction to Financial Accounting
* or the Exemption by Examination Test

**Corequisite Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGCR 273*</td>
<td>3</td>
<td>Introductory Management Statistics</td>
</tr>
<tr>
<td>MGCR 293*</td>
<td>3</td>
<td>Managerial Economics</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

**Required Courses (21 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 354</td>
<td>3</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>CFIN 300</td>
<td>3</td>
<td>Fundamentals of Financial Markets and Institutions</td>
</tr>
<tr>
<td>CFIN 310</td>
<td>3</td>
<td>Short-Term Financial Management</td>
</tr>
<tr>
<td>CFIN 410</td>
<td>3</td>
<td>Investment and Portfolio Management</td>
</tr>
<tr>
<td>FINE 342</td>
<td>3</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>FINE 482</td>
<td>3</td>
<td>International Finance 1</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>3</td>
<td>Introduction to Finance</td>
</tr>
</tbody>
</table>

**Complementary Courses (9 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFIN 200</td>
<td>3</td>
<td>Retirement Planning</td>
</tr>
<tr>
<td>CFIN 305</td>
<td>3</td>
<td>Investor Behaviour</td>
</tr>
<tr>
<td>CFIN 401</td>
<td>3</td>
<td>Sustainable Finance and the Firm</td>
</tr>
<tr>
<td>CFIN 402</td>
<td>3</td>
<td>Business Valuation and Project Finance</td>
</tr>
<tr>
<td>CFIN 403</td>
<td>3</td>
<td>Mergers and Acquisitions</td>
</tr>
<tr>
<td>CFIN 421</td>
<td>3</td>
<td>Asset Liability Management</td>
</tr>
<tr>
<td>CPDV 301</td>
<td>3</td>
<td>Risk Management</td>
</tr>
<tr>
<td>CPDV 302</td>
<td>3</td>
<td>Risk Control</td>
</tr>
<tr>
<td>CPDV 303</td>
<td>3</td>
<td>Risk Financing</td>
</tr>
</tbody>
</table>

**2.1.15 Certificate (Cert.) Applied Marketing (30 credits)**

The Certificate in Applied Marketing is intended for students who wish to acquire basic knowledge of the marketing field that will allow them to aspire to entry-level positions in business, industry, and not-for-profit organizations. It will introduce students to theories and concepts of marketing, and provide an opportunity to apply these in practical situations.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMRK 200</td>
<td>3</td>
<td>Fundamentals of Marketing</td>
</tr>
<tr>
<td>CMRK 225</td>
<td>3</td>
<td>Marketing Statistics and Research</td>
</tr>
<tr>
<td>CMRK 230</td>
<td>3</td>
<td>Personal Selling and Customer Service</td>
</tr>
<tr>
<td>CMRK 235</td>
<td>3</td>
<td>Digital Media Marketing</td>
</tr>
<tr>
<td>CMRK 320</td>
<td>3</td>
<td>Principles of Consumer Behaviour</td>
</tr>
<tr>
<td>CMRK 321</td>
<td>3</td>
<td>Integrated Marketing Communications</td>
</tr>
<tr>
<td>CMRK 322</td>
<td>3</td>
<td>Basics of Service Marketing</td>
</tr>
<tr>
<td>CMRK 325</td>
<td>3</td>
<td>Global Marketing</td>
</tr>
<tr>
<td>CMRK 430</td>
<td>3</td>
<td>Marketing Applications</td>
</tr>
<tr>
<td>CPRL 221</td>
<td>3</td>
<td>Professional Communication and Networking</td>
</tr>
</tbody>
</table>
2.1.16 Certificate (Cert.) Computers and Information Technology (30 credits)

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty-first century demands multidisciplinary individuals, teams, communities, and organizations. The Certificate in Computers and Information Technology is a bridge to higher-level computer qualifications. It provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems, Internet technologies, applied computer knowledge and networking. The program will help develop skills necessary to assume positions in the fields of information technology, technical support, Internet and web specialism, computer support consulting, and help desk analysis.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS 280</td>
<td>3</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>CCCS 300</td>
<td>3</td>
<td>Programming Techniques 1</td>
</tr>
<tr>
<td>CCCS 310</td>
<td>3</td>
<td>Web Development</td>
</tr>
<tr>
<td>CCCS 315</td>
<td>3</td>
<td>Data Structures and Algorithms</td>
</tr>
<tr>
<td>CCCS 321</td>
<td>3</td>
<td>Operating Systems Administration</td>
</tr>
<tr>
<td>CCCS 325</td>
<td>3</td>
<td>Mobile Application Development</td>
</tr>
<tr>
<td>CCCS 330</td>
<td>3</td>
<td>Database Design and Business Applications Development</td>
</tr>
<tr>
<td>CCCS 425</td>
<td>3</td>
<td>Web Services</td>
</tr>
<tr>
<td>CCCS 431</td>
<td>3</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>CMIS 422</td>
<td>3</td>
<td>Information System Security</td>
</tr>
</tbody>
</table>

2.1.17 Certificate (Cert.) Entrepreneurship (30 credits)

This program is designed primarily for non-business students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential, produce a business plan, organize, promote and finance the business, and prepare a marketing and sales structure. Business and intellectual property law, buying an existing business or considering a franchise will also be taught. This program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

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

**Corequisite**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMSC 101*</td>
<td>3</td>
<td>Mathematical Tools for Management Professionals</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination test

**Required Courses (27 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA 364</td>
<td>3</td>
<td>Business Law 1</td>
</tr>
<tr>
<td>CACC 520</td>
<td>3</td>
<td>Accounting for Management</td>
</tr>
<tr>
<td>CENT 305</td>
<td>3</td>
<td>Sales and Negotiations</td>
</tr>
<tr>
<td>CENT 306</td>
<td>3</td>
<td>Launching a New Business</td>
</tr>
<tr>
<td>CENT 307</td>
<td>3</td>
<td>Creating a Business Plan</td>
</tr>
<tr>
<td>CENT 308</td>
<td>3</td>
<td>Financing a New Business</td>
</tr>
<tr>
<td>CENT 309</td>
<td>3</td>
<td>Business Growth Strategies and Issues</td>
</tr>
<tr>
<td>CPRL 221</td>
<td>3</td>
<td>Professional Communication and Networking</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>3</td>
<td>Managerial Economics</td>
</tr>
</tbody>
</table>

**Complementary Course (3 credits)**

3 credits from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credit(s)</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS 310</td>
<td>3</td>
<td>Web Development</td>
</tr>
</tbody>
</table>
2.1.18 **Certificate (Cert.) Health and Social Services Management (30 credits)**

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Note: The external corequisite course CMSC 000 must be taken prior to taking CACC 220.

Corequisite CEUs to the program are not included in the total credit requirement for the program.

**Corequisite (12 CE Units)**

- CMSC 000* (12) Foundations of Mathematics

* or the Exemption by Examination Test

**Required Courses (30 Credits)**

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

2.1.19 **Certificate (Cert.) Human Resources Management (30 credits)**

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

**Required Courses (27 credits)**

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

**Complementary Course (3 credits)**

---

2018-2019, Career and Professional Development, McGill University (Published June 26, 2018)
2.1.20 Certificate (Cert.) Indigenous Business Management (30 credits)

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills. It will help develop the skills needed to create a business or effectively work in an established organization, create a business plan, develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

Corequisite
This CEU course must be taken at the beginning of the program.

CMSC 000* (12) Foundations of Mathematics

* OR the Exemption by Examination Test.

Required Courses

CACC 220 (3) Accounting Concepts for Managers
CCLW 300 (3) Public Administration and Law for Indigenous Peoples
CCOM 205 (3) Communication in Management 1
CENT 305 (3) Sales and Negotiations
CENT 307 (3) Creating a Business Plan
CGMG 210 (3) Fundamentals of Project Management
CGMG 282 (3) Introduction to Business
CGMG 305 (3) Managing in Public and Non-Profit Organizations
CORG 225 (3) Foundation of Organizational Behaviour and Administration
CORG 420 (3) Human Resource Management: Theory and Practice

2.1.21 Certificate (Cert.) Management (30 credits)

This Certificate program provides an introduction and survey of the underlying disciplines of functional areas in the management field. Emphasis is placed on the development of core competencies in accounting, economics, marketing, and finance, as well as the written and oral communication, problem-solving, and teamwork skills required in all sectors of the management job market; from small businesses, private companies, large corporations, and financial institutions, to government agencies and other public institutions.

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

Corequisites

CMSC 101* (3) Mathematical Tools for Management Professionals

* or the exemption by examination test

Required Courses (24 credits)

CCOM 205 (3) Communication in Management 1
CGMG 282 (3) Introduction to Business
2.1.22 Certificate (Cert.) Public Relations and Communication Management (30 credits)

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way public and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

**Required Courses (24 credits)**

- CPRL 214 (3) Applied Public Relations Methods 1
- CPRL 223 (3) Basics of Public Relations
- CPRL 224 (3) Applied Public Relations Methods 2
- CPRL 225 (3) Social and Traditional Media Relations
- CPRL 226 (3) Corporate Communications
- CPRL 227 (3) Internal Communication
- CPRL 321 (3) PR Issues Management
- CPRL 322 (3) Cases in Public Relations

**Complementary Courses (6 credits)**

6 credits from:

- CGMG 210 (3) Fundamentals of Project Management
- CPRL 220 (3) Fundamentals of Fund-Raising
- CPRL 228 (3) Event Management
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 352 (3) Principles of Marketing
- MGCR 360 (3) Social Context of Business
2.1.23 Certificate (Cert.) Software Development (30 credits)

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology, data entry operator, data center operations support, software development and maintenance specialist, network administrator, media technician, computer support consultant, help desk analyst, technical support specialist, or web and Internet specialists.

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

**Corequisite**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMSC 101*</td>
<td>3</td>
<td>Mathematical Tools for Management Professionals</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination test

**Required Courses (30 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCS 300</td>
<td>3</td>
<td>Programming Techniques 1</td>
</tr>
<tr>
<td>CCCS 301</td>
<td>3</td>
<td>Programming Techniques 2</td>
</tr>
<tr>
<td>CCCS 310</td>
<td>3</td>
<td>Web Development</td>
</tr>
<tr>
<td>CCCS 315</td>
<td>3</td>
<td>Data Structures and Algorithms</td>
</tr>
<tr>
<td>CCCS 321</td>
<td>3</td>
<td>Operating Systems Administration</td>
</tr>
<tr>
<td>CCCS 325</td>
<td>3</td>
<td>Mobile Application Development</td>
</tr>
<tr>
<td>CCCS 330</td>
<td>3</td>
<td>Database Design and Business Applications Development</td>
</tr>
<tr>
<td>CCCS 431</td>
<td>3</td>
<td>Networking Fundamentals</td>
</tr>
<tr>
<td>CMIS 422</td>
<td>3</td>
<td>Information System Security</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>3</td>
<td>Information Systems</td>
</tr>
</tbody>
</table>

2.1.24 Certificate (Cert.) Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

**Corequisite**

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

Note: Please note that the value of 12 represents CEU credit weight and not regular credit weights.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMSC 000*</td>
<td>12</td>
<td>Foundations of Mathematics</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

**Required Courses (30 credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTPT 200</td>
<td>3</td>
<td>Introduction to Supply Chain Management</td>
</tr>
<tr>
<td>CTPT 201</td>
<td>3</td>
<td>Sourcing</td>
</tr>
<tr>
<td>CTPT 202</td>
<td>3</td>
<td>Production and Inventory Planning and Control 1</td>
</tr>
<tr>
<td>CTPT 206</td>
<td>3</td>
<td>Transportation Management and Economics</td>
</tr>
<tr>
<td>CTPT 207</td>
<td>3</td>
<td>Transportation Law and Policy</td>
</tr>
<tr>
<td>CTPT 208</td>
<td>3</td>
<td>Fundamentals of Logistics</td>
</tr>
<tr>
<td>CTPT 310</td>
<td>3</td>
<td>Production and Inventory Planning and Control 2</td>
</tr>
</tbody>
</table>
2.2 Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the Career and Professional Development unit, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

2.2.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by Career and Professional Development. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

2.2.2 Proof of Proficiency in English

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

If you answer "yes" to any of the following seven statements, you do NOT necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four consecutive years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V (Quebec High School Transcript issued by the Ministère de l’Éducation) and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Language and Performance) with a result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of C or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of B or better?

If you answered "no" to all of the above, but answer "yes" to any of the following questions, you will be asked to provide supporting documentation to this effect in order to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to Career and Professional Development who do not meet any of the above-listed conditions must demonstrate proficiency in English using one of the following options:

1. TOEFL (Test of English as a Foreign Language): minimum acceptable scores are:
iBT (internet-based test): 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)

Note: An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted.

3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.


5. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of B (Good) or higher.

6. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of C (Pass) or higher.


8. Edexcel London Test of English – Level 5 – with an overall grade of at least “Pass.”

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

2.2.3 Admission Procedures for Certificate Programs

See School of Continuing Studies > Getting Started > Admissions Requirements for more information.

2.2.4 Independent Studies (Special Student Status)

Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Undergraduate Courses for information pertaining to Special Students.

2.2.5 Exemption by Examination

In general, certificates offered by Career and Professional Development are composed of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 55%, with the exception of CMSC 000 which requires a minimum passing grade of 65%, will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year.

Students may register for the Exemption by Examination test on the following website: www.mcgill.ca/continuingstudies/recognitive-prior-learning. There is a CAD$107.50 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the website.

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

<table>
<thead>
<tr>
<th>Exemption by Examination</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>April 19, 2018</td>
</tr>
<tr>
<td>Saturday</td>
<td>April 21, 2018</td>
</tr>
<tr>
<td>Wednesday</td>
<td>August 22, 2018</td>
</tr>
<tr>
<td>Thursday</td>
<td>August 23, 2018</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 28, 2018</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 29, 2018</td>
</tr>
<tr>
<td>Saturday</td>
<td>December 15, 2018</td>
</tr>
</tbody>
</table>
2.3 **Academic Regulations for Certificate Programs**

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section contains important detailed information required by students during their studies at the School of Continuing Studies and should be periodically consulted for modifications.

2.3.1 **Academic Advisers**

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-6200 to schedule an appointment during regular business hours. Please note this service is by appointment only.

2.3.2 **Academic Standing for Certificate Programs**

A minimum grade of C is required in all courses in a program, with the exception of CMSC 000 for which a minimum grade of B– is required. The only other exception is that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

A maximum of three unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in **Career and Professional Development**.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, the student may be asked to withdraw.

**Academic Standing Requirements for Special Students**

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

2.3.3 **Advanced Standing and Residency Requirement**

**Advanced Standing**

Advanced Standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another recognized university. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing.

Students wishing to apply for advanced standing must complete an Advanced Standing form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless a student has applied to a program and must be accompanied by all required documentation.

*Note:* The evaluation process takes at least six weeks to complete.

**Residency Requirement**

A) Students transferring to McGill:

Advanced Standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

B) Students transferring within McGill:
A student would be permitted, if the schedule allows it, to register for a full load in the first term. A student with a special reason wishes to take a full-time load, the following conditions are applicable:

1. All 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. However, certain programs may require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that program corequisites must be completed in order to graduate from the program.

2. Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that program corequisites must be completed in order to graduate from the program.

3. Students who have completed a diploma or certificate program may apply for admission to a second certificate program and be given Advanced Standing (if applicable) up to a maximum of 9 credits (three courses) provided the courses were completed within the last five years. Students wishing to transfer from a diploma program to a certificate program will receive Advanced Standing only for those courses in which they obtained the minimum passing grade required in the diploma program.

C) Students taking two programs concurrently:
1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of Career and Professional Development. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree or diploma programs after completing a certificate program:
Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree or diploma is offered.

E) Special Students:
Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Undergraduate Courses for more information pertaining to Special Students.

### 2.3.4 Course Terminology

**Corequisites**
This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B. Corequisite courses must be respected for all courses - including all courses for which deferrals (L) have been granted.

**Prerequisites**
Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted.

The prerequisite course(s) or conditions are specified in the course description; see University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Course Information and Regulations. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

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

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

**Complementary Courses**
Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

### 2.3.5 Program Corequisites

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that program corequisites must be completed in order to graduate from the program.

### 2.3.6 Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with a special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
• If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
• If a student has two failures, the course load would be reduced to two in the subsequent term.
• If a student has three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
• If a student has accumulated four failures, the student will be asked to withdraw.

Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program. The only exception is CMSC 000 for which a failure is defined as being a grade less than B- (65%).

2.3.7 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the Career and Professional Development staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives, course lecturers, and instructors. Please call Career and Professional Development at 514-398-6200 for further information.

2.3.8 Independent Studies (Special Student Status)

Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Undergraduate Courses for information pertaining to Special Students.

2.3.9 Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted Advanced Standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate adviser. A recommended revision of the program of study must be approved by the Director. Students who do not register for a course in their program for one year will be required to reapply and meet any new program requirements.

2.3.10 Transfer of Program

For more information, see School of Continuing Studies > Getting Started > Admission Requirements > Program Transfers.

2.4 Language Requirements for Professions

For more information, see University Regulations and Resources > Continuing Studies > Graduation > Language Requirements for Professions.

2.5 Bachelor of Commerce for Part-Time Students

2.5.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)

Note: This program is currently under review. Admissions will not be accepted for this academic year.

The Bachelor of Commerce (BCom) 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 BCom 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. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the BCom program.

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from:

Service Point
3415 McTavish Street
Montreal QC H3A 0C8
Telephone: 514-398-7878
Students in the following two categories (section 2.5.2: CEGEP Diploma (DCS) Applicants and section 2.5.3: Transfer Applicants) apply through Enrolment Services using the online application found at www.mcgill.ca/admissions.

2.5.2 CEGEP Diploma (DCS) Applicants

CEGEP Diploma (DCS) Applicants 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.”

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admission requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter.

The courses will not be credited toward the minimum credit requirement. Students accepted to the program on the basis of CEGEP will take a minimum of 90 credits.

2.5.3 Transfer Applicants

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 at CEGEP with a competitive “COTE R,” or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admission requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter. These courses will not normally be credited toward the minimum credit requirement.

University courses completed 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 pre-university education.

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 University residency requirements.

Applicants in the following two categories (section 2.5.4: Mature Applicants and section 2.5.5: Inter-faculty Transfers) apply directly to the faculty using the online application form found on Minerva.

2.5.4 Mature 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 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);
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; and
3. they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application.

Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at ronald.critchley@mcgill.ca for further information.

All applicants must have completed the following two courses: CMSC 203 "Survey of Basic Mathematics 1” and CMSC 204 "Survey of Basic Mathematics 2,” within five years of the date of admission with a minimum average of B+. (CEGEP Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105, with a competitive “COTE R”, or university equivalents with a minimum B+ average, are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must complete a minimum of six management courses (18 credits) with an average of B+.

The following courses are suggested:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>Macroeconomic Policy</td>
</tr>
<tr>
<td>MGCR 211</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>MGCR 271</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>or MGCR 273</td>
<td>Introductory Management Statistics</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>MGCR 352</td>
<td>Principles of Marketing</td>
</tr>
</tbody>
</table>
The following courses are suggested:

- MGCR 382 International Business
- MGCR 472 Operations Management

Should a student take more management courses at the School of Continuing Studies 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 that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

### 2.5.5 Inter-faculty Transfers

Inter-faculty Transfers: McGill students applying to transfer to the BCom program must have completed Calculus 1, Calculus 2, and Linear Algebra prior to application. A minimum 3.30 CGPA is required on the math and overall (all courses taken at McGill) averages for consideration. Further information may be found at [www.mcgill.ca/desautels/programs/bcom/current-students/transfers](http://www.mcgill.ca/desautels/programs/bcom/current-students/transfers). The online application can be found on Minerva at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

### 2.5.6 Regulations and Advising

Information concerning the Faculty regulations and procedures may be obtained from the Desautels Faculty of Management [Undergraduate section](http://www.mcgill.ca/desautels/programs/bcom/current-students/transfers). 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, BCom Program
- Desautels Faculty of Management
- 1001 Sherbrooke Street West
- Samuel Bronfman Building, BRONF 110
- Montreal QC H3A 1G5
- Telephone: 514-398-4068

### 2.5.7 Bachelor of Commerce Part-Time Program Credit Structure

**Note:** This program is currently under review. Admissions will not be accepted for this academic year.

The Bachelor of Commerce (BCom) degree program is a 90- or 120-credit program that 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 [Undergraduate section](http://www.mcgill.ca/desautels/programs/bcom/current-students/transfers) section for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

#### General Management Program (Concentrations)

<table>
<thead>
<tr>
<th>Concentrations</th>
<th>90 credits</th>
<th>120 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Requirements</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Core</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>2 Concentrations</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Non-Mgmt Electives</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>90</td>
<td>120</td>
</tr>
</tbody>
</table>

**Concentrations**

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that 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, replace the course(s) with a satisfactory option from the concentration courses.

**Second Concentration**

Students who choose 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
Concentrations (Part-Time Program)

Entrepreneurship
Information Systems – Digital Innovation
Information Systems – IT for Business
Marketing
Organizational Behaviour

Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management, and Strategic Management are also available with some daytime studies required. Please refer to Desautels Faculty of Management > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > Concentrations (General Management Major) for additional information.

Major Programs

<table>
<thead>
<tr>
<th>Majors in Management</th>
<th>90 credits</th>
<th>120 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Requirements</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Core</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>Major</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Non-Mgmt Electives</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Electives</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>90</td>
<td>120</td>
</tr>
</tbody>
</table>

Majors (Part-Time Program)

Accounting
Information Systems
Marketing

Majors in Economics, Finance, Labour Management Relations and Human Resources, Managing for Sustainability, Mathematics (Major Concentration), Organizational Behaviour, Psychology, and Statistics (Major Concentration), and Strategic Management are also available. Significant daytime studies are required. Please refer to Desautels Faculty of Management > Undergraduate > Overview of Programs Offered by the Desautels Faculty of Management > Majors for additional information.

2.5.7.1 Core Program

Core Courses – 36 credits required by all BCom students, with a minimum grade of C in each course.

<table>
<thead>
<tr>
<th>Core Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 211</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 273</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 352</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 360</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 382</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 423</td>
<td>(3)</td>
</tr>
<tr>
<td>MGCR 472</td>
<td>(3)</td>
</tr>
</tbody>
</table>

*Note: MGCR 273 is equivalent to MGCR 271 for prerequisite purposes.*
2.5.8  Concentrations

Note: Admissions to the part-time BCom will not be accepted for this academic year.

Concentrations

section 2.5.8.1: Bachelor of Commerce (B.Com.) - Concentration in Accounting (15 credits)

section 2.5.8.2: Bachelor of Commerce (B.Com.) - Concentration in Entrepreneurship (15 credits)

section 2.5.8.3: Bachelor of Commerce (B.Com.) - Concentration in Information Systems: Digital Innovation (15 credits)

section 2.5.8.4: Bachelor of Commerce (B.Com.) - Concentration in Information Systems: IT for Business (15 credits)

section 2.5.8.5: Bachelor of Commerce (B.Com.) - Concentration in Marketing (15 credits)

section 2.5.8.6: Bachelor of Commerce (B.Com.) - Concentration in Organizational Behaviour (15 credits)

2.5.8.1  Bachelor of Commerce (B.Com.) - Concentration in Accounting (15 credits)

The Accounting 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 toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

This 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 351</td>
<td>3</td>
<td>Intermediate Financial Accounting 1</td>
</tr>
<tr>
<td>ACCT 361</td>
<td>3</td>
<td>Management Accounting</td>
</tr>
</tbody>
</table>

Complementary Courses (9 credits)

Selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 352</td>
<td>3</td>
<td>Intermediate Financial Accounting 2</td>
</tr>
<tr>
<td>ACCT 354</td>
<td>3</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>ACCT 362</td>
<td>3</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT 385</td>
<td>3</td>
<td>Principles of Taxation</td>
</tr>
<tr>
<td>ACCT 401</td>
<td>3</td>
<td>Sustainability and Environmental Accounting</td>
</tr>
<tr>
<td>ACCT 434</td>
<td>3</td>
<td>Topics in Accounting 1</td>
</tr>
<tr>
<td>ACCT 452</td>
<td>3</td>
<td>Financial Reporting Valuation</td>
</tr>
<tr>
<td>ACCT 453</td>
<td>3</td>
<td>Advanced Financial Accounting</td>
</tr>
<tr>
<td>ACCT 454</td>
<td>3</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>ACCT 463</td>
<td>3</td>
<td>Management Control</td>
</tr>
<tr>
<td>ACCT 475</td>
<td>3</td>
<td>Principles of Auditing</td>
</tr>
<tr>
<td>ACCT 486</td>
<td>3</td>
<td>Business Taxation 2</td>
</tr>
</tbody>
</table>

2.5.8.2  Bachelor of Commerce (B.Com.) - Concentration in Entrepreneurship (15 credits)

Currently under review. Admissions will not be accepted for this academic year.

This concentration is designed to provide students with an understanding of the key concepts and processes involved in starting and managing new ventures. It combines rigor with relevance, as all students will complete a major field project, thus providing an opportunity to apply the concepts acquired in the classroom. The concentration is multidisciplinary and integrative, as it includes courses from across areas in the Faculty. Upon completing the concentration, students will understand how to conceptualize, develop, and manage successful new ventures. The concentration is appropriate for students interested in a wide variety of new ventures, from for-profit private companies to social enterprises and cooperatives.
Required Courses (6 credits)

MGPO 362 (3) Fundamentals of Entrepreneurship
MGPO 364 (3) Entrepreneurship in Practice

Complementary Courses (9 credits)
To be chosen from:

ACCT 361 (3) Management Accounting
BUSA 364 (3) Business Law 1
BUSA 465 (3) Technological Entrepreneurship
FINE 342 (3) Corporate Finance
INSY 331 (3) Managing Information Technology
INSY 432 (3) Digital Business Models
MGPO 365 (3) Business-Government Relations
MGPO 432 (3) Topics in Entrepreneurship
MGPO 438 (3) Social Entrepreneurship and Innovation
MGPO 440 (3) Strategies for Sustainability
MGPO 445 (3) Industry Analysis & Competitive Strategy
MGPO 460 (3) Managing Innovation
MRKT 365 (3) New Products
MRKT 451 (3) Marketing Research
MRKT 455 (3) Sales Management
ORGB 321 (3) Leadership

Bachelor of Commerce (B.Com.) - Concentration in Information Systems: Digital Innovation (15 credits)

There are two options offered in the Information Systems (IS) Concentration: IT for Business and Digital Innovation.

The IS Concentration - Digital Innovation option gives students knowledge and skills to navigate the digital economy. Today, business managers, leaders, and entrepreneurs need to be able to innovate digitally. This Concentration provides students with essential skills and knowledge they need to navigate the complex process of digital innovation. Students learn theories, frameworks, and methods to develop their innovative potential especially as it relates to the digital economy and Information Technologies. The Digital Innovation Concentration helps students leverage their creativity to become change agents and to hone their technological savvy in an increasingly digital environment.

Career opportunities include technology entrepreneur, digital content manager, web and social media expert, project manager.

Required Course (3 credits)

INSY 444 (3) Online Communities and Open Innovation

Complementary Courses (12 credits)

9-12 credits selected from the following list:

BUSA 465 (3) Technological Entrepreneurship
INSY 432 (3) Digital Business Models
INSY 440 (3) E-Business
INSY 442 (3) Business Intelligence and Data Analytics
INSY 455 (3) Technology and Innovation for Sustainability

0-3 credits to be chosen from the following list:
2.5.8.4 Bachelor of Commerce (B.Com.) - Concentration in Information Systems: IT for Business (15 credits)

There are two options offered in the Information Systems (IS) Concentration: IT for Business and Digital Innovation. The IS Concentration - IT for Business option is flexible and represents an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to improve business and to transform industries. The IT for Business option emphasizes the importance of the interrelationships across technology, management, and strategy.

The objective is to prepare students to be effective leaders, users, and managers of IT in today’s economy. Students of the IT for Business option are well positioned to participate in IT-driven changes that continue to affect knowledge work, business processes, organizational design, and the operation of markets and industries. IT offers fascinating and rewarding jobs and a wide variety of career paths. Career paths include jobs in consulting, IT management, business analysis, etc. in various industries, e.g., banking, healthcare, finance, education, government, etc.

Required Course (3 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 333</td>
<td>3</td>
<td>Systems Analysis and Modeling</td>
</tr>
</tbody>
</table>

Complementary Courses (12 credits)

Selected from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 331</td>
<td>3</td>
<td>Managing Information Technology</td>
</tr>
<tr>
<td>INSY 336</td>
<td>3</td>
<td>Data Handling and Coding for Analytics</td>
</tr>
<tr>
<td>INSY 339</td>
<td>3</td>
<td>IT Consulting</td>
</tr>
<tr>
<td>INSY 341</td>
<td>3</td>
<td>Developing Business Applications</td>
</tr>
<tr>
<td>INSY 430</td>
<td>3</td>
<td>IT in Financial Markets</td>
</tr>
<tr>
<td>INSY 431</td>
<td>3</td>
<td>IT Implementation Management</td>
</tr>
<tr>
<td>INSY 432</td>
<td>3</td>
<td>Digital Business Models</td>
</tr>
<tr>
<td>INSY 434</td>
<td>3</td>
<td>Topics in Information Systems I</td>
</tr>
<tr>
<td>INSY 437</td>
<td>3</td>
<td>Managing Data &amp; Databases</td>
</tr>
<tr>
<td>INSY 440</td>
<td>3</td>
<td>E-Business</td>
</tr>
<tr>
<td>INSY 442</td>
<td>3</td>
<td>Business Intelligence and Data Analytics</td>
</tr>
<tr>
<td>INSY 446</td>
<td>3</td>
<td>Data Mining for Business Analytics</td>
</tr>
<tr>
<td>INSY 450</td>
<td>3</td>
<td>Information Systems Project Management</td>
</tr>
<tr>
<td>INSY 455</td>
<td>3</td>
<td>Technology and Innovation for Sustainability</td>
</tr>
</tbody>
</table>

2.5.8.5 Bachelor of Commerce (B.Com.) - Concentration in Marketing (15 credits)

Currently under review. Admissions will not be accepted for this academic year.

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields 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 (9 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 354</td>
<td>3</td>
<td>Marketing Strategy</td>
</tr>
</tbody>
</table>
MRKT 451  (3)  Marketing Research
MRKT 452  (3)  Consumer Behaviour

**Complementary Course (6 credits)**

6 credits selected from:

MRKT 351  (3)  Marketing and Society
MRKT 355  (3)  Services Marketing
MRKT 357  (3)  Marketing Planning 1
MRKT 365  (3)  New Products
MRKT 438  (3)  Brand Management
MRKT 440  (3)  Marketing Analytics
MRKT 453  (3)  Integrated Mktg Communications
MRKT 455  (3)  Sales Management
MRKT 456  (3)  Business to Business Marketing
MRKT 459  (3)  Retail Management
MRKT 483  (3)  International Marketing Management

**Bachelor of Commerce (B.Com.) - Concentration in Organizational Behaviour (15 credits)**

The Organizational Behaviour concentration provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and to prepare themselves for graduate study in the behavioural sciences or for careers in general management or human resource management.

**Complementary Courses (15 credits)**

Selected from the following:

ORB 321  (3)  Leadership
ORB 325  (3)  Negotiations and Conflict Resolution
ORB 330  (3)  People Analytics
ORB 380  (3)  Cross Cultural Management
ORB 409  (3)  Organizational Research Methods
ORB 420  (3)  Managing Organizational Teams
ORB 421  (3)  Managing Organizational Change
ORB 423  (3)  Human Resources Management
ORB 434  (3)  Topics in Organizational Behaviour 1
ORB 440  (3)  Career Theory and Development
ORB 525  (3)  Compensation Management

**2.5.9 Majors**

**Note:** Admissions to the part-time BCom will not be accepted for this academic year.

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 toward the Majors requirements.
2.5.9.1 Bachelor of Commerce (B.Com.) - Major Accounting (66 credits)

CPA requirements are solely the students’ responsibility and vary from one institution to another. Please note that these requirements are subject to change.

This 30-credit Major is designed to meet the increased demand for accounting options within the BCom program.

All BCom students take a Core curriculum in addition to the Major.

**Required Courses (54 credits)**

**Management Core (36 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>3</td>
<td>Macroeconomic Policy</td>
</tr>
<tr>
<td>MGCR 211</td>
<td>3</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>3</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>MGCR 271</td>
<td>3</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>3</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>3</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>3</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>MGCR 352</td>
<td>3</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MGCR 360</td>
<td>3</td>
<td>Social Context of Business</td>
</tr>
<tr>
<td>MGCR 382</td>
<td>3</td>
<td>International Business</td>
</tr>
<tr>
<td>MGCR 423</td>
<td>3</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGCR 472</td>
<td>3</td>
<td>Operations Management</td>
</tr>
</tbody>
</table>

**Major (18 credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 351</td>
<td>3</td>
<td>Intermediate Financial Accounting 1</td>
</tr>
<tr>
<td>ACCT 352</td>
<td>3</td>
<td>Intermediate Financial Accounting 2</td>
</tr>
<tr>
<td>ACCT 361</td>
<td>3</td>
<td>Management Accounting</td>
</tr>
<tr>
<td>ACCT 362</td>
<td>3</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT 385</td>
<td>3</td>
<td>Principles of Taxation</td>
</tr>
<tr>
<td>ACCT 455</td>
<td>3</td>
<td>Development of Accounting Thought</td>
</tr>
</tbody>
</table>

**Complementary Courses (12 credits)**

Selected from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 354</td>
<td>3</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td>ACCT 401</td>
<td>3</td>
<td>Sustainability and Environmental Accounting</td>
</tr>
<tr>
<td>ACCT 434</td>
<td>3</td>
<td>Topics in Accounting 1</td>
</tr>
<tr>
<td>ACCT 452</td>
<td>3</td>
<td>Financial Reporting Valuation</td>
</tr>
<tr>
<td>ACCT 453</td>
<td>3</td>
<td>Advanced Financial Accounting</td>
</tr>
<tr>
<td>ACCT 454</td>
<td>3</td>
<td>Financial Reporting</td>
</tr>
<tr>
<td>ACCT 463</td>
<td>3</td>
<td>Management Control</td>
</tr>
<tr>
<td>ACCT 471</td>
<td>3</td>
<td>Non-Profit Accounting</td>
</tr>
<tr>
<td>ACCT 475</td>
<td>3</td>
<td>Principles of Auditing</td>
</tr>
<tr>
<td>ACCT 476</td>
<td>3</td>
<td>Internal Auditing</td>
</tr>
<tr>
<td>ACCT 477</td>
<td>3</td>
<td>External Auditing</td>
</tr>
<tr>
<td>ACCT 486</td>
<td>3</td>
<td>Business Taxation 2</td>
</tr>
</tbody>
</table>
2.5.9.2 Bachelor of Commerce (B.Com.) - Major Information Systems (66 credits)

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 to IT-initiated changes in organizations.

Graduates of this program may expect to find employment as business or systems analysts, consultants, IS quality assurance specialists, and project managers in diverse industries, including banking, insurance, manufacturing, retailing, and consulting.

All B.Com. students take a Core curriculum in addition to this Major.

Required Courses (54 credits)

Management Core (36 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 295</td>
<td>3</td>
<td>Macroeconomic Policy</td>
</tr>
<tr>
<td>MGCR 211</td>
<td>3</td>
<td>Introduction to Financial Accounting</td>
</tr>
<tr>
<td>MGCR 222</td>
<td>3</td>
<td>Introduction to Organizational Behaviour</td>
</tr>
<tr>
<td>MGCR 271</td>
<td>3</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>MGCR 293</td>
<td>3</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGCR 331</td>
<td>3</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MGCR 341</td>
<td>3</td>
<td>Introduction to Finance</td>
</tr>
<tr>
<td>MGCR 352</td>
<td>3</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MGCR 360</td>
<td>3</td>
<td>Social Context of Business</td>
</tr>
<tr>
<td>MGCR 382</td>
<td>3</td>
<td>International Business</td>
</tr>
<tr>
<td>MGCR 423</td>
<td>3</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>MGCR 472</td>
<td>3</td>
<td>Operations Management</td>
</tr>
</tbody>
</table>

Major (21 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 331</td>
<td>3</td>
<td>Managing Information Technology</td>
</tr>
<tr>
<td>INSY 333</td>
<td>3</td>
<td>Systems Analysis and Modeling</td>
</tr>
<tr>
<td>INSY 341</td>
<td>3</td>
<td>Developing Business Applications</td>
</tr>
<tr>
<td>INSY 431</td>
<td>3</td>
<td>IT Implementation Management</td>
</tr>
<tr>
<td>INSY 437</td>
<td>3</td>
<td>Managing Data &amp; Databases</td>
</tr>
<tr>
<td>INSY 442</td>
<td>3</td>
<td>Business Intelligence and Data Analytics</td>
</tr>
<tr>
<td>INSY 450</td>
<td>3</td>
<td>Information Systems Project Management</td>
</tr>
</tbody>
</table>

Complementary Courses (9 credits)

Selected from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSY 336</td>
<td>3</td>
<td>Data Handling and Coding for Analytics</td>
</tr>
<tr>
<td>INSY 339</td>
<td>3</td>
<td>IT Consulting</td>
</tr>
<tr>
<td>INSY 430</td>
<td>3</td>
<td>IT in Financial Markets</td>
</tr>
<tr>
<td>INSY 434</td>
<td>3</td>
<td>Topics in Information Systems 1</td>
</tr>
<tr>
<td>INSY 440</td>
<td>3</td>
<td>E-Business</td>
</tr>
<tr>
<td>INSY 444</td>
<td>3</td>
<td>Online Communities and Open Innovation</td>
</tr>
<tr>
<td>INSY 446</td>
<td>3</td>
<td>Data Mining for Business Analytics</td>
</tr>
<tr>
<td>INSY 455</td>
<td>3</td>
<td>Technology and Innovation for Sustainability</td>
</tr>
</tbody>
</table>
2.5.9.3 Bachelor of Commerce (B.Com.) - Major Marketing (66 credits)

This 30-credit Major is designed to provide students with a strong background in marketing 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.

All B.Com. students take a Core curriculum in addition to this Major, which is comprised of 30 credits of Marketing courses.

Required Courses (45 credits)

Management Core (36 credits)

- ECON 295 (3) Macroeconomic Policy
- MGCR 211 (3) Introduction to Financial Accounting
- MGCR 222 (3) Introduction to Organizational Behaviour
- MGCR 271 (3) Business Statistics
- MGCR 293 (3) Managerial Economics
- MGCR 331 (3) Information Systems
- MGCR 341 (3) Introduction to Finance
- MGCR 352 (3) Principles of Marketing
- MGCR 360 (3) Social Context of Business
- MGCR 382 (3) International Business
- MGCR 423 (3) Strategic Management
- MGCR 472 (3) Operations Management

Major (9 credits)

- MRKT 354 (3) Marketing Strategy
- MRKT 451 (3) Marketing Research
- MRKT 452 (3) Consumer Behaviour

Complementary Courses (21 credits)

21 credits selected from:

- MRKT 351 (3) Marketing and Society
- MRKT 355 (3) Services Marketing
- MRKT 357 (3) Marketing Planning 1
- MRKT 365 (3) New Products
- MRKT 438 (3) Brand Management
- MRKT 440 (3) Marketing Analytics
- MRKT 453 (3) Integrated Mktg Communications
- MRKT 455 (3) Sales Management
- MRKT 456 (3) Business to Business Marketing
- MRKT 459 (3) Retail Management
- MRKT 483 (3) International Marketing Management
3 Graduate Programs, Diplomas, and Graduate Certificates

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development will advance your career. Our lecturers are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as:

- Accounting
- Aviation Management and Leadership
- Entrepreneurship
- Finance
- Health Care
- Human Resources
- Internet Business
- International Business
- Management
- Marketing
- Public Relations
- Supply Chain Management
- Taxation

The Career and Professional Development unit offers innovative programs featuring multiple learning methods that focus on real-life issues, applications and skills—all while leading to valuable and career-enhancing graduate certificates and diplomas. To give yourself an edge at work and in the marketplace, invest in your future at the School of Continuing Studies.

3.1 Graduate Programs

Diploma and Graduate Diploma Programs (university degree required)

- section 3.1.1.2: Diploma in Accounting
- section 3.1.1.3: Diploma in Applied Marketing
- section 3.1.1.4: Diploma in Entrepreneurship
- section 3.1.1.5: Diploma in Health and Social Services Management
- section 3.1.1.6: Diploma in Human Resources Management
- section 3.1.1.7: Diploma in Integrated Aviation Management
- section 3.1.1.8: Diploma in Internet Business Technology
- section 3.1.1.9: Diploma in Management

  - Entrepreneurship Concentration
  - International Business Concentration
  - Internet Business Concentration
  - General Management Concentration

- section 3.1.1.10: Diploma in Professional Practice in Finance
- section 3.1.1.11: Diploma in Public Relations and Communications Management
- section 3.1.1.12: Diploma in Supply Chain and Operations Management

Graduate Certificates

- section 3.1.2.2: Graduate Certificate in Aviation Leadership
- section 3.1.2.3: Graduate Certificate in CPA Professional Education
- section 3.1.2.4: Graduate Certificate in Digital Marketing
- section 3.1.2.5: Graduate Certificate in Entrepreneurship
- section 3.1.2.6: Graduate Certificate in Financial Planning
section 3.1.2.7: Graduate Certificate in Health Services Management
section 3.1.2.8: Graduate Certificate in Human Resources Management
section 3.1.2.9: Graduate Certificate in International Business
section 3.1.2.10: Graduate Certificate in Internet Business
section 3.1.2.11: Graduate Certificate in Leadership
section 3.1.2.12: Graduate Certificate in Professional Accounting

3.1.1  Diplomas

3.1.1.1  Admission Requirements – Diploma Programs

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

Applicants who have studied outside Canada are advised to request an evaluation of their degree, called Évaluation comparative des études effectuées hors du Québec, from Quebec’s Ministère de l’Immigration, de la Diversité et de l’Inclusion. Further details can be found on the web at www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html, or by calling 514-864-9191. This equivalency evaluation may be required along with an official transcript when applying for admission. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore, any cumulative undergraduate average or Standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see section 3.5: C&PD Programs with a Minimum CGPA Requirement for further details on applying to a program with a CGPA below the indicated required minimum.

Admission Procedures

Please see School of Continuing Studies > Getting Started > Admission Requirements.

3.1.1.2  Diploma in Accounting

The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the Chartered Professional Accountant (CPA) profession, as well as for positions as an accountant in industry.

Accounting Contact Information

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

Admission Requirements – Diploma in Accounting

In addition to the admission requirements stipulated in section 3.1.1.1: Admission Requirements – Diploma Programs, students must have a bachelor’s degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies or equivalent.

Program Requirements

See section 3.1.1.13: Diploma (Dip.) Accounting (30 credits).

3.1.1.3  Diploma in Applied Marketing

The Diploma in Applied Marketing is designed to provide graduate-level students with a solid grounding in marketing terminology, theory, and best practices to prepare them for work or allow them to advance in a range of marketing areas. Focus is on hands-on projects, current practice, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

Admission Requirements for the Diploma in Applied Marketing

Please see section 3.1.1.1: Admission Requirements – Diploma Programs.

Program Requirements

See section 3.1.1.14: Diploma (Dip.) Applied Marketing (30 credits).

3.1.1.4  Diploma in Entrepreneurship

The Diploma in Entrepreneurship provides students with both the theoretical and practical background they need to launch a sustainable venture. The program is designed not only for entrepreneurs starting new ventures, but also for “intrapreneurs” who are trying to launch a new product or idea within an existing company. It is highly participatory with a hands-on focus that reflects new developments in the context and application of entrepreneurial practices. It is intended to teach students to become high-level problem solvers while maintaining their business savvy.

Admission Requirements – Diploma in Entrepreneurship
In addition to the admission requirements stipulated in section 3.1.1: Admission Requirements – Diploma Programs, students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

Program Requirements
See section 3.1.1.15: Diploma (Dip.) Entrepreneurship (30 credits).

3.1.1.5 Diploma in Health and Social Services Management

The Diploma in Health and Social Services Management program focuses on the development of skills and knowledge required to prepare health care professionals for the day-to-day challenges of managing individuals, complex health care systems, and organizational changes in a variety of health care settings.

Admission Requirements – Diploma in Health and Social Services Management
In addition to the admission requirements stipulated in section 3.1.1: Admission Requirements – Diploma Programs, students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Program Requirements
See section 3.1.1.16: Diploma (Dip.) Health and Social Services Management (30 credits).

3.1.1.6 Diploma in Human Resources Management

This diploma provides the knowledge and skills required to become a successful practitioner in human resources management (HRM).

Admission Requirements – Diploma in Human Resources Management
In addition to the admission requirements stipulated in section 3.1.1: Admission Requirements – Diploma Programs, students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

Program Requirements
See section 3.1.1.17: Diploma (Dip.) Human Resources Management (30 credits).

3.1.1.7 Diploma in Integrated Aviation Management

The Diploma in Integrated Aviation Management is designed to provide graduate-level students with the knowledge and skills required for a career in the aviation industry.

Admission Requirements – Diploma in Integrated Aviation Management
In addition to the admission requirements stipulated in section 3.1.1: Admission Requirements – Diploma Programs, students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Program Requirements
See section 3.1.1.18: Diploma (Dip.) Integrated Aviation Management (30 credits).

3.1.1.8 Diploma in Internet Business Technology

This diploma is offered to those who have completed a university undergraduate degree and wish to obtain a qualification in the field of Internet business technology.

Admission Requirements – Diploma in Internet Business Technology
In addition to the admission requirements stipulated in section 3.1.1: Admission Requirements – Diploma Programs, students must have a CGPA of 3.0 out of 4.0. Students must also 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.

Program Requirements
See section 3.1.1.19: Diploma (Dip.) Internet Business Technology (30 credits).

3.1.1.9 Diploma in Management

The School of Continuing Studies, in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management.

Admission Requirements – Diploma in Management
Please see section 3.1.1: Admission Requirements – Diploma Programs.

Diploma in Management: Entrepreneurship Concentration
The School of Continuing Studies, in cooperation with the Dobson Centre for Entrepreneurial Studies, offers the Diploma in Management with an Entrepreneurship Concentration.

In addition to the admission requirements stipulated above, students must have an undergraduate degree in an area other than Commerce or equivalent.
For program requirements, see section 3.1.1.20: Diploma (Dip.) Management: Entrepreneurship Concentration (30 credits).

Diploma in Management: International Business Concentration
This program offers an understanding of issues such as international finance, international business relations, international marketing, and Canada-U.S. business relations.

For program requirements, see section 3.1.1.21: Diploma (Dip.) Management: International Business Concentration (30 credits).

**Diploma in Management: Internet Business Concentration**

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

For program requirements, see section 3.1.1.22: Diploma (Dip.) Management: Internet Business Concentration (30 credits).

**Diploma in Management: General**

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education.

For program requirements, see section 3.1.1.23: Diploma (Dip.) Management: General (30 credits).

**3.1.1.10 Diploma in Professional Practice in Finance**

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

**Admission Requirements – Diploma in Professional Practice in Finance**

In addition to the admission requirements stipulated in section 3.1.1.1: Admission Requirements – Diploma Programs, students must have a bachelor’s degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

**Program Requirements**

See section 3.1.1.24: Diploma (Dip.) Professional Practice in Finance (30 credits).

**3.1.1.11 Diploma in Public Relations and Communications Management**

The Diploma in Public Relations and Communications Management is intended for those wishing to pursue a career in public relations and communications.

**Admission Requirements – Diploma in Public Relations and Communications Management**

In addition to the admission requirements stipulated in section 3.1.1.1: Admission Requirements – Diploma Programs, students must have a 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.

**Program Requirements**

See section 3.1.1.25: Diploma (Dip.) Public Relations and Communications Management (30 credits).

**3.1.1.12 Diploma in Supply Chain and Operations Management**

This diploma offers high-level tools of analysis for acquiring an in-depth understanding of supply chain operations.

**Admission Requirements – Diploma in Supply Chain and Operations Management**

In addition to the admission requirements stipulated in section 3.1.1.1: Admission Requirements – Diploma Programs, students must have a bachelor’s degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

**Program Requirements**

See section 3.1.1.26: Diploma (Dip.) Supply Chain and Operations Management (30 credits).

**3.1.1.13 Diploma (Dip.) Accounting (30 credits)**

The Diploma in Accounting aims to provide students with competencies in the frontiers of accounting using learner-centered instructional methods. It is designed to provide training in the techniques and nuances expected of a successful professional in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance.

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination Test.

Prerequisite and corequisite courses are not included in the total credit requirement for the program.

**Prerequisites**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 521*</td>
<td>(3)</td>
<td>Concepts of Financial Accounting</td>
</tr>
<tr>
<td>CMS2 500*</td>
<td>(3)</td>
<td>Mathematics for Management</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

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

* or the Exemption by Examination Test

**Required Courses (24 credits)**

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

**Complementary Courses (6 credits)**

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

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

### 3.1.1.14 Diploma (Dip.) Applied Marketing (30 credits)

The Diploma in Applied Marketing is intended for students who wish to build on their previous university studies to help prepare themselves for marketing positions in business, industry, or not-for-profit organizations, or to make a career change. This program will introduce students to theories, practices, and recent developments in the field of marketing, and provide an opportunity to apply these in practical situations. Students must have a Bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

**Required Courses**

- CMIS 549 (3) Digital Media and Search Engine Optimization
- CMR2 542 (3) Marketing Principles and Applications
- CMR2 543 (3) Marketing of Services
- CMR2 548 (3) Processes of Marketing Research
- CMR2 549 (3) Strategic Selling
- CMR2 556 (3) Buyer Behaviour
- CMR2 564 (3) Marketing Communications: A Strategic Approach
- CMR2 566 (3) Global Marketing Management
- CMR2 570 (3) Strategic Marketing Planning
- CPL2 510 (3) Communication and Networking Skills
3.1.1.15 Diploma (Dip.) Entrepreneurship (30 credits)

This program is designed for students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. It focuses on the specific needs of contemporary entrepreneurs, including adaptation to various circumstances in a world where business and the global marketplace are rapidly changing. It entails approaches and activities that will enable students acquire the tools and competencies necessary to identify opportunities; assess entrepreneurial potential; produce a business plan; finance, organize, and promote a business; and prepare a marketing and sales structure. With a tailored curriculum, this program is appropriate for anyone who wants to learn the fundamentals of entrepreneurship with resource people who have seen all: from success, to failure, and success again.

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

Corequisites

CMS2 500* (3) Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>Accounting for Management</td>
<td>(3)</td>
</tr>
<tr>
<td>CCLW 511</td>
<td>Law 1</td>
<td>(3)</td>
</tr>
<tr>
<td>CEC2 532</td>
<td>Business Economics</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 500</td>
<td>New Venture Formation</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 505</td>
<td>Sales and Negotiation Strategies</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 506</td>
<td>Financing Startups and Ventures</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 507</td>
<td>Venture Growth Strategies</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 510</td>
<td>Practical Entrepreneurship Management</td>
<td>(3)</td>
</tr>
<tr>
<td>CPL2 510</td>
<td>Communication and Networking Skills</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Complementary Courses (3 credits)

3 credits from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 530</td>
<td>Digital Analytics and Targeting</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 542</td>
<td>Strategic Internet Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>Digital Marketing Automation, Planning and Technology</td>
<td>(3)</td>
</tr>
<tr>
<td>CMS2 521</td>
<td>Applied Management Statistics</td>
<td>(3)</td>
</tr>
<tr>
<td>CPL2 524</td>
<td>Introduction: International Business</td>
<td>(3)</td>
</tr>
</tbody>
</table>

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

The Diploma in Health and Social Services Management will prepare students with an integrated base of management knowledge in the field of health and social services management. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria, planning, directing, and coordinating the delivery of services in hospitals, reception centers for the youth and the elderly, local community centers, and other health and social establishments. Individuals will acquire knowledge and develop skills to work with other professionals, for budgeting, managing employees, purchasing equipment, as well as overseeing facilities and equipment worth millions of dollars.

Corequisite

CMS2 500 (3) Mathematics for Management

Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>Accounting for Management</td>
<td>(3)</td>
</tr>
<tr>
<td>CACC 523</td>
<td>Financial Aspects of Health Care</td>
<td>(3)</td>
</tr>
</tbody>
</table>
3.1.1.17 Diploma (Dip.) Human Resources Management (30 credits)

This Diploma in Human Resources Management includes a broad range of courses covering concepts, practices, current issues and areas of specialization in the field of human resources management (HRM).

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

**Required Courses (27 credits)**

- CORG 551 (3) Behaviour in Organizations
- CORG 553 (3) Employee and Labour Relations
- CORG 554 (3) Managing Occupational Health and Safety
- CORG 555 (3) Strategic Human Resources Management
- CORG 557 (3) Talent and Performance Management
- CORG 560 (3) Staffing Organizations
- CORG 561 (3) Developing Human Resources
- CORG 562 (3) Total Compensation and Rewards
- CORG 565 (3) Human Resources Information Systems: HRIS

**Complementary Courses (3 credits)**

- CGM2 510 (3) Project Management: Tools and Techniques
- CPL2 510 (3) Communication and Networking Skills
- CPL2 532 (3) Leading Change
- CPL2 533 (3) Developing Leadership Skills
- CPL2 534 (3) Leading in Diverse and Global Workplaces

3.1.1.18 Diploma (Dip.) Integrated Aviation Management (30 credits)

This 30-credit program focuses on Aviation Management from a business, economic, financial, legal, managerial, marketing, operational, planning, and policy perspective at the national and international levels. The program focuses on contemporary issues in the following areas: aviation laws and regulations; airline and airport management; air cargo and navigation service management; safety and security; air transportation finance and economics; and change management. Students must have a bachelor’s degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.
Required courses

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

3.1.1.19 Diploma (Dip.) Internet Business Technology (30 credits)

The Diploma in Internet Business Technology is designed to provide a base in the fundamentals of computer science and exposure to Internet technology, web-based social media and web analytics. Students completing the diploma will be in an excellent position to understand and manage information technology-related issues in their workplace.

Corequisite Course (3 credits)

CMS2 500 (3) Mathematics for Management

Required Courses (30 credits)

CCS2 505 (3) Applications Programming
CCS2 510 (3) Computer Network and Internet Security
CMIS 530 (3) Digital Analytics and Targeting
CMIS 543 (3) Digital Customer Experience
CMIS 544 (3) Digital Marketing Automation, Planning and Technology
CMIS 545 (3) Cloud Computing Architecture
CMIS 549 (3) Digital Media and Search Engine Optimization
CMIS 550 (3) Fundamentals of Big Data
CMS2 505 (3) Quantitative Analysis Tools in Decision Making
CMS2 527 (3) Business Intelligence and Analytics

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

** This program is currently not offered. **

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

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

Corequisites

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

* or the Exemption by Examination Test
Required Courses (27 credits)

CACC 520 (3) Accounting for Management
CEN2 500 (3) New Venture Formation
CEN2 505 (3) Sales and Negotiation Strategies
CEN2 510 (3) Practical Entrepreneurship Management
CFIN 512 (3) Corporate Finance
CMR2 542 (3) Marketing Principles and Applications
CMS2 521 (3) Applied Management Statistics
CORG 551 (3) Behaviour in Organizations
CPL2 553 (3) Small Business Management

Complementary Courses (3 credits)

3 credits from the following:

CCLW 511 (3) Law 1
CGM2 510 (3) Project Management: Tools and Techniques
CMR2 543 (3) Marketing of Services
CMR2 556 (3) Buyer Behaviour
CMR2 566 (3) Global Marketing Management
CPL2 510 (3) Communication and Networking Skills
CPL2 524 (3) Introduction: International Business
CPL2 533 (3) Developing Leadership Skills

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

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

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

Corequisite (3 credits)

CMS2 500* (3) Mathematics for Management

* or the Exemption by Examination Test

Required Courses (24 credits)

CACC 520 (3) Accounting for Management
CEC2 532 (3) Business Economics
CMR2 542 (3) Marketing Principles and Applications
CMR2 566 (3) Global Marketing Management
CMS2 521 (3) Applied Management Statistics
CPL2 524 (3) Introduction: International Business
CPL2 530 (3) Canadian Import, Export and Customs Regulations
CPL2 554 (3) International Business Policy
Complementary Courses (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCTR 510</td>
<td>Computer Assisted Translation / Informatique en traduction</td>
</tr>
<tr>
<td>CEN 207</td>
<td>Venture Growth Strategies</td>
</tr>
<tr>
<td>CGM 210</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CMIS 541</td>
<td>Information Systems for Managers</td>
</tr>
<tr>
<td>CORG 551</td>
<td>Behaviour in Organizations</td>
</tr>
<tr>
<td>CPL 254</td>
<td>Leading in Diverse and Global Workplaces</td>
</tr>
<tr>
<td>CPL 255</td>
<td>Business in Emerging and Asian Markets</td>
</tr>
<tr>
<td>CPL 259</td>
<td>Topics in International Business</td>
</tr>
</tbody>
</table>

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

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

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Corequisites

- CEC 252* (3) Business Economics
- CMS 250* (3) Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>Accounting for Management</td>
</tr>
<tr>
<td>CFIN 512</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>CMIS 530</td>
<td>Digital Analytics and Targeting</td>
</tr>
<tr>
<td>CMIS 543</td>
<td>Digital Customer Experience</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>Digital Marketing Automation, Planning and Technology</td>
</tr>
<tr>
<td>CMIS 549</td>
<td>Digital Media and Search Engine Optimization</td>
</tr>
<tr>
<td>CMR 542</td>
<td>Marketing Principles and Applications</td>
</tr>
<tr>
<td>CMS 521</td>
<td>Applied Management Statistics</td>
</tr>
<tr>
<td>CORG 551</td>
<td>Behaviour in Organizations</td>
</tr>
</tbody>
</table>

Complementary Course (3 credits)

3 credits from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS 505</td>
<td>Applications Programming</td>
</tr>
<tr>
<td>CCS 510</td>
<td>Computer Network and Internet Security</td>
</tr>
<tr>
<td>CMIS 545</td>
<td>Cloud Computing Architecture</td>
</tr>
<tr>
<td>CMIS 550</td>
<td>Fundamentals of Big Data</td>
</tr>
<tr>
<td>CMS 505</td>
<td>Quantitative Analysis Tools in Decision Making</td>
</tr>
<tr>
<td>CMS 527</td>
<td>Business Intelligence and Analytics</td>
</tr>
</tbody>
</table>

3.1.1.23 Diploma (Dip.) Management: General (30 credits)

This Diploma program provides students with broad-based, fundamental knowledge of business management and prepares them for further graduate studies in management. It is also designed to strengthen students’ communication, problem-solving, critical thinking, and teamwork skills, competencies that are particularly important for those aspiring to general management positions.
Note: Corequisite courses are not included in the total credit requirement for the program.

### Corequisites

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 2500*</td>
<td>(3)</td>
<td>Mathematics for Management</td>
</tr>
</tbody>
</table>

* or the Exemption by Examination Test

### Required Courses (21 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>(3)</td>
<td>Accounting for Management</td>
</tr>
<tr>
<td>CEC 2532</td>
<td>(3)</td>
<td>Business Economics</td>
</tr>
<tr>
<td>CFIN 512</td>
<td>(3)</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>CMS 2542</td>
<td>(3)</td>
<td>Marketing Principles and Applications</td>
</tr>
<tr>
<td>CMS 2521</td>
<td>(3)</td>
<td>Applied Management Statistics</td>
</tr>
<tr>
<td>CMS 2527</td>
<td>(3)</td>
<td>Business Intelligence and Analytics</td>
</tr>
<tr>
<td>CORG 551</td>
<td>(3)</td>
<td>Behaviour in Organizations</td>
</tr>
</tbody>
</table>

### Complementary Courses (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCLW 511</td>
<td>(3)</td>
<td>Law I</td>
</tr>
<tr>
<td>CGM 2510</td>
<td>(3)</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CMIS 541</td>
<td>(3)</td>
<td>Information Systems for Managers</td>
</tr>
<tr>
<td>CMS 2515</td>
<td>(3)</td>
<td>Operations Management</td>
</tr>
<tr>
<td>CORG 555</td>
<td>(3)</td>
<td>Strategic Human Resources Management</td>
</tr>
<tr>
<td>CPL 2510</td>
<td>(3)</td>
<td>Communication and Networking Skills</td>
</tr>
<tr>
<td>CPL 2524</td>
<td>(3)</td>
<td>Introduction: International Business</td>
</tr>
<tr>
<td>CPL 2552</td>
<td>(3)</td>
<td>Strategic Management</td>
</tr>
</tbody>
</table>

And any other 500-level course offered and approved by Career and Professional Development.

### 3.1.1.24 Diploma (Dip.) Professional Practice in Finance (30 credits)

The Diploma in Professional Practice in Finance, a Chartered Financial Analyst (CFA) University Affiliated Program, prepares students to write level I, II, and III exams for the CFA Designation. This program is intended to allow students to develop professional competencies that will be recognized nationally and internationally. The program is designed to provide training in the competencies, techniques, and specific expertise required to become a successful professional in various finance-related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning, and sustainable financial management.

### Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 521</td>
<td>(3)</td>
<td>Concepts of Financial Accounting</td>
</tr>
<tr>
<td>CMS 2500</td>
<td>(3)</td>
<td>Mathematics for Management</td>
</tr>
</tbody>
</table>

### Corequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC 2532</td>
<td>(3)</td>
<td>Business Economics</td>
</tr>
<tr>
<td>CMS 2521</td>
<td>(3)</td>
<td>Applied Management Statistics</td>
</tr>
</tbody>
</table>

### Required Courses (27 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCFA 500</td>
<td>(1.5)</td>
<td>Professional Ethical Practices</td>
</tr>
<tr>
<td>CCFA 505</td>
<td>(1.5)</td>
<td>Financial Modeling</td>
</tr>
</tbody>
</table>
Complementary Courses (3 credits)

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

3.1.1.25 Diploma (Dip.) Public Relations and Communications Management (30 credits)

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already working in the field who would like to further their academic background. Students gain knowledge in a range of specializations that will help them build their careers in the consulting, corporate or not-for-profit sectors. Material is updated regularly to include new technology and emerging issues. While skills are taught, major emphasis is placed on the strategic aspects of public relations.

Required Courses (21 credits)

CPRL 510 (3) Fundamentals of Public Relations
CPRL 520 (3) Applied Public Relations Communication
CPRL 530 (3) Internal Stakeholder Communication
CPRL 531 (3) Media Context and Applications
CPRL 535 (3) Public Opinion and Public Policy
CPRL 540 (3) Communication Planning
CPRL 541 (3) Ethics in Public Relations

Complementary Courses (9 credits)

3-6 credits from:

CPRL 533 (3) Communications in the Corporate Sector
CPRL 534 (3) Communications in the Not-For-Profit Sector

3-6 credits from:

CGM2 510 (3) Project Management: Tools and Techniques
CMIS 530 (3) Digital Analytics and Targeting
CMIS 542 (3) Strategic Internet Marketing
CMIS 544 (3) Digital Marketing Automation, Planning and Technology
CMR2 542 (3) Marketing Principles and Applications
CORG 551 (3) Behaviour in Organizations
CPRL 515 (3) Fund-raising and Philanthropy
CPRL 532 (3) Public Relations Event Management
CPRL 590 (3) Topics in Public Relations

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

3.1.1.26 Diploma (Dip.) Supply Chain and Operations Management (30 credits)
The Diploma in Supply Chain and Operations Management offers students opportunities to specialize in areas such as quality management, lean manufacturing, service operations and project management. The program contents are included in the body of knowledge of a Green Belt and Project Management Institute.

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

Corequisite
CMS2 500* (3) Mathematics for Management

* or the Exemption by Examination Test

Required Courses (30 credits)
CGM2 510 (3) Project Management: Tools and Techniques
CMS2 505 (3) Quantitative Analysis Tools in Decision Making
CMS2 515 (3) Operations Management
CMS2 524 (3) Management of Service Operations
CMS2 525 (3) Supply Chain Management
CMS2 527 (3) Business Intelligence and Analytics
CMS2 531 (3) Re-Engineering and Integration of Business Systems
CMS2 532 (3) Lean Operations Systems
CMS2 540 (3) Six-Sigma Quality Management
CMS2 550 (3) Supply Chain Field Project

3.1.2 Graduate Certificates


The programs are offered by the School of Continuing Studies. The Graduate Certificates offered consist of five courses (15 credits) to eight courses (24 credits), depending on the specific program.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these graduate-level programs are designed to provide the specialized knowledge you need for today's changing business world, in the shortest possible time.

3.1.2.1 Admission Requirements for Graduate Certificates

To be admitted to the 15- to 24-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated), meet any other requirements specified, and meet the language requirements. Please note that some programs have additional requirements that are noted within the description of the specific program. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs using grading systems that differ from those utilized by McGill University. Therefore, any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see section 3.5: C&PD Programs with a Minimum CGPA Requirement for further details on applying to a program with a CGPA below the indicated required minimum.

3.1.2.2 Graduate Certificate in Aviation Leadership

The Graduate Certificate in Aviation Leadership program focuses on developing leadership competencies for individuals who wish to advance their careers in aviation.

Program Requirements
See section 3.1.2.14: Graduate Certificate (Gr. Cert.) Aviation Leadership (24 credits).

3.1.2.3 Graduate Certificate in CPA Professional Education
The Graduate Certificate in CPA Professional Education at McGill, an accredited Professional Education Program of CPA Canada, prepares students to write the National CPA Common Final Exams (CFE).

Program Requirements
See section 3.1.2.15: Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits).

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

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

Program Requirements
See section 3.1.2.16: Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits).

3.1.2.5 Graduate Certificate in Entrepreneurship
This program is designed to provide a basis of entrepreneurial management knowledge that is essential in today's changing business world.

Admission Requirements – Graduate Certificate in Entrepreneurship
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Program Requirements
See section 3.1.2.17: Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits).

3.1.2.6 Graduate Certificate in Financial Planning

Admission Requirements – Graduate Certificate in Financial Planning
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a bachelor’s degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a bachelor’s degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

Program Requirements
See section 3.1.2.18: Graduate Certificate (Gr. Cert.) Financial Planning (15 credits).

3.1.2.7 Graduate Certificate in Health Services Management
The Graduate Certificate in Health Services Management consists of five courses. This 15-credit graduate-level program is designed to provide specialized business and management knowledge needed by practicing health care professionals.

Admission Requirements – Graduate Certificate in Health Services Management
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, students must hold a bachelor’s degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and three years of recent work experience in administrative, research, or clinical positions in a health-related environment; or a bachelor’s degree in any discipline and a Certificate in Health and Social Service Management with a minimum CGPA of 3.0 out of 4.0. All applicants must provide their curriculum vitae and two letters of reference.

Program Requirements
See section 3.1.2.19: Graduate Certificate (Gr. Cert.) Health Services Management (15 credits).

3.1.2.8 Graduate Certificate in Human Resources Management
This program is designed to provide an introduction to the core practices of human resources management.

Admission Requirements – Graduate Certificate in Human Resources Management
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, applicants must meet one of the following requirements:
1. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a minimum of three years of recent, relevant work experience in the human resources field. Applicants must provide their curriculum vitae and two letters of reference.

2. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a Certified Human Resources Professional designation (CHRP). Applicants must provide their professional designation document.

3. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have an undergraduate Certificate in Human Resources Management with a minimum CGPA of 3.0 out of 4.0.

Program Requirements
See section 3.1.2.20: Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits).

3.1.2.9 Graduate Certificate in International Business
This program provides specialized knowledge in areas such as international finance and business relations, which is a necessity in today's changing global marketplace.

Admission Requirements – Graduate Certificate in International Business
Please see section 3.1.2.1: Admission Requirements for Graduate Certificates.

Program Requirements
See section 3.1.2.21: Graduate Certificate (Gr. Cert.) International Business (15 credits).

3.1.2.10 Graduate Certificate in Internet Business

Admission Requirements – Graduate Certificate in Internet Business
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, students must hold a Bachelor of Computer Science, a Bachelor of Software Engineering, or a Bachelor of Computer Engineering with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Program Requirements
See section 3.1.2.22: Graduate Certificate (Gr. Cert.) Internet Business (15 credits).

3.1.2.11 Graduate Certificate in Leadership

Admission Requirements – Graduate Certificate in Leadership
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a minimum of three years of recent and relevant managerial, supervisory, or project management experience or hold a professional designation. All applicants must provide their curriculum vitae and two letters of reference. Students must also meet the language requirements (see section 2.2.1: Proof of Proficiency in English).

Program Requirements
See section 3.1.2.23: Graduate Certificate (Gr. Cert.) Leadership (24 credits).

3.1.2.12 Graduate Certificate in Professional Accounting

Note: Admissions to this program are no longer being accepted. This program has been replaced by the Graduate Certificate in CPA Professional Education program.

The Graduate Certificate in Professional Accounting is a 24-credit graduate-level program intended for those who wish to pursue a career as a professional accountant. This program complies with the guidelines established by l'Ordre des Comptables Professionnels Agréés du Québec and must be completed prior to obtaining the Chartered Professional Accountant (CPA) license.

Admission Requirements – Graduate Certificate in Professional Accounting
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, students must have a Bachelor of Commerce (BCom) degree with a majors or honours in accounting from a recognized Canadian university with a minimum CGPA of 3.0 out of 4.0. They must also have completed the eleven (11) mandatory prerequisite courses listed in section 3.1.2.24: Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits) with a minimum grade of B- as part of the BCom degree program.

Students who do not have a Canadian BCom (major or honours in accounting) must have a recognized bachelor's degree in any other discipline with a minimum CGPA of 3.0 out of 4.0 and must have completed the Diploma in Accounting program offered by McGill University's School of Continuing Studies. This must include completion of the fourteen (14) mandatory prerequisite courses listed in section 3.1.2.24: Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits) with a minimum grade of B-.

All mandatory prerequisite courses (combined) must add up to a minimum CGPA of 3.0 out of 4.0.
Note: Meeting the minimum CGPA does not necessarily guarantee admission into the Graduate Certificate in Professional Accounting program.

Program Requirements
See section 3.1.2.24: Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits).

3.1.2.13 Graduate Certificate in Public Relations Management

Admission Requirements – Graduate Certificate in Public Relations Management
In addition to the admission requirements stipulated in section 3.1.2.1: Admission Requirements for Graduate Certificates, students must have a Bachelor 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.

Program Requirements
See section 3.1.2.25: Graduate Certificate (Gr. Cert.) Public Relations Management (15 credits).

3.1.2.14 Graduate Certificate (Gr. Cert.) Aviation Leadership (24 credits)
The Graduate Certificate in Aviation Leadership program focuses on developing leadership competencies for individuals who wish to advance their careers in aviation. Participants will be exposed to innovative leadership practices, diverse workplace leadership, effective communication and negotiation, and data analytics. The Program uses a learner-centered instructional methodology, fostering a deeper understanding of aviation-related concepts and empowering learners to integrate what they have learned about leadership into immediate practice. Courses are also designed to focus on problem-solving skills and critical thinking. Courses incorporate aviation-related simulations, experiential activities, case studies, and guest speakers who are industry leaders with expertise in airlines, airports, air navigation, aerospace manufacturing, and other related areas.

Required Courses (24 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIAM 550</td>
<td>Commun &amp; Networking Skills for Aviation Professionals</td>
<td>3</td>
</tr>
<tr>
<td>CIAM 552</td>
<td>Analytics &amp; Bus. Intelligence for Aviation Professionals</td>
<td>3</td>
</tr>
<tr>
<td>CORG 551</td>
<td>Behaviour in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CPL2 532</td>
<td>Leading Change</td>
<td>3</td>
</tr>
<tr>
<td>CPL2 533</td>
<td>Developing Leadership Skills</td>
<td>3</td>
</tr>
<tr>
<td>CPL2 534</td>
<td>Leading in Diverse and Global Workplaces</td>
<td>3</td>
</tr>
<tr>
<td>CPL2 552</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

3.1.2.15 Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits)
This accredited professional accounting program provides a pathway to completion of the Professional Education Program (PEP) of Chartered Professional Accounting (CPA) Quebec. Upon completion, you will be ready to challenge the CFE (Common Final Exam), the three-day CPA professional examination. Both the PEP and the CFE are required for obtaining the CPA designation and to practice as an accountant.

This program is structured for working individuals and offered part-time. It is made up of a series of courses, intensive capstone courses, case-based learning, team work, and mock exams focusing primarily on enhancing CPA candidates’ ability to apply the professional knowledge, values, ethics, and attitudes expected of CPAs in a professional context.

The courses focus on expanding your knowledge of accounting and developing your analytical skills, critical thinking abilities, and capacity to operate and navigate professionally in an increasingly ambiguous environment. They reflect the technical and enabling competencies that business, public practice, and government require from professional accountants. The courses are delivered by our team of experienced CPAs who use a range of learner-centered techniques and methodologies to convey their wealth of knowledge and the practical experience they have gained within leading global organizations.

Required Courses (18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCPA 601</td>
<td>CPA Foundations 1</td>
<td>6</td>
</tr>
<tr>
<td>CCPA 602</td>
<td>CPA Foundations 2</td>
<td>6</td>
</tr>
<tr>
<td>CCPA 631</td>
<td>Case-Writing and Communications for CPAs</td>
<td>3</td>
</tr>
<tr>
<td>CCPA 641</td>
<td>Capstone 1 Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

Complementary Courses (6 credits)
6 credits from the following. Those wishing to obtain the rights to practice in public accounting must choose CCPA 621 and CCPA 623. Students must also complete CCPA 642 if they wish to take the Common Final Exam as required by OCPAQ.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCPA 621</td>
<td>Taxation</td>
<td>(3)</td>
</tr>
<tr>
<td>CCPA 622</td>
<td>Performance Management</td>
<td>(3)</td>
</tr>
<tr>
<td>CCPA 623</td>
<td>Assurance</td>
<td>(3)</td>
</tr>
<tr>
<td>CCPA 624</td>
<td>Finance for CPAs</td>
<td>(3)</td>
</tr>
<tr>
<td>CCPA 642</td>
<td>Capstone 2 Examination Preparation</td>
<td>(0)</td>
</tr>
</tbody>
</table>

### 3.1.2.16 Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits)

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

**Required Courses (12 credits)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIS 543</td>
<td>Digital Customer Experience</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>Digital Marketing Automation, Planning and Technology</td>
<td>(3)</td>
</tr>
<tr>
<td>CMIS 549</td>
<td>Digital Media and Search Engine Optimization</td>
<td>(3)</td>
</tr>
<tr>
<td>CMR2 573</td>
<td>Digital Marketing Communications</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Complementary Course (3 credits)**

3 credits from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
<td>(3)</td>
</tr>
<tr>
<td>CMR2 542</td>
<td>Marketing Principles and Applications</td>
<td>(3)</td>
</tr>
<tr>
<td>CMR2 548</td>
<td>Processes of Marketing Research</td>
<td>(3)</td>
</tr>
<tr>
<td>CMR2 590</td>
<td>Topics in Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td>CPL2 552</td>
<td>Strategic Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>

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

### 3.1.2.17 Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits)

This Graduate Certificate program is designed for students with a Bachelor of Commerce who are interested in starting a business of their own. The program provides a thorough understanding of what is required to start and maintain a sustainable venture, with a specific focus on the needs of contemporary entrepreneurs. This includes adapting to various circumstances in a world where business and the global marketplace are rapidly changing, emphasizing modern approaches to entrepreneurial practices.

In addition to the admission requirements stipulated for Graduate Certificates, students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

**Required Courses (12 credits)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN2 500</td>
<td>New Venture Formation</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 505</td>
<td>Sales and Negotiation Strategies</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 506</td>
<td>Financing Startups and Ventures</td>
<td>(3)</td>
</tr>
<tr>
<td>CEN2 510</td>
<td>Practical Entrepreneurship Management</td>
<td>(3)</td>
</tr>
</tbody>
</table>

**Complementary Course (3 credits)**

3 credits from:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
<td>(3)</td>
</tr>
</tbody>
</table>
CMIS 530 (3) Digital Analytics and Targeting
CMIS 542 (3) Strategic Internet Marketing
CMIS 544 (3) Digital Marketing Automation, Planning and Technology
CMS 521 (3) Applied Management Statistics
CPL 252 (3) Introduction: International Business

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

3.1.2.18 Graduate Certificate (Gr. Cert.) Financial Planning (15 credits)
The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a Bachelor’s Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a Bachelor’s Degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

Prerequisite

CCTX 511 (3) Taxation 1

Note: Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

Required Courses

CCLW 511 (3) Law 1
CCTX 532 (3) Taxation 2
CEN 2505 (3) Sales and Negotiation Strategies
CFIN 501 (3) Retirement, Estate and Tax Planning
CPD 505 (3) Risk Management and Insurance

3.1.2.19 Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)
This graduate certificate is designed for practising health care professionals who want to acquire leadership skills to pursue a career in management or for managers and administrators who wish to upgrade their business and management knowledge for a senior management role. Focus is on the current changes and challenges in health systems across Canada, such as new funding models, evolving organizational changes, human resource challenges, financial sustainability, and greater demand for integration. A problem-based approach to teaching and learning will be taken, whereby students identify a real workplace operational problem and apply the theoretical concepts they learn to analyze and apply innovative and practical solutions.

Required Courses (9 credits)

CACC 520 (3) Accounting for Management
CMS 533 (3) Lean Operations and Performance Management in Health Services
CPL 252 (3) Leading Change

Complementary Courses (6 credits)

CGM 250 (3) Project Management: Tools and Techniques
CHLC 580 (3) Health Services Management Field Project
CHLC 590 (3) Topics in Health Care
CORG 553 (3) Employee and Labour Relations
CORG 556 (3) Managing and Engaging Teamwork
CPL 252 (3) Communication and Networking Skills
3.1.2.20 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)

Corequisite

CORG 551* (3) Behaviour in Organizations

* This course can be taken with CORG 555

Required Courses (12 credits)

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

Complementary Courses (3 credits)

3 credits from:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CORG 553</td>
<td>Employee and Labour Relations</td>
</tr>
<tr>
<td>CORG 554</td>
<td>Managing Occupational Health and Safety</td>
</tr>
<tr>
<td>CORG 557</td>
<td>Talent and Performance Management</td>
</tr>
<tr>
<td>CORG 565</td>
<td>Human Resources Information Systems: HRIS</td>
</tr>
<tr>
<td>CPL2 510</td>
<td>Communication and Networking Skills</td>
</tr>
<tr>
<td>CPL2 532</td>
<td>Leading Change</td>
</tr>
<tr>
<td>CPL2 534</td>
<td>Leading in Diverse and Global Workplaces</td>
</tr>
</tbody>
</table>

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

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world.

This program is designed to enable students, who hold a Bachelor's Degree in Commerce (or equivalent), to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, leading in global workplaces, key factors to consider when entering foreign markets, and communication practices for developing optimal business strategies. Additional topics covered include Canadian import, export and customs regulations, venture growth strategies and business in Asian and other emerging markets.

Required Courses (9 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPL2 524</td>
<td>Introduction: International Business</td>
</tr>
<tr>
<td>CPL2 530</td>
<td>Canadian Import, Export and Customs Regulations</td>
</tr>
<tr>
<td>CPL2 554</td>
<td>International Business Policy</td>
</tr>
</tbody>
</table>

Complementary Courses (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEN2 507</td>
<td>Venture Growth Strategies</td>
</tr>
<tr>
<td>CGM2 510</td>
<td>Project Management: Tools and Techniques</td>
</tr>
<tr>
<td>CMR2 566</td>
<td>Global Marketing Management</td>
</tr>
<tr>
<td>CPL2 534</td>
<td>Leading in Diverse and Global Workplaces</td>
</tr>
<tr>
<td>CPL2 535</td>
<td>Business in Emerging and Asian Markets</td>
</tr>
<tr>
<td>CPL2 590</td>
<td>Topics in International Business</td>
</tr>
</tbody>
</table>

Or any other 500- or 600-level course offered and approved by Career and Professional Development.
3.1.2.22 Graduate Certificate (Gr. Cert.) Internet Business (15 credits)

Required Courses (12 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIS 530</td>
<td>3</td>
<td>Digital Analytics and Targeting</td>
</tr>
<tr>
<td>CMIS 543</td>
<td>3</td>
<td>Digital Customer Experience</td>
</tr>
<tr>
<td>CMIS 544</td>
<td>3</td>
<td>Digital Marketing Automation, Planning and Technology</td>
</tr>
<tr>
<td>CMIS 549</td>
<td>3</td>
<td>Digital Media and Search Engine Optimization</td>
</tr>
</tbody>
</table>

Complementary Course (3 credits)

3 credits from:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS2 505</td>
<td>3</td>
<td>Applications Programming</td>
</tr>
<tr>
<td>CCS2 510</td>
<td>3</td>
<td>Computer Network and Internet Security</td>
</tr>
<tr>
<td>CMIS 545</td>
<td>3</td>
<td>Cloud Computing Architecture</td>
</tr>
<tr>
<td>CMIS 550</td>
<td>3</td>
<td>Fundamentals of Big Data</td>
</tr>
<tr>
<td>CMS2 505</td>
<td>3</td>
<td>Quantitative Analysis Tools in Decision Making</td>
</tr>
<tr>
<td>CMS2 527</td>
<td>3</td>
<td>Business Intelligence and Analytics</td>
</tr>
</tbody>
</table>

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

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

Required Courses (24 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CACC 520</td>
<td>3</td>
<td>Accounting for Management</td>
</tr>
<tr>
<td>CORG 551</td>
<td>3</td>
<td>Behaviour in Organizations</td>
</tr>
<tr>
<td>CPL2 511</td>
<td>1.5</td>
<td>Business Analytics for Decision-Making</td>
</tr>
<tr>
<td>CPL2 512</td>
<td>1.5</td>
<td>People Analytics for Decision-Making</td>
</tr>
<tr>
<td>CPL2 532</td>
<td>3</td>
<td>Leading Change</td>
</tr>
<tr>
<td>CPL2 533</td>
<td>3</td>
<td>Developing Leadership Skills</td>
</tr>
<tr>
<td>CPL2 534</td>
<td>3</td>
<td>Leading in Diverse and Global Workplaces</td>
</tr>
<tr>
<td>CPL2 552</td>
<td>3</td>
<td>Strategic Management</td>
</tr>
<tr>
<td>CPL2 591</td>
<td>1</td>
<td>Essentials coaching skills</td>
</tr>
<tr>
<td>CPL2 592</td>
<td>1</td>
<td>Performance and Developmental Coaching Skills</td>
</tr>
<tr>
<td>CPL2 593</td>
<td>1</td>
<td>Transformative Coaching Skills</td>
</tr>
</tbody>
</table>

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

** This program is currently not offered. **

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

Prerequisite Courses for Canadian B.Com. Students (33 credits)
### Prerequisite Courses for Diploma in Accounting Students (42 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCAU 511</td>
<td>3</td>
<td>Auditing 1</td>
</tr>
<tr>
<td>CCFC 511</td>
<td>3</td>
<td>Financial Accounting 1</td>
</tr>
<tr>
<td>CCFC 512</td>
<td>3</td>
<td>Financial Accounting 2</td>
</tr>
<tr>
<td>CCFC 513</td>
<td>3</td>
<td>Financial Accounting 3</td>
</tr>
<tr>
<td>CCLW 511</td>
<td>3</td>
<td>Law 1</td>
</tr>
<tr>
<td>CCMA 511</td>
<td>3</td>
<td>Managerial Accounting 1</td>
</tr>
<tr>
<td>CCMA 522</td>
<td>3</td>
<td>Managerial Accounting 2</td>
</tr>
<tr>
<td>CCMA 523</td>
<td>3</td>
<td>Managerial Accounting 3</td>
</tr>
<tr>
<td>CCTX 511</td>
<td>3</td>
<td>Taxation 1</td>
</tr>
<tr>
<td>CCTX 532</td>
<td>3</td>
<td>Taxation 2</td>
</tr>
<tr>
<td>CFIN 512</td>
<td>3</td>
<td>Corporate Finance</td>
</tr>
<tr>
<td>CFIN 522</td>
<td>3</td>
<td>Applied Topics: Corporate Finance</td>
</tr>
<tr>
<td>CMIS 541</td>
<td>3</td>
<td>Information Systems for Managers</td>
</tr>
<tr>
<td>CPL2 552</td>
<td>3</td>
<td>Strategic Management</td>
</tr>
</tbody>
</table>

### Required Courses (16 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 653</td>
<td>3</td>
<td>Issues in Professional Accounting 1</td>
</tr>
<tr>
<td>ACCT 654</td>
<td>3</td>
<td>Issues in Professional Accounting 2</td>
</tr>
<tr>
<td>ACCT 663</td>
<td>3</td>
<td>Strategic Aspects of Accounting 1</td>
</tr>
<tr>
<td>ACCT 664</td>
<td>3</td>
<td>Strategic Aspects of Accounting 2</td>
</tr>
<tr>
<td>ACCT 695</td>
<td>4</td>
<td>Integrative Analysis</td>
</tr>
<tr>
<td>ACCT 699*</td>
<td>0</td>
<td>Exam Preparation Seminar</td>
</tr>
</tbody>
</table>

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

### Complementary Courses (8 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 683</td>
<td>4</td>
<td>Practice of Taxation</td>
</tr>
<tr>
<td>ACCT 685</td>
<td>4</td>
<td>Accounting and Performance Management</td>
</tr>
<tr>
<td>ACCT 687</td>
<td>4</td>
<td>Assurance Services</td>
</tr>
</tbody>
</table>
Financial Business Analysis (4) ACCT 689

3.1.2.25 Graduate Certificate (Gr. Cert.) Public Relations Management (15 credits)

Required Courses (12 credits)

- CPRL 510 (3) Fundamentals of Public Relations
- CPRL 520 (3) Applied Public Relations Communication
- CPRL 530 (3) Internal Stakeholder Communication
- CPRL 531 (3) Media Context and Applications

Complementary Course (3 credits)

3 credits from:

- CGM2 510 (3) Project Management: Tools and Techniques
- CPRL 515 (3) Fund-raising and Philanthropy
- CPRL 532 (3) Public Relations Event Management
- CPRL 535 (3) Public Opinion and Public Policy

3.2 Academic Regulations

In general, diplomas offered by the Career and Professional Development unit comprise ten courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

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

Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 65% will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year. Students may obtain an application form from Client Services, or may download one from the website: www.mcgill.ca/continuingstudies/recognition-prior-learning.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19, 2018 Thursday</td>
<td>April 21, 2018 Saturday</td>
</tr>
<tr>
<td>August 22, 2018 Wednesday</td>
<td>August 23, 2018 Thursday</td>
</tr>
<tr>
<td>November 28, 2018 Wednesday</td>
<td>November 29, 2018 Thursday</td>
</tr>
<tr>
<td>December 15, 2018 Saturday</td>
<td>April 24, 2019 Wednesday</td>
</tr>
<tr>
<td>April 25, 2019 Thursday</td>
<td></td>
</tr>
</tbody>
</table>

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

2018-2019, Career and Professional Development, McGill University (Published June 26, 2018)
3.2.1 Admission Procedures for all Programs

For more information, see School of Continuing Studies > Getting Started > Admission Requirements.

3.2.2 Proof of Proficiency in English

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

If you answer “yes” to any of the following seven statements, you do NOT necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

• Have you lived and attended school, for at least four consecutive years, in a country where English is the acknowledged primary language?
• Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
• Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
• Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
• Have you or will you complete an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a result of 5 or better?
• Have you or will you complete the British Curriculum A-Level English with a final grade of “B” or better?
• Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of “B” or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect in order to provide proof of English language proficiency.

• Do you consider English to be your mother tongue?
• Have you been attending school for at least four consecutive years at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
• Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
• Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to Career and Professional Development who do not meet any of the above-listed conditions must demonstrate proficiency in English using one of the following options:

1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:
   - iBT (Internet-based test): 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)
   - Note: An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted.

3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.


6. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of “B” (Good) or higher.

7. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of “C” (Pass) or higher.


   Note: Your test results must be reported directly to the University by the test centre; consequently, candidates’ copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to:

   Client Services Office (Admissions)
   School of Continuing Studies
   688 Sherbrooke St. West, 11th Floor
   Montreal QC H3A 3R1
For TOEFL, the institutional code at McGill University is 0935-00.

3.2.3 Independent Studies

Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Graduate Courses for information pertaining to Special Students.

3.2.4 Academic Advisers

General advising information for the School of Continuing Studies can be obtained by calling one of our Client Service Representatives at 514-398-6200 during regular business hours, or by sending an email to info.conted@mcgill.ca.

Current and prospective students who wish to take the opportunity to meet with an academic adviser to obtain information on course and program selection, are encouraged to call the Client Services Office at 514-398-6200 to schedule an appointment. The Client Services Office welcomes walk-ins during regular business hours to obtain general advising or to meet with an academic adviser.

Please note that a pre-scheduled appointment is preferred so we can better address your queries and prioritize your appointment over walk-ins. Learners are recommended to contact Client Services well ahead of admission deadlines and registration peak periods for assistance, as academic advisers have a high influx of learners during those periods and the wait time may be longer.

3.2.5 Advanced Standing for the Diploma Programs

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent graduate-level 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 three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of Career and Professional Development.

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree or diploma is offered.

Please consult School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > Graduate Courses for information pertaining to Special Students.

Diploma in Management

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of three courses (9 credits) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill University in order to be eligible for the program.

Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). This course must have been completed within the last five years. Students must complete 12 credits (four courses) in the Graduate Certificate at McGill University. Students completing two graduate certificates may only double count 3 credits.

3.2.5.1 Supplementals for all Programs

Please note: Supplemental examinations are not available for courses offered by Career and Professional Development (i.e., if a student fails a course he/she must repeat it).

3.2.6 Academic Standing Regulations

3.2.6.1 Diploma Programs

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, elective courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student’s record and counts toward the total number of unsatisfactory grades.

2. Students have a maximum of four years to complete the Diploma in Management.

3.2.6.2 Graduate Certificates

1. Students must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory
grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

2. Students have a maximum of two years to complete a graduate certificate.

3.2.6.3 Special Students

Special Students must meet all academic and language requirements stipulated by Career and Professional Development and must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of two unsatisfactory grades on their academic record. Students who obtain three unsatisfactory grades will be asked to withdraw from Career and Professional Development immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Students who fail to comply with the minimum standards set by Career and Professional Development may not continue in their program, may not take courses as a Special Student, and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in Career and Professional Development, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program; 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 Professional Development Appeal Committee. This request must be accompanied by supporting documentation which substantiates reinstatement.

3.2.6.4 Time Limits

For a single diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single graduate certificate program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for those students who are granted Advanced Standing, or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, to the graduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently. Corequisite courses must be respected for all courses - including all courses for which deferrals (L) have been granted.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that program corequisites must be completed in order to graduate from the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted.

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

Required Courses

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

Complementary Courses

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

A failure is defined as being a grade less than B- (65%).

Information Sessions

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

### 3.2.6.5 Registration in Graduate-Level Courses

For more information, see: Admission Requirements.

### 3.3 Engineering – Graduate Level

*Career and Professional Development,* in cooperation with the Faculty of Engineering, offers graduate-level courses that may be credited in programs for the Masters in Engineering degree. Students may not count such courses toward the fulfilment of a program unless:

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

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

**Ordre des Ingénieurs du Québec**

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

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

### 3.4 Language Requirements for Professions

For more information, see University Regulations & Resources > Continuing Studies > Graduation > Language Requirements for Professions.

### 3.5 C&PD Programs with a Minimum CGPA Requirement

If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript. This does not apply to applications to the Graduate Certificate in Professional Accounting or the Graduate Certificate in CPA Professional Education as you must meet the minimum CGPA requirements indicated for these particular programs.

**a) Letter of Intent:** A letter, 1–2 pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- knowledge that would be pertinent to the program; your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career; a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

**b) Curriculum Vitae**

**c) Two Letters of Reference (signed and on letterhead):** At least one should be from a current or former employer.

**d) GMAT and/or GRE Test Score Results (optional):** Submit a copy of the official test score results.

Supporting documents should be delivered to:

Client Services Office  
Admissions and Convocation  
McGill University  
School of Continuing Studies  
688 Sherbrooke Street West  
Room 1125
4 Professional Development and Non-Credit Offerings (CE Units and Other)

The Career and Professional Development unit offers a wide variety of shorter-term courses and programs to meet the needs of working professionals, as well as the general public. If you are interested in acquiring new job-related skills or enhancing your existing credentials, the Career and Professional Development unit delivers engaging market-driven programs, courses, seminars, lectures, and workshops taught by industry experts in the areas of:

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

Offerings are of particular interest to:

- Accounting and taxation professionals
- Aerospace industry professionals
- Business analysts and professionals
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers
- Entertainment, internet/software, and publishing professionals
- IT professionals
- Lawyers and legal and public-sector professionals
- Managers and supervisors in all industries
- Marketing and brand practitioners
- Patent and trademark agents
- Pharmaceutical and biotech professionals
- Project managers
- Property management professionals
- Service industry professionals

Please visit our website at www.mcgill.ca/continuingstudies/catalog for a complete summary of our offerings.

4.1 General Information

4.1.1 Registration

All students who wish to register must submit the registration form and supporting documents either in person, by email, by fax, or by mail. Registration forms can be downloaded from the Professional Development website for the appropriate courses/programs.

Registration for non-credit courses, seminars, and workshops is open to anyone 18 years of age or older. Please consult the list of available courses/programs at www.mcgill.ca/continuingstudies/catalog or call 514-398-5454 for further information.
4.1.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For further information on fees for non-credit courses, please refer to the Professional Development website for the appropriate courses/programs.

4.1.3 Course Cancellations and Withdrawals

Career and Professional Development reserves the right to cancel courses prior to the first lecture due to low enrolment. For non-credit courses carrying CEUs, students must notify Career and Professional Development, in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class and before the third class. No refunds are available after the third class (for exact amounts please refer to the website at www.mcgill.ca/continuingstudies/course-withdrawals. Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see www.mcgill.ca/continuingstudies/area-of-study/intellectual-property.

4.1.4 Grading and Evaluation

All courses carrying CEUs have an evaluation process. If you do not wish to be evaluated, you must complete a “Non Evaluation Request Form” prior to the third lecture. A mark of “NE” (NOT EVALUATED) will be placed on your academic record.

4.1.5 Professional Associations

Many of the courses are recognized by external professional and industry bodies for accreditation toward their designations or programs. For more information, see School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

4.2 Non-Credit Online Courses

Guaranteed to fit your busy schedule, our online programs and courses let you set your own pace and learn from the comfort of home. Learn more here.

Introduction to Post-Traumatic Stress Disorder

This online course allows participants to gain fundamental knowledge about post-traumatic stress disorder (PTSD) as described in DSM-IV-TR. Participants - professionals or students in mental health - will learn how to recognize the symptoms associated with PTSD and assess their frequency and intensity. This course also allows participants to familiarize themselves with the concepts of distress and peritraumatic dissociation. By the end of this course, participants will be able to offer additional support to victims of traumatic experiences, with the capacity to assess:

- PTSD (in a clinical context and in a triage situation following a wide-scale traumatic event such as a terrorist attack);
- peritraumatic stress;
- peritraumatic dissociation.

This course uses the APA's (American Psychiatric Association) DSM-IV-TR (Diagnostic and Statistical Manual) diagnostic criteria to define the symptoms of post-traumatic stress disorder.

This course is recognized for the purposes of continuing education in psychotherapy by the l'Ordre de Psychologues du Quebec (OPQ). Recognition No: RA00756-14 (7 hours)

Please visit our website for more information and to register.

Project Management: Practice & Certification

This comprehensive online course is fully aligned with A Guide to Project Management Body of Knowledge (PMBOK® Guide), 5th edition and consists of 14 online modules. Case studies, quizzes, live webinars led by McGill’s project management experts—as well as practical tips and advice provided by experienced project management professionals—complement the theory and concepts explained in the course. Downloadable templates allow you to apply your learning immediately on the job.

Your virtual mentors—McGill instructors who are seasoned project management professionals—share real-life cases and in-the-field experience through mentor video clips.

As part of this course you’ll have access to the PMP® practice exam for three months.

Duration: 35 hours

Please visit our website for more information and to register.

Clinical Toxicology: Fundamentals for Front-Line Practitioners

Toxicity and poisoning are frequently encountered in the emergency department and can carry a high morbidity or mortality risk. Significant improvement in patient outcomes result with rapid diagnosis, collaboration and appropriate management with the multiple physician teams involved.
Drawing on the expertise of toxicologists and educators, the purpose of this 3-module online course is to provide a practical approach to managing patients poisoned with commonly used substances.

Learner Outcomes:

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

Please visit our website for more information and to register.

### 4.3 Course Offerings: Non-Credit Courses

<table>
<thead>
<tr>
<th>Non-Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>YCBS 204</td>
</tr>
<tr>
<td>YCBS 210</td>
</tr>
<tr>
<td>YCBS 211</td>
</tr>
<tr>
<td>YCBS 233</td>
</tr>
<tr>
<td>YCBS 234</td>
</tr>
<tr>
<td>YCBS 111</td>
</tr>
<tr>
<td>YCBS 212</td>
</tr>
<tr>
<td>YCBS 113</td>
</tr>
<tr>
<td>YCBS 114</td>
</tr>
<tr>
<td>YCBS 216</td>
</tr>
<tr>
<td>YCBS 221</td>
</tr>
<tr>
<td>YCBS 230</td>
</tr>
<tr>
<td>YCBS 231</td>
</tr>
<tr>
<td>YCBS 232</td>
</tr>
<tr>
<td>YCBS 233</td>
</tr>
<tr>
<td>YCBS 234</td>
</tr>
<tr>
<td>YCBS 235</td>
</tr>
<tr>
<td>YCBS 236</td>
</tr>
<tr>
<td>YCBS 242</td>
</tr>
<tr>
<td>YCBS 243</td>
</tr>
<tr>
<td>YCBS 244</td>
</tr>
<tr>
<td>YCBS 245</td>
</tr>
<tr>
<td>YCBS 246</td>
</tr>
<tr>
<td>YCBS 247</td>
</tr>
<tr>
<td>YCBS 248</td>
</tr>
<tr>
<td>YCBS 249</td>
</tr>
<tr>
<td>YCBS 250</td>
</tr>
<tr>
<td>YCBS 255</td>
</tr>
<tr>
<td>YCBS 256</td>
</tr>
<tr>
<td>YCBS 257</td>
</tr>
<tr>
<td>YCBS 258</td>
</tr>
</tbody>
</table>
Non-Credit Courses

- YCBS 259: Data Science Capstone Project
- YCBS 260: Statistics for Business Decision Making
- YCBS 261: Data Analytics Fundamentals
- YCBS 262: Leading Data Science Projects & Teams
- YCBS 299: Data Science Capstone Project

4.4 Intensive Professional Development Programs

Summer Program in Intellectual Property (Non-Credit)

Since 1994, the Intellectual Property Institute of Canada and McGill University have gathered some of the best practitioners in the field to conduct a series of intensive, practical summer courses in intellectual property. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trade-marks, copyrights, and industrial designs).

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

Understanding Patents – An Introductory Course – July 16–20, 2018

An intensive, practical course that offers insights and strategies relating to patent issues. Understanding Patents is a must for engineers involved in patents and patenting, patent agents in training, new patent agents, lawyers (in-house or corporate counsel), licensing executives, and contract managers—anybody who encounters patents in their work and needs to have a better understanding of the nature and scope of the patent system, how patents are obtained, and how to manage a patent portfolio.

Understanding Trade-marks – An Introductory Course – July 23–27, 2018

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

Copyright Master Class – July 30-August 1, 2018

This intensive course provides an in-depth analysis of copyright law with the focus on practical issues and understanding of how copyright works in a variety of business settings. Designed primarily for business managers and in-house counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts; lawyers, trade-mark agents, licensing executives, government policy makers; academics and librarians. The course will be of greatest benefit to participants who have been previously exposed to copyright concepts and issues.

McGill–ETS Intensive Summer Program – Best Practices in Aerospace Management – May 28–June 1, 2018

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

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

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

Social Media and Digital Communication Strategies in Business – July 30–August 17, 2018

This non-credit professional development program is designed for working professionals with the knowledge and skills to participate in social media on behalf of their organization or brand, to create effective content, to manage communities through online communication, and to manage content from a wide range of sources in order to optimize its potential for the organization.

For more information, see www.mcgill.ca/continuingstudies/catalog.

Project Management – July 30–August 17, 2018

This program is designed for people who want to learn the basic principles of project management and their applicability in the workplace. Emphasis is placed on practical application of project management principles, tools, and methodology outlined in the industry standard, the Project Management Institute’s A Guide to the Project Management Body of Knowledge (PMBOK® Guide).

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

Business Analytics – July 30- August 17, 2018

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

For more information, see www.mcgill.ca/continuingstudies/catalog.
Professional Development Certificates (CE Units)

Professional Development Certificates are non-credit transcript micro-programs which allow participants to obtain CEUs. They are targeted at professionals who already have some experience in a specific industry or professional field, and who wish to sharpen their professional skills and competencies and validating them through academic recognition.

Professional Development Certificates

section 4.5.2: Professional Development Certificate (Prof. Dev. Cert.) Aviation Management Consulting (29-30.5 CEUs)

This program is currently not offered.

section 4.5.3: Professional Development Certificate (Prof. Dev. Cert.) Business Analysis (33.5-35 CEUs)

Business Analysis is one of the fastest growing professions today. According to PMI's Pulse of the Profession®: Requirements Management — A Core Competency for Project and Program Success In-Depth Report (2014), inaccurate requirements gathering is the second highest cause of project failure yet only half of organizations have the resources in place to perform this function properly. Through 2019, over half of organizations expect to see an increase in their demand for Business Analysts and the integration of requirements management and business analysis with project management.

The main objective of the Professional Development Certificate in Business Analysis is to equip professionals with the knowledge and skills necessary to be effective business analysts; to understand business problems, recognize opportunities, and recommend solutions; and to act as a liaison among business stakeholders to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems. Emphasis is placed on practical application of business analysis principles, tools, and methodology as outlined in the industry standard, A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide), and on the development of critical interpersonal skills, including communication, teamwork, conflict resolution, and facilitation.

This program is offered in English and must be completed within 2 years.

section 4.5.4: Professional Development Certificate (Prof. Dev. Cert.) Business Valuation (43-43.5 CEUs)

Business valuations play an integral role in mergers and acquisitions, corporate tax planning, litigation, quantification of damages, venture capital, and private equity.

This program provides participants with a sound working knowledge of business valuation theory and practice required to meet the educational requirements of the Canadian Institute of Chartered Business Valuators (CICBV) and to prepare to take the CICBV Membership Qualification Exam. In particular, this new Professional Development Certificate program will be of interest to professionals involved in negotiating mergers and acquisitions, litigation post mergers and acquisitions, in disputes and negotiations with taxation authorities on estate transfers, sale of business, assets and division of assets as a result of separation or divorce.

Who Should Attend

Professionals wishing to work towards the Chartered Business Valuator (CBV) professional designation, as well as those wishing to learn more about business valuation.

Admission Requirements

An undergraduate degree in any discipline.

Note: In order to become a member of the CICBV and obtain the CBV designation, an individual must meet CICBV requirements. For complete details, please consult the CICBV website at cicbv.ca/membership.

section 4.5.5: Professional Development Certificate (Prof. Dev. Cert.) Condominium Management (20-20.5 CEUs)

This program is currently not offered.

This program provides new and experienced residential and commercial condominium managers with the information, knowledge, and skills required for successful condominium management. Participants will have the opportunity to learn about the current situation and to have access to the knowledge and skills required of condominium managers. Participants have the flexibility of registering for just one course or for the complete program.

Please visit our website at www.mcgill.ca/continuingstudies/program/professional-development-certificate-condominium-management for more information and to register. You can find out more about l’Ordre des administrateurs agréés du Québec (OAAQ), online at www.adma.qc.ca.

Who Should Attend

All those interested in the management of residential and commercial condominiums, property managers with or without experience, co-owners, real estate agents.
**section 4.5.6: Professional Development Certificate (Prof. Dev. Cert.) Data Analytics for Business (22 CEUs)**

This program is designed to help business leaders and managers develop the analytical mindset required to turn insights obtained from data analysis into actionable business decisions and strategies. The program also addresses the leadership and management skills required to structure and lead data analytics teams and to create a data driven organizational culture.

This program is offered in English and must be completed within 2 years.

**section 4.5.7: Professional Development Certificate (Prof. Dev. Cert.) Data Science & Machine Learning (26 CEUs)**

This program is designed to equip professionals with essential data science knowledge and skills required to manage, manipulate, analyze, and extract value from data. The program links mathematical and computational concepts to practical real-world, data-driven examples. Focus is placed on the most frequently-used data science tools and languages, including Apache Spark, Hadoop, Tableau, Python, Scala, and SQL. The program aims to prepare professionals to work through a complete data science pipeline, whether for the simple purpose of data exploration and extracting knowledge, or to build machine learning models from the data for specific goals such as prediction or classification. Participants have the opportunity to work in cross-functional teams to translate their learnings into business insights to help guide business decisions.

This program is offered in English and must be completed within 2 years.

**section 4.5.8: Professional Development Certificate (Prof. Dev. Cert.) Digital Content & Community Management (22.5 CEUs)**

This program provides working professionals with the knowledge and skills to participate in social media on behalf of their organization or brand, to create effective content, to manage communities through on-line communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. They will also learn to monitor and track digital content; to carry out environmental scanning; to track trends and conversations with a view to influencing opinion and behaviour and enhancing their organization’s digital footprint and reputation; and to identify and connect with customers.

**Who Should Attend**

Working professionals in marketing, public relations, corporate, internal, or brand communications, journalism or fundraising who wish to acquire knowledge and skills in digital media, online community management, and content creation and management.

**section 4.5.9: Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Governance (13 CEUs)**

This is a customized program for the Commonwealth Parliamentary Association (CPA). Applicants must be sponsored by the CPA; for more information, see the CPA website.

**section 4.5.10: Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Management (18 CEUs)**

Founded by the World Bank and McGill University in collaboration with the Commonwealth Parliamentary Association and other international partners, this intensive professional development program includes a one-week residency seminar at McGill University followed by five expert-moderated online courses and one-on-one professional mentoring.

For more information, see www.mcgill.ca/continuingstudies/program/professional-development-certificate-parliamentary-management.

**Who Should Attend**

Mid-level parliamentary staff with the potential to reach the highest levels of parliamentary management.

**section 4.5.11: Professional Development Certificate (Prof. Dev. Cert.) Project Management (33-34.5 CEUs)**

The main objective of this Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various nature and scale. Emphasis is placed on practical application of project management principles, tools, and methodology outlined in the industry standard, the Project Management Institute’s A Guide to the Project Management Body of Knowledge (PMBOK® Guide); techniques for building, leading, and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing and facilitation; strategic and adaptive project management approaches to achieve business results.

**Who Should Attend**

Professionals who are new to project management or those wishing to enter the field and those seeking essential practical knowledge of how to manage projects; practicing project managers looking to enhance their skills and competencies.

For admission requirements for any of the Professional Development Certificates and other important information, please contact:

Telephone: 514-398-5454
Email: pd.conted@mcgill.ca
4.5.1 Professional Development Certificates Admission Requirements and Application Procedures

Please see the respective links below for admission requirements, application procedures, and further information.

- [Professional Development Certificate in Business Analysis](www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-analysis)
- [Professional Development Certificate in Data Analytics for Business](www.mcgill.ca/continuingstudies/program/professional-development-certificate-data-analytics-business)
- [Professional Development Certificate in Parliamentary Management](www.mcgill.ca/continuingstudies/program/professional-development-certificate-parliamentary-management)
- [Professional Development Certificate in Project Management](www.mcgill.ca/continuingstudies/area-of-study/business-analysis-project-management)

4.5.2 Professional Development Certificate (Prof. Dev. Cert.) Aviation Management Consulting (29-30.5 CEUs)

**This program is currently not offered.**

4.5.3 Professional Development Certificate (Prof. Dev. Cert.) Business Analysis (33.5-35 CEUs)

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to [www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-analysis](www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-analysis) for further details.

4.5.4 Professional Development Certificate (Prof. Dev. Cert.) Business Valuation (43-43.5 CEUs)

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to [www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-valuation](www.mcgill.ca/continuingstudies/program/professional-development-certificate-business-valuation) for further details.

4.5.5 Professional Development Certificate (Prof. Dev. Cert.) Condominium Management (20-20.5 CEUs)

**This program is currently not offered.**

4.5.6 Professional Development Certificate (Prof. Dev. Cert.) Data Analytics for Business (22 CEUs)

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to [www.mcgill.ca/continuingstudies/program/professional-development-certificate-data-analytics-business](www.mcgill.ca/continuingstudies/program/professional-development-certificate-data-analytics-business) for further details.

4.5.7 Professional Development Certificate (Prof. Dev. Cert.) Data Science & Machine Learning (26 CEUs)


**Required Courses (26 CEUs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBUS 255</td>
<td>4</td>
<td>Computational Applied Statistics</td>
</tr>
<tr>
<td>CBUS 256</td>
<td>4</td>
<td>Data Science for Business Decisions</td>
</tr>
<tr>
<td>CBUS 257</td>
<td>6</td>
<td>Data at Scale</td>
</tr>
<tr>
<td>CBUS 258</td>
<td>6</td>
<td>Practical Machine Learning</td>
</tr>
<tr>
<td>CBUS 299</td>
<td>6</td>
<td>Data Science Capstone Project</td>
</tr>
</tbody>
</table>

4.5.8 Professional Development Certificate (Prof. Dev. Cert.) Digital Content & Community Management (22.5 CEUs)

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to [www.mcgill.ca/continuingstudies/program/professional-development-certificate-digital-content-community-management](www.mcgill.ca/continuingstudies/program/professional-development-certificate-digital-content-community-management) for further details.
4.5.9 **Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Governance (13 CEUs)**

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to www.mcgill.ca/continuingstudies/program/professional-development-certificate-parliamentary-governance for further details.

4.5.10 **Professional Development Certificate (Prof. Dev. Cert.) Parliamentary Management (18 CEUs)**

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to www.mcgill.ca/continuingstudies/program/professional-development-certificate-parliamentary-management for further details.

4.5.11 **Professional Development Certificate (Prof. Dev. Cert.) Project Management (33-34.5 CEUs)**

This program and its requirements are available through the McGill School of Continuing Studies’ Athena platform. Please refer to www.mcgill.ca/continuingstudies/program/professional-development-certificate-project-management for further details.

4.6 **Chartered Financial Analyst® (CFA®) Exam Preparation**

This comprehensive program provides candidates with the knowledge and skills necessary to prepare to take the Level I, II or III CFA® examinations in June. The program is fully aligned with the Chartered Financial Analyst (CFA) Body of Knowledge™ curriculum and covers the required Learning Outcome Statements (LOS) for the CFA® examinations. This program will be using SchweserNotes™ study material complemented and enhanced by McGill instructors, who will be sharing their expertise and exam writing strategies.

The program concludes with an intensive final exam review workshop, which will replicate the actual **Level I, Level II or Level III** exam experience.

For more information, see www.mcgill.ca/continuingstudies/program/mcgills-chartered-financial-analyst-cfar-exam-preparation-program.