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# 1 AtC&P b De in

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## 1.1 C&P b De MS hCb S

In a world of rapid change, innovation and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Whether you want to acquire new job-related skills, boost 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 hard-won experience in wide-ranging professions and industries such as Accounting, Aviation Management, Business Analysis, Entrepreneurship, Finance, Health Care, Human Resources, Information Technology, Intellectual Property, Management, Mark

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### 1.4 Career and Professional Development Programs

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

- accounting, tax, and financial planners;
- brand and product marketing experts;
- business entrepreneurs;
- customer service and help desk representatives;
- 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;
- public relations professionals;
- QA analysts and test engineers;
- retirement and estate planners;
- risk managers;
- software engineers and developers;
- systems, database, and network administrators;
- web masters, designers, and developers.

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## 2 Career and Professional Development Programs

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-w

## Certificate Programs

*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.

#### 2.1.1.1 Certificate in Accounting (30 credits)

The Certificate in Accounting aims to provide students with the appropriate competencies in the area of mfito pro

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

**2.1.1.2 CPA Cdn** 

Ordre des CPA du Québec  
Telephone: 514-288-3256, ext. 2615  
Email:

CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

### 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





INDR 494	(3)	Labour Law
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

**2.1.8 Certificate in 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.

**2.1.8.1 Certificate in Business Management for Indigenous Students**

This tailored program is intended for Indigenous students as a result of the need e



Course	Credits	Course Title
CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Principles of Marketing

**Choose 6 credits from the following:**

6 credits from the following:

BUSA 364	(3)	Business Law 1
CGMG 210	(3)	Fundamentals of Project Management
ECON 295	(3)	Macroeconomic Policy
MGCR 331	(3)	Information Systems
MGCR 382	(3)	International Business
MGCR 423	(3)	Strategic Management
MGPO 450	(3)	Ethics in Management
ORGB 423	(3)	Human Resources Management

**2.1.10 Certificate in Professional 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.

**2.1.10.1 Certificate in Public Relations and Communications Management**

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.

Course	Credits	Course Title
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

**Choose 6 credits from:**

6 credits from:

CGMG 210	(3)	Fundamentals of Project Management
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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

### 2.1.11 Certificate in Software Application Development

This certificate provides a solid foundation in software application development.

#### 2.1.11.1 Certificate in Software Application Development (80 H)

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.

\* or the Exemption by Examination Test

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CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing

at college but otherwise meet the admissions 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 fulfil University residency requirements.

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

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## 2.3 **Ba** **hCom** **eP** **a** **t** **e** **r** **e** **g** **r** **e**



**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 av

Majors in Management	90 credits	120 credits
Total	90	120

**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.

**2.3.1 C&P**

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

Core Courses		
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	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

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

**2.4 Cb**

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

**Concentrations**

- [section 2.4.1: Bachelor of Commerce \(B.Com.\) - Concentration in Accounting \(15 credits\)](#)
- [section 2.4.2: Bachelor of Commerce \(B.Com.\) - Concentration in Entrepreneurship \(15 credits\)](#)
- [section 2.4.3: Bachelor of Commerce \(B.Com.\) - Concentration in Information Systems: Digital Innovation \(15 credits\)](#)
- [section 2.4.4: Bachelor of Commerce \(B.Com.\) - Concentration in Information Systems: IT for Business \(15 credits\)](#)
- [section 2.4.5: Bachelor of Commerce \(B.Com.\) - Concentration in Marketing \(15 credits\)](#)
- [section 2.4.6: Bachelor of Commerce \(B.Com.\) - Concentration in Organizational Behaviour \(15 credits\)](#)

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INSY 432	(3)	IT in Business
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

**Ba**

**B.C.**

**h**



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.

<b>Course</b>	<b>Credits</b>	<b>Description</b>
INSY 333	(3)	Systems Analysis and Modeling

**Choose 12 credits from the following:**

Selected from the following:

INSY 331	(3)	Managing Information Technology
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 341	(3)	Developing Business Applications
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 432	(3)	IT in Business
INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

**2.4.5 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.

<b>Course</b>	<b>Credits</b>	<b>Description</b>
MRKT 354	(3)	Marketing Strategy
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

**Choose 6 credits from the following:**

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 434	(3)	Topics in Marketing 1
MRKT 438	(3)	Brand Management

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

**2.4.6 Ba hCen e(B.Cq)- CñD hBh i15 h**

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.

**Cñ yCo e15 h**

Selected from the following:

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

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**2.5 M s**



**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.

**2.5.1 Ba hCen e(B.Cq)- Mh66 h**

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.

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**M gñe36 h**

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

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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 455	(3)	Development of Accounting Thought

#### ᑭᑦᑭᑦ ᑭᑦᑭᑦ ᑭᑦᑭᑦ

Selected from the following:

ACCT 354	(3)	Financial Statement Analysis
ACCT 401	(3)	Sustainability and Environmental Accounting
ACCT 434	(3)	Topics in Accounting 1
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

#### 2.5.2 ᑭᑦᑭᑦ ᑭᑦᑭᑦ ᑭᑦᑭᑦ ᑭᑦᑭᑦ

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.

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#### ᑭᑦᑭᑦ ᑭᑦᑭᑦ

ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
	(3)	Business Statistics

**III gtd36 H**

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

**IV H**

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

**Cpñ yCo 21 H**

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 434	(3)	Topics in Marketing 1
MRKT 438	(3)	Brand Management
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

## 2.6.1 Admission Requirements

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.

## 2.6.2 Proof of English Proficiency

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. 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 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 English A with a final 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 and **may** still be asked 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): a band score of 6.5 or better.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.
5. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
7. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of B (Good) or higher.
8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of C (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”

**10.** 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 and APIEL, the institutional code at McGill University is 0935-00.

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**g&P**

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## 2.7 Academic Regulation

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section





### 2.7.8

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

### 2.7.9

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates,

### Diploma and Graduate Diploma Programs (university degree required)

*section 3.1.6: Diploma in Entrepreneurship*

*section 3.1.7: Diploma in Health and Social Services Management*

*section 3.1.8: Diploma in Human Resources Management*

*section 3.1.9: Diploma in Integrated Aviation Management*

*section 3.1.10: Diploma in Internet Business Technology*

*section 3.1.11: Diploma in Management*

*section 3.1.12: Diploma in Management – General*

*section 3.1.13: Diploma in Public Relations and Communications Management*

*section 3.1.14: Diploma in Supply Chain and Operations Management*

### Diploma in Management (30 credits), offered in three concentrations

*section 3.1.11.1: Diploma in Management – Entrepreneurship Concentration*

*section 3.1.11.2: Diploma in Management – International Business Concentration*

*section 3.1.11.3: Diploma in Management – Internet Business Concentration*

### Graduate Certificates

*section 3.1.15.2: Graduate Certificate in Aviation Leadership*

*section 3.1.15.3: Graduate Certificate in CPA Professional Education*

*section 3.1.15.4: Graduate Certificate in Entrepreneurship*

*section 3.1.15.5: Graduate Certificate in Financial Planning*

*section 3.1.15.6: Graduate Certificate in Health Services Management*

*section 3.1.15.7: Graduate Certificate in Human Resources Management*

*section 3.1.15.8: Graduate Certificate in International Business*

*section 3.1.15.9: Graduate Certificate in Internet Business*

*section 3.1.15.10: Graduate Certificate in Leadership*

*section 3.1.15.11: Graduate Certificate in Marketing*

*section 3.1.15.12: Graduate Certificate in Professional Accounting*

*section 3.1.15.13: Graduate Certificate in Public Relations Management*

#### 3.1.1 **A&P**

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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 an *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](http://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: Career and Professional Development 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 **A&P**

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

### 3.1.3 **DipAg**

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**

Ms. Rima Hindo; M.B.A., CPA, CA  
McGill University's School of Continuing Studies  
688 Sherbooke Street West, Room 1140  
Montreal QC H3A 3R1  
Telephone: 514-398-6162  
Email: [cpa.scs@mcgill.ca](mailto:cpa.scs@mcgill.ca) or [rima.hindo@mcgill.ca](mailto:rima.hindo@mcgill.ca)

#### **Admission Requirements – Diploma in Accounting**

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 or equi

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

**D|A|F|a**

CFIN 515	(3)	Behavioural Finance
CFIN 528	(3)	Strategic Asset and Liability Management
CFIN 552	(3)	Firm Valuation
CFIN 553	(3)	Corporate Mergers and Acquisitions
CFIN 562	(3)	Finance and Sustainable Enterprise
CFIN 590	(3)	Topics in Finance
CFIN 595	(3)	Derivatives and Risk Management Tools
CPD2 505	(3)	Risk Management and Insurance

marketing and sales structure. W

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools and Techniques
CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CORG 551	(3)	Behaviour in Organizations
		Communication and Netw



CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

### 3.1.9 **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.

#### 3.1.9.1 **Diploma in Aviation Management**

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 level.



CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

**Cpñ yCo 43 ð**

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.

**3.1.11.2 Dpñ gñBñCb****Admission Requirements – Diploma in Management – International Business Concentration**

Please see [section 3.1: Graduate Programs](#) > [section 3.1.1: Admission Requirements – Diploma Programs](#).

**3.1.11.2.1 Dpñ M gn IBñCb 30 ð**

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

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

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

\* or the Exemption by Examination Test

**Co 421 ð**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 524	(3)	Introduction: International Business

**Cpñ yCo 49 ð****6 ð m**

CMR2 566	(3)	Global Marketing Management
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

**3 credits from**

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

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

**3.1.11.3 Diploma in Management with Internet Business Concentration**

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

**Admission Requirements – Diploma in Management – Internet Business Concentration**

Please see [section 3.1: Graduate Programs](#) > [section 3.1.1: Admission Requirements – Diploma Programs](#).

**3.1.11.3.1 Diploma in Management with 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.

**Credits**

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

\* or the Exemption by Examination Test

**30 credits from**

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Advertising and Search Engine Optimization
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Customer Experience and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**3 credits from**

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
		Computer Network

CGM2 510	(3)	Project Management: Tools and Techniques
CMS2 527	(3)	Business Intelligence and Analytics

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

**3.1.12 D~~B~~M g~~B~~G~~B~~**

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

**Admission Requirements for the Diploma in Management – General**

Please see [section 3.1.1: Admission Requirements – Diploma Programs](#).

**3.1.12.1 D~~B~~D~~B~~ M g~~B~~n G~~B~~30 ~~B~~**

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

**3.1.13.1** **ᐃᕿᐃᕿ ᐅ** **ᐃᕿᕿᕿ** **ᐃᕿ** **ᑭᕿᐅᐅ**

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.

<b>ᕿᐅ</b>	<b>ᑭᐅᐅ</b>	
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

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<b>3-6</b>	<b>ᐅ</b>	
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector

**3-6** **ᐅ**

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.

**3.1.14** **ᐃᕿᐅ** **ᑭᕿᕿᕿ** **ᑭᐅ**

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: 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.

**3.1.14.1** **ᐃᕿᐃᕿ ᐅ** **ᑭᕿᕿᕿ** **ᑭᕿᐅᐅ**

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.

<b>ᕿᐅ</b>		
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

Code	Credits	Description
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

### 3.1.15 Graduate Certificate

The Graduate Certificates are offered in 10 specializations that include: Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Professional Accounting, and Public Relations Management.

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.

#### 3.1.15.1 Admission Requirements

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated) and meet the language requirements. Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. 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: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

#### 3.1.15.2 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.

##### 3.1.15.2.1 Graduate Certificate in Aviation Leadership (24 Credits)

\*\*\* NEW PROGRAM \*\*\*

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.

Code	Credits	Description
CGM2 510	(3)	Project Management: Tools and Techniques
CIAM 550	(3)	Commun & Networking Skills for Aviation Professionals
CIAM 552	(3)	Analytics & Bus. Intelligence for Aviation Professionals
CORG 551	(3)	Behaviour in Organizations
CPL2 532	(3)	Leading Change

CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management

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

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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.

**3.1.15.6.1 Graduate Certificate in 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.

**Core Courses**

CACC 520	(3)	Accounting for Management
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CPL2 532	(3)	Leading Change

**Capstone Course**

(3)	Project Management: Tools and Techniques
-----	--

**CPL 534**

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

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

**3.1.15.8 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 3.1.15.1: Admission Requirements for Graduate Certificates](#).

**3.1.15.8.1 Graduate Certificate in International Business****CPL 524**

CFIN 540	(3)	Introduction to International Finance
CPL2 524	(3)	Introduction: International Business

**CPL 566****6-9 credits**

from the following:

CMR2 566	(3)	Global Marketing Management
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

**0-3 credits**

from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

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

**3.1.15.9 Graduate Certificate in Internet Business****Admission Requirements – Graduate Certificate in Internet Business**

UNIVERSITY OF CALicut  
 COLLEGE OF BUSINESS  
 DEPARTMENT OF MANAGEMENT SCIENCE

In addition to the admission requirements stipulated in *section 3.1.15.1: 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.

Course	Credits	Description
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Advertising and Search Engine Optimization
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Customer Experience and Technology

Course	Credits	Description
3 credits from:		
CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools and Techniques
CMS2 527	(3)	Business Intelligence and Analytics

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

**Admission Requirements – Graduate Certificate in Leadership**

In addition to the admission requirements stipulated in *section 3.1.15.1: 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. All applicants must provide a letter of recommendation from a current or former supervisor.

CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course of

### 3.1.15.121 Graduate Certificate in Professional Accounting

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 hav

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

Course	Credits	Description
ACCT 683	(4)	Practice of Taxation
ACCT 685	(4)	Accounting and Performance Management
ACCT 687	(4)	Assurance Services
ACCT 689	(4)	Financial Business Analysis

### 3.1.15.13 Graduate Certificate in Public Relations Management

#### Admission Requirements – Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in [section 3.1.15.1: 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.

#### 3.1.15.13.1 Graduate Certificate in Public Relations Management

Course	Credits	Description
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

#### 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 Admission

In general, diplomas offered by the *Career and Professional Development* unit are comprised of 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/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination).

Students may register for the Exemption by Examination test on the following website:

[www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination](http://www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination).

### Exemption by Examination

Saturday	April 22, 2017
Wednesday	August 23, 2017
Thursday	August 24, 2017
Wednesday	November 29, 2017
Thursday	November 30, 2017
Saturday	December 16, 2017
Wednesday	April 25, 2018
Thursday	April 26, 2018



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

#### 3.2.1 Admission Requirements

For more information, see [School of Continuing Studies > Getting Started > : Admission Requirements](#).

#### 3.2.2 Proof of English Proficiency

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level of proficiency in English prior to admission, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. 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 years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English 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 and **may** still be asked 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): a band score of 6.5 or better.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.



5. McGill SCS TELP (McGill SCS Test of English Language Proficiency): a Category A result.
6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency

## 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 **Ph** **DP** **gn**

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

## 3.2.6 **Ad**

### 3.2.6.1 **DPr** **gn**

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 **GtCe** **b**

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

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.

### **Required Courses**

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

### **Complementary Courses**

Programs may be comprised of 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,

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**3.5 C&P b De P gM uGP A**

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. Please note that this does not apply to applications to the Graduate Certificate in Professional Accounting as you must meet the minimum CGPA requirements indicated for this particular program.

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:** 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  
Montreal QC H3A 3R1  
CANADA

For more information, see [www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents](http://www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents).

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**4 P b De PCE**

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
- Condominium Management
- Engineering
- Intellectual Property
- Parliamentary Management
- Project Management
- Public Speaking
- Training and Development

**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 and geologists
- 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/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) for a complete summary of our offerings.

#### 4.1 **Registration**

##### 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/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) 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 **Cancellation and Withdrawal**

*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 *Professional Development* website: [www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](http://www.mcgill.ca/continuingstudies/current-students/registration/course-withdrawal)). 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/programs-and-courses/intelprop/registration](http://www.mcgill.ca/continuingstudies/programs-and-courses/intelprop/registration).

##### 4.1.4 **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 start of the course.



**Non-Credit Courses**

CBUS 235	Private Company Finance
CBUS 236	Introduction to Valuation for Financial Reporting
CBUS 239	Gestion juridique de la copropriété
CBUS 240	Condominium Law 2
CBUS 241	Habilités interpersonnelles pour les professionnels
CBUS 242	Applied Business Analysis
CBUS 243	Introduction to Business Analytics and Data Modeling
CBUS 244	Current Trends in Parliamentary Administration
CBUS 245	Corporate Management of Parliament 1
CBUS 246	Corporate Management of Parliament 2
CBUS 247	Parliamentary Committees
CBUS 248	Public Financial Management
CBUS 249	Parliamentary Research and IT

**4.4 IP 6 De IP 9****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/programs-and-courses/intelprop](http://www.mcgill.ca/continuingstudies/programs-and-courses/intelprop) for a detailed course brochure. You can find out more about IPIC online at [www.ipic.ca](http://www.ipic.ca).

**Understanding Patents – An Introductory Course – July 17–21, 2017**

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 24–28, 2017**

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 – August 2–4, 2017**

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 29–June 2, 2017**

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/programs-and-courses/aerospace/capein](http://www.mcgill.ca/continuingstudies/programs-and-courses/aerospace/capein).

**Social Media and Digital Communication Strategies in Business – July 31–August 18, 2017**

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/programs-and-courses/short-programs](http://www.mcgill.ca/continuingstudies/programs-and-courses/short-programs).

**Project Management – July 31–August 18, 2017**







**4.5.1 Professional Development Certificate in Business Analysis (33-35.5 CEUs)**

Please see the respective links below.

**Professional Development Certificate in Aviation Management Consulting:** *This program is currently not offered.*

**Professional Development Certificate in Business Analysis:**

[www.mcgill.ca/continuingstudies/programs-and-courses/business-analysis/professional-development-certificate-business-analysis](http://www.mcgill.ca/continuingstudies/programs-and-courses/business-analysis/professional-development-certificate-business-analysis)

**Professional Development Certificate in Business Valuation:**

[www.mcgill.ca/continuingstudies/programs-and-courses/accounting-and-taxation/courses-and-workshops/professional-development-certificate-business-valuation](http://www.mcgill.ca/continuingstudies/programs-and-courses/accounting-and-taxation/courses-and-workshops/professional-development-certificate-business-valuation)

**Professional Development Certificate in Condominium Management:** [www.mcgill.ca/continuingstudies/programs-and-courses/property-management](http://www.mcgill.ca/continuingstudies/programs-and-courses/property-management)

**Professional Development Certificate in Digital Content and Community Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/courses-and-workshops/digital](http://www.mcgill.ca/continuingstudies/programs-and-courses/public-relations/courses-and-workshops/digital)

**Professional Development Certificate in Management Consulting:**

[www.mcgill.ca/continuingstudies/programs-and-courses/business-and-management/courses-and-workshops/consulting](http://www.mcgill.ca/continuingstudies/programs-and-courses/business-and-management/courses-and-workshops/consulting)

**Professional Development Certificate in Parliamentary Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/leadership/courses-and-workshops/parliamentary](http://www.mcgill.ca/continuingstudies/programs-and-courses/leadership/courses-and-workshops/parliamentary)

**Professional Development Certificate in Project Management:**

[www.mcgill.ca/continuingstudies/programs-and-courses/project-management/courses-and-workshops/professional-development-certificate-](http://www.mcgill.ca/continuingstudies/programs-and-courses/project-management/courses-and-workshops/professional-development-certificate-)

**4.5.2 Professional Development Certificate in Business Analysis (33-35.5 CEUs)**

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<sup>®</sup> (BABOK<sup>®</sup> 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.

**Core Courses (25 CEUs)**

CBUS 210D1	(8)	Comprehensive Business Analysis
CBUS 210D2	(8)	Comprehensive Business Analysis
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 242	(4.5)	Applied Business Analysis

**Elective Courses (8-10.5 CEUs)**

8-10.5 CEUs from:

CBUS 221	(6)	Leading Sustainable Change
CBUS 243	(4)	Introduction to Business Analytics and Data Modeling
CCOM 208	(4.5)	Professional Writing in Business
CENG 224	(4)	Agile Project Management

**4.5.3 Professional Development Certificate in 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. The objective of this program is to provide a sound working knowledge of business valuation theory and practice for those interested in becoming Chartered Business Valuators. This program also meets the educational requirements of the Canadian Institute of Chartered Business Valuators (CICBV) and prepares students to take the CICBV Membership Qualification Exam.

**Core Courses (26 CEUs)**

CBUS 230	(6.5)	Level 1 – Introductory Business Valuation
CBUS 231	(6.5)	Level 2 - Intermediate Business Valuation
CBUS 232	(6.5)	Level 3 – Advanced Business Valuation

CBUS 233 (6.5) Level 4 – Special Topics in Business Valuation

**17-17.5 CEUs**

12.5-13 CEUs from:

CBUS 234 (6.5) Litigation Support in Business Valuation  
CBUS 235 (6.5) Private Company Finance  
CBUS 236 (6) Introduction to Valuation for Financial Reporting

4.5 CEUs from:

CBUS 216 (4.5) Interpersonal Skills for Professionals  
CCOM 208 (4.5) Professional Writing in Business

**4.5.4 Professional Development Certificate in Condominium Management (20-20.5 CEUs)**

This non-credit Professional Development Certificate in Condominium Management is designed to equip new and experienced residential and commercial condominium managers with the knowledge and skills required for successful condominium management including legal, financial, technical and operational aspects of condominium management. This program is recognised by the L'Ordre des administrateurs agréés du Québec (ADMA) as a required program for all ADMA members who are practicing condominium managers.

**16 CEUs**

Note: Students taking this Certificate in English normally take English courses while those taking this Certificate in French normally take French courses.

\* Courses taught in French.

CBUS 100 (4) Condominium Financial Management in Quebec  
CBUS 101\* (4) Gestion financière de la copropriété au Québec  
CBUS 102 (4) Condominium Law 1

CBUS 110*	(4.5)	Current Trends in Digital Communication
CBUS 111	(4.5)	Content Creation
CBUS 112	(4.5)	Social Media Strategies and Community Management
CBUS 113	(4.5)	Strategic Digital Communications
CBUS 114	(4.5)	Content Management and Architecture

\* Note: It is strongly recommended that CBUS 110: Current Trends in Digital Communication be taken before any other courses in the program.

**4.5.6 Professional Development Certificate in Management Consulting (23.5 CEUs)**

The Professional Development Certificate in Management Consulting is aimed at individuals who wish to pursue a career either as independent consultants or within a major consulting firm. Emphasis is placed on the following subjects: consulting process; consulting methodologies and tools; ethics of professional practice; project management; sustainable change; and interpersonal skills. This program fulfills the educational requirements for Certified Management Consultant (CMC) professional designation administered by the Canadian Association of Management Consultants.

<b>Courses</b>		
CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change
CBUS 225	(3)	Project Management in Practice

**4.5.7 Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)**

\*\*This program is currently not offered.\*\*

The Professional Development Certificate in Aviation Management Consulting is aimed at individuals who wish to pursue a career either as independent consultants or within a major consulting firm. Emphasis is placed on the following subjects: consulting process; consulting methodologies and tools; ethics of professional practice; aviation project management; sustainable change; interpersonal skills; and key aviation industry issues. This program fulfills the educational requirements for Certified Management Consultant (CMC) professional designation administered by the Canadian Association of Management Consultants.

<b>Courses</b>		
CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals
CBUS 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change
CBUS 226	(5)	Aviation Project Management

**Courses (3.5 - 5 CEUs)**

One course from:

CBUS 217	(3.5)	Dynamic Pricing and Revenue Management
CBUS 218	(5)	Airport Commercial Management
CBUS 219	(3.5)	Fuel Efficiency and Conservation

**4.5.8 Professional Development Certificate in Parliamentary Governance (13 CEUs)**

This professional development certificate program is designed for newly-elected Members of Parliament. The program focuses on the fundamentals of parliamentary governance, including an overview of the three arms of government, different parliamentary models in the Commonwealth; the core functions of parliament (legislation, oversight, and representation); executive-legislative relations; the role of an MP; and the relationship between parliament and the media. Combining theory and practice, the program uses a blended learning methodology of face-to-face and online courses.

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

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CBUS 250	(3)	Introduction to Commonwealth Parliamentary Governance
CBUS 251	(4)	Contemporary Issues in Parliamentary Governance
CBUS 252	(3)	Advanced Commonwealth Parliamentary Governance

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§<sup>®</sup> (CFA<sup>®</sup>)