



**Career and Professional Development  
Programs, Courses and University Regulations  
2018-2019**



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

**1 .** McGill University reserves the right to mak

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# 1 About Career and Professional Development

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## 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.

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## 1.2 Location

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

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## 1.3 Administrative Officers

### Administrative Officers

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

**Administrative Officers**

Paul Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr

**Area Coordinator, Integrated Aviation Management and Mathematics  
& Statistics**

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## 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](mailto:info@cpaquebec.ca)

Website: [cpaquebec.ca/en/students-and-future-cpas](http://cpaquebec.ca/en/students-and-future-cpas)

### 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**

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

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions
CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Corporate Finance
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (9 credits)**

CFIN 200	(3)	Retirement Planning
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

**2.1.15 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**

CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 230	(3)	Personal Selling and Customer Service
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking



### 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

CCCS 280	(3)	Introduction to Computer Information Systems
CCCS 300	(3)	Programming Techniques 1
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms

Oy9(Algorithms)Tj1 0 0 1 1r9



3 credits from:

CGMG 282	(3)	Introduction to Business
INDR 494	(3)	Labour Law
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

### 2.1.20 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
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\* 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, mark

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

### Complementary Courses (6 credits)

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

### 2.1.22 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



CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

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## 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 *Minist re de l' ducation* ) 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 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%.
4. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
5. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
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.
8. Edexcel London Test of English – Level 4 – with an overall grade of at least “Merit Pass.”
9. 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 > Admission Requirements](#) for more information.

### 2.2.4 Independent Studies (Special Student Status)

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special g/F1 89f352.316f761 620dies \(S93 of Profic4- 8.1 Tf1o9e9yo6f761 62/1](#)

**Exemption by Examination**

Wednesday	April 24, 2019
Thursday	April 25, 2019



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

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## 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:



1. Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
2. Students who withdraw from a degree or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies after admission to that program.
3. Students who have completed a diploma or certificate program may apply for admission to a second certificate program and be given Advanced Standing (if applicable) up to a maximum of 9 credits (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 will af

- 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 Requir](#)

or from the website at [www.mcgill.ca/admissions](http://www.mcgill.ca/admissions).

**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](http://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, OOU, 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 admissions requirements.

**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](#).

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](#) section for full details on all programs available and the freshman requirements for the 120-credit program, if applicable.

#### General Management Program (Concentrations)

2 Concentrations	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

#### 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.

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## 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 Offer](#)



**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

**2.5.8.3 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
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**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:

INSY 331	(3)	Managing Information Technology
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management Managing Innov



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

### **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)**

### 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)

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 (21 credits)

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 341	(3)	Developing Business Applications
INSY 431	(3)	IT Implementation Management
INSY 437	(3)	Managing Data & Databases
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 450	(3)	Information Systems Project Management

##### Complementary Courses (9 credits)

Selected from the following:

**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

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**Graduate Programs, Diplomas, and Graduate Certificates**

- *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*



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.



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

**334p4ym (Applied Dip) Applied Marketing (30 credits)**

### 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
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\* or the Exemption by Examination Test

#### Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CEC2 532	(3)	Business Economics
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 506	(3)	Financing Startups and Ventures
CEN2 507	(3)	Venture Growth Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 510	(3)	Communication and Networking Skills

#### Complementary Courses (3 credits)

3 credits from the following:

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
CMS2 521	(3)	Applied Management Statistics

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
CPL2 510	(3)	Communication and Networking Skills

#### **Complementary Course (3 credits)**

CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 556	(3)	Managing and Engaging Teamwork

#### **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

**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
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**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:

**Complementary Courses (6 credits)**

CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CEN2 507	(3)	Venture Growth Strategies
CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 551	(3)	Behavioral Organization (g)Tjc2m28.83Tm((3))Tj1 0 0 0 1 189.532 439.822 Tm(240.31/F0 8.3 Tf1 0 0 1 67.52 718.
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 535	(3)	Business in Emerging and Asian Markets
CPL2 590	(3)	Topics in International Business

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

**3.1.1.22 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**

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
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
		Marketing Principles and 0 0 1 70.52 383.423 285.10s and

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 (21 credits)**

CACC 520 (3) Accounting for Management  
CEC2 532 (3) Business Economics  
CFIN 512 (3) Corporate Finance  
CMR2 542 (3) Marketing Principles and Applications  
CMS2 521 (3) Applied Management Statistics  
CMS2 527 (3) Business Intelligence and Analytics  
CORG 551 (3) Behaviour in Organizations

**Complementary Courses (9 credits)**

9 credits from:)

CCFA 510	(3)	Current Operations in Global Financial Markets
CCFA 515	(3)	Essentials of Financial Reporting and Analysis
CCFA 520	(3)	Theory of Capital Structure and Corporate Finance 1
CCFA 523	(3)	Corporate Treasury Management
CCFA 528	(3)	Investment Decisions and Effect of Behavioral Finance
CCFA 530	(3)	Introduction to Applications and Uses of Derivatives
CCFA 535	(3)	Theory of Capital Structure and Corporate Finance 2
CCFA 540	(3)	Portfolio Strategies and Management

**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
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\* 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 Graduate Certificates are offered in 11 specializations that include: Aviation Leadership, CPA Professional Education, Digital Marketing, Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, 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.

### 3.1.2.1 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.

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**(CHRP).



**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 \(24 credits\)](#).

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 the

CMIS 530	(3)	Digital Analytics and Targeting
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(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 21 23he last tw

**3.1.2.20 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)****Corequisite**

CORG 551*	(3)	Behaviour in Organizations
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\* 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:

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 557	(3)	Talent and Performance Management
CORG 565	(3)	Human Resources Information Systems: HRIS
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

**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)**

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)**

CEN2 507	(3)	Venture Growth Strategies
CGM2 510	(3)	Project Management: Tools and Techniques
CMR2 566	(3)	Global Marketing Management
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 535	(3)	Business in Emerging and Asian Markets
CPL2 590	(3)	Topics in International Business

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

**3.1.2.22 Graduate Certificate (Gr. Cert.) Internet Business (15 credits)**

**Required Courses (12 credits)**



(minimum B- required)

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 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Corporate Finance

**Prerequisite Courses for Diploma in Accounting Students (42 credits)**

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCLW 511	(3)	Law 1
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

**Required Courses (16 credits)**

ACCT 653	(3)	Issues in Professional Accounting 1
ACCT 654	(3)	Issues in Professional Accounting 2
ACCT 663	(3)	Strategic Aspects of Accounting 1
ACCT 664	(3)	Strategic Aspects of Accounting 2
ACCT 695	(4)	Integrative Analysis
ACCT 699*	(0)	Exam Preparation Seminar

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

**Complementary Courses (8 credits)**

ACCT 683	(4)	Practice of Taxation
ACCT 685	(4)	Accounting and Performance Management
ACCT 687	(4)	Assurance Services



### 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?
- Ha

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](mailto: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
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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



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CANADA

For more information, see [www.mcgill.ca/continuingstudies/how-apply-program](http://www.mcgill.ca/continuingstudies/how-apply-program).

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## 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**

#### 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](http://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](http://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](#).

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## 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

Non-Credit Courses	
YCBS 204	Effective Public Speaking
YCBS 210	Comprehensive Business Analysis
YCNG 221	Project Management
YCNG 223	Strategic Project Leadership
YCNG 224	Agile Project Management
YCBS 110	Current Trends in Digital Communication
YCBS 111	Content Creation
YCBS 112	Social Media Strategies and Community Management
YCBS 113	Strategic Digital Communications
YCBS 114	Content Management and Architecture
YCBS 216	Interpersonal Skills for Professionals
YCBS 221	Leading Sustainable Change
YCBS 230	Level 1 – Introductory Business Valuation
YCBS 231	Level 2 – Intermediate Business Valuation
YCBS 232	Level 3 – Advanced Business Valuation
YCBS 233	Level 4 – Special Topics in Business Valuation
YCBS 234	Litigation Support in Business Valuation
YCBS 235	Private Company Finance
YCBS 236	Introduction to Valuation for Financial Reporting
YCBS 242	Applied Business Analysis
YCBS 243	Introduction to Business Analytics and Data Modeling
YCBS 244	Current Trends in Parliamentary Administration
YCBS 245	Corporate Management of Parliament 1
YCBS 246	Corporate Management of Parliament 2
YCBS 247	Parliamentary Committees
YCBS 248	Public Financial Management
YCBS 249	Parliamentary Research and IT
YCBS 250	Introduction to Commonwealth Parliamentary Governance
YCBS 255	Computational Applied Statistics
YCBS 256	Data Science for Business Decisions
YCBS 257	Data at Scale
YCBS 258	Practical Machine Learning

## 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

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## 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](http://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](http://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 Plishin7 42will be of



**section 4.5.6 Professional Development Certificate (ProDev 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 (ProDev 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 (ProDev 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 (ProDev 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 (ProDev 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](http://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 (ProDev 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](mailto:pd.conted@mcgill.ca)



#### **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](http://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](http://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 av