



**School of Continuing Studies**  
**Programs, Courses and University Regulations**  
**2015-2016**



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

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## *Publication Information*

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**Note:** Effective Fall 2013, all newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. For more information, see [www.mcgill.ca/students/srr/honest/students/test](http://www.mcgill.ca/students/srr/honest/students/test).



**Note for Graduate and Postdoctoral Studies:** Since Spring 2011, graduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a “hold” will be placed on their record. For more information, see [www.mcgill.ca/students/srr/honest/students/test](http://www.mcgill.ca/students/srr/honest/students/test).

### 1.1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy on the [Secretariat website](#).

### 1.1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, Personal Information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain Personal Information by completing an [Opposition Form](#) at the Enrolment Services Office or at the Student Aff



In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you would be asked to consent** to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you would be asked to **authorize the University** to:

- collect and maintain your Personal Information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*; the *Ministère de l'Éducation, du Loisir et du Sport*; the Ontario University Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain Personal Information from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*, Citizenship and Immigration Canada and/or the *Régie de l'assurance-maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

At the time of application, you would be asked to **acknowledge** that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time.
- if admitted to McGill University, you would be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you would be registered, including those policies contained in the University calendars and related fee documents. **You would undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

### 1.1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it) and see [section 1.12: For your Information Technology \(IT\) Needs](#).



**Note for Continuing Studies:** The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

### 1.1.8 Undergraduate Leave of Absence Policy

A leave of absence may be granted to undergraduate students for reasons related to:

- maternity or parenting
- personal or family health
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Ste. Anne de Bellevue QC H9X 3V9

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- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
-



## Quebec and Canadian Out-of-Province Students

- **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form

## International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
- Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
- Permanent Code Data Form (Notes 1 and 5)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (Note 3)
- Permanent Code Data Form (Notes 1 and 5)



**Note 1:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



**Note 2:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



**Note 3:** If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.



**Note 4:** Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birth place as being within the province of Quebec, as proof that you are eligible for Quebec residency.



**Note 5:** You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at [www.mcgill.ca/legaldocuments/forms](http://www.mcgill.ca/legaldocuments/forms).

### 1.2.2.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

- 1. French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions)).
- 2. Out-of-province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  - Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
  - Students registered full-time in the Masters in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect.
- 3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)):
  - Citizens of France
  - Citizens of certain countries with an agreement with the Government of Quebec
  - Diplomatic, consular or other representatives of international organizations
  - Convention refugees
  - Students awaiting permanent residency in Canada and holding an eligible CSQ
  - Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada
  - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

These exemptions lower your fees to the Quebec rql 0 2964 0 1 230.8ted at

Note that this information may be subject to change.

### 1.2.2.3 Has McGill Received Your Documents?

#### 1.2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5 to 10 business days to process them and update your status accordingly.

- Check your tuition status on the Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.



**Note:** Ensure that you select the correct term when viewing your status.

- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

**If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the following semester.**

#### 1.2.2.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

### 1.2.2.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any/F1 0 0 0Tm(.)Tj 407.072 Tm65





#### **1.2.4 Legal Name**

This is the name that will appear on your e-bills, tax receipts, degree, diploma, or certificate on graduation, and on your official transcript. It is also used by the Government of Quebec to create a Permanent Code.

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

- 1.** Canadian birth certificate
- 2.**

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### 1.3 Registration for Continuing Studies Students

Most students in Continuing Studies must register using [Minerva](#), during the registration periods published in [School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2015–2016](#) and at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).

**Note:**

If you are registering for short courses or seminars, see your individual academic area for specific registration information.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the [Student Accounts](#) website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

You are responsible for your course selection, registration, and for ensuring that you ha



### **1.3.3.3 Registration by Proxy**

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at [www.mcgill.ca/continuingstudies/current-students/registration](http://www.mcgill.ca/continuingstudies/current-students/registration). This form must be completed and signed by both you and the proxy holder

### 1.3.5 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

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



**Note:** Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Studies course, the Continuing Studies course change deadlines do not apply to you; see [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates) for deadlines that apply to your faculty.

#### **Refund Request**

To make a request for a refund, log into Minerva and follow the *Student Accounts* menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

### 1.3.6 Classes with Limited Enrolment

The School reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma, and degree programs.

### 1.3.7 Registration in Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another f

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at [www.mcgill.ca/students/courses](http://www.mcgill.ca/students/courses) for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year. Consult Class Schedule on McGill.

The host institution will automatically submit your grades to McGill for any completed courses.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.



**Note for Nursing:** You must obtain the Ingram School of Nursing's permission to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing's regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut) for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.



**Note for Physical and Occupational Therapy:** The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.





### 1.4.3.1 Administrative Charges

The University assesses a number of administrative charges to students, which include:

**Registration Charge** – All students in courses and programs are assessed a registration charge.

**Information Technology Charge** – The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology.

**Transcripts and Diploma Charge** – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with the Convocation ceremony. Students who attend the Convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see [www.mcgill.ca/students/records/transcripts](http://www.mcgill.ca/students/records/transcripts) for further information.

**Copyright Fee** – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

**General Administrative Charge** – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative char

**Other Fees (rates as of 2014–2015)**

Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)

Returned cheque or Pre-Authorized Debit payment\*\* \$40

Cheque Refund charge:

on balances less than \$100 \$10  
on balances \$100 and ov \$20

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

**Interest:** Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year. See [www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue](http://www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue) for more information.

**Note: You should regularly verify your account balance on Minerva.**

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

#### **Information for Registered Students**

If you register for a term, but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office to discuss the possibility of obtaining financial aid:

Brown Student Services Building  
3600 rue McTavish, Room 3200  
Montreal QC H3A 0G3

Telephone: 514-398-6013

Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)

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

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

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

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

#### **Cancelling Registration for Non-Payment**

In accordance with the fee policy stated in "Overdue Accounts," the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term, before the University cancels your registration for non-payment. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the [Request for Reinstatement](#) form and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

#### **1.4.6.2 Acceptance of Fees vs. Academic Standing**

Acceptance of fees by the Uni

#### 1.4.6.5 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements

If you are taking courses as part of the **Quebec Inter-University Transfer (IUT)** agreement, you are required to pay the fees at your home university; see [section 1.3.11: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 1.4.5: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

The University reserves the right to refuse course registrations in non-government-funded activities.

#### 1.4.7 Deferred Fee Payment for Continuing Studies Students

##### Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see [www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.**

#### 1.4.8 Loans and Bursaries for Continuing Studies Students

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

#### 1.4.9 Corporate Tax Benefits for Continuing Studies Students

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

#### 1.4.10 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number as well as a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon re

- [section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 1.5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 1.5.1.4: Academic Standing: Faculty of Education](#)
- [section 1.5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 1.5.1.6: Academic Standing: Faculty of Law](#)
- [section 1.5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 1.5.1.8: Academic Standing: Schulich School of Music](#)

#### **1.5.1.1 Academic Standing: Desautels Faculty of Management**

BCom students, see [Desautels Faculty of Management](#) > Undergraduate > BCom Degree Requirements > : [Academic Standing](#).

#### **1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences**

Agricultural and Environmental Sciences students, see [Faculty of Agricultural and Environmental Sciences](#) > Undergraduate > About the Faculty of Agricultural and Environmental Sciences, including School of Dietetics and Human Nutrition (Undergraduate) > Faculty Information and Regulations > : [Academic Standing](#).

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences](#) > Undergraduate > Farm Management and Technology Program > Academic Rules and Regulations - FMT > : [#unique\\_117](#).

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

#### 1.5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Unsatisfactory Standing (at the end of the Fall term):

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult an academic adviser, before withdrawal deadlines, about your course selection;
- you should see your Faculty adviser to discuss degree planning.

If you are in Unsatisfactory Standing:

- you have failed to meet the minimum standards set by the faculties;
- you may not continue in your program, and your registration will be cancelled.

You will be placed in Unsatisfactory Standing:

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below 2.50 and your CGPA is below 2.00 and if you were previously in Probationary, Unsatisfactory Readmitted, or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Standing and were readmitted by the Faculty or the Committee on Student Standing but have not satisfied the conditions specified in the letter of readmission.

Appeals for readmission by students in Unsatisfactory Standing must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see [www.mcgill.ca/oasis/policies-and-procedures/course-policies/course-policies/degree-policies](http://www.mcgill.ca/oasis/policies-and-procedures/course-policies/course-policies/degree-policies). For **Science** (including B.A. & Sc.) see [www.mcgill.ca/science/student/general/readmission](http://www.mcgill.ca/science/student/general/readmission). Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental examination, clearly stating the reasons for special consideration and providing proof as appropriate.

Appeals for readmission or permission for supplemental examinations must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services



**Note for students in the Concurrent B.Sc.-B.Ed. Program:** If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in [Faculty of Science > Undergraduate > Academic Programs > : Science or Mathematics for Teachers](#).

#### 1.5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear Ks, Ls, or Supplementals.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if (W)Tj1 0 0 1 257.4Tf1 0 9wo a Sisf

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

If your Standing is still incomplete by the end of course change period, you should immediately consult with your Faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [University Regulations and Resources > Undergraduate > Student Records > : Incomplete Courses](#).

**Note:** Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising).

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

**Students in Unsatisfactory Standing after the Winter term:**

- You must withdraw from the Faculty of Engineering for a minimum of one term.

For more information about Academic Standing, see [www.mcgill.ca/engineering/current-students/undergraduate/advising-programs/academic-standing](http://www.mcgill.ca/engineering/current-students/undergraduate/advising-programs/academic-standing).

**1.5.1.6 Academic Standing: Faculty of Law**

If you do not obtain a sessional grade point av



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

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

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

### Undergraduate Grading

#### Undergraduate Level

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

\* A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

### Graduate Grading

#### Graduate Level

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

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

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

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.


If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.


You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.




**Note:** During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations must have supplementals);
- whether students with grades of D, F

 **Note:** If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.

 **Note:** In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.

 **Note for Continuing Studies:** All students who miss a final exam are given a grade of J. For more information regarding the J grade, see [section 1.5.5: Unexcused Absences for Continuing Studies Students](#).

### 1.5.7 Non-Evaluated Work for Continuing Studies Students


If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at: [www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades](http://www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades), prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.


If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at: [www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades](http://www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades). Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

### 1.5.8 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.9: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.

 **Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising).

 **Note for Graduate and Postdoctoral Studies:** You should direct any questions or problems with your record to your Graduate Program Director.

### 1.5.9 Changes to Student Records after Normal Deadlines

#### 1.5.9.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations). They also include changes to tuition status based on the submission of legal documents.

#### 1.5.9.2 Registrar Deadlines


Fall term – January 31

Winter term – June 1

Summer term – October 1

#### 1.5.9.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.5.9.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

 **Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising).





**Note:** Proxy requests will be accepted only with written authorization.

#### 1.5.10.4 Course Numbering on the Transcript

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

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

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

For information on our current course numbering, see *University Regulations and Resources > Undergraduate > Registration > Course Information and Regulations > : Course Numbering*.



**Note for Continuing Studies:** Examples of course numbers displaying on transcripts prior to September 2002 are:

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

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

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

#### 1.5.11 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on *Minerva* under the Student Records Menu. You can also make a request at the Client Services Office. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript ([www.mcgill.ca/students/records/transcripts](http://www.mcgill.ca/students/records/transcripts)).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see [www.mcgill.ca/students/records/proof-reg](http://www.mcgill.ca/students/records/proof-reg).

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## 1.6 Examinations: General Information



**Note:** The University Exam Regulations governed by the University Student Assessment Policy are available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations).

In addition to the University Student Assessment Policy (available on the *Secretariat website*) and the general examination regulations listed at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations), you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

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

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

**You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, and other web-access de**





- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other);
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social W



Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

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For all courses and programs of study, the request **must be made within 10 working days\*** of the date on which the final grade appears on the student's transcript. *Requests received after this deadline will not be considered.* The mark verification process should normally be completed within 20 working days\* of receipt of the request by SCS Client Services.

\* "Working days" means Monday through Friday.

## **1.6.5 Examinations: Invigilation (Exams from Other Universities)**

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

### **1.6.5.1 Setting Up**

Please consult our website at [www.mcgill.ca/students/exams/proctor](http://www.mcgill.ca/students/exams/proctor) for complete information on how to arrange for a proctor exam at McGill.

### **1.6.5.2 The Cost**

The cost for invigilation and administration of a proctor exam is \$100 per student, per exam, payable the day the exam is written by either debit card or cheque.

### **1.6.5.3 Mailing address for exams**

Exams and examination booklets, along with full instructions, should be sent to:

McGill University  
Enrolment Services, Room MS - 72  
3415 McTavish Street  
Montreal QC H3A 0C8  
Attention: Proctor Exams

**Meeting point for students on the day of the e**

- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

## 1.7.1 Graduation Honours

The following sections describe honours that may be conferred at graduation.

### 1.7.1.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of the faculty's graduating class of students; this calculation is based on the CGPA.



**Note for Transfer Students:** This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.



**Note for Continuing Studies Students:** If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

### 1.7.1.2 Graduation Honours: Distinction for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is based on the CGPA.



**Note for Transfer Students:** This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.



**Note:** The Faculties of Education, Dentistry, Law, Medicine, and the School of Nursing, as well as the **School of Continuing Studies do not assign the designation of Distinction to graduating students.**



**Note:** the designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at [www.mcgill.ca/students/courses/calendars](http://www.mcgill.ca/students/courses/calendars).

## 1.7.2 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to apply to graduate** (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.



**Note for Physical and Occupational Therapy:** You must be in Satisfactory standing with a minimum CGPA of 2.30.





**The Edward C. Webster Prize in English as a Second Language**

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

**Honda Ste-Rose Awards**

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

**Jacob Jonker Memorial Prize**

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

**McGill Associates Prize in Management**

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

**McGill Associates Prizes in Translation**

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

**Resolute Forest Products Prizes**

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

**Tata Communications Prize in French as a Second Language**

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

## 1.8.2 Contact Information for Continuing Studies Advising

### Client Services Office

Telephone: 514-398-6200

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/client-services](http://www.mcgill.ca/continuingstudies/about-scs/client-services)

### Career and Professional Development

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- course and program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see [www.mcgill.ca/students](http://www.mcgill.ca/students).

For more information about Service Point, see [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint).

### 1.10.1 Location

3415 McTavish Street (corner Sherbrooke)  
Montreal QC H3A 0C8

Opening hours: please refer to [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Telephone: 514-398-7878

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>

Email for applicants & prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1>

## 1.11 Student Services

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

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

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 0G3

For information, contact:

Telephone: 514-398-3825

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

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

### 1.11.2 Office for Students with Disabilities

This office coordinates services to meet the needs of students with disabilities.ite 410vb8dN2 Tm(Of2124.853 6,om(is )ti(T)Tj o)Ting



#### 1.11.4 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

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

Macdonald Bookstore  
Centennial Centre  
Telephone: 514-398-8300  
Website: <http://mcss.mcgill.ca/en/bookstore>

#### 1.11.5 Computer Store

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

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

#### 1.11.6 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at [www.mcgill.ca/library/library-assistance](http://www.mcgill.ca/library/library-assistance).

#### 1.11.7 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

#### 1.11.8 Optional Student Services

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

##### 1.11.8.1 Optional Student Services Package for Continuing Studies Students

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

For more information about the optional Student Services fees, see:  
[www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees/continuing-studies-fees-20152016](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees/continuing-studies-fees-20152016).

A McGill ID card is mandatory for access to services.

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

Office of the Executive Director  
Services for Students  
William and Mary Brown Student Services Building  
3600 McTavish Street, Room 4100  
Telephone: 514-398-3825  
Website: [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services)

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### **1.11.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students**

CaPS provides career education, individual advising and guidance to students, as well as job/career fairs, research libraries, mentor programs, CV drop-in-clinic, and workshops. Students have access to over 5,000 job and internship opportunities each year. The fee for CaPS per term is \$66, not including GST and QST (September, January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at [www.mcgill.ca/caps](http://www.mcgill.ca/caps).

You may contact CaPS at:

Career Planning Service (CaPS)  
William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2200

Telephone: 514-398-3304

Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)

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

### **1.11.8.3 McGill Athletics Package for Continuing Studies Students**

McGill athletics facilities include:

- Fitness Centre, aerobics room, two gymnasias;
- bask

#### **1.11.8.5 University Centre for Continuing Studies Students**

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

#### **1.11.8.6 Tutorial Service for Continuing Studies Students**

McGill's Tutorial Service offers an extensive tutorial program for students.

Brown Student Services Building, Suite 4200

Telephone: 514-398-6011

Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)

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

**McGill Writing Centre**

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

### 1.12.3 myCourses

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

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings by clicking **System Check** in the **Support** widget on the myCourses home page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: [www.mcgill.ca/it](http://www.mcgill.ca/it).

### 1.12.4 Email

Your McGill Email Address (usually in the form of [firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca)) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). Access your email at <https://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

### 1.12.5 Microsoft Office 365

Office 365 is a packaged offering from Microsoft that provides cloud-based services including:

- email
- web communications
- file storage
- file sharing

At McGill we are currently providing students with **free** Office 365 ProPlus software and OneDrive cloud storage. Additional components of Office 365 will be rolled out over the course of the coming year. For more information, see [www.mcgill.ca/it/o365](http://www.mcgill.ca/it/o365).

### 1.12.6 Software

In addition to the Office 365 ProPlus software, mentioned above, McGill IT Services provides free software to students at [www.mcgill.ca/software](http://www.mcgill.ca/software). Sign in using your McGill Username and Password.

### 1.12.7 Online Student Directory

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

### 1.12.8 Getting Connected

You will need to use your [McGill Username and McGill Password](#) to access the services listed below:

**Wireless:** Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at [kb.mcgill.ca/it/wireless](http://kb.mcgill.ca/it/wireless).

**EZproxy:** If you are off campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. Find more details on EZproxy in the IT Knowledge Base at [kb.mcgill.ca/it/ezproxy](http://kb.mcgill.ca/it/ezproxy).

**Virtual Private Network (VPN):** If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See [kb.mcgill.ca/it/vpn](http://kb.mcgill.ca/it/vpn) for additional information.

### 1.12.9 Safe Computing

**Free antivirus software:** Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



**Note:** Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

**Tips for keeping information secure:** Read about steps you can take to protect your data and identity at [www.mcgill.ca/it/information-security](http://www.mcgill.ca/it/information-security).

### 1.12.10 Need Help?

**McGill IT Knowledge Base:** Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

**Contact the IT Service Desk** by submitting your request via a web form at [www.mcgill.ca/it/forms](http://www.mcgill.ca/it/forms), or check phone and walk-in support hours at [www.mcgill.ca/it](http://www.mcgill.ca/it).

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### 1.13 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and indivin to its credit0.1 Tf1 0 0 1 VCm rNo 0 1. F241 Tm(al fr66.222nd indi)Tj1 0 entr3.3r 57m reae of, ple1 RG1 0it53.327 580 0ite

Main Floor, Room #02  
3459 McTavish Street

A comprehensive website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. Unique scholarly materials from the Rare Books and Special Collections are digitized and also made widely accessible online through the site. The Library's website also provides access to items such as past e





Since then the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to pro

The Principal and Vice-Chancellor is the chief executive officer of the Univ





## Deans

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Medicine</b>
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	<b>Music</b>
Ian H. Henderson; B.A.(Manit.), B.D.(St. And.), M.A.(McM.), D.Phil.(Oxf.) ( <i>Interim</i> )	<b>Religious Studies</b>
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.) ( <i>Term ending June 30, 2015</i> )	<b>Science</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.) ( <i>Effective July 1, 2015</i> )	
Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)	<b>Dean of Students</b>

### 1.15.7.1.2 Directors of Schools

#### Directors of Schools

Anmarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)	<b>Architecture</b>
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	<b>Communication Sciences &amp; Disorders</b>
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)	<b>Computer Science</b>
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Dietetics &amp; Human Nutrition</b>
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	<b>Environment</b>
France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)	<b>Information Studies</b>
Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)	<b>Nursing</b>
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	<b>Physical &amp; Occupational Therapy</b>
Nico Trocme; B.A., M.A., Ph.D.(Tor.)	<b>Social Work</b>
Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)	<b>Urban Planning</b>

### 1.15.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)

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



**Note:** BCom students registered through the Centre are members of MACES.

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. All McGill Continuing Education students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a computer lab, which is free for all MACES members, as well as study, meeting, and social spaces. MACES is an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, after classes, and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MA

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## 2 About the School

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### 2.1 Dean's Message

McGill's School of Continuing Studies is committed to supporting you, and all our learners, on your journey to enhancing your life through learning. At the School we offer a wide range of career and life-enriching offerings to help you learn and thrive. Whether you're new to Montreal or a local seeking personal or professional growth, we invite you to explore our eCalendar for opportunities that will make a real difference in your life.

Located in downtown Montreal, we are a community of motivated learners, dedicated teachers, and committed staff, all supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

For career-minded individuals, we provide innovative courses, workshops, and online offerings throughout the year; many are recognized by professional associations. Build your core skills and explore the latest practices and technologies to help you update your credentials, reach the next level, or even embark in a whole new direction.

We also invite you to open new doors with our wide variety of language and translation programs available in English, French, and Spanish.

Those interested in personal growth can explore art, culture, and life transitions through our Personal and Cultural Enrichment offerings or share their joy of learning with the McGill Community for Lifelong Learning.

Our Client Services advisers are ready to help you find the right program that meets your needs. The School also offers a growing number of financial awards, bursaries, and scholarships, as well as other support services, including career workshops.

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**LANGUAGE AND INTERCULTURAL COMMUNICATION**

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)	<b>Academic Coordinator, Language Programs</b>
Louise Kyrtatas; B.A., M.A.(C'dia)	<b>Faculty Lecturer, Program Coordinator, Technology Integration &amp; Online Program</b>
Verena Waterstradt; B.Adm.(Fachhochschule für Verwaltung und Rechtspflege Berlin)	<b>Program Administrator</b>
Isaac Garcia-Sitton; B.A., M.B.A.(Lindenwood)	<b>Senior Manager</b>
Benjamin Isaac; B.F.A.(C'dia), M.F.A.(MIUAD)	<b>Assistant Program Administrator</b>

**FACULTY PARTNERSHIPS AND SUMMER STUDIES**

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)	<b>Director</b>
Jasna Hancevic; BCom(McG.), M.Sc.(UQAM)	<b>Program Administrator</b>

**TRANSLATION AND WRITTEN COMMUNICATION**

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3 <sup>e</sup> cy.(Lille), Ph.D.(Montr.)	<b>Director</b>
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**MCGILL WRITING CENTRE**

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)	<b>Director</b>
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**PERSONAL AND CULTURAL ENRICHMENT / MCGILL COMMUNITY FOR LIFELONG LEARNING**

Alex Megelas; B.A.(Bishop's), M.A.(C'dia)	<b>Coordinator, Personal and Cultural Enrichment (PACE)</b>
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**2.3.2 Student Governance****McGill Association of Continuing Education Students (MACES)**

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

MACES was founded in 1985, incorporated in 1989 and a certificate of accreditation was issued in 1990. All McGill Continuing Studies students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a computer lab, which is free for all MACES members, as well as study, meeting, and social spaces. MACES has an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, after classes, and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open-door policy.

Full details of the bylaws, officers, and committees of MACES are available from the Association (telephone 514-398-4974 or visit [www.maces.ca](http://www.maces.ca)).

**2.4 Teaching Staff****SCS Faculty Lecturers**

ARCHIBALD, James	Translation
BEAUCHAMP, Marie-Claude	French
CALLAHAN, Kevin	English
CHOUHA, Paul-Robert	Mathematics
DAOUD, Maha	Human Resources
DECHIEF, Diane	Written Communication
DRACOPOULOS, Effie	English
GADBOIS, Manon	French
GOLDSMAN, Larry	Accounting

**SCS Faculty Lecturers**

GUIDEZ, Emmanuelle	French
HINDO, Rima	Accounting
HIRST, Elizabeth	Public Relations
KYRTATAS, Louise	English
LAU, Hang	Information Technology
LAYER, Sue	Written Communication
LEVEY, Margaret	English
RÉMILLIEUX, Jean-Paul	Information Technology
SALMASI, Kamal	Management
SAMUEL, Carolyn	Written Communication
STANLEY, Kevin	English
WIELGOPOLSKI, Nadine	French

**Part-time Instructional Staff**

ABBOTT, Robert	Project Management and Business Analysis
ABDA, Messaoud	Accounting
ABENSUR, Rosalind	Translation
ABEYRATNE, Tissa	Aviation Management
ABI MANSOUR, Dolly	French
ABOU-HAIDER, Ibrahim	Accounting
ABOULAMER, Anas	Finance
ABRAMS, Ryan	Accounting
ADDAS, Amr	Finance
ALDIK, Fares	Information Technology
ANDREWS, Richard	Public Relations
ARMANIOUS, Joseph	Accounting
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassam	Written Communication

**Part-time Instructional Staff**

BESANGER, Kendra	Written Communication
BIDER, Noreen Jane	Written Communication
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOGDAN, Miruna	French
BOGHOSKHAN, Arlette	Human Resources
BOISRAND, Frederic	Public Relations
BORSELLINO, Carmen	English
BOUFRAHI, Samira	Spanish
BRAZEAU, Guy	Aviation Management
BREUER, Robert	Translation
BROSSEAU, Ann	Applied Social and Organizational Psychology
BROWN, Grant	Mathematics
BRYSON, Georges	Business Analysis
BUDDO, Peter	Human Resources
BUNKER, Donald	Aviation Management
BURKHOLDER, Casey	Written Communication
BURNEY, Sema	Human Resources
BURRIDGE, David	Accounting
CALLAWAY-SMITH, Yvonne	Public Relations
CALLENDER, Shauna	Human Resources
CAMPBELL, Liz	Human Resources
CAMPO, Angela	Translation
CARBONNEAU, Monica D.	Public Speaking
CARTLIDGE, Roy	Translation
CASTONGUAY, Jean-Louis	Human Resources
CAYLA, Alexandre	Supply Chain
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management
CHASSE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHURCHILL, Andrew	Written Communication
CIOBANU, Ouidiu	Information Technology
CIPRIANO, Mary Ann	Marketing
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
COOPER, Chris	Leadership
COOPER, Richard	Written Communication
COSSIOS, Susana	Spanish

**Part-time Instructional Staff**

COURTOIS, Richard

Human Resources

COUTURE, Brian

Supply Chain Management

COX, Robert

Law

CRECK, Chantal

French

CROSS, Christopher

Risk Management

CROSS, Scott

Marketing

Information CR



**Part-time Instructional Staff**

HASHEM, Sara	Written Communication
HAUTECOEUR, Nathaniel	English
HAVAS, Michael	Information Technology
HEDOU, Luc	Human Resources
HENDERSON, Kate	Public Relations
HERBELLES, Nathalie	Aviation Management
HEWLIN, Jay	Applied Social and Organizational Psychology
HINES, Donetta	Written Communication
HOJJAT, Katayoun	French
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JETTÉ, Karine	Spanish
JOLI-COEUR, Yves	Condominium Law
JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KASSABIAN, Hagop	English
KELLER, Wendy	Marketing
KELLY, Christopher	English
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LAINÉY, Pierre	Management
LAING, Stephen	Marketing
LALLIER, Renee	Written Communication
LAMB, Pamela	Written Communication
LANGER, Corinna	English
LANGEVIN, Michael	English

**Part-time Instructional Staff**

LANGSTON, Catherine	English
LAPERRIERE, Maureen	Translation
LAPOINTE, Deirdre	Accounting
LA ROCCA, Gerry	Accounting
LEBLANC, Beverley	Written Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English/Written Communication
LETOVSKY, Steven	Marketing
LIMA, Adriana Monteiro	English
LISSOUBA, Daniele	French
LUKCA, John	Management Policy
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
LYTHGOE, Diego	Supply Chain Management
MACDONALD, Stephen	English
MACKENZIE, Ken	Mathematics
MAGAGNIN, Ben	English
MAHÉO, Valérie-Anne	Citizenship and Social Engagement
MAINVILLE, Luc	Finance
MALHAMÉ, Raymond	Translation
MANNO, Anna	English
MANSON, Bruce	English
MARKOWITZ, Larry	Law
MARZO, Angela	Human Resources
MATZIORINIS, Kenneth	Economics
MAYBURY, Wayne	General Management
MCCULLY, Philip	Entrepreneurship
MCGRAW, Janice	Risk Management
MCKNIGHT, Don	Logistics Management
MEGELAS, Alex	Volunteerism and Community Development
MÉJEAN, Daniel	Supply Chain
MENDONCA, Manuel	Applied Social and Organizational Psychology
MENEZES, Julian	Written Communication
MENON, Nirmala	Written Communication
MERCURI-ALBISI, Julia	English
MILLAR, James	English
MILLER-SANCHEZ, Sandra	Translation/French
MITCHELL, Jonathan	English
MODONESE, Sandra	Accounting
MONCALIERI, Lisa	Accounting

**Part-time Instructional Staff**

MONK, Beverley	English
MONTY, Pascale-Isabelle	Accounting
MOORE, Karl	Aviation Management
MOSCHELLA, Walter	Accounting
MOSCOVITZ, David	Marketing
MUSCOTT, Adam	Information Technology
NAVARR	Translation



**Part-time Instructional Staff**

ROAN, Thu Huong	Accounting
ROBINSON, Beverley	Health & Social Services
ROMANADO, Sherry	Public Relations
ROONEY, Sarah	English
ROOP-TAKATA, Anne	English
ROSE, Brenda	English
ROSEN, Melissa	Accounting
ROSENSTEIN, Irv	Applied Social and Organizational Psychology
ROSSNER, Peter	English
ROTH, Charles	Mathematics
ROY, Natasha	English
ROYCE, Charles	Marketing
RUDD, Christina	English
RYAN, Kimberley	Accounting
SABA, John	Economics
SABIH, Amar	Mathematics
SACKS, Steven	Translation/Written Communication
SACKSNER, Jeffrey	Entrepreneurship
SAGGERS, Robert	Leadership
SALUSBURY, David	English
SASSO, Anna	Accounting
SAUMA, Carmen Sofia	Spanish
SAUNDERSON, Andrea	English
SCHACTER, Jonathan	Accounting
SCHUBERT, Francis	Aviation Management
SCHWARCZ, Joseph	Chemistry
SCOTT, Jeff	Marketing
SEPINWALL, Bernard	Law
SESTAK, Jerome	English
SEYMOUR, Michelle	English
SHAMJI, Ashifa	English
SHARP, Michelle	Human Resources
SICILIA, Carmen	Aviation Management
SIMPSON, Gerry	Aviation Management
SINGAL, Dina	English
SLATER, Julie	Finance
SOLIMAN, Msataz	Management
STARK, Robin	Auditing
STEPHAN, Yvette	French
STUY, Melanie	English
SUISSA, Zina	Applied Social and Organizational Psychology
SULLIVAN, Michelle	Marketing

**Part-time Instructional Staff**

SUSEL, Roman	Accounting
TAJUELO, Telesforo	Translation
TALLA, Malleswara	Information Technology
TENENBAUM, Lawrence	Accounting
THEOPOULOS, Spiro	Management
THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAL, Patricia	English
TONDINO, Melina	Human Resources
TRIASSI, Jack	Taxation
TRIHEY, Kelly	Finance
TROY, Philip	Supply Chain Management
TURCOTTE, Michel	Finance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyne	Public Relations
VIENS, Danielle	English
VYBIHAL, Joseph	Information Technology
WALKTY, Melanie	English
WALL, Sharron	Communication
WALSH, Brendan	Public Relations
WARNER, Michelle	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITEMAN, Jackson	Marketing
WHITTAKER, Gary	Entrepreneurship
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English/Written Communication
WONG, Gordon	English
WONG, Stephen	Finance
YUE, Stephen	Materials Engineering
ZAJDMAN-BORDEN, Karen	Accounting
ZAMORANO, Daniel	Translation
ZANE, Charles	Accounting
ZBILY, Albert	International Business
ZOWALL, Hanna Sofia	Health & Social Services

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## 2.5 Contact Us

### Contact Us

<b>Web</b>	<a href="http://www.mcgill.ca/continuingstudies/about-scs/contact-us">www.mcgill.ca/continuingstudies/about-scs/contact-us</a>
<b>By mail</b>	688 Sherbrooke Street West, Montreal QC H3A 3R1, Canada
<b>By telephone</b>	514-398-6200
<b>By fax</b>	514-398-2650
<b>By email</b>	<a href="mailto:info.conted@mcgill.ca">info.conted@mcgill.ca</a> 688 Sherbrooke Street West (corner of University Street), 11th floor

Telephone: 514-398-8234

Fax: 514-398-2757

Email: [mcll.scs@mcgill.ca](mailto:mcll.scs@mcgill.ca)

Website: [www](http://www)







### Professional Development Programs in Career and Professional Development

*section 4.1.4.6.4: Professional Development Certificate in Management Consulting (23.5 CEUs)*

*section 4.1.4.6.5: Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)*

*section 4.1.4.6.6: Professional Development Certificate in Project Management (32.5-44.5 CEUs)*

### 3.2.3.2 Language and Intercultural Communication

For more information, see *School of Continuing Studies > Areas of Study > Languages > English Language Programs > section 4.5.2.4: Certificate of Proficiency in Written English – Workplace Communication Overview*, and *French Language Programs > section 4.5.3.4: Certificate of Proficiency in Written French - Workplace Communication Overview*, as well as *section 4.5.2.6: Professional Development Certificates (CE Units)*.

#### Language and Intercultural Communication

*section 4.5.2.4: Certificate of Proficiency in Written English – Workplace Communication Overview (Non-credit)*

*section 4.5.3.4: Certificate of Proficiency in Written French - Workplace Communication Overview (Non-credit)*

*section 4.5.2.5: Certificate in Teaching English to Speakers of Other Languages (TESOL) (12 CEU) (Non-credit)*

#### Professional Development Programs in Language and Intercultural Communication

*section 4.5.2.6.1: Professional Development Certificate in English for Healthcare (20 CEUs)*

*section 4.5.2.6.2: Professional Development Certificate in English for Healthcare Administration (20 CEUs)*

*section 4.5.2.6.3: Professional Development Certificate in English for Social Services (20 CEUs)*

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## 3.3 Admission Procedures: Bachelor of Commerce (Part-Time)

Admission to the Bachelor of Commerce (Part-Time) program is through Enrolment Services; students can apply online at [www.mcgill.ca/apply](http://www.mcgill.ca/apply). For more information, please refer to *section 4.1.2.2: Bachelor of Commerce for Part-Time Students*.

Application deadlines and procedures, as well as other admission information, can also be obtained from:

Service Point  
3415 McTavish Street  
Montreal QC H3A 0C8  
Telephone: 514-398-7878  
Website: [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

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## 3.4 Admission Procedures: Faculty of Education, Continuing Education Programs

Application for admission to Faculty of Education, Continuing Education programs can be made on the web at: [www.mcgill.ca/apply](http://www.mcgill.ca/apply). Students should complete the application form and submit the required documents to the appropriate academic area. For application deadlines and procedures, visit [www.mcgill.ca/continuingstudies/about-scs/academic-areas/education](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/education).

Applicants to the First Nations and Inuit programs must contact the office of First Nations and Inuit Education for admission information at 514-398-4533.

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## 3.5 Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs

The Client Services Office of the School of Continuing Studies processes admissions to the School's formal programs except for the Bachelor of Commerce and the Bachelor of Education programs.

McGill's online application form is available at [www.mcgill.ca/apply](http://www.mcgill.ca/apply).



### 3.5.1 Application Fee

A non-refundable application fee of \$80 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting Advanced Standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, please call 514-398-6200 for assistance.

### 3.5.2 Tracking the Status of Your Application

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

This acknowledgment notice will contain a McGill identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system, at [www.mcgill.ca/applying/knowningstatus](http://www.mcgill.ca/applying/knowningstatus).

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

### 3.5.3 Supporting Documents for Undergraduate Programs

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

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the School of Continuing Studies.

(See [University Regulations and Resources](#) > [Continuing Studies](#) > [Personal Information](#) > [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#).)

Applicants applying on the basis of the CEGEP *Diplôme d'études collégiales* (DEC) must provide their Permanent Code so that McGill University can access their CEGEP transcripts electronically.

2. Proof of age: Students 21 years of age and over, who do not have the normal academic background for admission, may be admitted as mature students. Two pieces of personal identification must be attached.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, or CEEN 421 and CEEN 422 with a minimum grade of B-, if your mother tongue is other than English.

(See [School of Continuing Studies](#) > [Areas of Study](#) > [Career and Professional Development](#) > [Undergraduate Certificate Programs, Part-Time BCom](#) > [About Admission Regulations for Certificate Programs](#) > [section 4.1.2.6.2: Proof of Proficiency in English](#).)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec (DEC) are not required to submit proof of proficiency in English.

### 3.5.4 Supporting Documents for Graduate Programs

Candidates wishing to apply to a graduate program must have a degree (i.e., a bachelor's degree) from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies or the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. Programs may have additional admission requirements. Please refer to the admission requirements specified in the program description.

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

1. An unofficial transcript with confirmation of degree awarded and date of graduation or a letter from the university confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript, with confirmation of degree awarded and date of graduation, sent directly by their previous institution to Client Services – Admissions before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, or CEEN 421 and CEEN 422 with a minimum grade of B-, if your mother tongue is other than English.

(See [School of Continuing Studies](#) > [Areas of Study](#) > [Career and Professional Development](#) > [Graduate Programs, Diplomas and Graduate Certificates](#) > [Academic Regulations](#) > [section 4.1.3.2.2: Proof of Proficiency in English](#).)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec must provide the respective transcripts, and are not required to submit proof of proficiency in English.



**Note:** You cannot apply as a Mature student for graduate-level programs.

### 3.5.5 Due Date for Documentation Requirements for McGill Applications

Please refer to the School's [website](#) for additional information regarding the submission of all required supporting documents, including transcripts, statements of standing, test scores, letters of recommendation, etc. (depending on the program).

### **3.5.6 What are Official Documents at McGill?**

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

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

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### **3.6 Deferring or Declining Our Offer of Admission?**

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

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### **3.7 Program Transfers**

A student may request one program transfer per admission; any subsequent request will be treated as a new admission whereby the student will be required to complete an “Application for Admission” and will be subject to the same admission requirements as a new applicant.

- corequisite courses to the program;
- or
- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain an application form from *Career and Professional De*





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

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization with a three-fold purpose:

- to establish a national standard of qualifications for administrative assistants to senior personnel;
- to reach this standard by providing advanced education;
- to make management aware of the fully qualified administrative assistant.

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

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

Q.A.A. designation holders must remain members in good standing of the Association of Administrative Assistants to retain the designation of Qualified Administrative Assistant and also re-certify their professional designation every three years through a Certification Renewal process.

The program consists of three compulsory courses and four elective courses offered at 30 post-secondary institutions across Canada and must be successfully completed within seven years to qualify for the Q.A.A. Certificate and designation. Students must successfully complete the seven-course program with an overall grade point average of 60%.

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

### 3.12.2 Autorité des Marchés Financiers

The School of Continuing Studies at McGill University offers courses in “Personal-lines and Commercial-lines damage insurance” (I.A.R.D.). These courses will help you prepare for examinations, which are administered by *l’Autorité des marchés financiers*. To receive a representative's certificate (agent/broker) in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at *l’Autorité des marchés financiers*. Before registering for courses at McGill, it is necessary to first contact *l’Autorité des marchés financiers* to find out the minimum requirements. Contact them at:

Telephone: 1-877-525-0337

Website: [www.lautorite.qc.ca](http://www.lautorite.qc.ca)

For more information on the courses offered at McGill, call: 514-398-1030.

### 3.12.3 Canadian Institute of Management

The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute was established in 1942 and is dedicated to enhancing managerial skills and professional development. Currently, there are 17 branches coast-to-coast with the National Office in Barrie. The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information regarding the Institute's Certified in Management, Professional Manager, and Chartered Manager designations can be obtained from:

Canadian Institute of Management

Mr. John Porreca

200-2140 boul. Marie-Victorin

Longueuil QC J4G 1A9

Telephone: 450-671-6775

Email: [info@cim-icg.ca](mailto:info@cim-icg.ca)

Website (Quebec): [www.cim-icg.ca](http://www.cim-icg.ca)

Website (Canada): [www.cim.ca](http://www.cim.ca)

### 3.12.4 Canadian Institute of Traffic and Transport (CITT)

Completing the Certificate in Supply Chain Management and Logistics and satisfying the other academic requirements set out by the CITT\* will qualify candidates to apply for the CCLP<sup>W</sup>



- Corporate Law
- Corporate Governance
- Financial Decision Making
- Strategy in Practice
- Company Secretarial Practice
- Chartered Secretaries Case Study

The Institute maintains an international standard exemption policy. Exemptions may be granted based on past education and experience.

For further information, please contact:

~~ICSAC~~ Chartered Secretaries Canada  
 202–300 March Road  
 Ottawa ON K2K 2E2  
 Telephone: 613-595-1151 or 1-800-501-3440  
 Email: [info@icsacanada.org](mailto:info@icsacanada.org)  
 Website: [www.icsacanada.org](http://www.icsacanada.org)

### 3.12.8 Global Risk Management Institute (GRMI)

GRMI is the professional body determining standards, sponsoring education programs, and controlling the professional designations for the Canadian Risk Management (CRM) and the RIMS Fellow (RF). The designations are administered by the Risk and Insurance Management Society (RIMS).

To be eligible for the CRM designation, candidates must successfully complete the three risk management (Risk Management Principles and Practices, Risk Assessment and Treatment, and Risk Financing) courses.

To be eligible for the RIMS Fellow designation, candidates must have five years' work experience, complete four university-level courses: Accounting; Finance; two courses selected from business, economics, MIS, law, insurance, marketing, or management; twelve days of the RIMS Fellow workshop; and the 0 0 1 5.06 Tm(Corporate Go)Tjism 1 5t days of the RIMS Fellothe 0 0 1 information, please contact:





Website: [ocaq.qc.ca](http://ocaq.qc.ca)

### **3.12.15 Ordre des Conseillers en Ressources Humaines Agréés**

With close to 9,500 members, the *Ordre des conseillers en ressources humaines agréés* is the fifth largest association of its kind in the world. It is the only organization in Quebec mandated to award human resources professionals a title certifying their competency.

The *Ordre* is a leader in employee management practices. Committed to innovation, it supports the ongoing development of human resources professionals (CHRP) and industrial relations counsellors (CIRC), thus helping to maintain a healthy balance between employee well-being and industrial relations.

### 3.12.18 Purchasing Management Association (PMAC)

The Purchasing Management Association of Canada and its Quebec Institute, the CAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the Corporation des Approvisionneurs du Québec (CAQ) is the Quebec Institute of the Purchasing Management Association of Canada (PMAC). The PMAC has over 8,000 members in 10 institutes across Canada.

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

The CAQ and the PMAC are the voice of an exciting and progressive business profession in purchasing and supply management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. PMAC consists of a national office and 10 provincial and territorial institutes.

The association offers both a Supply Chain Management and the internationally recognized Certified Professional Purchaser (C.P.P.) designation. The programs are comprised of purchasing courses, modules, seminars, workshops, and general management courses (such as those offered here at McGill University), coupled with work experience.

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at [www.pmac.ca](http://www.pmac.ca) or the Quebec Institute at [www.caq.qc.ca](http://www.caq.qc.ca).

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

This association is a chapter of the Risk and Insurance Management Society, a professional association of practising risk management professionals. It cooperates with McGill in the offering of risk management courses that lead to the CRM (Canadian Risk Management) and the RIMS Fellow designation.

Further information can be obtained from the association or visit the QRIMA website: <http://quebec.rims.org> or email [agraq@rimsmail.org](mailto:agraq@rimsmail.org). Any queries can be directed to Janice McGraw at 514-398-6251.

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## 3.13 Glossary

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

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

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

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

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

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

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

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

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

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

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

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

**eCalendar:** This publication ([www.mcgill.ca/study](http://www.mcgill.ca/study)) is the official listing of requirements for degree, certificate, and diploma programs and courses offered by the University. It also describes the University's academic and administrative regulations, policies, and procedures.

**Important Dates Supplement:** The Important Dates Supplement is published three times a year before each registration period. It contains specific details on registration dates and information pertaining to the upcoming term. In case of discrepancy, the information contained in the supplement takes precedence over the information in the [eCalendar](#).

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## 4 Areas of Study

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### 4.1 Career and Professional Development

#### 4.1.1 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 boost your career. Whether you want to acquire new job-related skills, boost your credentials with a career-advancing certificate or diploma, or even start down a brand new career path, C&PD is the right place to do it.

Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Aviation Management, Business Analysis, Entrepreneurship, 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 instructors 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 or diploma, 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.

##### 4.1.1.1 Location

Career and Professional Development  
Undergraduate Certificate Programs, Part-time BCom  
Telephone: 514-398-1030  
Fax: 514-398-3108  
Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development)

##### 4.1.1.2 Administrative Officers

###### Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)	<b>Director</b>
Inna Popova; B.A.(V.N. Karazin Univ.), Cert HR Fnd (C'dia)	<b>Associate Director, Professional Development and Corporate Training</b>
Dawne Ramsahoye; B.A.(McG.), G.D.I.A., M.A.(C'dia)	<b>Program Manager</b>
Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)	<b>Program Administrator</b>
	<b>Coordinator, Accounting, Finance and</b>

#### 4.1.1.3 Professional Development and Job Opportunities

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

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

#### 4.1.2 Undergraduate Certificate Programs, Part-Time BCom

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

##### 4.1.2.1 Certificate Programs

Undergraduate programs, university degree not required:

###### Certificate Programs

*section 4.1.2.1.1: Certificate in Accounting*

*section 4.1.2.1.2: Certificate in Applied Finance*

*section 4.1.2.1.3: Certificate in Applied Marketing*

*section 4.1.2.1.4: Certificate in Entrepreneurship*

*section 4.1.2.1.5: Certificate in Health and Social Services Management*

*section 4.1.2.1.6: Certificate in Human Resources Management*

*section 4.1.2.1.7: Certificate in Management*

*section 4.1.2.1.8: Certificate in Marketing*

*section 4.1.2.1.9: Certificate in Public Relations and Communications Management*

*section 4.1.2.1.10: Certificate in Risk Management*

*section 4.1.2.1.11: Certificate in Software Development*

*section 4.1.2.1.12: Certificate in Supply Chain Management and Logistics*

*section 4.1.2.1.13: Certificate in Systems*

#### **4.1.2.1.1 Certificate in Accounting**

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

#### **4.1.2.1.2 Certificate in Applied Finance**

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

##### *4.1.2.1.2.1 Certificate in 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)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

\* or the Exemption by Examination Test





CMRK 235	(3)	Digital Media Marketing
MGCR 382	(3)	International Business

#### 4.1.2.1.5 Certificate in Health and Social Services Management

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.

##### 4.1.2.1.5.1 Certificate in Health and Social Services Management (30 credits)

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

Note: There is one external prerequisite course to the program which must be taken prior to taking certain required courses in this program.

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

#### Prerequisite (12 CEUs)

CMSC 000*	(12)	Foundations of Mathematics
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\* or the Exemption by Examination Test

#### Corequisite

CMSC 101*	(3)	College Algebra and Functions
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\* or the Exemption by Examination Test

#### Required Courses

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

#### 4.1.2.1.6 Certificate in Human Resources Management

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

##### 4.1.2.1.6.1 Certificate in Human Resources Management (30 credits)

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

#### Required Courses (27 credits)

CORG 450	(3)	Workplace Health and Safety
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management

ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

**Complementary Course (3 credits)**

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

**4.1.2.1.7 Certificate in Management**

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

**4.1.2.1.7.1 Certificate in Management (30 credits)**

The Certificate in Management presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

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

**Corequisites**

CCOM 205	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

\* or the exemption by examination test

**Required Courses (18 credits)**

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Marketing Management 1

**Complementary Courses (12 credits)**

3 or 6 credits from the following:

BUSA 464	(3)	Management of Small Enterprises
MGCR 423	(3)	Strategic Management

6 or 9 credits from the following:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business

ECON 295	(3)	Macroeconomic Policy
FINE 342*	(3)	Corporate Finance
FINE 343*	(3)	Managerial Finance
FINE 443	(3)	Applied Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 472	(3)	Operations Management
MGPO 450	(3)	Ethics in Management
MGSC 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

\*Only one of these courses may be taken for credit in the certificate program.

#### 4.1.2.1.8 Certificate in Marketing

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

This certificate introduces students to theories and concepts of marketing, and provides an opportunity to apply these in practical situations.

##### 4.1.2.1.8.1 Certificate in Marketing (30 credits)

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

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

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

#### Corequisite

CMSC 101*	(3)	College Algebra and Functions
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\* or the exemption by examination test

#### Required Courses (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

\* Must be taken as the final course in the certificate.

#### Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
MGCR 382	(3)	International Business
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing 1
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management

MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management

#### **4.1.2.1.9 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.

*4.1.2.1.9.1 Certificate in Public Relations and Communications Management (30 credits)*

MGCR 211 (3) Introduction to Financial Accounting

### Complementary Courses (9 credits)

9 credits from:

ACCT 385	(3)	Principles of Taxation
BUSA 368	(3)	Business Law 2
CPDV 305	(3)	General Insurance 1
CPDV 306	(3)	General Insurance 2
MGCR 273	(3)	Introductory Management Statistics
MGCR 331	(3)	Information Systems

#### 4.1.2.1.11 Certificate in Software Development

This certificate provides a solid foundation in software application development.

##### 4.1.2.1.1.1 Certificate in Software Development (30 credits)

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

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

#### Corequisite

CMSC 101\* (3) College Algebra and Functions

\* or the Exemption by Examination test

#### Required Courses (30 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security
MGCR 331	(3)	Information Systems

#### 4.1.2.1.12 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.

##### 4.1.2.1.1.1 Certificate in Supply Chain Management and Logistics (30 credits)

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

#### Corequisite

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

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

CMSC 000\* (12) Foundations of Mathematics

\* or the Exemption by Examination Test

### Required Courses (30 credits)

CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

#### 4.1.2.1.13 Certificate in Systems Analysis and Design

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

This certificate provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems.

##### 4.1.2.1.13.1 Certificate in Systems Analysis and Design (30 credits)

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

Emphasis of the Certificate in Systems Analysis and Design is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

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

### Corequisite

CMSC 101\* (3) College Algebra and Functions

\* or the Exemption by Examination test

### Required Courses (24 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 330	(3)	Database Design and Business Applications Development
CGMG 210	(3)	Fundamentals of Project Management
CMIS 422	(3)	Information System Security
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 432	(3)	IT in Business
MGCR 331	(3)	Information Systems

### Complementary Courses (6 credits)

6 credits from:

Programming 9es0.463 Tm(IT in Business)Tj1 0 0 1 165.864 190.463 Tm((3))Tj1 0 0 1 70.4x Tm(IT in Ben0f1 0 0 0.74

CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals

#### **4.1.2.2 Bachelor of Commerce for Part-Time Students**

##### **4.1.2.2.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)**



**Note: This program is currently under review.**

The Bachelor of Commerce (BCom) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring, and Summer.

The BCom program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average Academic Standing expected; decisions are based on the whole academic record. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the BCom program.

Applications for admission, as well as information on admission rd. It should4.27 wm.

3. they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at [ronald.critchley@mcgill.ca](mailto:ronald.critchley@mcgill.ca) for further information.

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

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

**The following courses are suggested:**

ECON 295	Macroeconomic Policy
MGCR 211	Introduction to Financial Accounting
MGCR 222	Introduction to Organizational Behaviour
MGCR 271	Statistics 1 <b>or</b>
MGCR 273	Introductory Management Statistics <b>and</b>
MGCR 293	Managerial Economics
MGCR 331	Information Systems
MGCR 341	Introduction to Finance
MGCR 352	Marketing Management 1
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.

**4.1.2.2.5 Inter-faculty Transfers**

**Inter-faculty Transfers:** McGill students applying to transfer to the BCom program must hav



<b>2 Concentrations</b>	<b>90 credits</b>	<b>120 credits</b>
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.

### **Concentrations (Part-Time Program)**

Accounting

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

Information Systems – Digital Innovation

Information Systems – IT for Business

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

Organizational Behaviour

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

**Core Courses**

MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Marketing Management 1
		Social Context of Business

**4.1.2.4.2 Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)**

This concentration is designed to provide students with an un6.284.1,

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**Required Courses (12 credits)**

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

**Complementary Course (3 credits)**

One course selected from:

MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 434	(3)	Topics in Marketing 1
MRKT 438	(3)	Brand Management
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

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

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

**Complementary Courses (15 credits)**

Selected from the following:

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

**4.1.2.5 Majors**

Major programs are available in Accounting, Information Systems and Marketing in the Part-Time Program.

Because of the heavier demands of Major programs, students desiring to pursue a program of this type are advised to declare their intention at the beginning of the program. Only satisfactory grades (C or better) may count toward the Majors requirements.

**4.1.2.5.1 Bachelor of Commerce (B.Com.) — Major Accounting (30 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.

**Required Courses (18 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 455	(3)	Development of Accounting Thought

**Complementary Courses (12 credits)**

Selected from the following:

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

**4.1.2.5.2 Bachelor of Commerce (B.Com.) — Major Information Systems (30 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.

**Required Courses (18 credits)**

INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Online Communities and Open Innovation
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

\* Students wishing to take BUSA 499 or a course substitution as a complementary course must seek prior approval from the IS Area Coordinator.

#### 4.1.2.5.3 Bachelor of Commerce (B.Com.) — Major Marketing (30 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.

#### Required Courses (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

#### Complementary Courses (15 credits)

Five courses selected from:

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

#### 4.1.2.6 About 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.

##### 4.1.2.6.1 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.

#### 4.1.2.6.2 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 an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below, you will find information on when proof of proficiency is required.

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

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V (Quebec High School Transcript issued by the *Ministère de l'Éducation*) and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete an International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of C or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, 28.T590.s, Englise(v)Tj728.56 hof2.



#### **4.1.2.6.4 Admission Procedures for Certificate Programs**

See [School of Continuing Studies > Getting Started > section 3.1: Admission Requirements](#) for more information.

#### **4.1.2.6.5 Independent Studies (Special Student Status)**

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses](#) for information pertaining to Special Students.

#### **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 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.

#### **4.1.2.6.6 Exemption by Examination**

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

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that

#### **4.1.2.6.8 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.

#### **Academic Standing for Cer**

#### 4.1.2.6.13 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.

#### 4.1.2.6.14 Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B.

The prerequisite course(s) or conditions are specified in the course description; see [University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.10: 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.

#### 4.1.2.6.15 Required Courses

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

#### 4.1.2.6.16 Complementary Courses

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

#### 4.1.2.6.17 Course Load

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

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



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

#### 4.1.2.6.18 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 514-398-1030 for further information.

#### 4.1.2.6.19 Independent Studies (Special Student Status)

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses](#) for information pertaining to Special Student Status.

#### 4.1.2.6.20 Time Limits

For a single certificate requiring ten courses (30 credits) 46 1 Ti29i 0 1 410.16 30659 aa7.992 306.31hre is defined5 v3561.502.99. 0 71.903 267..9 Tm infor 45 Tm(F)T





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



In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor’s degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

#### 4.1.3.1.6.1 Diploma in 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 & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

#### 4.1.3.1.7 Diploma in Health and Social Services Management

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

#### Admission Requirements – Diploma in Health and Social Services Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor’s degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

#### 4.1.3.1.7.1 Diploma in Health and Social Services Management (30 credits)

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



**Corequisite**

CMS2 500	(3)	Mathematics for Management
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**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools & 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

**4.1.3.1.8 Diploma in Human Resources Management**

To provide the knowledge and skills required to become successful practitioners in human resources management (HRM).

**Admission Requirements – Diploma in Human Resources Management**

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

**4.1.3.1.8.1 Diploma in 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)	Managing Human Resources Management Information

**Complementary Courses (3 credits)**

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 590	(3)	Topics in Human Resources Management
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

#### 4.1.3.1.9 Diploma in Integrated Aviation Management

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

##### Admission Requirements – Diploma in Integrated Aviation Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

##### 4.1.3.1.9.1 Diploma in Integrated Aviation Management (30 credits)

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

##### Required courses

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

#### 4.1.3.1.10 Diploma in Internet Business Technology

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

##### Admission Requirements – Diploma in Internet Business Technology

In addition to the admission requirements stipulated in [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0. Students must also have knowledge of basic college level mathematics equivalent to McGill course CMSC 101 and have previous experience with some programming language equivalent to McGill course CCCS 300.

##### 4.1.3.1.10.1 Diploma in 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.

##### Required Courses (21 credits)

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CGM2 510	(3)	Project Management: Tools & Techniques Web

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**Complementary Courses (3 credits)**

3 credits from the following:

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

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

*Diploma in Management – Health Care Concentration*

CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

*4.1.3.1.1.4 Diploma in Management – International Business Concentration*

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

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.1.4.1 Diploma in Management — International Business Concentration (30 credits)

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

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

**Corequisites**

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

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

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

**Complementary Courses (9 credits)**

**6 credits from:**

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

**3 credits from:**

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## 4.1.3.1.11.5.1 Diploma in 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)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**Complementary Course (3 credits)**

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

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

**4.1.3.1.11.6 Diploma in Management – Leadership Concentration****Admission Requirements – Diploma in Management – Leadership Concentration**

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

## 4.1.3.1.11.6.1 Diploma in Management — Leadership Concentration (30 credits)

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

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

Note: 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





CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

**Complementary course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
	(3)	Marketing of Services



CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

#### 4.1.3.1.1.10 Diploma in Management – Treasury – Finance Concentration

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

#### Admission Requirements – Diploma in Management – Treasury-Finance Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

#### 4.1.3.1.1.10.1 Diploma in Management — Treasury — Finance Concentration (30 credits)

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

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

Note: 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
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

#### Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

#### 4.1.3.1.12 Diploma in Management – General

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

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

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

##### 4.1.3.1.12.1 Diploma in Management — General (30 credits)

The Diploma in Management - General represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

Note: 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 (21 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

##### Complementary Courses (9 credits)

9 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	(3)	Communication and Networking Skills

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

#### 4.1.3.1.13 Diploma in Public Relations and Communications Management

This diploma 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 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: 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.

##### 4.1.3.1.13.1 Diploma in 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 2pe830h0 in ed emer

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 & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing 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.

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

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

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

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor’s degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

*4.1.3.1.14.1 Diploma in Supply Chain and Operations Management (30 credits)*

**4.1.3.1.15 Graduate Diploma in Taxation**

*Currently under review. Admissions will not be accepted for the current academic year.*

You will be learning practical knowledge you can apply immediately

#### **4.1.3.1.16 Graduate Certificates**

The Graduate Certificates are offered in 11 specializations that include: Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, Marketing, Professional Accounting, and Public Relations Management.

The programs are offered by the School of Continuing Studies. The Graduate Certificates offered consist of five courses (15 credits) or 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.

##### *4.1.3.1.16.1 Admission Requirements for Graduate Certificates*

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated) and meet the language requirements. Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs using grading systems that differ from those utilized by McGill University. Therefore, any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will hav

4.0 in the last two years of academic studies, or a Bachelor's Degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a Bachelor's Degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

### Prerequisite

CCTX 511	(3)	Taxation 1
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Note: Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

### Required Courses

CCLW 511	(3)	Law 1
CCTX 532	(3)	Taxation 2
CEN2 505	(3)	Sales and Negotiation Strategies
CFIN 501	(3)	Retirement, Estate and Tax Planning
CPD2 505	(3)	Risk Management and Insurance

#### 4.1.3.1.164 Graduate Certificate in Health Services Management

The new 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 4.1.3.1.16.1: 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.

#### 4.1.3.1.164.1 Graduate Certificate Health Services Management (15 credits)

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

#### Required Courses (9 credits)

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

#### Complementary Courses (6 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 556	(3)	Managing and Engaging Teamwork
CPL2 510	(3)	Communication and Networking Skills

#### 4.1.3.1.165 Graduate Certificate in Human Resources Management

#### Admission Requirements – Graduate Certificate in Human Resources Management

In addition to the admission requirements stipulated in [section 4.1.3.1.16.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree (or equivalent) or a graduate degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.



## 4.1.3.1.16.5.1 Graduate Certificate in 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 & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

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

**4.1.3.1.16.6 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.

## 4.1.3.1.16.6.1 Graduate Certificate in International Business (15 credits)

**Required Courses (6 credits)**

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

**Complementary Courses (9 credits)****6-9 credits**

from the following:

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

**0-3 credits**

from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques



**Complementary Course (3 credits)**

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

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

**4.1.31.16.9 Graduate Certificate in Marketing**

The Graduate Certificate in Marketing is geared toward individuals who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

**4.1.31.16.9.1 Graduate Certificate in Marketing (15 credits)**

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

**Required Courses (12 credits)**

CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management

**Complementary Course (3 credits)**

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

**4.1.31.16.10 Graduate Certificate in Professional Accounting**

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

**4.1.31.16.10.1 Graduate Certificate in Professional Accounting (24 credits)**

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

**Prerequisite Courses for Canadian B.Com. Students (33 credits)**

(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

Inf1L(i2)Tj1 0 0 1 r1 0 0 1 226.25 361.481 Tmp961 Tm3 Di2 c260.416I7agerial nmp961 Tm3 Di2 c260.4.416I7agerial



CGM2 510 (3) Project Management: Tools & Techniques

*4131.1613 Graduate Certificate in Treasury – Finance*

*Currently under review. Admissions will not be accepted for the current academic year.*

4131.1613.1 Graduate Certificate in Treasury — Finance (15 credits)

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

**Required Courses (12 credits)**

(3) Applied Topics: Corporate Finance

**Exemption by Examination**

Thursday	August 13, 2015
Saturday	August 22, 2015
Wednesday	November 25, 2015
Thursday	November 26, 2015
Saturday	December 19, 2015
Wednesday	April 20, 2016
Thursday	April 21, 2016

**Note**

8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of "C" (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least "Merit Pass."
- 10.



#### **4.1.3.2.6 Academic Standing Regulations**

##### *4.1.3.2.6.1 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.

##### *4.1.3.2.6.2 Graduate Certificates*

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

##### *4.1.3.2.6.3 Special Students*

Special Students 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 have failed to comply with the minimum standards set by *Career and Professional Development* may not continue in their program and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in *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 documents which substantiate reinstatement.

##### *4.1.3.2.6.4 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 any 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.

#### **Corequisites for Programs**

Certain programs require specific corequisites.

- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

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

#### **Information Sessions**

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

#### **4.1.3.2.6.5 Registration in Graduate-Level Courses**

For more information, see [section 3.1: Admission Requirements](#).

#### **4.1.3.3 Engineering – Graduate Level**

*Career and Professional Development*, in cooperation with the Faculty of Engineering, offers graduate-level courses that may be credited in programs for the Masters in Engineering degree.

Students may not count such courses toward the fulfilment of a program unless:

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

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

#### **Ordre des Ingénieurs du Québec**

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

L'Ordre des Ingénieurs du Québec  
Windsor Station  
1100 de la Gauchetière West, Room 350  
Montréal QC H3B 2S2

Telephone: 514-845-6141

Website: [www.oiq.qc.ca/en/Pages/accueil.aspx](http://www.oiq.qc.ca/en/Pages/accueil.aspx)

#### **4.1.3.4 Language Requirements for Professions**

For more information, see [University Regulations and Resources](#) > [Continuing Studies](#) > [Graduation](#) > [section 1.7.5: Language Requirements for Professions](#).

#### **4.1.3.5 Career and Professional Development Programs with a Minimum CGPA Requirement**

**If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript. Please note that this does not apply to applications to the Graduate Certificate in Professional Accounting as you must meet the minimum CGPA requirements indicated for this particular program.**

a) **Letter of Intent:** A letter

Room 1125  
Montreal QC H3A 3R1  
CANADA

See: [www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents](http://www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents)

#### **4.1.4 Professional Development and Non-Credit Offerings (CE Units and Other)**

The Career and Professional Development unit also 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 courses, seminars, and workshops taught by industry experts in areas such as:

- Aerospace
- Business Analysis
- Condominium Management
- Engineering
- Intellectual Property
- Project Management
- Public Speaking
- Training and Development

Please visit our website at [www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) for a complete summary of our offerings.

##### **4.1.4.1 Professional Development Opportunities**

*Career and Professional Development* offers enriching programs, courses, workshops, seminars, and lectures of interest to:

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

**Gark ageionals**



## Non-Credit Courses

CBUS 225

Project Management in Practice

### 4.1.4.5 Professional Development Courses

#### 4.1.4.5.1 Intellectual Property

##### Summer Courses in Intellectual Property

*Career and Professional Development* offers a series of summer courses on Patents, Trade-marks, and Copyright that is jointly sponsored by the Intellectual Property Institute of Canada (IPIC) and McGill's School of Continuing Studies. 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

<http://www.mcgill.ca/continuingstudies/programs-and-courses/intellectual-property/professional-development-courses-workshops-and-certificat> 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 20–24, 2015

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 27–31, 2015

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

##### Copyright Master Class – August 5–7, 2015

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.

### 4.1.4.6 Professional Development Certificates (CE Units)

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

#### Professional Development Certificates

##### *section 4.1.4.6.2: Professional Development Certificate in Condominium Management (16 CEUs)*

*This program is offered in French only.*

Ce programme permet aux gestionnaires des copropriétés résidentielles et commerciales, avec ou sans expérience, d'acquérir l'information, les connaissances et les compétences nécessaires à la gestion efficace des copropriétés. Les participants auront l'occasion de s'informer de l'état de la situation et d'avoir accès aux connaissances et compétences exigées des gestionnaires de copropriété. Les participants peuvent s'inscrire à un seul cours ou au programme complet.

Pour plus d'informations ou pour vous inscrire au programme, visitez notre site Web à

[www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec](http://www.mcgill.ca/continuingstudies/fr/programmes-et-cours/gestion-de-propriete/certificat-en-gestion-de-copropriete-au-quebec). Pour en savoir plus sur l'Ordre des Administrateurs agréés du Québec (OAAQ), consultez le [site Web de l'organisation](#).

#### Qui sont les intéressés?

Toutes les personnes intéressées par la gestion des copropriétés résidentielles et commerciales, les gestionnaires immobiliers avec ou sans expérience, les copropriétaires, les agents immobiliers.

##### *section 4.1.4.6.3: Professional Development Certificate in Digital Content and 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



CBUS 100	(4)	Condominium Financial Management in Quebec
CBUS 101*	(4)	Gestion financière de la copropriété au Québec
CBUS 102	(4)	Condominium Law in Quebec
CBUS 103*	(4)	Gestion juridique de la copropriété au Québec
CBUS 104	(4)	Condominium Building and Maintenance Management
CBUS 105*	(4)	Gestion technique du bâtiment de la copropriété
CBUS 106	(4)	Managing Day-to-Day Condominium Operations
CBUS 107*	(4)	Gestion de la vie quotidienne d'une copropriété

#### 4.1.4.6.3 Professional Development Certificate in Digital Content and Community Management (22.5 CEUs)

The objectives of this Professional Development Certificate in Digital Content and Community Management are to provide professionals with the knowledge and skills necessary to participate in social media on behalf of their organization or brand, to create effective content, to manage on-line communication, and to manage content from a wide range of sources in order to optimize its potential for the organization. Emphasis is placed on the following subjects: monitoring and tracking digital content; carrying out environmental scanning; tracking trends and conversations with a view to influencing opinion and behavior; and enhancing an organization's digital footprint and reputation.

##### Required Courses

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

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

#### 4.1.4.6.4 Professional Development Certificate in Management Consulting (23.5 CEUs)

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

##### Required Courses

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

#### 4.1.4.6.5 Professional Development Certificate in Aviation Management Consulting (29-30.5 CEUs)

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

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

##### Required Courses (25.5 CEUs)

CBUS 120	(6)	Fundamentals of Management Consulting
CBUS 216	(4.5)	Interpersonal Skills for Professionals

CBUS 226 (5) Aviation Project Management

**Complementary Course (3.5 - 5 CEUs)**

One course from:

CBUS 217 (3.5) Dynamic Pricing and Revenue Management

CBUS 218 (5) Airport Commercial Management

CBUS 219 (3.5) Fuel Efficiency and Conservation

**4.1.4.6.6 Professional Development Certificate in Project Management (32.5-44.5 CEUs)**

The main objective of the Professional Development Certificate in Project Management is to equip professionals with the knowledge and skills necessary to successfully manage projects of various types and scale. Emphasis is placed on the practical application of project management principles, tools, and methodology as outlined in the industry standard, the Project Management Institute's "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide). Other topics include techniques for building, leading, and motivating effective project teams; critical interpersonal skills, including communication, conflict resolution, writing, and facilitation; and strateCB



#### 4.2.2.1 Location

Centre d'examens du Québec  
Diplôme d'études en langue française/Diplôme approfondi de langue française  
Translation and Written Communication  
688 Sherbrooke West, Suite 1181  
Montreal QC H3A 3R1

Telephone: 514-398-1484

Fax: 514-398-1769

Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification)



**Note:** Enter "DELF-DALF" in the subject line of your email.

#### 4.2.2.2 Administrator

##### Administrator

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3<sup>e</sup> cy.(Lille), Ph.D.(Montr.)      **Director, Translation and Written Communication**

#### 4.2.3 Diplomas

These diplomas, issued by the *Ministère de l'Éducation Nationale* (France), are open to students learning French or anyone interested in receiving official certification of their proficiency in French as a second or foreign language. Passing the DALF eliminates the need to take entry-level language tests in all French universities.

##### DELF, level 1

The DELF, level 1, covers the acquisition of basic skills in French: the ability to communicate in normal, everyday situations.

2 units:

- A1
- A2

##### DELF, level 2

The DELF, level 2, covers the further development of these skills. It presents a general overview of French-speaking civilization (in France, Quebec, etc.) and an introduction to the specialized usage of French in a discipline of the candidate's choice.

2 units:

- B1
- B2

##### DALF

The DALF covers specialized usage of French in a discipline of the candidate's choice. It represents an advanced level of knowledge of the French language in p-spea2t1 0 0 1 271.20t86.076 (v)Tj1 0 0 1 115.date's choice. It represents an adv

Telephone: 514-398-1484  
Fax: 514-398-1769  
Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)

Detailed information, including dates, fees, and registration forms can be found on the following website:

McGill: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration)

More information about the exams can be found at:

France: *Centre international d'études pédagogiques*: DELF DALF  
[www.ciep.fr/en/delfdalf/index.php](http://www.ciep.fr/en/delfdalf/index.php)

Canada: DELF-DALF website:  
<http://delf-dalf.ambafrance-ca.org>

#### DELF/DALF Equivalencies

DELF/DALF	Council of Europe	ALTE*
DALF C2	C2	5
DALF C1	C1	4
DELF B2 (formerly Units A5 and A6)	B2	3
DELF B1 (formerly Units A3 and A4)	B1	2
DELF A2	A2	1
DELFA1	A1	

\* Association of Language Testers in Europe

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## 4.3 Education

### 4.3.1 Education (School of Continuing Studies) at McGill

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies, or gain experience in a specialized subject area? The Faculty of Education offers part-time professional development opportunities administered through the School of Continuing Studies. These programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, the in-depth programs provide in-service teachers, facilitators, and academic advisers with compelling coverage of many important education issues. Programs such as Human Relations and Family Life Education, Counselling Applied to Teaching, and Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

First Nations and Inuit Education (FNIE) offers multiple programs in the areas of Aboriginal education, language, and culture. The Faculty of Education, in collaboration with various Aboriginal communities and institutions, offers both community-based and campus-based programs. FNIE's teacher-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

### 4.3.2 Location

Faculty of Education  
3700 McTavish Street, Room 243  
Montreal QC H3A 1Y2

Telephone: 514-398-7042  
Fax: 514-398-4679  
Email: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/education](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/education)

### 4.3.3 About Education Programs

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. The Faculty of Education offers numerous professional development opportunities administered through the School of Continuing Studies to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations and Inuit education,

language, and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.

#### **4.3.3.1 Programs for Professional Development in Education**

The Faculty of Education offers the following programs:

##### **Programs for Professional Development in Education**

[\*section 4.3.3.5.2\*](#)

2. Two letters of recommendation
3. An autobiographical sketch that should include a statement of interest in the program
4. TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

#### **4.3.3.5.2 Diploma in Human Relations and Family Life Education (30 credits)**

The Diploma in Human Relations and Family Life Education is designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation, and effective interviewing.e interview

#### 4.3.3.6.1 Graduate Certificate in Counselling Applied to Teaching (15 credits)

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. Each of these knowledge areas addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practise professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

#### Required Courses (6 credits)

EDPC 542	(3)	Counselling Role of the Teacher
EDPC 562	(3)	Career Education and Guidance

#### Complementary Courses (9 credits)

Choose from the following:

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPI 543	(3)	Family, School and Community

#### 4.3.3.7 Certificate in Inclusive Education

This certificate is designed to prepare educators to work effectively with students who have special needs.

#### Admission Requirements

To be eligible for admission, applicants must:

#### 1. Either:

a) have a diploma of collegial studies (DEC) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member;

or

b) have a teaching certificate from Quebec (*permis d'enseigner*) or equivalent;

or

c) be a Mature Student (over 21 years of age) AND submit a letter from an educational institution indicating applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.

2. Submit one letter of reference.

3. Submit a personal statement regarding interest in the program.

4. Have a TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.

The Department reserves the right to request an interview of any applicant.

For further information on other supporting documents required, please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.7: Program Transfers](#).

#### 4.3.3.7.1 Certificate in Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

### Required Courses (24 credits)

EDPI 309	(3)	Diverse Learners
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behavior Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Talented and Gifted Students
EDPI 543	(3)	Family, School and Community

### Complementary Courses (6 credits)

6 credits chosen from the following:

EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 539	(3)	Field Work 1
EDPI 540	(3)	Field Work 2

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, Dean Thomson, 514-398-4248. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

#### 4.3.3.8 Programs for First Nations and Inuit

##### First Nations and Inuit Education (FNIE)

The Faculty of Education collaborates with various Indigenous communities and institutions offering programs whose courses are given either at McGill or off campus. FNIE works in collaboration with the:

- Kativik School Board;
- Cree School Board;
- Kahnawake Education Centre;
- Kanehsatake Education Centre;

and various other Indigenous communities in Quebec to deliver teacher education and various professional development programs. The teacher education programs lead to teacher certification either in First Nations and Inuit communities or in the province of Quebec. In addition, FNIE works with departments to meet other educational needs of Indigenous peoples.

Further information may be obtained through the *Department of Integrated Studies* in Education at 514-398-4527.

For detailed descriptions of the requirements for these programs, please refer to [Faculty of Education > Undergraduate > : Programs for First Nations and Inuit](#) .

##### 4.3.3.8.1 Certificate in Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'kmaq, Mohawk, and Naskapi people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik School Board and various Mi'kmaq, Mohawk, Algonquin and education authorities.

Quebec graduates of this program receive

**Required Courses (24 credits)**

EDEC 203	(3)	Communication in Education
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses:

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Aboriginal Education Field Experience

**Complementary Courses (36 credits)**

6 credits from the following language courses according to language group and fluency:

**Algonquin**

EDEC 270	(3)	Algonquin Heritage Language 1
EDEC 271	(3)	Algonquin Heritage Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2

**Cree**

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

**Inuktitut**

EDEC 289	(3)	Inuktitut Orthography and Grammar
EDEC 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEC 344	(3)	Advanced Inuktitut/Amerindian Language

**Mi'kmaq**

EDEC 237	(3)	Mi'kmaq Heritage Language 1
EDEC 238	(3)	Mi'kmaq Heritage Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2

**Mohawk**

EDEC 275	(3)	Mohawk Heritage Language 1
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EDEC 278 (3) Mohawk Language 2

**Naskapi**

EDEC 227 (3) Naskapi Language 1

EDEC 228 (3) Naskapi Language 2

30 credits from one of the three following Stream course lists:

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

In order to ensure appropriate choices, students select from the list of Complementary Courses in consultation with the Program Adviser.

**Stream A: Generalist**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 253	(3)	Kindergarten Classroom Pedagogy
EDEE 270	(3)	Elementary School Science
EDEE 273	(3)	Elementary School Science 2
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 283	(3)	Social Studies Pedagogy
EDEE 325	(3)	Children's Literature
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 355	(3)	Classroom-based Evaluation

**Stream B: Physical Education**

24 credits from the following list:

EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 245	(3)	Orientation to Education
EDKP 204	(3)	Health Education
EDKP 224	(3)	Foundations of Movement Education
EDKP 241	(3)	Aboriginal Physical Activities
EDKP 292	(3)	Nutrition and Wellness
EDKP 307	(3)	Evaluation in Physical Education
EDKP 342	(3)	Physical Education Methods



EDKP 494 (3) Physical Education Curriculum Development

and 6 credits from the following Physical Education courses:

EDKP 214	(2)	Basketball
EDKP 217	(2)	Track & Field / Cross Country
EDKP 218	(2)	Volleyball
EDKP 223	(2)	Games: Principles and Practice 1
EDKP 226	(1)	Quebec Education Program Orientation
EDKP 229	(1)	Ice Hockey 1
EDKP 240	(1)	Winter Activities

### **Stream C: Culture and Language**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEA 243	(3)	Cultural Skills 2
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 270	(3)	Elementary School Science
EDEE 283	(3)	Social Studies Pedagogy
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation
EDEE 370	(0)	
EDEE 371	(0)	
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDKP 241	(3)	Aboriginal Physical Activities

#### **4.3.3.8.2 Certificate in Aboriginal Literacy Education (30 credits)**

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for B.Ed. are fulfilled.

#### **Required Courses (6 credits)**

EDEC 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEC 344	(3)	Advanced Inuktitut/Amerindian Language

#### **Complementary Courses (18 credits)**

18 credits selected as described below.

#### **Language Courses**

6 credits from the following language courses. 1 luaur

EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2
EDEC 289	(3)	Inuktitut Orthography and Grammar

### Education Courses

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2

Traditional Heal0 Or and 0 0 1 226.664 361.621 Tm((3))Tj0 0 1 226.652 3611.24 Tm(EDEC 273)Tj1330

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

### **Major Subject Area (6 credits)**

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

### **Minor Subject Area (6 credits)**

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

### **Education Courses (3 credits)**

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Aboriginal Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Aboriginal Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

### **4.3.3.8.4 Certificate in First Nations and Inuit Educational Leadership (30 credits)**

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the requirements for the B.Ed. are fulfilled. It may also be followed concurrently with the Certificate in Education - First Nations and Inuit.

### **Required Courses (15 credits)**

EDEC 221	(3)	Leadership and Group Skills
		EDEC 243

EDEE 340	(3)	Special Topics: Cultural Issues
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDES 365	(3)	Experiences in Communications
EDPI 341	(3)	Instruction in Inclusive Schools

**4.3.3.8.5 Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)**

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Aboriginal Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed. Students completing the Bachelor of Education for Certified

3 credits of an introductory language course in the language of the community.

### Education

9 credits of Education courses selected from the list below or any other suitable course approved by the Director of Programs in First Nations and Inuit Education.

EDEA 242	(3)	Cultural Skills 1
EDEC 200	(3)	Introduction to Inuit Studies
EDEE 290	(3)	Cooperative Learning
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions

#### 4.3.3.8.7 Certificate in First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education.

This 30-credit program is designed to provide Aboriginal school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in First Nations and Inuit communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Aboriginal educational authority.

#### Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

#### Complementary Courses (9 credits)

9 credits selected from the list below or any other suitable course approved by the Program Coordinator.

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Coordinator will attempt to make these contacts whenever required.

EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDKP 204	(3)	Health Education
EDPI 211	(3)	Social and Emotional Development

#### 4.3.3.9 Academic Regulations

It is the responsibility of the student to read, understand, and abide by the regulations and procedures in this publication.

##### Academic Standing

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

##### Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in First Nations and Inuit Education is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

#### **Student Teaching Practicums**

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Undergraduate Student Affairs Committee for readmission. Satisfactory progress in the student's coursework is a prerequisite for placement in the Practicum.

#### **Advanced Standing and Transfer Credits**

Advanced Standing and transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five (5) years ago will not be recognized for Advanced Standing. Permission must be obtained from the program director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted, a grade of C or better must have been obtained.

#### **Advising**

Academic advisers are available to answer inquiries by calling the appropriate department.

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**Faculty P**

As registration requirements and criteria for Special Courses and Programs are specific, students are asked to call the [Faculty Partnerships and Summer Studies](#) Office at 514-398-5212 for further information.

#### **4.4.4.2 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 information on fees for Special Courses and Programs, please contact the [Faculty Partnerships and Summer Studies](#) Office at 514-398-5212. For further information on fees for Summer term credit courses, please refer to the [Student Accounts](#) website for Summer Studies tuition and fees.

#### **4.4.4.3 Course Cancellations and Withdrawals**

*Faculty Partnerships and Summer Studies* reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses, please refer to [University Regulations and Resources](#) > [Continuing Studies](#) > [Registration for Continuing Studies Students](#) > [section 1.3.4: Course Withdrawals and Refunds](#).

Students registered in an

## **Administrative Officers**

Margaret Levey; B.A.(McG.), M.A.(C'dia)

**Assistant Program Coordinator, English Part-Time Program**

Manon Gadbois; B.A.(UQAM), M.A.(Montr.)

**Assistant Program Coordinator, French Part-Time Program and Special Projects**

Emmanuelle Guidez; B.A., M.A.(France)

**Assistant Program Coordinator, French Intensive Program and Special Projects**

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)

**Academic Coordinator, Language Programs**

**Faculty Lecturer, Program Coordinator, T**









- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture).

#### 4.5.2.3.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

#### 4.5.2.3.4 Requirements of Eligibility for the McGill Certificate of Proficiency in English – Language and Culture

- Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each to qualify for the *Certificate of Proficiency in English – Language and Culture*.

#### 4.5.2.3.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. T0 0 1 492.511 emic Stand Tm(T0 e





CEGL 271	(4)	Intermediate 1 English Conversation for Health Services
CEGL 272	(6)	Intermediate 2 Essential English for Health Services
CEGL 273	(4)	Intermediate 2 English Conversation for Health Services
CEGL 274	(6)	Intermediate 3 Essential English for Health Services
CEGL 275	(4)	Intermediate 3 English Conversation for Health Services

#### Required Courses (20 CEUs)

CEGL 390	(6)	Advanced 1 Essential English for Healthcare Administration
CEGL 391	(4)	Adv 1 English Conversation for Healthcare Administration
CEGL 392	(6)	Advanced 2 Essential English for Healthcare Administration
CEGL 393	(4)	Adv 2 English Conversation for Healthcare Administration

#### 4.5.2.6.3 Professional Development Certificate in English for Social Services (20 CEUs)

The non-credit Professional Development Certificate in English for Social Services program is designed to offer English language training for professional and specific purposes. The main objective of the program is to develop learners' oral workplace communication skills in English for the purpose of better serving their Anglophone clientele in social services settings. It is designed for the acquisition of linguistic, communicative, and pragmatic competence in English.

N.B. Candidates whose Entrance Placement Test results place them at a level lower than the Advanced level may take up to 12 program prerequisite courses in preparation for entry in to the Advanced level.

Program Prerequisites (0-60 CEUs) chosen from the following:

CEGL 170	(6)	Elementary 1 Essential English for Health Services
CEGL 171	(4)	Elementary 1 English Conversation for Health Services
CEGL 172	(6)	Elementary 2 Essential English for Health Services
CEGL 173	(4)	Elementary 2 English Conversation for Health Services
CEGL 174	(6)	Elementary 3 Essential English for Health Services
CEGL 175	(4)	Elementary 3 English Conversation for Health Services
CEGL 270	(6)	Intermediate 1 Essential English for Health Services
CEGL 271	(4)	Intermediate 1 English Conversation for Health Services
CEGL 272	(6)	Intermediate 2 Essential English for Health Services
CEGL 273	(4)	Intermediate 2 English Conversation for Health Services
CEGL 274	(6)	Intermediate 3 Essential English for Health Services
CEGL 275	(4)	Intermediate 3 English Conversation for Health Services

#### Required Courses (20 CEUs)

CEGL 380	(6)	Advanced 1 Essential English for Social Services
CEGL 381	(4)	Advanced 1 English Conversation for Social Services
CEGL 382	(6)	Advanced 2 Essential English for Social Services
CEGL 383	(4)	Advanced 2 English Conversation for Social Services

### 4.5.3 French Language Programs

The School of Continuing Studies' *Language and Intercultural Communication* unit offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. *Language and Intercultural Communication's* part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective

*Intercultural Communication* unit's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

#### **4.5.3.1 Academic, Cultural, and Professional Development Opportunities**

The School of Continuing Studies *Language and Intercultural Communication* unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

#### **Certificate of Proficiency – French for Pr**



CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

### Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

### Notes:

\* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

#### 4.5.3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

##### Admission Requirements

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 4.5.3.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
-



## Program Structure

Each of the courses below represents one "level" of the five levels of the program.

### Required Courses

(100 CEU)

CFRN 203*	(20)	Intensive French - Beginner
CFRN 323	(20)	Intensive French - Elementary
CFRN 333	(20)	Intensive French - Intermediate 1
CFRN 343**	(20)	Intensive French - Intermediate 2
CFRN 423	(20)	Intensive French - Advanced

### Notes:

\* CFRN 223 (20 CEU) Intensive French - Elementary Low

\* CFRN 223 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 203 OR may be taken in place of CFRN 203 with permission of the program Director.

\*\* CFRN 355 (20 CEU) Intensive French - Intermediate High

\*\* CFRN 355 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 343 OR may be taken in place of CFRN 343 with permission of the program Director.

#### 4.5.3.3.2 Intensive French Program: Certificate of Proficiency in French – Language and Culture: Academic Regulations

##### 4.5.3.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must have completed a secondary level of education, or the equivalent.
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

##### 4.5.3.3.2.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency in French – Language and Culture* must complete an application form and return it with:

- payment of the application fee (CAD\$80 – non-refundable and may be subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;
- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** *Students must attend class before the third day or forfeit their registration.* To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-fr-language-and-culture](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-fr-language-and-culture).

##### 4.5.3.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners' level.

#### 4.5.3.32.4 Requirements of Eligibility for the McGill Certificate of Proficiency in French – Language and Culture

- Students must complete both CFRN 343 and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each to qualify for the Certificate of Proficiency – Language and Culture. Please note that CFRN 423 is recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as equiv

CFRN 415

(8)

French Writing Techniques for Workplace  
French



## 4.6.8 Membership Fees

Because MCLL is grounded in a strong sense of community and because there are many activities offered outside of the study groups, members pay a membership fee rather than a fee for each individual study group. This fee entitles you to participate in study groups for the duration of the semester, includes McGill library privileges, and allows you to attend other special activities.

The current membership fee is \$105 per semester. An Associate membership is available for \$20. Associates receive the calendar and newsletter and may attend lectures and special events.



**Please note:** Fees are subject to annual review.

## 4.6.9 Registration

A detailed calendar of study groups is available on the web prior to the beginning of each term. Registration can be processed either online, by mail, or in person.

Go to our website: [www.mcgill.ca/continuingstudies/programs-and-courses/mcll](http://www.mcgill.ca/continuingstudies/programs-and-courses/mcll) to view the calendar. To receive the calendar and registration instructions by mail, please contact us:

Telephone: 514-398-8234

Fax: 514-398-2757

Email: [mcll.scs@mcgill.ca](mailto:mcll.scs@mcgill.ca)

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## 4.7 Personal and Cultural Enrichment

### 4.7.1 Personal and Cultural Enrichment (PACE)

Are you seeking to expand a skill set for your current or developing career, or wish to know more about a topic for personal enrichment? You can find it at the School of Continuing Studies' **Personal and Cultural Enrichment (PACE)** program.

PACE workshops, lectures, and sessions are exceptional learning opportunities which emphasize an interactive format. PACE facilitators are drawn from an extensive pool of academic, artistic, and professional talent who bring their respective expertise to an informal learning environment. Many of these sessions are available either as individual modules or with a discount as part of a series.

Programming is rooted in three main themes:

1. Arts & Culture
2. Social Issues & Community Engagement
3. Life Transitions

Open to the entire university community and the general public, PACE events take place at different venues on and off the McGill campus. Join us to find your PACE!

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/personal-and-cultural-enrichment-pace](http://www.mcgill.ca/continuingstudies/programs-and-courses/personal-and-cultural-enrichment-pace)

### 4.7.2 Course Offerings: Credit Courses

#### Credit Courses

CPAC 101	(1)	Topics in Citizenship and Social Engagement
CPAC 102	(1)	Topics in Volunteerism and Community Development

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## 4.8 Translation and Written Communication

### 4.8.1 Translation and Written Communication

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written expression? The Translation and Written Communication unit offers certificate and diploma programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation

principles, language analysis, and hands-on translation of texts from a variety of fields, our programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals keen to enter a new career, the *Certificate in Translation* and *Graduate Diploma in Translation* courses are offered in the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French, or Spanish. At the graduate level, students produce a portfolio of their translation projects for evaluation that can also be used to assist their entry into the language industry as qualified translators.

For people seeking to improve their Spanish skills, we offer a four-level Spanish language program leading to a *Certificate of Proficiency in Spanish*. Intermediate-level speakers who do business in Latin America can advance their careers by earning the *Graduate Certificate in Professional Communication, Spanish*—a brand new program.

Individuals who would like to refine their academic writing skills or learn to write for a professional audience can do so at The McGill Writing Centre (MWC), which offers credit and non-credit courses for both degree program and continuing education students. The MWC also offers workshops, seminars, and tutorials. For more information, refer to [School of Continuing Studies > Areas of Study > section 4.9.1: McGill Writing Centre](#).

#### 4.8.2 Location

Translation and Written Communication  
688 Sherbrooke Street West, Room 1181  
Montreal QC H3A 3R1  
Canada

Telephone: 514-398-1484  
Fax: 514-398-1769

Email: [translation.conted@mcgill.ca](mailto:translation.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)

#### 4.8.3 Administrative Officers

##### Administrative Officers

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3<sup>e</sup> cy.(Lille), Ph.D.(Montr.)      **Director, Translation and Written Communication**

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)      **Director, McGill Writing Centre**

#### 4.8.4 Translation and Written Communication Programs and Courses

Translation and Written Communication offers a wide variety of programs and courses to meet the needs of translators and language professionals keen to enhance career opportunities while studying part-time.

At the **undergraduate** level, we offer the following courses:



## CREDIT PROGRAMS

*section 4.8.4.4.2: Graduate Diploma in Translation*

(English to French, French to English, Spanish to French, Spanish to English)

*: Graduate Certificate in Professional Communication — Spanish (18 credits)*

See *section 4.8.4.3: Spanish Language Programs and Courses* for general information and academic requirements.

### 4.8.4.2 Professional Development and Job Opportunities

*Translation and Written Communication* offers enriching translation and language instruction for:

- general and technical translators;
- language industry professionals;
- legal, medical, and scientific translators;
- bilingual journalists and writers;
- public relations specialists;
- travel-industry professionals;
- spanish-language students;
- individuals seeking French language certification (DELF/DALF).

### 4.8.4.3 Spanish Language Programs and Courses

The School offers a variety of Spanish Language programs and courses for people seeking to improve their Spanish language skills. Whether you are interested in learning the language, or pursuing Spanish language studies at an advanced level, these programs and courses can suit both your personal and professional needs.

#### 4.8.4.3.1 Classification Tests for Non-Credit, Part-Time Spanish Courses

For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses).

New students wishing to take our non-credit Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. We ask that you arrive 10 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. For a limited time, the Spanish Classification Test is free. Please see [www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses) for more information. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Test.

##### 4.8.4.3.1.1 Classification Test Dates – Spanish

For more information, see [www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses).

#### 4.8.4.3.2 Academic Regulations – Non-credit Language Programs and Courses

All non-credit language courses and programs are open to any person who is at least 18 years of age and fulfils the prerequisite requirements. A minimum grade of C is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

#### 4.8.4.3.3 Certificate of Proficiency in Spanish

The School offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

- a. Complete Level 4 of the program with the McGill School of Continuing Studies.
- b. Obtain a minimum grade of **B+** in the Level 4 course.
- c. Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

#### 4.8.4.3.4 Graduate Certificate in Professional Communication – Spanish: General Academic Requirements

##### General Academic Requirements

This 18-credit program consists of two major constituent parts:

- *Module 1*: four required courses (12 credits)
- *Module 2*: a selection of complementary courses each covering a specific area of interest. Students must take two (2) complementary courses (6 credits)

Applicants must hold an undergraduate degree from a recognized university and demonstrate proof of proficiency in Spanish at an advanced level prior to entry into the program students must take the Entrance Exam. Students who fail the exam may be advised to take a Qualifying Program consisting of courses offered in the *Certificate of Proficiency in Spanish*.

#### **Description**

The 18-credit *Graduate Certificate in Professional Communication – Spanish* provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in communication-specific areas and create a deeper understanding of linguistic and cultural diversity.

All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

The two modules of the *Spanish for Professional Communication – Spanish* program provide an effective way of attaining an advanced-superior level of proficiency (C1 + C2) in Spanish for specific purposes, thus endowing students with the necessary *savoir-faire* for professional communication.

#### **4.8.4.3.4.1 Admission Requirements**

To be admitted to the Graduate Certificate in Professional Communication – Spanish:

1. Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0 or more and with a concentration in Spanish language/literature or the equivalent. If the degree is in another field, applicants may be required to follow a Qualifying Program in the Spanish language consisting of courses to be determined by the Department.
2. Applicants must pass the Entrance Exam **or** provide proof of advanced knowledge of the Spanish language (i.e., a B.A. with a concentration in Spanish, the DELE Diploma de Español – B2, the EC Common Reference Level of B2, or the *Certificate of Proficiency in Spanish*).

Students who do not register within one year of the date of admission will be required to re-apply.

\* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript:

a) **Letter of Intent**: A letter, one to two pages in length, double-spaced, written in English or French, which addresses the following:

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

#### **b) Curriculum Vitae**

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

Supporting documents should be delivered to:

Client Services Office  
Admissions & Convocation  
School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal QC H3A 3R1  
Canada

If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details you may contact their office at: 514-864-9191 or visit them on the web at: [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html).

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

#### **4.8.4.3.4.2 Admission Procedures**

Please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

#### **4.8.4.3.4.3 Residency Requirements and Advanced Standing**

Students are required to complete at least five courses in the program at McGill University. Advanced Standing of one course may be awarded for successfully completed equivalent study done at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

#### 4.8.4.3.4.4 Time Limits

The program must normally be completed within two years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### 4.8.4.3.4.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. To obtain the Graduate Certificate students are required to have a CGPA of 3.0 or higher.
2. Students may repeat the same course once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.

#### 4.8.4.3.4.6 Special Students

Special Students may register by **department approval only** and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

#### 4.8.4.3.4.7 Graduate Certificate in Professional Communication — Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary *savoir-faire* for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

### Required Courses (12 credits)

CSPN 541	(3)	Language and Culture for Professional Communication
CSPN 542	(3)	Written Communication Contexts
CSPN 543	(3)	Oral Communication Contexts
CSPN 544	(3)	Professional Discourse

### Complementary Courses (6 credits)

CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524	(3)	Differential History of Spanish
CSPN 540	(3)	Organizational Culture in the Hispanic World

### 4.8.4.4 Translation Programs

This certificate offers two unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

#### 4.8.4.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

##### 4.8.4.4.1.1 Translation Programs: General Academic Requirements

##### 4.8.4.4.1.1.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language;
2. Students must pass an Entrance Examination;

3. Students must hold a CEGEP diploma (D.C.S. or equivalent);
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students;
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

#### 4.8.4.4.1.1.2 Admission Procedures

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements](#)~~3~~; [section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs](#).

#### 4.8.4.4.1.1.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

#### 4.8.4.4.1.1.2.2 Time Limits

The program must normally be completed within four years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### 4.8.4.4.1.1.2.3 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program;



CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum

\* Bilingual course

\*\* Undergraduate degree and/or departmental approval required.

#### 4.8.4.4.1.4 Certificate in Translation — Spanish to French Option (30 credits)

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

### Entrance Examination

#### Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

#### Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Traduction Littéraire-Français Independent Studies: Translation

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

### **Entrance Examination**

#### **Required Courses (27 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 334	(3)	Spanish Translation to English
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

#### **Complementary Courses (3 credits)**

3 credits from the following:



- If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details, you may contact their office at 514-864-9191 or visit them on the web at [www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation:

[www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency](http://www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency).

- Applicants must pass the Diploma Entrance Examination (see [www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication)).

#### 4.8.4.2.1.2 Admission Procedures

Please see *School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate, Graduate, and Diploma Programs*.

#### 4.8.4.2.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing.

#### 4.8.4.2.1.4 Time Limits

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

#### 4.8.4.2.1.5 Academic Standing Requirements

- Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see *University Regulations and Resources*;
- Students may repeat the same course only once;
- Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
- Students must attend at least 2/3 of all lectures;
- After successful completion of all courses, students must complete a Comprehensive Evaluation.

#### 4.8.4.2.1.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with *Translation and Written Communication's* approval. Please consult *School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses* for further information pertaining to Special Students.

#### 4.8.4.2.2 Graduate Diploma in Translation — English to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the *Ordre des traducteurs, terminologues, et interprètes agréés du Québec*.

### Entrance Examination

#### Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

#### Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
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CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

#### **Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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#### *4.8.4.2.3 Graduate Diploma in Translation — French to English Option (30 credits)*

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

#### **Entrance Examination**

##### **Required Courses (18 credits)**

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

##### **Complementary Courses (12 credits)**

12 credits selected as follows:

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

#### **Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551 (0) Comprehensive Evaluation/Évaluation globale

*Graduate Diploma in Translation — Spanish to F*



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## **4.9 The McGill Writing Centre**

### **4.9.1 McGill Writing Centre**

Would you like to refine your academic writing skills or learn to write for a specific professional audience? The McGill Writing Centre (MWC) can help you achieve your goals. As a student in one of the MWC's courses, you will learn essential writing techniques that will help you to succeed both at university and in many different professions.

Located in the McLennan-Redpath Library

**Senior Faculty Lecturer**

Carolyn Samuel; B.A., Dip.Ed.(McG.), M.Ed.(OISE, Tor.)

**Faculty Lecturer**

Diane Dechief; B.A.(Alta.), M.A.(C'dia.), Ph.D.(Tor.)

**Academic Associate**

Yvonne Hung; B.Sc.(McG.), M.A., Ph.D.(CUNY)