

School of Continuing Studies
Programs, Courses and University Regulations
2014-2015

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

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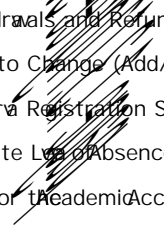
Enrolment Services

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1.1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies that apply to all types of student assessment. 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 a form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer the examinations.

You can consult the policy in the [Secretary's Office](#).

1.1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to its students. Only the student controls who has access to your records or accounts; however, officers and members of the University staff also have access to certain parts of your records for recognizing and addressing the needs of the University. The University does not send progress reports or 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 Access to Information Act* and *the Protection of Personal Information Act* (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 acknowledgment 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 [opt-out form](#) at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to Personal Information at the time of application, you agree that the University may collect, use, disclose or otherwise manage your Personal Information as described here and as the case may be.

At the time of application, you will also be asked to consent to the release of Personal Information contained in your admissions or student records file to the following persons or bodies, as necessary to each body in the course of their mission:

- student associations recognized by McGill University for the groups of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant.

- 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 et des Communautés ethniques*, Citizenship and Immigration Canada and/or the *Québec de la Santé-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 statements provided as part of your application; and
- contact you through the McGill 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, including fundraising, and making special offers such groups may benefit from.

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

- an admission granted based on incomplete, inaccurate information contained in your application or supporting documents may be re-considered at the sole discretion of the University. The University reserves the right to refuse admission at any time.
- if admitted to McGill University you would be bound by the statutes, 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 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 Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) and a McGill email mailbox. You can view your McGill Email Address and set your McGill password on www.mcgill.ca/mineweb, under the Personal Menu.

Email sent to your McGill Email Address is an official means of communication between McGill and its students with all official University communications, it is your responsibility to ensure you read and respond to all email 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 visible to the University.

You should read and familiarize yourself with the policies *Responsible Use of McGill Information Technology Resources* and *Email Communications in Students*, found under *Information Technology* on the University Secretariat website at mcgill.ca/secretariat/policies/information-technology. For more information on email for students, see mcgill.ca/it and section 1.13: *Faculty 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 Responsible Use of McGill Information Technology Resources

You must comply with the policies *Responsible Use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *Other Policies, Procedures and Guidelines under Information Technology*, at www.mcgill.ca/secretariat/policies/information-technology.

1.1.9 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see <http://www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking-policy>.

1.1.10 Health Insurance – International Students

International Students (Non-Canadians or Non-Permanent Residents of Canada)

By Senate regulation, all international students (full-time, part-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require you to provide proof of health insurance. **Students covered by private health insurance are not exempt from the IHI.**

Telephone: 514-398-4349

Email: international.health@mcgill.ca

Website: www.mcgill.ca/internationalhealth



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.1.11 Health Insurance – Canadian Citizens and Permanent Residents of Canada

Canadians residing in Canada

All undergraduate and graduate (classified as Canadian full-time or

1.1.13 myMcGill

McGill's portal, myMcGill, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and an integrated web experience with a single sign-on (SSO) to McGill web systems that allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- Athletics
- Classroom A/V instructions
- Exchange (email)
- FAMIS
- McGill home page ([.mcgill.ca](http://www.mcgill.ca))
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click **Quick Links**, available at the top of McGill web page (e.g., [.mcgill.ca/links](http://www.mcgill.ca/links)), and then click myMcGill, or go to <https://my.mcgill.mcgill.ca> . Sign in with your McGill Username and McGill ID.

1.2 Personal Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to information.

If you have previously attended school in Quebec, you already possess a Permanent Code, which can be found on your school report card or and/or university transcripts. After you have accepted the university's offer of admission, you can check on [Minerva](#) (under the *Personal Menu*) to see if McGill has received your Permanent Code.

You can consult your tuition and fee status (including your Permanent Code) on [Minerva](#).



Note 2: Your valid Canadian Permanent Resident status can be proved by your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident Card (if required). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill may 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 Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birth place as being within Quebec, as proof that you qualify for Quebec residence.



Note 5: You can find links to download and print the Permanent Code Attestation of Quebec Residence at www.mcgill.ca/legaldocuments.

1.2.3.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in 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 (unless otherwise specified at www.mcgill.ca/fees).
2. Out-of-province Tuition Supplement Exemptions – Non-Quebec Canadian students in the following categories:

- Check your Permanent Code on Minerv

The School of Continuing Studies, Client Services Office
688 Sherbrooke Street West
Suite 1199
Montreal, Quebec H3A 3R1

By Fax:

514-398-2650

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200

Email: info.contd@mcgill.ca ; legaldocmentcontd@mcgill.ca

1.2.7 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residential buildings;
- access meal plans;
- access the intercampus shuttles.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of status in Canada (for a list of acceptable documents, see [Section 2.3 : Legal Documents](#) [What Documents Does McGill Need from You](#)).

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

The Student Identification Card is the property of the University and its use by the cardholder is not transferable. If you withdraw all of your

1.3 Registration for Continuing Studies Students

Most students in Continuing Studies register using [Jines](#), during the registration periods published in the [calendar](#) under [Faculty & Schools](#) > [School of Continuing Studies](#) > [Getting Started](#) > [Section 2.2 : Key Dates 2014-2015](#) and at [www.mcgill.ca/importantdates](#).

Note:

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

You must register for at least one course prior to the end of the registration period to avoid paying a late registration fee of \$25. You may add courses until the end of the add/drop period without penalty.

If you are required to take a language Classification test, schedule an appointment at least 5 days after your test.

What to Bring to In-Person Registration:

Returning Students

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisfactory completion of prerequisite courses

Newly Admitted Students

1. Your letter of admission
2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian independent student, or an international student (if you do not have more information, see [section 1.2.2 : Legal Documents](#) [Why Does McGill Collect Legal Documents from You?](#))

New Independent (Special) Students

(See the [Calendar](#) under [Faculties & Schools](#) > [School of Continuing Studies](#) > [Getting Started](#) > [section 3.10 : Special Student Undergraduate](#))

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/continuingstudies/registration. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms until the proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see 1.3.3.1 : In-Person Registration).

1.3.3.4 Registering by Mail, Fax, or by Web

If you are registering for courses, workshops, or seminars offered by Career and Professional Development or by Faculty Partner Schools and Summer Studies, refer to the specific course on the website www.mcgill.ca/continuingstudies/programsand-conferences. In some cases, you may be able to register by mail, fax, or via web.

1.3.4 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to fully attend the course, you must officially withdraw. Simply not attending classes or informing the instructor does not constitute an official withdrawal.

1.3.4.1 How to Change (Add/Drop/Withdraw) a Course

1.3.4.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- Online using Minerva (Registration Menu)
- In person by completing a "Course Change" form available at www.mcgill.ca/continuingstudies/continuingstudies/registration/add-change-or-drop-course and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. A \$20 administrative fee for each course dropped. Refer to the [Registration Supplement](#) for specific add/drop dates. Courses dropped before and during the add/drop period will not show on your record.

1.3.4.1.2 How to Withdraw From a Course – Grade of "W"

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

- Online using Minerva (Registration Menu)
- In person by completing a "Request for Withdrawal Form" available at www.mcgill.ca/continuingstudies/continuingstudies/registration/withdrawal and bringing it to the Client Services Office.

There are two withdrawal periods for the fall and winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund.

If you miss the fee refund deadline, you are responsible for all course fees. During periods without a refund, you may withdraw from course(s) using Minerva. You will be given a grade of "W" which does not affect your GPA. Failure to officially withdraw will result in a grade of "J" (incomplete), which counts as "O" in GPA calculations.

Official registration and withdrawal dates are published before the start of each term in the [Registration Supplement](#) for specific dates.

1.3.4.2 Minerva Registration Schedule 2014–2015

Registration		
	Fall	Winter
Returning students	June 10 to September 2	October 9 to January 5
Newly admitted students	June 17 to September 2	October 16 to January 5
Returning (Independent) Special Students	June 17 to September 2	October 16 to January 5
Late Registration and Add/Drop Period		
	Fall	Winter
All students except for those in Career and Professional Development and non-credit Faculty Partner Schools and Summer Studies courses	September 3–16	January 6–20

1.3.5 Undergraduate Leave of Absence Policy

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

- maternity or parenting
- personal or family health
- professional development
- required military service


Such a leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A request should be submitted to your Faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions by the faculty.


Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and access to McGill mail and use of the library. You are not permitted to take courses or to participate in student internships or research. You may not normally attend another academic institution. Exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies. You will apply "withdrew" status after one year of leave of absence if the student has not returned to the University.

Notes:

- Personal objectives, such as labor time and financial matters are not grounds for absence.
- Normally a student shall be in Satisfactory Standing when requesting a leave of absence. Exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Since students on a leave of absence pay no fees, the Student Service Centre does not have an opt-in option available at the usual rate.
- Students who are eligible for scholarships will have the scholarship monies transferred to their accounts while on leave of absence. You will maintain eligibility for re-enrollment upon registration in subsequent terms.
- Terms and conditions vary among loan and salary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of a leave of absence period due to accreditation requirements or placement limitations.
- International students are advised to contact International Student Services (ISS) in special circumstances.

 **Note:** When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill, Donald Campus Students' Society) and International Student Services as appropriate. Note that there will be additional student society fees to be paid to be considered a member eligible for the insurance. For information about the student societies' supplemental health insurance, click [here](#). For information about international health insurance, click [here](#).

 **Note:** Once a leave of absence is granted, you must consult the [Office of the Registrar](#) in order to assess the impact of the student aid (e.g., government loans and bursaries, etc.).

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

1.3.6 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges you face as a pregnant student and as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfill your commitments while with exceptional circumstances related to pregnancy or commitments, these guidelines aim to set out the ways in which, in exceptional circumstances, you may request academic accommodation.


You can consult the guidelines at <http://mcgill.ca/ecr/en/academic/policies/students>.

1.3.7 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdraw) 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 is completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course change. You must specifically request a refund in writing; otherwise, nothing 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.

The University reserv

1.4.2.6 Staff Dependent Waivers

Students who are dependents of staff or pensioners may qualify for a fee reduction. To complete and submit the application form at www.mcgill.ca/adminhandbook/personnel/af_fition.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed. The fee reduction will be reflected on a slip issued to the student in February by the university.

For more information, refer to the ACU Collective Agreement, or the Staff Dependent Policy at www.mcgill.ca/adminhandbook/personnel/af_fition.

1.4.3 Compulsory Fees for Continuing Studies Students

McGill Association of Continuing Studies Students (McGill Assoc) 12.68j 1meursormsrmeiAssoc1 0 0 1 244.6187.98115 6202(Assoc)Tj 1 ele~ehalfcntiUN1533.06.636 0 s ih 153..7.2 0 0 1 93

Other Fees (rates as of 2013–2014)

Late Payment Fee (charged at the end of October for all terms, or at the end of February for Winter term):

Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,000	\$50
Balances greater than \$1,000	\$75

Interest on outstanding balances (rate determined 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 over	\$20

Reinstatement Penalty (See 1.4.6 : Other Policies Related to Fees for Continuing Studies Overdue) \$150

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 annually. The rate is evaluated each Spring, and then is set for the following academic year.

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

The University has no obligation to issue a transcript of records or a diploma, or 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, still owe amounts from previous terms, you must either pay your account in full or make arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Accounts Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

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 with the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If you owe 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 fees posted in "Overdue Accounts," the Student Accounts Office will make reasonable efforts to notify you if your account is 10

1.4.11 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 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 for 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 is made. For more information and the required forms, see

1.5.1.1.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;
- you have a CGPA of 2.00 or greater

1.5.1.1.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Probationary Standing (at the end of the F

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult a departmental adviser with deadlines about your course selection for the term;
- you should see your faculty adviser to discuss planning.

If you are in Probationary Standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your faculty adviser to discuss planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and CGPA in Fall or Winter is 2.50 or higher and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and satisfied the various conditions specified in your letter of readmission, but CGPA is still less than 2.00.

1.5.1.1.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by you (y55W a6Compre)T3f4 your F

www.mcgill.ca/science/undergraduate/readmission. Readmission will be considered only when extenuating circumstances related to academic performance can be provided (e.g., medical or other documentation). If you are returning for the second time, you must submit a written

Normally supplemental examinations are not permitted. 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 a 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 and if you may apply to transfer to a traditional B.Sc. program as outlined in the [Calendar](#) under [Faculty & Schools > Faculty of Science > Undergraduate > Academic Programs >: Science or Mathematics for Teachers](#).

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

- Standing waits deferred dean.
- Must clear K's, L's, or Supplementals.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the 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 Incomplete Standing changes to Probationary or Interim Unsatisfactory Standing;
- you may not continue in your program and your distribution will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

- you may ask for permission to continue in your program;
- you must make request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances related to your academic performance (e.g., medical or other documentation).

Requests for readmission from an Unsatisfactory Standing must be submitted to:

- 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 contact Student Affairs Office.

At the end of 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 will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been resolved. For more information about incomplete grades, please refer to the [Calendar](#) under [University Regulations and Resources > Undergraduate > Student Records > Section 1.5.7 : Incomplete Courses/Continuing Studies](#).



Note: Requests are made at Point (3415 Main Street). However, it is important that you also see your advisor in Don Hall to talk about your options and discuss your request regarding your studies. For more information, see www.mcgill.ca/undergrad.

1.5.1.2 Academic Standing: Faculty of Engineering

In the Faculty of Engineering, a decision on Academic Standing is determined on the basis of your cumulative average (CGA) according to the criteria listed below.

1.5.1.2.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you are **EITHER**:

a CGPA that is less than 2.00 and equal to or greater than 1.20

OR

a TGPA that is equal to or greater than 2.50 and a CGPA less than 2.00.

You may continue with your studies under the following conditions:

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

1.5.1.2.3 Unsatisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you are **EITHER**:

a CGPA that is less than 1.20

OR

a TGPA that is less than 2.50 and a CGPA less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one year and you are placed in Unsatisfactory Standing again at the end of a subsequent term, you may not continue in your program. You may be asked to withdraw from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

If you are in Unsatisfactory Standing for the first time, the conditions below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of a 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 remain in Probationary Standing until you obtain a CGPA of 2.00 or greater

Graduate Grading		
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 following table. 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 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.

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

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

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

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

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a *laurea*.



Note: During the first week of lectures, each instructor will provide 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 will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with final examinations must have supplementals);
- whether students with grades of D, F will have the option of submitting additional work, and if so, whether the supplemental will be calculated with the term work (applicable only to students in Science and B.A. & Sc.).

1.5.5 Other Grades for Continuing Studies

Other Grades	
J	– unexcused absence (if); the student registered for a course but does not write the final exam or do other required work; calculated as a failure in the GPA and CGPA.
K	– incomplete; deadline extended for submission of work in a course (see "Incomplete Courses").
KE or K*	– further extension granted (see "Incomplete Courses").
KF	– failed to meet the deadline for submission of work in a course; calculated as a failure in GPA and CGPA.
KK	– completion requirement not met. Not calculated in GPA or CGPA.
L	– deferred examination.
LE or L*	– permitted to defer examination for more than the normal period.
NE	– no evaluation; indicates work for which no evaluation has been carried out and which may not count toward a program.
NR	– no grade reported by the instructor (recorded by the Registrar).
P	– pass; not calculated in GPA or CGPA.

Other Grades

Q - course continued in the term (applicable only to courses prior to 2002).
withdre

Alumni or former students who were registered or graduated prior to 1972 (archived records): You must submit an online request for Archived Official Transcript located at: mcgill.ca/continuing-studies and will be required to provide a copy of a government-issued Photo ID.



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

1.5.13 Transcript of Academic Record: General Information

A McGill transcript includes all attempted and final grades obtained in all programs. The University does not issue partial transcripts under any circumstances.

The University issues official transcripts free of charge for currently registered students and will mail them by mail to the address(es) indicated on the request made online. Alternatively, an official transcript may be picked up in person at the Point in a sealed envelope.

Requests for official transcripts are processed in about 5 to 7 business days (5 to 7 during peak periods). Requests for transcripts (pre-1972) will take longer.

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

For more information on requesting official transcripts refer to: [Transcript of Academic Record: Official Transcripts](#).



Note: The University may not be held responsible for the loss or delay of transcripts in the mail.



Note: You cannot submit a transcript request if you have holds on your record (e.g., accounting, library etc.). Please verify your unofficial transcript in MyInfo holds.

1.5.14 Transcript of Academic Record: Course Numbering on the Transcript

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

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

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

154-230D = Economics (154) course (230) for 3 terms, all and Winter (D).

A list of the former Teaching Unit Codes and their Subject Codes is available at mcgill.ca/continuing-studies.

For information on our current course numbering, see the [Undergraduate 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 all term (X);

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

660-221Z = Project Management in all and Winter (Z).

1.5.15 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation online under the Student Records Menu. You can also make a request at the Client Services Office. The office 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 (mcgill.ca/continuing-studies).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter of attestation refer to mcgill.ca/continuing-studies/school-of-reg.

1.6 Examinations: General Information



Note: The University Examination Regulations governed by the University Student Assessment Policy are available at www.mcgill.ca/lenke/amsr/eglations.

In addition to the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/lenke/amsr/eglations)) and the general examination regulations listed at www.mcgill.ca/lenke/amsr/eglations, you should also consult the specific sections of this publication for particular courses. 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, reports and theses in English or in French in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in a 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 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 devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as evidence to initiate or corroborate an investigation or a charge of cheating under Section 16 of the [Code of Student Conduct and Disciplinary Procedures](http://www.mcgill.ca/lenke/amsr/eglations).

All students are responsible for familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/lenke/amsr/eglations)) and the [Code of Student Conduct and Disciplinary Procedures](http://www.mcgill.ca/lenke/amsr/eglations) (available at www.mcgill.ca/lenke/amsr/eglations).

You can find information about issues related to academic integrity at www.mcgill.ca/lenke/phones.



Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/lenke/policies/examinations/examination.



Note for Law Students: You should also refer to the Law website for more information at www.mcgill.ca/law/lenke/information/examinations.



Note for Continuing Studies Students: You should consult the academic sections of this publication for particular regulations.

1.6.1 Class Tests

Members of the teaching staff give interim class tests from time to time.

1.6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see www.mcgill.ca/od.

1.6.3 Credit by Examination

In certain exceptional cases and in certain situations, you can apply to the Associate Dean or Director to write an examination in order to obtain credit in a course that you were registered in. This is possible only in those courses where there is no other exception to the examination.

1.6.4 Final Examinations

Formal final examinations are held during examination period at the end of the course. The dates of the examination periods are listed at www.mcgill.ca/importantdates.



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans do not constitute grounds for the deferral or re-scheduling of final exams.

In some courses there is no final examination; your standing in these courses is determined only by term class tests.

1.6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students

Preamble

The objectives of these regulations are as follows:

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

Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level, as evaluated by the use of written examination. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are solely by means of a design, paper program, or project.

Note for Continuing Studies: Regulation 1 also applies to graduate courses.

2. Written examinations (including take-home examinations) shall not be held during the weeks of scheduled classes during the fall and winter terms, except where a pattern of continuation has been established, in which case all examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in April or May.
4. A final examination given during the examination period shall be at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the Course Change period. Assignments should be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the fall/winter terms (course pairs with numbers ending D1 and D2), instructors should schedule the final examination in December must schedule it in the examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses in the summer or other courses of less than a 13-week duration, and to courses at the Faculty of Medicine, Dentistry, and Education that do not follow the normal University timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

Note for Continuing Studies: Regulation 9 is not applicable to Continuing Studies students.

10. These regulations, and variations to them, shall be made known to students by each faculty.

Note for Continuing Studies: Regulation 10 is not applicable to Continuing Studies students.

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

It is the responsibility of the student to confirm the date, time, and place of the examination by checking examination schedules posted on notice boards on campus and at www.mcgill.ca/students. This information is available by telephone. No student will be allowed to enter an examination later than one hour after it has started.



Note for Continuing Studies: Students should consult mcgill.ca/continuingstudies for more information.

1.6.4.2 Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or affliction, you have not written one or more examinations, you may receive the permission of your faculty Client Services Office upon providing supporting documentation to defer an examination to the supplemental examination period, except in the Faculty of Engineering (where students write the exam at the time the course is given); see the [Calendar](#) under [University Regulations and Resolutions > Undergraduate > Examinations General Information > Final Examinations > Deferred Examinations Faculty of Engineering](#). You should be aware that the University will only defer examinations for compelling reasons and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible of the examination.



Note for Continuing Studies: There is no supplemental examination schedule.

You must apply for deferred examinations [online](#) if you are in one of the following faculties: Agricultural and Environmental Sciences 426.46 Tm (or Cy516

If you receive a grade of D, F or U in a course after a deferral, no supplemental examinations will be available. You must either re-register in the same course the following semester or take the course again.

Telephone: 514-398-2207

Email: proctr.e@mcgill.ca

Website: www.mcgill.ca/centre/ampr/ocbr

1.7 Graduation

1.7.3 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (www.mcgill.ca/minerva) to apply to graduate (go to [Student Records > Apply for Graduation for Undergraduate](#)). 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 degree. For more information, see [Section 1.7 : Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in good standing.

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4). If you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year, for more information on how to apply on Minerva go to www.mcgill.ca/dentistry/graduation/applying.

Once you apply to graduate, you are authorizing the University to include your name in the convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment.Services@mcgill.ca by March 15 for Spring convocation, and September 15 for Fall convocation.

1.7.3.1 Deadlines

- Fall term graduation (courses completed in December; transcript will indicate "Be Granted" in February; Spring convocation) You must apply on Minerva by the end of November
- Winter term graduation (courses completed in April; transcript will indicate "Be Granted" in May; Spring convocation) You must apply on Minerva by the end of February
- Summer term graduation (courses completed by

Professional Groups

Chartered Appraisers

Chemists

Occupational Therapists

Physicians

Physiotherapists

1.8 Aegrotat Standing and Degree at McGill University

Aegrotat standing is awarded in rare cases where a student, based on serious medical circumstances, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied to the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student has such a degree. An aegrotat degree is awarded only to students in good standing who have been unable to complete the degree due to special circumstances. Information on this designation is included only in the graduation program, and not on the transcript.

Aegrotat standing is rarely granted at McGill. An informal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Registrar, Student Life and Learning, is necessary to grant this status.

1.9 Advising and the University Mission

The Mission Statement of the University expresses the commitment to students *the education available*. An essential component of this is the advising process. Advising takes place in many ways and locations at McGill, so it is important that you learn about the different *Advising and Advisers* and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website (*Contact Information for Faculty Student Affairs Offices*) and on the *Academic Advising website*.

1.9.1 The Role of the Student in Advising

Your acti

1.11 Service Point

Service Point has brought together an integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown Campus, Service Point will address a variety of students' needs.

Among the many services offered at Service Point for undergraduate and graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance card applications
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

Arts or Science students will also be able to inquire about:

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

For a complete list of student services and resources at McGill, see [McGill Services](#).

For more information about Service Point, see mcgill.ca/servicepoint.

Service Point Location

3415 Avenue Lacombe (corner Sherbrooke)
Montreal, QC H3A 0C8

Opening hours: please refer to mcgill.ca/servicepoint

Telephone: 514-398-7878

Email for current students: dept@bfoms.mcgill.ca/servicepoint@equipe?bhcp=1

Email for applicants/prospective students: ts://bfoms.mcgill.ca/servicepoint/contact@?bhcp=1

1.12 Student Services

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

1.12.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825

Website: mcgill.ca/services

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 referred to the proper individual, office, or department. Funding is available for projects, initiated by students and that enhance student life and learning.

1.12.2 Office for Students with Disabilities

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

Redpath Library Building, 3459 Ave. N, Suite RS-56

Telephone: 514-398-6009

TDD: 514-398-8198

Email:

1.12.8 Optional Student Services

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

1.12.8.1 Optional Student Services Package for Continuing Studies Students

This optional package is available to students registered for a minimum of 9 credits in McGill. The fee gives access to Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with nurses/health educators, care and a lab service), International Student Services, Mental Health Services, Academic 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/continuing-studies/continuing-studies-fees-2014-2015

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 Avenue Road, Room 4100
Telephone: 514-398-3825
Website: www.mcgill.ca/services

1.12.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career education, individual advising and guidance to students, as well as job/research libraries, mentor programs, CV drop-in-clinic, and workshops. Students have access to over 5,000 job and internship opportunities. The fee for CaPS per term is \$60, not including GST and QST (September-January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Specialized program, you can register for CaPS at www.mcgill.ca/caps.

You may contact CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 Avenue Road, Suite 2200
Telephone: 514-398-3304
Email: careerscap@mcgill.ca
Website: www.mcgill.ca/caps

1.12.8.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include: Fitness Centre, aerobics gymnasium; basketball, volleyball, indoor and outdoor tennis, squash and racquetball courts; indoor and outdoor track; outdoor fields, stadium, pool and dance, fitness and fencing studios; Sports Medicine clinic; lockers and lounges; Pro Shop and snack bar



Note: Some services may not be included in the gym membership rates below

McGill Athletics Prices

Continuing Studies Students taking 9 or more credits

All athletics facilities, excluding Fitness centre \$45 + tax / month

All athletics facilities, including Fitness centre \$62 + tax / month

Continuing Studies students taking non-credit courses, or taking less than 9 credits

McGill Athletics Prices

Community Membership

All McGill athletics facilities, excluding Fitness Centre \$54 + tax / month

All McGill athletics facilities, including Fitness Centre \$71 + tax / month

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

Sir Arthur Currie Memorial Gymnasium
475 Pine Ave. W.
Telephone: 514-398-7000
Website: www.mcgillathletics.ca

1.12.8.4 Parking for Continuing Studies Students

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/transport/parking, or call 514-398-4559.

1.12.8.5 University Centre for Continuing Studies Students

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

Tutorial Service for Continv

- Read your email.
- Check myCourses.
- Get direct links to [MindView](#) and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill in the [QuickLinks](#) menu, at the top of the McGill web page (

1.13.8 Set Up Your Security Questions in myMcGill

Setting up your security questions and answers for your myMcGill ID allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your myMcGill ID, log in to myMcGill (<http://my.mcgill.mcgill.ca>) and click the link in the **McGill Password Security** portlet. Follow the onscreen instructions to set up security questions and responses.

1.13.9 Need Help?

Welcome New Students: Take an interactive guided tour of IT services at <http://itb.mcgill.ca/welcome-tents>.

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

1.13.9.1 Getting Help

Contact the IT Service Desk by submitting your request via a web form at <http://itb.mcgill.ca/itg-extend-i-need-help>, or check phone and in-person support hours at <http://itb.mcgill.ca/it>.

1.14 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may fulfill language requirements or assist in meeting the requirements of some programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you can take outside of your faculty especially if the courses do not form part of your program requirements. In addition to offering the MWC's non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website:

Course for School of Continuing Studies Students

CCOM 205

Communications in Management 1



Note: CCOM 205 is required for and restricted to students in Career and Professional Programs of the School of Continuing Studies.

1.14.1 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main FloorRoom #02
3459 Avenue Lacombe Street
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109
Fax: 514-398-7416
Website: www.mcgill.ca/mw
General Inquiries: sw@mcgill.ca

Inquiries concerning CEAP 250 and CCOM 205 should be directed to:

Prof. Sue Lav
Email: s.lav@mcgill.ca
McLennan-Redpath Library
Main FloorRoom #02
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Carolyn Samuel
Email: carolyn.samuel@mcgill.ca
McLennan-Redpath Library
Main FloorRoom #02
Telephone: 514-398-1712

Inquiries concerning CCOM 206 and CESL 500 should be directed to:

Prof. Robert Myles
Email: robertmyle@mcgill.ca
McLennan-Redpath Library
Main FloorRoom #02
Telephone: 514-398-3320

Inquiries concerning graduate writing and scholarly communication courses should be directed to:

Dr. Scott Kshner
Email: sotkshner@mcgill.ca
McLennan-Redpath Library
Main FloorRoom #02
Telephone: 514-398-8430

Administrative inquiries should be directed to:

mc@mcgill.ca for undergraduate courses
grapho@mcgill.ca for graduate courses

1.15 Resources for Study and Research

Resources for study and research at McGill include libraries, archives, museums, laboratories, and other historical collections.

1.15.1 Libraries

Located across both campuses, the McGill Library system consists of eight libraries, a reading room, one reading room, and the McGill University Archives. Numbering over six million items, the Library's holdings include: 2.5 million books; thousands of journal titles; manuscript and pictorial collections; and hundreds of thousands of sound and video recordings. The library also includes over 100,000 e-journals and four million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website ([.mcgill.ca/library](http://mcgill.ca/library)), an online catalogue, and a wide range of library services link the Library's resources to those of the University. Hundreds of databases on topics from art history to zoology, journals, articles, and research materials, while subject guides on topics from the history and social sciences 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 through the website. The library also provides access to items such as dissertation papers, McGill theses, and foreign newspapers. All electronic resources are available for use in laboratories anywhere on the campus or from home using

The staff in each branch library can help you locate information for assignments, or research. Topics are provided at all student levels to ensure you know how to find and use information. Information skills programs are an important part of course curricula. Liaison librarians specialize in specific disciplines, and are available to assist students in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and branch libraries extend opening hours during examination periods. Hundreds of computers are available for email, word processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experience of diverse users, the Library's facilities offer a variety of comfortable and attractive, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked online. Access is available throughout the library and all libraries have hard card-operated printing facilities. Special facilities are available for vision and hearing impaired users.

Special library services include the Course Reserves collection located in each branch library, which allows you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need materials not in the McGill University Library our Interlibrary Loan and Document Delivery Service will source it for you, and pick it up at any branch.

1.15.2 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio tapes, film, video, press releases, publications, and artifacts.

The MUA acquires private records to support university research goals and manages the university's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects evidence of University functions and activities according to Quebec archival legislation.

The MUA Reading Room is open Monday to Friday 10:00 a.m. to 6:00 p.m.; ho

1.15.4 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising 16,000 garments or accessories—made in Canada; an extensive collection of First Nations artefacts—the most important of its kind in Quebec with over 13,000 objects from across Canada; and the Norman Photograph Archives, which contain over one million historical photographs and a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by such artists as Philippe Hamel, Cornelius Krieger, James Atkinson Cook, and Gege Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. McCord's website (www.mccord-mam.qc.ca) features award-winning virtual exhibitions, innovative learning resources, and a searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Caf  and boutique.

Researchers are welcome by appointment.

690 Sherbrooke Street West
Telephone: 514-398-7100
Email: info@mccord.mcgill.ca
Website: www.mccord-mam.qc.ca

1.15.5 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill University. It houses 2.8 million specimens of insects and other arthropods, making it the second-lar

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

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

In 1905 William Macdonald established Macdonald College, Sainte-Anne-de-Bellefleur, as a residential college for Agriculture, Household Science, and the School of Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the main campus. The University's general development has been greatly facilitated by the generosity of benefactors, and particularly by the support of its graduates. Public funding for general and capital expenditures did not become available until the early 1950s. Since that time, government grants have become a major factor in the University's financial operations. It still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 16 faculties and 10 schools. Over 32,000 students are taking credit courses; over 1,000 are registered in Graduate Studies.

The University is also extending courses and programs to the community through the School of Continuing Studies.

1.16.2 Incorporated and Affiliated Colleges

1.16.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

1.16.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8
Principal: J. M. Simons; B.A.(Bishop's), B.S.(Trin. Coll. (Or.)), Ph.D.(G'town)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8
Acting Director: Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary), D.Phil.(Yale)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9
Principal: Philip Joudry; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

1.16.3 University Government

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

The Governors of the University constitute the Corporation for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties.

The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor and the Principal *ex officio* members.

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

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

The Principal and Vice-Chancellor is the chief executive officer of the University appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is *ex officio*, Chair of Senate.

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

1.16.4 Recognition of Degrees

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

McGill University is a founding member of the organization that evolved into the current *andus f*

Members

Samuel Minzberg LL.B.(McG.)

Ram Panda; M.Eng., M.B.A.(McG.)

Cynthia Price; B.Com.(McG.)

Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)

Martin Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

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

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

1.16.5.2.2 Student Representatives

Student Representatives

Students Society of McGill (1)

Post-Graduate Students Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students Society (1)

1.16.6 Governance: Members of Senate

1.16.6.1 Ex-officio

Ex-officio

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

1.16.6.2 Elected Members

Elected Members

63 members elected by faculties, the University Libraries, the Board of Governors, and administrative and support (5u14Ma1)

Deans

Andre Coustopoulos; B.A.(McG.), M.A.(McG.), Ph.D.(Oulu) **Dean of Students**

1.16.7.1.2 Directors of Schools

Directors of Schools

Annamarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)	Architecture
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	Communication Sciences & Disorders
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(UofT)	Computer Science
Kristine G. Koski; B.Sc., M.Sc.(Ash.), Ph.D.(Calif.)	Dietetics & Human Nutrition
Nancy Ross; B.A., M.A.(Qu.), Ph.D.(McM.)	Environment
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(McG.)	Environment
France Bouthillier; B.Ed.(UQAM), M.B.S.I.(McG.), Ph.D.(Tr.)	Information Studies
Hilene Ezer; B.Sc., M.Sc.(McG.), Ph.D.(McG.)	Nursing
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	Physical & Occupational Therapy
Wendy Thomson; B.S.W.M.S.W.(McG.), Ph.D.(Brist.)	Social Work
Raphael Fischler; B.Eng.(Technische Uni Eindhoven), M.C.R.(MIT), Ph.D.(Calif.)	Urban Planning

1.16.7.2 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 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 more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation in 1990. 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 open to all students as well as studying, and social space. MACES is an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a long day before classes, after classes, and ends up being a place where you are always welcome. MACES is governed by its bylaws through the elected 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).

2 About the School

2.1 Dean's Message

February 2014

McGill's School of Continuing Studies is committed to supporting you, our learners, in your journey. At the School, we offer compelling career and life-enhancing opportunities that help you learn whether you are a business person, a Montrealer, or someone looking for professional and/or personal growth. We invite you to view this eCalendar for educational offerings that will make a real difference in your life.

Conveniently located in downtown Montreal, we are a 14,000-plus community of learners, dedicated teachers, and committed staff supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

For career-minded individuals, we offer dozens of programs, courses, workshops, and online offerings throughout the year on both core skills and the latest practices and technologies that will help you reach the next level in your career, update your credentials, or embark in a whole new direction. Many of our courses and programs are recognized by professional associations.

To open new doors for you in English, French, and Spanish, there are a wide range of language and translation programs. If you are interested in pursuing personal development, explore topics of personal enrichment, arts and culture, and life transitions through our Personal and Cultural Enrichment

To get you started, our Client Services and advisors can help you understand your needs and help you find the right program for you. We also offer a growing number of financial awards, bursaries, and scholarships, as well as other support services, including career workshops. Whatever your goals, invite you to join us on the exciting path of lifelong learning.


Dr. Judith Potter

Dean of Continuing Studies, McGill University

2.2 Key Dates, 2014-2015

These dates are a general guideline. See www.mcgill.ca/importantdates for a complete list. Check [Class Schedule](#) for the precise dates of your course.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline.	Canadian/Permanent Residents: May 1, 2014 International Students: March 1, 2014	Canadian/Permanent Residents: September 1, 2014; International Students: July 1, 2014
Registration using Minerva for returning Continuing Education Faculty of Education students.	April 8, 2014	April 8, 2014
Registration using Minerva for courses and programs for returning program students.	June 10, 2014	October 9, 2014
Registration using Minerva	June 17, 2014	October 16, 2014

LECTURES	Fall Term	Winter Term
 IMPORTANT NOTE: On Thursday December 4, 2014, the normal "Thursday" schedule of course lectures, labs and tutorials will be replaced by a "Monday" schedule to compensate for a shift of Mondays in the Fall Term.		
EXAMINATIONS	Fall Term	Winter Term
Examination period	December 8-19, 2014	April 16-29, 2015
Application deadline for deferrals	January 15, 2015	May 15, 2015
STATUTORY HOLIDAYS		
National Patriots' Day (<i>Journée nationale des patriotes</i>)	May 19, 2014	
La Fête Nationale du Québec	June 24, 2014	
Canada Day	July 1, 2014	
Labour Day	September 1, 2014	
Thanksgiving	October 13, 2014	
Christmas and New Year	December 25, 2014 – January 2, 2015	
Study Break	March 1-7, 2015	
Easter	April 3 and April 6, 2015	

2.3 School of Continuing Studies Administration and Governance

2.3.1 School of Continuing Studies

DEANS

Judith Potter; B.Sc.(J), M.Ad.Ed.(St. FX), Ed.D.(Tr.)

Dean

James Archibald; B.A.(McG.), B.Ph.(Mont) M. s. L., Dr. ès. Sc. (Lille), Ph.D.(Mont)

Associate Dean (Academic)

ADMINISTRATIVE SERVICES

Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.)

Manager, Finance and Operations

Kathy-Ann Sendekki; B.Com.(Ca), CHRP

Human Resources Adviser

Chelsea Lumiere

Development Associate

Elana Trager; B.Com.(McG.)

Senior Marketing/Communications Adviser

Pierre Larouche; B.B.A.(UQ), M.Sc.(HEC Montreal)

Business Services Consultant

Antoinette Greco; Cert. Mgmt.(McG.)

Assistant to the Associate Dean (Academic)

Administrative Assistant and Building F 0 1 368.319 275 Tfl 0 0 1 321. 0 0 1 321.5 21

CLIENT SERVICES

Lucia Chimienti; B.A.(C'dia)	Student Records and Accounts Officer
Johnny Martuccio; B.Com.(McG.)	Manager, Student Records, Registration and Accounts
Mary Rubiano	Graduate and Undergraduate Program Adviser
Robert Guiguis; B.A.(C'dia)	Graduate and Undergraduate Program Adviser

CAREER AND PROFESSIONAL DEVELOPMENT

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)	Director
Inna Popova; B.A.(V.N. Karazin Uni.), Cert HR Fnd (C'dia)	Associate Director, Professional Development and Corporate Training
Dawne Ramsay; B.A.(McG.), G.D.I.A., M.A.(C'dia)	Program Manager
Lucia Brunetti; B.A.(C'dia), M.A.(Guelph)	Program Administrator
Kevin Parent; M.B.A.(McG.), CPA/CPGA	Coordinator, Accounting, Finance and Taxation
Hang Lau; B.Sc.(Chinese HK), M.Sc., Ph.D.(McG.)	Coordinator, Information Technology and Supply Chain Management
Maha Daoud; B.A.(I'HEQ, unisia), M.E.(ESC, unisia), M.Sc.(HEC Montr) CHRP	Coordinator, Human Resources Management and Leadership
Kamal Salmasi; B.Sc., M.B.A.(Fran), D.B.(Car.), Ph.D.(McG.)	Coordinator, Management, International Business and Entrepreneurship
Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr) P.R., F.C.P.R.S.	Coordinator, Public Relations and Marketing
Paul-Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr)	Coordinator, Mathematics and Statistics

LANGUAGE AND INTERCULTURAL COMMUNICATION

FirasAlhafidh; B.A.(Jordan), M.A.(Chile), DEA(Spain) ()	Director
Effie Dracopoulos; B.A.(C'dia), M.Ed.(T LUQ)	Program Coordinator, Part-Time English Language Program and Special Projects
Kevin Callahan; B.A.(Or), M.A.(C'dia), Cert TESL(McG.)	Program Coordinator, Intensive English - Language and Culture Program
Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)	Academic Coordinator, Language Programs
Nadine Wielgopolski; B.A.(Ott.), M.A.(Ott.)	Faculty Lecturer - Partnerships Development
Verena Waterstradt; B.Adm.(Germany) ()	Program Administrator
Isaac Garcia-Sitton; B.A., M.B.A.(Lindero) ()	Program Administrator
Benjamin Isaac; B.A.(C'dia), M.FA.(MIUAD)	Assistant Program Administrator

FACULTY PARTNERSHIPS AND SUMMER STUDIES

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr)	Director
Jasna Hanic; B.Com.(McG.), M.Sc.(UQAM)	Program Administrator

TRANSLATION AND WRITTEN COMMUNICATION

James Archibald; B.A.(McG.), B.Ph.(Montr) M. s L., Dr ³ cy.(Lille), Ph.D.(Mont)	Director
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MCGILL WRITING CENTRE

Sue Laver; B.A.(S. Fraser), M.A.(Anglia), Ph.D.(McG.)	Director
---	-----------------

PERSONAL AND CULTURAL ENRICHMENT / MCGILL COMMUNITY FOR LIFELONG LEARNING

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

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Teaching Faculty

BOGDAN, Miruna	French
BOISRAND, Frederic	Public Relations
BORSELLINO, Carmen	English
BOUFRAHI, Samira	Spanish
BRAZEA U, Guy	Aviation Management
BREUER, Robert	Translation
BROOKWELL, Ilya	English
BROSSEAU, Ann	Applied Social and Organizational Psychology
BROWN, Grant	Mathematics
	Business

Teaching Faculty

FOUFA, Mohammed	Condominium Building and Maintenance Management
FRASER, James	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
FRAULEY, Mary	English
GADBOIS, Manon	French
GAGNON, Gilles	Translation
GARNEAU, Charles	Entrepreneurship
GAUTHIER, Sylvain	Project Management
GAVRILA-ALEXANDRESCU, Dana	French
GAVRIN, Victor	Mathematics
GHAZI, Kamren	English
GIACCARI, Domenic	Accounting
GIBBS, Howard	Public Relations
GILPIN, Andrea	Public Relations
GIORDANO, Maria Graciela	Spanish/Translation
GIRERD, Noemie	French
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GNIWISCH, Pinny	Information Technology
GODAWA, Christopher	English
GOLDSMAN, Larry	Accounting
GOLLNER, Andrea	Public Relations
GOLOVINA, Galina	Mathematics
GRADEK, John	Supply Chain Management
GRAHAM, Jim	Mathematics
GRAVEL, Claude	Mathematics
GRAY, David	Leadership
GREEN, Joy	English
GREENAWAY, Fran oise	French
GREENFIELD, Kathleen	Written Communication
GREGORIAN, Greg	Finance
GRIFFIN, Martin	Aviation Management
GROULX, Devaki	English
GROULX, Jean-Fran ois	French
GUAY, H I ne	Health & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUILHAUMON, Huguette	Public Relations
GUZEYEV A, Kateryna	Translation
HAMBLETON, Sonia	English
HANNA, Peter	Project Management
HANNON, Una	English

Teaching Faculty

HARPP, David	Chemistry
HAUTECOEUR, Nathaniel	English
HAVAS, Michael	Information Technology
HENDERSON, Kate	Public Relations
HERBELLES, Nathalie	Aviation Management
HEWLIN, Jay	Applied Social and Organizational Psychology
HIRST, Elizabeth	Public Relations
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
JETT, Karine	Spanish
JOLI-COEUR, Yves	Condominium Law
JUSKOW, Rick	English
KAHY AOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KARACHAVA, Eva	English
KASSABIAN, Hagop	English/Written Communication
KELLER, Wendy	Marketing
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
KYRATAS, Louise	English
LABB, Marie-Claude	French
LABELLE, Robert	English
LAING, Stephen	Marketing
LANGER, Corinna	English
LANGEVIN, Michael	English
LANGSTON, Catherine	English

Teaching Faculty

LA ROCCA, Gerry	Accounting
LAU, Hang	Information Technology
LAVER, Sue	Written Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English
LET OVSKY, Steven	Marketing
LEVEY, Margaret	English
LIMA, Adriana Monteiro	English
LISSOUBA, Daniele	French
LORIA-M LO, Alicia	Translation
LUKCA, John	Management Psychology
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
LYTHGOE, Diego	Supply Chain Management
MACDONALD, Stephen	English
MACKENZIE, Ken	Mathematics
	English

Teaching Faculty

MONTY, Pascale-Isabelle	Accounting
MOORE, Karl	Aviation Management
MOSCHELLA, Walter	Accounting
MOSCOVITZ, David	Marketing
MUSCOTT, Adam	Information Technology
MYLES, Robert	Written Communication
NAVARRO, Aura	Translation
NAYER, David	Accounting
NEPVEU, Denise	English
NG WAN, Melissa	Risk Management
NIZAMI, Tariq	Information Technology
NOBEL, Ralph	Marketing
NOROOZI, Nasim	English
NOWAK, Anita	Public Relations
NOZETZ, Lewis	Supply Chain Management
NUNES, Maria	Mathematics
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PAPASTEFANO, Nicolette	Public Relations
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PENGELLEY, Heather	Written Communication
PHILIE, Jocelyne	French
PHILLIPS, Christine	English
PICARD, Genevieve	French
PICKERING, Victoria	Public Relations
PITTS, Charles	Public Relations
POISSON, Sonia	English
POPOVA, Emilia	Written Communication
PORRELLO, Robert	Accounting
PRAHOVA, Alma	Information Technology
PRESCESKY, Jill	English
PROKOPSKI, Gregory	Information Technology
PROULX, Jean-Louis	Management
QUE, Christine	English
QUESNEL, Charles	Information Technology
RACO, Caterina	Accounting
RADFORD, Kathy	Translation
RAMOS, Miguel	Aviation Management
REICH, Edwina	Mathematics

Teaching Faculty

STANLEY , Kevin	English
STARK, Robin	Auditing
STEPHAN, Yvette	French
STUY, Melanie	English
SUISSA, Zina	Applied Social and Organizational Psychology
SUSEL, Roman	Accounting
TAJUELO, Telesforo	Translation
TALLA, Malleswara	Information Technology
TENENBAUM, Lawrence	Accounting
THEOPOULOS, Spiro	Management
THORPE, Graham	Information Technology
TINSLEY , Maureen	English
TOKAI, Patricia	English
TONDINO, Melina	Human Resources
TRIASI, Jack	Taxation
TRIHEY , Kelly	Finance
TROY, Philip	Supply Chain Management
TURCOTTE, Michel	Finance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Eg an	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
WEBER, Monica	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITTAKER, Gary	Entrepreneurship
WIELGOPOLSKI, Nadine	French
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English/Written Communication
WONG, Gordon	English
WONG, Stephen	Finance
ZAJDMAN-BORDEN, Karen	Accounting
ZAMORANO, Daniel	Translation
ZANE, Charles	Accounting

Teaching Faculty

ZBILY, Albert

International Business

ZOWALL, Hanna Sofia

Health & Social Services

2.5 Contact Us

Contact Us

[w](#)

Telephone: 514-398-5212
Fax: 514-398-5224
Email: pace.s@mcgill.ca
Website: www.mcgill.ca/continuingstudies/academic-area/pace

McGill Community for Lifelong Learning

Telephone: 514-398-8234
Fax: 514-398-2757
Email: mcll.s@mcgill.ca
Website: www.mcgill.ca/continuingstudies/academic-area/mcgill-community-lifelong-learning-0

Faculty of Education

Certificate in Inclusive Education
Diploma in Human Relations and Family Life Education
Graduate Certificate in Counselling *Applied to Teaching*
Department of Educational and Counselling Psychology
Dean Thomson
Telephone: 514-398-4248

Programs for First Nations & Inuit
Department of Integrated Studies in Education
Tina Schiavone
Telephone: 514-398-1340

2.5.2 Office Hours

Academic Areas: Regular hours

Monday to Friday 09:00–17:00

Client Services: Regular hours

Monday to Thursday 09:00–18:15
Fridays, 09:00–17:00

Exceptions: Kindly consult our website at www.mcgill.ca/continuingstudies/client-services for the most up-to-date hours.

3 Getting Started

3.1 Admission Requirements

The admission requirements for programs offered through the School of Continuing Studies. Please consult the appropriate academic area for the admission requirements for the program to which you wish to apply.

3.2 Programs of Study

3.2.1 Undergraduate Programs

Programs requiring formal admission include:

3.2.1.1 Bachelor of Commerce (Part-Time)

For more information, see the eCalendar of Continuing Studies section under [Area of Study > Career and Professional Development > Career and Professional Development \(Undergraduate Certificate Programs Part-Time B.Com.\) > Section 4.1.2.2 : Bachelor of Commerce for Part-Time Students](#).

3.2.1.2 Business and Professional Programs

For more information, see the eCalendar's [Continuing Studies](#) section under [Area of Study](#) > [Career and Professional Development](#) > [section 4.1.2: Undergraduate Certificate Programs Part Time B.Com.](#)

Business and Professional 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 Analysis and Design

3.2.1.3 Education

For more information, see the eCalendar's [Continuing Studies](#) section under [Area of Study](#) > [Education](#) > [section 4.3.3 : About Education Programs.](#)

Education Programs

- [section 4.3.3.5.2](#) : Diploma in Human Relations and Family Life Education (30 credits)
- [section 4.3.3.7.1](#) : Certificate in Inclusive Education (30 credits)
- [section 4.3.3.8.1](#) : Certificate in Education for First Nations and Inuit (60 credits)
- [section 4.3.3.8.2](#) : Certificate in Education for First Nations and Inuit Physical Education (60 credits)
- [section 4.3.3.8.3](#) : Certificate in Aboriginal Literacy Education (30 credits)
- [section 4.3.3.8.4](#) : Certificate in Middle School Education in Aboriginal Communities (30 credits)
- [section 4.3.3.8.5](#) : Certificate in First Nations and Inuit Educational Leadership (30 credits)
- [section 4.3.3.8.6](#) : Bachelor of Education for Certified Teachers - Elementary Education - Native and Non-native (90 credits)
- [section 4.3.3.8.7](#) : Certificate in Aboriginal Education for Certified Teachers (30 credits)
- [section 4.3.3.8.8](#) : Certificate in First Nations and Inuit Student Personnel Services (30 credits)

3.2.1.4 Language and Intercultural Communication

For more information, see the eCalendar's [Continuing Studies](#) section under [Area of Study](#) > [Languages](#) > [section 4.5.4 : The Language and Intercultural Communication Unit - English Language Programs](#) and [section 4.5.5 : The Language and Intercultural Communication - French Language Programs.](#)

Language and Intercultural Communication

- [section 4.5.4.2](#) : Certificate of Proficiency - English for Professional Communication Overview (30 credits)
- [section 4.5.5.2](#) : Certificate of Proficiency - French for Professional Communication Overview (30 credits)
- [section 4.5.4.3](#) : Intensive English Program: Certificate of Proficiency in English - Language and Culture Overview (Non-credit)
- [section 4.5.5.3](#) : Intensive French Program: Certificate of Proficiency in French - Language and Culture Overview (Non-credit)

Graduate Certificates

- [Section 4.1.3.1.15.9 : Graduate Certificate in Leadership](#)
- [Section 4.1.3.1.15.10 : Graduate Certificate in Marketing](#)
- [Section 4.1.3.1.15.11 : Graduate Certificate in Operations Management](#)
- [Section 4.1.3.1.15.12 : Graduate Certificate in Professional Accounting](#)
- [Section 4.1.3.1.15.13 : Graduate Certificate in Public Relations Management](#)
- [Section 4.1.3.1.15.14 : Graduate Certificate in Taxation](#)
- [Section 4.1.3.1.15.15 : Graduate Certificate in Treasury Finance](#)

Diploma Programs

- [Section 4.1.3.1.3 : Diploma in Accounting](#)
- [Section 4.1.3.1.4 : Diploma in Applied Finance](#)
- [Section 4.1.3.1.5 : Diploma in Applied Marketing](#)
- [Section 4.1.3.1.6 : Diploma in Health and Social Services Management](#)
- [Section 4.1.3.1.7 : Diploma in Human Resources Management](#)
- [Section 4.1.3.1.8 : Diploma in Integrated Aviation Management](#)
- [Section 4.1.3.1.9 : Diploma in Internet Business Technology](#)
- [Section 4.1.3.1.11 : Diploma in Management-General](#)
- [Section 4.1.3.1.12 : Diploma in Public Relations and Communications Management](#)
- [Section 4.1.3.1.13 : Diploma in Supply Chain and Operations Management](#)
- [Section 4.1.3.1.14 : Graduate Diploma in Taxation](#)

3.2.2.2 Education

For more information, see the [eCalendar of Continuing Studies](#) section under [Area of Study](#) > [Education](#) > [Section 4.3.3 : About Education Programs](#).

Education

[School of Continuing Studies Applied to Teaching](#) [4E84461a-0367-f54e-4e16-778e12e5a01093.com>1-1634103-0-93amCfDgnBT0e93l G O g BT.0693 I](#)

3.2.2.3 Translation

For more information, see the [eCalendar of Continuing Studies](#) section under [Area of Study](#) > [Translation and Written Communication](#) > [Section 4.8.4: About Translation and Written Communication](#) [a5464 Tm\(4.8.4\)Tj0 0 1 g0 0 1 RG/F2 8.1 Tf1 0 0ion a5464 3f497e8.1 Tf1 0 039.26 Tm\(amxatoj0nd](#)

3.2.3 Non-Credit Programs

Programs not requiring formal admission include:

3.2.3.1 Language and Intercultural Communication

For more information, see the eCalendar's [Continuing Studies](#) section under [Areas of Study > Languages > The Language and Intercultural Communication Unit - English Language Programs > section 4.5.4.4 : Online English Program](#) and [The Language and Intercultural Communication Unit - French Language Programs > section 4.5.5.4 : Online French Program](#).

Language and Intercultural Communication

[section 4.5.4.4.1 : Certificate of Proficiency in Written English – Workplace Communication Overview](#) (Non-credit)

[section 4.5.5.4.1 : Certificate of Proficiency in Written French – Workplace Communication Overview](#) (Non-credit)

[section 4.5.4.5 : Certificate in Teaching English to Speakers of Other Languages \(TESOL\) \(12 CEU\)](#) (Non-credit)

3.2.3.2 Professional Development

For more information, see the eCalendar's [Continuing Studies](#) section under [Areas of Study > Career and Professional Development > section 4.1.4: Professional Development and Non-Credit Offerings \(CEU and Other\)](#)

Professional Development Program

[section 4.1.4.5 : Certificate in Condominium Management \(Non-Credit\)](#)

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 [applying](#). 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 Avenue Street

Montreal Qso be obtained from:

Application Deadlines for all programs

Winter term

Canadian/Permanent Residents: September 1
International Students: July 1

Spring term

Canadian/Permanent Residents: January 1
International Students: September 1

4. Make arrangements for official transcripts to be sent directly from the institution where the course is taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at: www.mcgill.ca/continuing-studies/en/inside-ne/being-admitted/being-ad/advanced-standing. It is also available at the Client Services Office.

3.8.2 Exemption by Examination (for Career and Professional Development Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training to undertake a program that requires the requisite level of knowledge needed.

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

- corequisite courses to the program;
- or
-

Once you receive your Admission letter from McGill University, you should start the application process for the *École de la Santé* at *Université de Montréal*.

3.10 Special Student Status: Undergraduate Courses

This applies to all programs.

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. If you are under 18 years of age, you may register on the condition that you have already completed your Diplôme d'études collégiales (DEC).

If you are interested in taking courses without necessarily committing yourself to completing a certificate, you may do so as a "Special Student" but must nevertheless have the prerequisite qualifications required for the course and meet the admission criteria.



Note: The number of courses a Special Student is limited. Students are encouraged to apply to a program before completing four courses. The School of Continuing Studies has the ability to recognize credits earned by Special Students upon completion of a certificate program.

For details on how to register in courses, please consult the website www.mcgill.ca/continuingstudies/en/independent-students.

3.10.1 Documents Required to Register for Undergraduate Courses

For more information, see [Programs and Undergraduate Requirements > Undergraduate Requirements and Resources > Continuing Studies > Registration for Continuing Studies](#) > [Section 1.3.3 : Other Ways to Register](#).

3.11 Special Student Status: Graduate-Level Courses

This applies to all programs.

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies to be admitted to a graduate course.



Note: The number of courses a Special Student is limited. Students are encouraged to apply to a Diploma program before completing (4) courses and to a Graduate Certificate program before completing the School of Continuing Studies has the ability to recognize credits earned by Special Students upon completion of a Diploma or Graduate Certificate program.



Note: Other academic qualifications may apply to Special Students, depending on the courses in which you register.

For further information please refer to the academic section of this publication or to the website: www.mcgill.ca/continuingstudies/en/independent-students. Special students who wish to register for graduate-level courses must see an adviser prior to registration.

3.11.1 Documents Required to Register for Graduate-Level Courses

For more information, see [Programs and Undergraduate Requirements > Undergraduate Requirements and Resources > Continuing Studies > Registration for Continuing Studies](#) > [Section 1.3.3 : Other Ways to Register](#).

3.12 Professional Associations

The School of Continuing Studies is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Studies courses and programs awarded diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements and students must follow the regulations of their association especially regarding fees, marks and other examination conditions. The School cooperates with the following organizations:

Association of Administrative Assistants

Qualified Administrative Assistant Programme (Q.A.A.)

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

Its mission is to assist members in the 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 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 Process.

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

To obtain important information on program requirements, please visit our website or contact the National Director at email: registrar@aaa.ca.

Autorit des Marchs Financiers

The School of Continuing Studies at McGill University offers courses in "Personal-lines and Commercial-lines damage insurance" and "Personal-lines and Commercial-lines damage insurance". To receive a representative certificate (agent) or a certificate in claims adjustment, you must first contact the Autorit des Marchs Financiers. Before registering for courses at McGill, it is necessary to first contact the Autorit des Marchs Financiers to find out the minimum requirements. You must contact them by calling: 1-877-525-0337 or by visiting them on the website: www.amf.qc.ca. For more information on the courses at McGill, call: 514-398-1030.

Canadian Institute of Management

The Canadian Institute of Management is Canada's senior management association 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, Ontario.

The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities 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 Certified in Management, Professional Management 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

Website (Quebec): www.cim-icg.ca (T) 1 514 398 1030 (T) 1 877 525 0337 (F) 514 398 1030

Students holding a bachelor's degree and both the Certification Examination and the Graduate Diploma Examination may apply for an exemption in order to have access to the professional designation.

Those wishing to apply for admission as students should contact the admission secretary at 231-4845-1480, 265-481231.

For enquiries about the certification process, please contact the certification coordinator at 231-4845-1480, 265-481231.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal QC H3A 2S9

Fax: 514-845-9903
Email: info@otaq.org
Website: <http://otaq.org>

Project Management Institute (PMI)

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

McGill University's School of Continuing Studies has been an approved provider of project management training by the PMI. Certain courses and seminars in project management offered by the School may lead to PDU credit for PMI members.

For more information about the PMI, please visit www.pmi.org or contact:

Telephone: 610-356-4600 (menu option 8)
Fax: 610-356-4647
Email: customer_care@pmi.org

Purchasing Management Association (PMAC)

The Purchasing Management

Soci t  Qu b coise des Professionnels en Relations Publiques

This association recognizes McGill's public relations programs. Students interested in membership or further information about the organization should contact:

Soci t  qu b coise des professionnels en relations publiques
725 Alexandra, Suite 106
Montreal QC H2R 2Y9

Telephone: 514-845-4441

Fax: 514-842-4886

Email: info@spp.ca

Website: www.spp.ca

3.13 Glossary

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

Bachelor's Degree: A degree that normally takes four years to complete.

4 Areas of Study

4.1 Career and Professional Development

Career and Professional Development at the Sc

- 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
-

There are no external prerequisite courses to the program, which means that taking certain required courses in this program. Students who to apply for advanced standing for prerequisite courses must complete a standing form at the time of admission, may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program

Prerequisites

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

* or the Exemption by Examination test

Corequisites

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

* or the Exemption by Examination test

Required Courses (24 credits)

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

Complementary Courses (6 credits)

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

4.1.2.1.2 CPA Contact Information

Ordre des CPAs du Québec
 Telephone: 514-288-3286/62615
 Email: candidaCPA@cpa-quebec.com
 Website: <http://cpa-quebec.com/becoming-a-cpa>

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 innovative 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 no external prerequisite courses to the program, which means that 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. 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

Corequisite Courses

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

* or the Exemption by Examination Test

Required Courses (21 credits)

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions
CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Finance 2
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Finance 1

Complementary Courses (9 credits)

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

4.1.2.1.3 Certificate in Applied Marketing

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

4.1.2.1.3.1 Certificate in Applied Marketing (30 credits)

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

Required Courses

CMRK 200	(3)	Fundamentals of Marketing
----------	-----	---------------------------

CMRK 225	(3)	Marketing Statistics and Research
CMRK 230	(3)	Personal Selling and Customer Service
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behavior
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
		Marketing 3 sgk

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

The Certificate in Health and Social Services Management provides 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 health services in terms of both efficiency and human criteria.

Required Courses (30 credits)

CACC 520	(3)	Accounting for Management
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 Writing
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 the Certificate program, students will explore some 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.

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 380ORGB 38423	(3)	Cross Cultural Management

The Certificate in Management presents a broad range of underlying disciplines, and an introduction to the functional areas of the certificate with the appropriate credits. The completion of this certificate with the appropriate credits 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)	Finance 1
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)	Finance 2
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 for credit in the certificate program.

Revision, June 2014. End of revision.

4.1.2.1.8 Certificate in Marketing

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

This certificate introduces students to theories and concepts 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 the 2014-2015 academic year.

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area of 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

* 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 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)

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) has changed the way publics and organizations communicate. Increased consciousness by companies of their social and corporate responsibility and greater accountability to stakeholders, has led to awareness in both the corporate and the profit-sector organizations need to rely on the advice and services of well-trained professional communicators. The program content is continually updated with best practices. Students have opportunities to discuss and

CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

Complementary Courses (6 credits)

6 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 228	(3)	Event Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business

4.1.2.1.10 Certificate in Risk Management

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

This certificate will increase the knowledge and educational excellence of risk managers and others seeking an education in risk management.

4.1.2.1.0.1 Certificate in Risk Management (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

The key areas addressed in the Certificate in Risk Management are organization, statistics, economic risk management and insurance. Completion of this certificate satisfies most of the educational requirements of the Institute of Risk Management for the Risk and Insurance Society (RIMS) Fellowship designation.

Required Courses (21 credits)

BUSA 364	(3)	Business Law 1
CCOM 205	(3)	Communication in Management 1
CEC2 532	(3)	Business Economics
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing
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 high computing qualifications and provides a solid foundation in the concepts and techniques required for the planning, design, and development of software applications and systems; and applied computer networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume positions in the field of information technology: data center operations support, development and maintenance specialist, 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 Algorithms
CCCS 321	(3)	Operating System 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

4.1.2.1.1.2 Certificate in Supply Chain Management and Logistics

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

4.1.2.1.2.1 Certificate in Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and the Production and Inventory Control set will provide students with a strong background in many supply chain environments and will lead them to a CPIM designation offered by APICS, provided that the students pass the examination. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them to 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 12 represents CEU credit weight and not 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 the 2014-2015 academic year.

This certificate provides a solid foundation in the concepts and techniques required for the analysis 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 the 2014-2015 academic year

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

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 (24 credits)

CCCS 300	(3)	Programming Techniques 1
		Database Design and Business Applications De

Students in the following two categories (section 4.1.2.2:CEGEP Diploma (DCS) Applicants and section 4.1.2.3:Transfer Applicants) apply through Enrolment Services using the online application found at www.mcgill.ca/admissions

4.1.2.2.2 CEGEP Diploma (DCS) Applicants

CEGEP Diploma (DCS) Applicants must have completed, within the past years, Calculus 1, Calculus 2, and Algebra (Mathematics – OOUN, OOUP, OOUQ or 201- NY 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a C or better

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

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

4.1.2.2.3 Transfer Applicants

Transfer Applicants (who have studied at another Quebec university) with an average results must have completed, within the past years, Calculus 1, Calculus 2, and Linear Algebra at CEGEP with a competitive "R," or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college.

4.1.2.2.5 Inter-faculty Transfers

Inter-faculty Transfers: McGill students applying to transfer to the B.Com. program must complete Calculus 1, Calculus 2, and Algebra prior to application. A minimum 3.30 CGPA is required on the mathematics and all other courses taken at McGill. Further information may be found at www.mcgill.ca/desautelsprograms/bcom/cn/en/entr/en/transfer. The online application can be found on www.mcgill.ca/minerva. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

4.1.2.2.6 Regulations and Advising

Information concerning the faculty regulations and procedures may be obtained from the Undergraduate Faculty of Management section of the eCalendar publication at www.mcgill.ca/ty.

All students will be advised and their programs approved by the Desautels Faculty of Management. The courses will only be part of a program if you have been officially accepted. Correspondence and enquiries should be addressed to:

Student Affairs Office, B.Com. Program
Desautels Faculty of Management
1001 Sherbrooke Street West
Samuel Bronfman Building, CNF 110

In order to complete a concentration, the student must achieve a 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 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 a 15-credit program at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)

- Accounting
- Entrepreneurship
- Information Systems
- Marketing
- Organizational Behaviour

Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management and Strategic Management are also available with some daytime studies required.

Major Programs

Majors in Management	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

Majors (Part-Time Program)

- Accounting
- Information Systems
- Marketing

Majors in Economics, Finance, Labour Management Relations and Human Resources, Managing for Sustainability (Major Concentration), Organizational Behaviour, Psychology and Statistics (Major Concentration), and Strategic Management are available. Significant daytime studies are required. Please refer to the eCalendar publication [online at: www.uvic.ca/continuingstudies](#) for additional information regarding these majors.

4.1.2.3.1 Core Program

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

Core Courses		
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 423	(3)	Strategic Management
MGCR 472	(3)	Operations Management

Complementary Courses (9 credits)

To be chosen from:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 465	(3)	Technological Entrepreneurship
FINE 342	(3)	Finance 2
INSY 331	(3)	Managing Information Technology
INSY 432	(3)	IT in Business
MGPO 365	(3)	Business-Government Relations
MGPO 432	(3)	Topics in Entrepreneurship
MGPO 438	(3)	Social Entrepreneurship and Innovation
MGPO 440	(3)	Strategies for Sustainability
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 460	(3)	Managing Innovation
MRKT 365	(3)	New Products
MRKT 451	(3)	Marketing Research
MRKT 455	(3)	Sales Management
ORGB 321	(3)	Leadership

4.1.2.4.3 Bachelor of Commerce (B.Com.) — Concentration in Information Systems (15 credits)

Mentors: Please consult the Bachelor of Commerce website at <http://uic.edu/colleges/business/programs/bcom/academics/courseinfo>

The Information Systems (IS) concentration is an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to transform all functions of organizations in every economic sector. This concentration emphasizes the importance of the interrelationships across technology, and systems. The objective is to prepare students for the effective

INSY 444	(3)	Managing Knowledge with Information Technology
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce
INSY 455	(3)	Technology and Innovation for Sustainability

4.1.2.4.4 Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)

Mentors: Please consult the Bachelor of Commerce website <http://mcgill.ca/ceas/bcom/programs/bcom/academics/courseinfo>

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically find employment in the fields of product management, advertising, sales management, brand management, pricing, marketing research, distribution, and retailing. The Marketing concentration provides a balance between courses focusing on fundamental, theoretical, and practical aspects and courses with a strong practical and applied orientation.

Required Courses (12 credits)

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

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

Mentors: Please consult the Bachelor of Commerce website <http://mcgill.ca/ceas/bcom/programs/bcom/academics/courseinfo>

The Organizational Behaviour concentration provides an opportunity for students to increase their understanding 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 resources 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

INSY 333	(3)	System Analysis and Modeling
INSY 341	(3)	Developing Business Applications
INSY 432	(3)	IT in Business
INSY 437	(3)	Managing Data & Databases
INSY 450	(3)	Information Systems Project Management

4.1.2.6 About Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs of the *Career and Professional Development* unit, applicants must hold a CEGEP diploma (Diploma of College 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. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school diploma certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow satisfactory completion of the qualifying program, provided that all other admission criteria are met. Students 18 years of age without a CEGEP diploma will not be admitted to a certificate program or 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 College 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 diploma certificate may be accepted into a qualifying program to be determined by the department. Formal admission to the certificate program will normally follow 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. Students may submit written work that is to be graded in English or French, except in cases where knowledge of the language is one of the subjects 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 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, it is the right to require proof of English proficiency if it is deemed necessary. Early on, you will find information on when proof of proficiency is required.

If you answer "yes" to any of the following statements, you do not necessarily need to provide proof of English proficiency, but you 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 primary language?
- Have you completed both Secondary 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 (Baccalauréat International)?
- Have you or will you complete International Baccalaureate (IB) with a final result of 5 or better?
- Have you or will you complete the British Curriculum English with a final grade of C or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O Level English, English Language, English First Language, or English as a Second Language with a final grade of B or better?

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

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

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

1. TOEFL (Test of English as a Foreign Language): minimum acceptable scores are:

IBT (internet-based test): 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening and speaking)



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

2. IELTS (International English Language Testing System): a band score of 6.5 or better
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.

Exemption by Examination

Thursday

April 2, 2015



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

4.1.2.6.7 Academic Regulations

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

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.

4.1.2.6.9 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program with the exception that a grade of D will be allowed on one elective course that is not a prerequisite to other courses in the program.

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

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to re-enroll in other courses or programs in the School of Continuing Studies.

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

4.1.2.6.10 Advanced Standing

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

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



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

4.1.2.6.11 Advanced Standing and Residency Requirement

Students who apply for admission to a diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the

applications and skills—while leading to a diploma and career-enhancing graduate certificates and diplomas, you give yourself an edge at work and in the marketplace. Invest in your future at the School of Continuing Studies.

4.1.3.1 Graduate Programs

Diploma and Graduate Diploma Programs (university degree required)

Academy 4.1.3.1.3 : Diploma in Accounting

Academy 4.1.3.1.4 : Diploma in Applied Finance

Academy 4.1.3.1.5 : Diploma in Applied Marketing

Academy 4.1.3.1.6 : Diploma in Health and Social Services Management

Academy 4.1.3.1.7 : Diploma in Human Resources Management

Academy 4.1.3.1.8 : Diploma in International Aviation Management

Academy 4.1.3.1.9 : Diploma in Internet Business Technology

Academy 4.1.3.1.10 : Diploma in Management

Academy 4.1.3.1.11 : Diploma in Management-General

Academy 4.1.3.1.12 : Diploma in Public Relations and Communications Management

Academy 4.1.3.1.13 : Diploma in Supply Chain and Operations Management

Academy 4.1.3.1.14 : Graduate Diploma in Taxation

Diploma in Management (30 credits), offered in eleven concentrations

Academy 4.1.3.1.10.1 : Diploma in Management-Entrepreneurship Concentration

Academy 4.1.3.1.10.2 : Diploma in Management-Health Care Concentration

Academy 4.1.3.1.10.3 : Diploma in Management-Human Resources Concentration

Academy 4.1.3.1.10.4 : Diploma in Management-International Business Concentration

Academy 4.1.3.1.10.5 : Diploma in Management-Internet Business Concentration

Academy 4.1.3.1.10.6 : Diploma in Management-Leadership Concentration

Academy 4.1.3.1.10.7 : Diploma in Management-Marketing Concentration

Academy 4.1.3.1.10.8 : Diploma in Management-Operations Management Concentration

Academy 4.1.3.1.10.9 : Diploma in Management-Public Relations and Communications Management Concentration

Academy 4.1.3.1.10.10 : Diploma in Management-Taxation Concentration

Academy 4.1.3.1.10.11 : Diploma in Management-Treasury Finance Concentration

Graduate Certificates

Academy 4.1.3.1.15.2 : Graduate Certificate in Entrepreneurship

Academy 4.1.3.1.15.3 : Graduate Certificate in Financial Planning

Academy 4.1.3.1.15.4 : Graduate Certificate in Health Care Management

Academy 4.1.3.1.15.5 : Graduate Certificate in Health Services Management

Academy 4.1.3.1.15.6 : Graduate Certificate in Human Resources Management

Academy 4.1.3.1.15.7 : Graduate Certificate in International Business

Academy 4.1.3.1.15.8 : Graduate Certificate in Internet Business

Academy 4.1.3.1.15.9 : Graduate Certificate in Leadership

Academy 4.1.3.1.15.10 : Graduate Certificate in Marketing

Academy 4.1.3.1.15.11 : Graduate Certificate in Operations Management

Academy 4.1.3.1.15.12 : Graduate Certificate in Professional Accounting

Academy 4.1.3.1.15.13 : Graduate Certificate in Public Relations Management

Academy 4.1.3.1.15.14 : Graduate Certificate in Taxation

Required Courses (21 credits)

CFIN 500	(3)	Financial Markets and Institutions
CFIN 507	(3)	Analysis of Financial Statements
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
		International Finance Introduction to International Finance

Admission Requirements – Diploma in Health and Social Services Management

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

4.1.3.1.6.1 Diploma in Health and Social Services Management (30 credits)

The Diploma in Health and Social Services Management will prepare students with a broad 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 services in terms of both efficiency and human criteria, planning, directing, and coordinating the services in hospitals, reception centers for the youth, local health centers, and other health and social establishments. Graduates will acquire knowledge and develop skills to work with other professionals, managing employees, purchasing equipment, as well as managing 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

4.1.3.1.7 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 4.1.3.1.1 : Admission Requirements - Diploma Programs](#), students must have a minimum CGP 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 the undergraduate degree.

4.1.3.1.7.1 Diploma in Human Resources Management (30 credits)

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

Upon successful completion of the program, graduates will meet the academic requirements of the Quebec Human Resources Professionals Association (ORHRI) and will normally be eligible to write the certification exam to obtain 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

4.1.3.1.8 Diploma in Integrated Aviation Management

The new Diploma in Integrated Aviation Management is designed to provide 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 4.1.3.1.1 : Admission Requirements-Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGP 3.0 out of 4.0 or 3.2 out of 4.0 in the last two full-time academic studies.

4.1.3.1.8.1 Diploma in Integrated Aviation Management (30 credits)

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

Required courses

Overview of the 21 Tm (v)Tj 1 t79g 34431 Tm (o years of)Tj 1 0 0 13Gield1 165.864 533.401 Tmyea

CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

Complementary 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.

4.1.3.1.102 Diploma in Management ± Health Care Concentration

Enrollment with Admissions will not be accepted for the 2014/2015 academic year.

Admission Requirements – Diploma in Management – Health Care Concentration

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

4.1.3.1.102 Diploma in Management — Health Care Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year

One glance at today's newspapers tells you the need for and application of management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

Note: 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 of Examinations

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CFIN 512	(3)	Corporate Finance
CHLC 500	(3)	Health and Social Service Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics

Complementary Course (3 credits)

3 credits from the following:

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 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

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

4.1.3.1.104 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](#).

4.1.3.1.104 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 to address issues such as international finance and international relations, international marketing or 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
		Introduction to International Finance

CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

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

4.1.3.1.105 Diploma in Management ± Internet Business Concentration

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

Admission Requirements – Diploma in Management – Internet Business Concentration

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

4.1.3.1.105 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 challenges that is being generated by the Internet and to adapt to a rapidly changing market.

Corequisites

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

* or the Exemption by Examinations

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	WebAnalytics 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)	WebApplication 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 referred and approved by Career and Professional Development.

4.1.3.1.106 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](#).

4.1.3.1.10.6 Diploma in Management — Leadership Concentration (30 credits)

You may have many skills, but to be an effective manager today you need to develop your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialized technique courses where you will develop and use your and influence, so you can become a change agent that will 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

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
		Marketing Principles and

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research Buyer Beha

CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

4.1.3.1.10.9 Diploma in Management ± Public Relations and Communications Management Concentration

This concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations and communications management.

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

In addition to the admission requirements stipulated in [Section 4.1.3.1.1 : Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or Business Administration.

4.1.3.1.10.9 Diploma in Management — Public Relations and Communications Management Concentration (30 credits)

The Diploma in Management with a Public Relations and Communications Management Concentration enhances students' communication skills, which will help them learn to supervise and work closely with communicators in the workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending a public relations career are advised to take the Diploma in Management with a Public Relations and Communications Management Concentration in order to equip themselves for professional practice. Courses in the Diploma in Management (Public Relations and Communications Management concentration) program are designed to assist students in gaining management students the opportunity to share their experiences with future public relations professionals. In addition, instructors are encouraged to invite all active practitioners in the field who will introduce students to guest speaker projects in industry.

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

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

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3 credits from:

CGM2 510	(3)	Project Management Tools & Techniques
CMIS 530	(3)	WebAnalytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-for-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

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

4.1.3.1.10 Diploma in Management – Taxation Concentration

Admission will not be accepted for the 2014-2015 academic year.

This concentration provides students with a more general view of taxation.

Admission Requirements – Diploma in Management – Taxation Concentration

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

4.1.3.1.10.1 Diploma in Management – Taxation Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

Students who have not previously had significant exposure to taxation will have the opportunity to view in the context of general business and taxation (and tax planning) as only one aspect of the decision-making process. The student will be taught about taxation as an important factor affecting business and to properly evaluate tax factors with business decisions without becoming a tax specialist.

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 (24 credits)

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
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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

4.1.3.1.1011 Diploma in Management ± Treasury ± Finance Concentration

Currently under review. Admissions will not be accepted for the 2014-2015 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](#).

4.1.3.1.1011 Diploma in Management – Treasury – Finance Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year

If you are not working in this challenging area or planning in this direction, this specialization will give you with an in-depth understanding of corporate finance and treasury management as well 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 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.

4.1.3.1.11 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](#).

4.1.3.1.1.1 Diploma in Management - General (30 credits)

The Diploma in Management - General represents a broad range of disciplines and an introduction to functional areas in management. It appeals to those who want to enter business or to those who are 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

Complementary Courses (9 credits)

3-6 credits from:

CPRL 533 (3) Communications in the Corporate Sector
Communications in the ~~Not~~-F

4.1.3.1.14 Graduate Diploma in Taxation

Can be undertaken if you have not been accepted for the 2014/2015 academic year

You will be learning practical skills that you can apply immediately whether you work

4.0 in the last two years of academic studies, or a Bachelor in a discipline with a minimum CGP 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 in a discipline and a Certificate in Finance with a minimum CGP 3.0 out of 4.0.

Prerequisite

CCTX 511 (3) Taxation 1

Note: Students who wish to apply for admission for prerequisite courses must complete a 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) Product Commercialization
CFIN 501 (3) Retirement, Estate and Planning
CPD2 505 (3) Risk Management and Insurance

4.13.1.15.4 Graduate Certificate in Health Care Management

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

This program provides an integrated base of management knowledge in the field of health and social service management.

4.13.1.15.4 Graduate Certificate in Health Care Management (15 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

Required Courses (12 credits)

CACC 523 (3) Financial Aspects of Health Care

a Certificate in Health and Social Service Management with a minimum GPA of 4.0 Applicants must pro

CPL2 532 (3) Leading Change

CPL2 534 (3) Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course for and appro

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

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

CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communication Strategic Approach
CMR2 566	(3)	Global Marketing Management

Complementary Course (3 credits)

3 credits from:

CCL3)3)Mark3)3)e182551.873Or anTjLw 0 1 85.67166(e182551.873y othr B500- orM600-leTj 1 0 0 1 151.586(e182551.873vTj 1 0

ACCT 687	(4)	Assurance Services
ACCT 689	(4)	Financial Business Analysis

4.13.1.15.13 Graduate Certificate in Public Relations Management

Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in 1.15.1 : Admission Requirements for Graduate Certificates, students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGP 3.0 out of 4.0 or 3.2 out of 4.0 in the last two full-time academic studies.

4.13.1.15.13 Graduate Certificate in Public Relations Management (15 credits)

Required Courses (12 credits)

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

Complementary Course (3 credits)

3 credits from:

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

4.13.1.15.14 Graduate Certificate in Taxation

Currently under review. Admissions will not be accepted for the 2014-2015 academic year.

Admission Requirements for the Graduate Certificate in Taxation

In addition to the admission requirements stipulated in 1.15.1 : Admission Requirements for Graduate Certificates, students must have a Bachelor of Commerce degree with a minimum CGP 3.0 out of 4.0 or 3.2 out of 4.0 in the last two full-time academic studies.

4.13.1.15.14 Graduate Certificate in Taxation (15 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year

This program provides a solid academic background in business, and is designed to prepare you with the specialized knowledge of taxation needed for today's changing business world.

Required Courses (9 credits)

CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes

CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management Tools & Techniques

4.13.1.15.15 Graduate Certificate in Treasury ± Finance

Current Admissions will not be accepted for the 2014-2015 academic year

4.13.1.15.15 Graduate Certificate in Treasury — Finance (15 credits)

Currently under review. Admissions will not be accepted for the 2014-2015 academic year

Required Courses (12 credits)

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

Complementary course (3 credits)

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.

4.1.3.2 Academic Regulations

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

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they are applying, may take Exemption by Examination test. Students who have completed one or more of the corequisite courses to the program, or one or more of the prerequisite courses that are not part of the program to which they are applying, are not eligible to take Exemption by Examination test.

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

Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 65% will not take the course(s) for which the test(s) was taken. Those who do not pass the Exemption by Examination test(s) will be permitted to repeat the test(s) in the course(s) for which the particular test was taken. Students will be notified in writing of their test results and for one academic year. Students may obtain an application form from Client Services, or visit the website:

www.mcgill.ca/continuingstudies/prerequisite-application-exemption-examination

An applicant may submit an Exemption by Examination application form to Client Services by mail or in person (no accepted) CAD\$100 (non-refundable) application fee (payable by credit card, debit card, certified cheque) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form details on the Exemption by Examination test, students should contact the Career and Professional Development unit.

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

Exemption by Examination	
Wednesday	August 13, 2014
Thursday	August 14, 2014
Wednesday	November 26, 2014
Thursday	November 27, 2014

Exemption by Examination

Wednesday	April 1, 2015
Thursday	April 2, 2015



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

4.1.3.2.1 Admission Procedures for all Programs

For more information, see [the calendar](#) under [Faculty & Schools](#) > [School of Continuing Studies](#) >

by the testing service to the Client Services Office (Admissions) of the School of Continuing Studies, 681 Sherbrooke Montreal

grade is deemed to be grade below that of a B-. Please note that an unsatisf

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 them at the following address:

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

Telephone: 514-845-6141
Website: www.oiq.qc.ca/en/PageAccueil.aspx

4.1.3.4 Language Requirements for Professions

For more information, see [Programs Courses and Undergraduate Requirements > Undergraduate Requirements and Resources > Continuing Studies > Graduation > Section 1.7.6 : 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.

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

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

b) **Curriculum Vitae**

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

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

Supporting documents should be sent to:

Client Services Office
Admissions and Outreach
McGill University
School of Continuing Studies
688 Sherbrooke Street West
Room 1125
Montreal, QC H3A 3R1
CANADA

See: www.mcgill.ca/continuingstudies/prospectus/undergraduate/graduate-programs/submitting-documents

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

The Career and Professional Development unit offers a wide variety of short-term courses and programs to meet the needs of professionals, as well as the general public. If you are interested in acquiring new skills or enhancing existing credentials, the Career and Professional Development unit offers engaging market-driven courses, seminars, and workshops taught by industry experts in areas such as Aerospace, Business Analysis, Condominium Management, Engineering, Intellectual Property Management, Public Speaking, Training and Development.

Please visit our website at mcgill.ca/continuingstudies/programsand-conferences/workshops for a complete summary of 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 marketing professionals
- Engineers and geologists
- Entertainment, Internet/software and publishing professionals
- IT professionals
- Lawyers and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Patent and trademark agents
- Pharmaceutical and biotech professionals
- Property management professionals
- Public speakers and speech writers
- Service industry professionals

4.1.4.2 General Information

4.1.4.2.1 Registration

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

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

4.1.4.2.2 Fees

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

4.1.4.2.3 Course Cancellations and Withdrawals

Professional Development reserves the right to cancel courses prior to the first lecture or class.

For non-credit courses carrying CEUs, students must notify Professional Development, in writing, of their intention to cancel registration. A cancellation fee will be assessed after the first day of class and before the third class or lecture. For more information on cancellation fees, please refer to the Professional Development website (www.mcgill.ca/continuingstudies/professional-development). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation of Intellectual Property courses, please see www.mcgill.ca/continuingstudies/professional-development/intellectual-property.

4.1.4.2.4 Grading and Evaluation

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

4.1.4.2.5 Professional Associations

Many of the courses are recognized by professional and industry bodies for accreditation of their designations or programs.

For more information, see [the calendar](#) under [Faculty & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Section 3.12: Professional Associations](#).

4.1.4.3 Course Offerings: Non-Credit Courses

Non-Credit Courses	
CBUS 204	Effective Public Speaking
CBUS 210D1/CBS 210D2	Comprehensive Business Analysis
CENG 221D1/CENG 221D2	Comprehensive Project Management
CENG 222	Risk Assessment: Ore Reserves & Mine Planning. For more information about this course, see the calendar under Faculty Partnerships & Summer Studies , see the calendar under Faculty & Schools > School of Continuing Studies > Areas of Study > Section 4.4.1 : General Interests .
CENG 223	Project Management: Bridging Theory and Practice
CENG 224	Agile Project Management

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 220	(4)	Professional Ethics in Management and Consulting
CBUS 221	(6)	Leading Sustainable Change
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

4.2 DELF/DALF

4.2.1 DELF (Diplôme de langues en langue française) / DALF (Diplôme approfondi de langue française)

Do you want to study at university in France or in another francophone country? Do you like to work in French in Europe? McGill University is the National Examination Centre in Quebec for official French language certifications intended in pursuing official recognition of their proficiency in French as a second or foreign language can obtain the *Diplôme de langues en langue française* (DEL) or the *Diplôme approfondi de langue française* (DALF) at McGill's School of Continuing Studies. Successful DEL/DALF candidates exempt from writing entry-language tests at all French universities, and both diplomas are recognized by the Council of Europe, by European universities in other francophone countries.

4.2.2 Location

Diplôme de langues en langue française
 Diplôme approfondi de langue française
 Telephone: 514-398-1484
 Fax: 514-398-1769

Email: rankaton.coned@mcgill.ca

Website: www.mcgill.ca/continuingstudies/programs-and-courses/language-learning-and-certification/delfdalf-certification



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

4.2.3 Administrator

Administrator

James Archibald; B.A.(McG.), B.Ph.(Montreal), M.S.L., Dr. ès Sciences (Lille), **Director, Translation and Written Communication**
 Ph.D.(Montreal)

4.2.4 Introduction

McGill University is the National Examination Centre in Quebec for the DEL/DALF and the *Diplôme de langues en langue française* (DEL), which has two levels, and the *Diplôme approfondi de langue française* (DALF) are given by the French Ministry of National Education to certify foreign candidates' skills in French. These diplomas are recognized by the Council of Europe and the *Immigration et des Communautés ethniques* in Quebec.

The DALF certifies the ability to successfully study in a French or francophone university. It exempts candidates from entry language tests in French universities.

The quality of the DELF and DALF certifications is recognized by French and European governments. There are DELF-DALF examination centres in 130 countries.

All candidates wishing to sit the DELF and DALF examinations must register with the Examination Centre at McGill University.

Centre de langues du Québec
 Translation and Written Communication
 688 Sherbrooke West, Suite 1181
 Montreal, Quebec H3A 3R1

Telephone: 514-398-1484
 Fax: 514-398-1769

4.2.5 Diplôme d'études en langue française (DELF) / Diplôme approfondi de langue française (DALF)

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

Description

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

DELF, level 1	
2 units:	-A1
	-A2

The DELF, level 2, covers the further development of these skills. It presents a general level 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.

DELF, level 2	
2 units:	-B1
	-B2

Conditions

The DELF is composed of four (4) units. The DALF is composed of two (2) units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma and not subject to appeal.

You can undertake the different units at your own pace; you will retain credit for all units that you pass. If you wish, you can spread your study of the units over several years, or you can attempt the units in the same session (from the two units of the DELF level 1). No previous diploma is required for a candidate to register for the DELF and DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at:

www.mcgill.ca/continuingstudies/programs-and-conferences/language-learning-and-certification/delfdalf-certification/registration

Telephone: 514-398-1484
 Fax: 514-398-1769
 Email: language.coned@mcgill.ca

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

McGill: www.mcgill.ca/continuingstudies/programs-and-conferences/language-learning-and-certification/delfdalf-certification/registration

More information about these can be found at:

France: *Centre international des études linguistiques* : DELF DALF
www.ciepl.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

DELF/DALF	Council of Europe	ALTE*
DALF C1	C1	4
DELF B2 (formerly UniAS and A6)	B2	3
DELF B1 (formerly UniAS and A4)	B1	2
DELF A2	A2	1
DELF A1	A1	

* Association of Language Tests in Europe

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? 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, paraprofessionals, and academic advisers with compelling coverage of many important education issues. Programs such as Human Relations and Education, Counselor Applied Teaching, and Inclusive Education expand professional horizons while equipping educators to better manage changing classroom realities.

First Nations and Inuit Education (FNIE) offers multiple programs in the area 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 certificate programs lead to initial teacher certification, the Bachelor of Education Teacher Certificate, 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: so.education@mcgill.ca

Website: www.mcgill.ca/continuing/education/academic-ar_ea/education

4.3.3 About Education Programs

As classroom and cultural realities change, in-service teachers and other educators can 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 develop new expertise in areas such as Counselor Applied Teaching; First Nations and Inuit education, language, and cultural issues; Inclusive Education; and Human Relations and 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

[Education 4.3.3.5.2 : Diploma in Human Relations and Family Life Education \(30 credits\)](#)

[Education 4.3.3.6.1 : Graduate Certificate in Counselling Applied to Teaching \(15 credits\)](#)

[Education 4.3.3.7.1 : Certificate in Inclusive Education \(30 credits\)](#)

[Education 4.3.3.8.1 : Certificate in Education for First Nations and Inuit \(60 credits\)](#)

[Education 4.3.3.8.3 : Certificate in Aboriginal Literacy Education \(30 credits\)](#)

[Education 4.3.3.8.4 : Certificate in Middle School Education in Aboriginal Communities \(30 credits\)](#)

[Education 4.3.3.8.5 : Certificate in First Nations and Inuit Educational Leadership \(30 credits\)](#)

EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality : Professionals
EDPC 504	(3)	Practicum: Inter viewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills

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Complementary Courses (9 credits)

Choose from the following:

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

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Methods
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 with students who have special needs.

Admission Requirements

To be eligible for admission, applicants must:

1. Either:

a) have a diploma of college studies (DECA) AND submit a letter from an educational institution indicating applicant as a teacher, non-teaching professional, or teaching assistant; or the applicant must be a parent or a community member;

or

b) have a teaching certificate from Quebec (signer) or equivalent;

or

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

2. Submit one letter of reference.

3. Submit a personal statement re: Crefica Stud Tm o 1 O nterv

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)	FieldWork 1
EDPI 540	(3)	FieldWork 2

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, 514-398-4248. Courses listed above are not necessarily offered on a regular basis. Check Moodle 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 Indigenous communities and institutions providing programs whose courses were either at McGill or off campus. FNIE works in collaboration with the Cree School Board, the Cree Education Centre, Kanehsatake Education Centre, and various other Indigenous communities in Quebec to develop teacher education and professional development programs. In addition, FNIE works with departments to meet other educational needs of Indigenous peoples.

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

For detailed descriptions of the requirements for these programs, please refer to the Faculty of Education section in the McGill University Calendar publication at www.mcgill.ca/facultyofeducation.

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 Cree School Board, the Cree School Board and various Mi'kmaq, Mohawk, Algonquin and education authorities.

Quebec graduates of this program are Quebec Minist re de l' ducation, du Loisir et du Sport (MELS) certification to teach at the elementary level in First Nations and Inuit schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Elementary Education - First Nations and Inuit Studies or Bachelor of Education - Certificate Program and consult the Program to determine Advanced Standing.

Time Limit

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit Studies is 12 years. The right to request that a student re-enroll in one or more courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

The following program requirements are for all students specializing in teaching education.

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 selected as described below

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

Algonquin

EDEC 234	(3)	Algonquin Second Language 2
EDEE 293	(3)	Algonquin Second Language 1
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2

Cree

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

Inuktitut

EDEE 249	(3)	Inuktitut Orthography and Grammar
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language

Mi'kmaq

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

Mohawk

EDEC 236(3)3(3)	(3)	Mohawk Second Language 2
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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 250	(2)	The Kindergarten Classroom
EDEE 270	(3)	Elementary School Science
EDEE 275	(2)	Science Teaching
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 282	(2)	Teaching Social Sciences
EDEE 325	(3)	Children's Literature
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 355	(3)	Classroom-based Evaluation

Certificate in Education for First Nations and Inuit Physical Education (6210w)

EDEC 234	(3)	Algonquin Second Language 2
EDEE 293	(3)	Algonquin Second Language 1
EDEE 294	(3)	Algonquin Language 1
EDEE 295	(3)	Algonquin Language 2

Cree

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

Inuktitut

EDEE 249	(3)	Inuktitut Orthography and Grammar
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language

Mi'kmaq

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

Mohawk

EDEC 236	(3)	Mohawk Second Language 2
EDEE 296	(3)	Mohawk Second Language 1
EDEE 297	(3)	Mohawk Language 1
EDEE 298	(3)	Mohawk Language 2

Naskapi

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

24 credits from the following

In order to ensure appropriate choices, students select from the complementary list in consultation with the Program Advisor

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 Women's 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

6 credits from the following Physical Education courses:

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
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

Electives (6 credits)

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

4.3.3.8.4 Certificate in Middle School Education in Aboriginal Communities (30 credits)

This 30-credit program focuses on the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers, who are bilingual or have knowledge of their Indigenous language and who have already established themselves as teachers, to teach students in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of adolescents and the teacher's role in facilitating the transition between elementary and high school.

This certificate may be taken concurrently and counts towards the requirements for the Bachelor of Education.

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

4.3.3.8.5 Certificate in First Nations and Inuit Educational Leadership (30 credits)

This 30-credit program is designed for First Nations and Inuit individuals 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 safe and reflective partner with parents to create community outreach; effectiveness of the holistic learning and development cycles of a child and the role of the educational leader in enhancing the child's development; maintaining the continuity of community and cultural aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical adjustment framework of the educational system.

This certificate may be taken concurrently and completed within the Bachelor of Education. The certificate fulfills the requirements for the B.Ed. are fulfilled. It may also be taken concurrently with the Certificate in Education - First Nations and Inuit.

Required Courses (15 credits)

EDEC 221	(3)	Leadership and Group Skills
EDEC 222	(3)	Personnel Management and Support
EDEC 233	(3)	First Nations and Inuit Education
EDEC 311	(3)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership

Complementary Courses (15 credits)

15 credits from the list below or other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 220	(3)	Curriculum Development
EDEC 244	(3)	Issues in Aboriginal Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 245	(3)	Orientation to Education
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

4.3.3.8.6 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's 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 Technology, Second Language Teaching, Inclusive Education, Aboriginal Literacy Education, or Adult Education. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed. Students completing the Bachelor of Education for Certified Teachers while holding the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the certificate and a further 60 for the B.Ed.

The Certificate in Aboriginal Literacy Education, the Certificate in Middle School Education in Aboriginal Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers. The required B.Ed. profile is fulfilled.

This program does not lead to further certification.

Complementary Courses

Candidates enrolled in the program complete 90 credits within the following pattern.

Academic Concentration (30 credits)

30 credits in five (5) subject areas, one to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas available to elementary education, in broad terms, are (Arts (Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology or Aboriginal language).

Cultural Development (15 credits)

15 credits of courses that will enhance the candidate's cultural skills. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

Education Concentration (30 credits)

30 credits. Normally the Education concentration is completed within the Certificate in Education for First Nations and Inuit.

Electives (15 credits)

15 credits selected by the candidate after consultation with the Director of Programs in First Nations and Inuit Education.

4.3.3.8.7 Certificate in Aboriginal Education for Certified Teachers (30 credits)

This 30-credit program provides training to assist mainstream teachers in becoming certified teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, second language teaching, and curriculum development.

Required Courses (18 credits)

EDEC 220	(3)	Curriculum Development
EDEC 233	(3)	First Nations and Inuit Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDSL 247	(3)	Second Language Education in Aboriginal Communities

Complementary Courses (12 credits)

12 credits selected as described below

Language

3 credits of an introductory language course in the language of the community

Education

9 credits of Education courses selected from the list below 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

4.3.3.8.8 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 and practice of personnel services as generally applied in educational settings as student personnel advisers, to develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and Aboriginal students of each community. It will enable 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 as educational and school personnel advisers within the Aboriginal educational authority

Required Cour

4.4.2 About Faculty Partnerships and Summer Studies

McGill Faculties and Schools do a phenomenal job in their respective areas, regularly winning prestigious awards and attaining the highest rankings on Canadian and international lists. The Faculty Partnerships and Summer Studies unit creates synergies between the School of Continuing Studies and McGill's academic units in order to leverage McGill's renowned expertise to our university and external audiences.

In these dynamic projects, SCSt provides the program or course coordination, and logistical support while the Subject provides the subject matter and teaching. The SCS-administered offerings include many continuing education and enrichment programs for a wide range of professions and professional orders in the Montreal area and be

This unit also organizes the development, coordination, and administration of Summer Studies courses from May to August. Based on sound educational and business planning, these courses are high-quality learning opportunities for local, out-of-province and international students and professionals.

4.4.3 Location

Faculty Partnerships and Summer Studies
 Telephone: 514-398-5212
 Fax: 514-398-5224
 Email: summer_studies@mcgill.ca
 Website: www.mcgill.ca/continuingeducation/academic-affairs/faculty-partnerships-and-summer-studies

4.4.4 Administrative Officers

Administrative Officers	
Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr)	Director Faculty Partnerships and Summer Studies
Jasna Hanic; B.Com.(McG.), M.Sc.(UQAM)	Program Administrator Faculty Partnerships and Summer Studies
TBA	Administrative Coordinator Faculty Partnerships and Summer Studies

4.4.5 Professional Development Opportunities

Professional Development Opportunities offer enriching programs, courses, workshops, seminars, and lectures of interest to:

- Business analysts and professionals
- Community organizers
- Distribution, construction, and marketing professionals
- Engineers and geologists
- Entertainment, Internet/software and publishing professionals
- Finance and accounting professionals
- Human resources professionals
- Lawyers, and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Non-clinical research professionals
- Patent and trademark agents
- Pharmaceutical and biotech professionals
- Potential business owners and aspiring entrepreneurs
- Process analysts
- Project and program contract and project managers
- Property managers
- Public speakers and speech writers
- Quality assurance professionals
- Retail and service industry professionals

- Incoming McGill students
- Other School of Continuing Studies learners

4.5.4.2 Certificate of Proficiency – English for Professional Communication Overview

This 30-credit part-time program is aimed at the community during the months of McGill University

4.5.4.2.1 Certificate of Proficiency — English for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary level of English will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two elementary) of 60 hours each.

2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at levels 200, 300, and 400 level.

The program is offered three times a year in Fall/Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on and off their pace. The communication tools granted in myCourses further consolidate the pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency for Professional Communication. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Language & Intercultural Communication Unit - English Language Programs > Certificate of Proficiency for Professional Communication > Certificate of Proficiency for Professional Communication Academic Regulations.

The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

Prerequisite Courses - Non-Credit Module

CEGL 102	(11)	Basic English
CEGL 104	(11)	Elementary English 1
CEGL 106	(11)	Elementary English 2

Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques English Oral Communication

Notes:

- * 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who do not have to be admitted to the Certificate of Proficiency in English for Professional Communication must take complementary courses (CEEN 301 or CEEN 401 or CEEN 402 or CEEN 403) or courses approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program 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 CEEN 331/CEEN 332 and who do not have to be admitted to the Certificate of Proficiency in English for Professional Communication must take complementary courses (CEEN 301 and CEEN 401 and CEEN 402 and CEEN 403) or courses approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program 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 CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency in English for Professional Communication. However, these students may register as "Special Students" and may be eligible for the Certificate of Proficiency in English if they successfully complete all four (4) courses in the advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%).

4.5.4.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency in English for Professional Communication :

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see 4.5.4.2.3: Certificate of Proficiency in English for Professional Communication: Entrance Placement Test (EPT) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by the Language and Intercultural Communication unit. Formal admission to the certificate program will normally follow the completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program permitted to take courses.

Admission Procedures

For more information, please refer to [Programs, Courses and University Regulations > Facilities & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Section 3.5 : Admission Procedures Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs.](#)

All students seeking admission to the Certificate of Proficiency in English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to apply for admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements by McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed courses at the university level within the last five years.
- Students are permitted to withdraw from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years from the date of admission. Students may request a withdrawal or a leave of absence, which may be granted under special circumstances with the approval of the program coordinator.

Academic Standing Requirement

A student who obtains a grade of C (55%) or more is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal regulations, a student must obtain a grade of B- (65%) or more in each course to be eligible to proceed to the next level and to qualify for the Certificate of Proficiency in English for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course 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 program coordinator in order to remain in the program. A maximum of three unsatisfactory grades is permitted in the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who do not meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed on all courses (including supplemental and adjunct grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as "Special Student" in a course provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please refer to [Programs, Courses and University Regulations > Facilities & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Section 3.10 : Special Student Undergraduate Courses](#) for further information pertaining to Special Students.

CEGL 413	(20)	Intensive English Advanced A
CEGL 423	(20)	Intensive English Advanced B

4.5.4.3.2 Intensive English Program: Certificate of Proficiency in English – Language and Culture – Academic Regulations

4.5.4.3.2.1 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 an Entrance Placement test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must re-take the test.

4.5.4.3.2.2 Admission procedures

Students wishing to register in the Certificate of Proficiency in English – Language and Culture must complete an application form and return it with:

- payment of the application fee (CAD\$80 – non-refundable and subject to change without notice) and tuition fees in MasterCard funds by 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.**

4.5.4.3.5 Housing

The Language and Intercultural Communication Unit can refer students to organization that will place them in the home of an English speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. McGill Campus Housing offers information on lodgings close to campus. University residences available to students during the Summer session. For more information, visit our website at www.mcgill.ca/continuingeducation/programsand-conferences/language-online/ten-english-online-ukplace-communication or contact The Language and Intercultural Communication Unit.

4.5.4.4 Online English Program

English Grammar Workbook – CEGL 215 This course is designed for students who are at a mid-intermediate level of English and would like to improve their grammatical proficiency. Through a variety of written exercises and activities, students learn to apply grammar vocabulary and strategies for self-correction in a relevant context.

For more information:

Email: englikonline@mcgill.ca

Website: www.mcgill.ca/continuingeducation/programsand-conferences/language-online/ten-english-online-ukplace-communication

Certificate of Proficiency

French, and lead to the McGill Certificate of Proficiency in French. This program stimulates and refines teaching methods as well as the latest technology and Intercultural Communication unit's dynamic teaching team helps you learn French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

4.5.5.1 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

4.5.5.2 Certificate of Proficiency – French for Professional Communication Overview

This 30-credit part-time program is aimed at the community during the months of McGill University.

4.5.5.2.1 Certificate of Proficiency – French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master written French, the linguistic and communication skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. These credit courses will be accepted as part of the Certificate program structure divided into two modules:

- 1) The Preparatory Module comprises four prerequisite courses (one at the basic and the elementary level) of 39 hours each.
- 2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at levels 200, 300, and 400.

The program is offered three times a year in Fall, Winter for a period of 13 weeks (Preparatory and Intermediate and Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are held during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on and off their pace. The communication tools granted in myCourses further consolidate and help pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency in Professional Communication (see "Accreditation"). The level of this certificate corresponds to the level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For information on term dates, please refer to the Department's website.

Prerequisite courses

CEFN 102	(3)	Basic French
CEFN 104	(3)	Elementary French
CEFN 106	(3)	Fundamentals of French Grammar/Writing
CEFN 107	(3)	Fundamentals of French Oral Communication

Required courses - Intermediate and Advanced (30 credits)

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques

CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Course
CEFN 422	(3)	French Oral Communication Course

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 will be admitted to the Certificate of Proficiency for Professional Communication must take complementary courses (CEFN 401 and CEFN 402) 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 second 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 will be admitted to the Certificate of Proficiency for Professional Communication must take Comprehensive Challenge Exams which correspond to this level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402) 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 second module of the program. For more information, please contact the Language and Intercultural Communication unit.

An attendance of 2/3 of all lectures is mandatory
A maximum of two unsatisfactory grades per course/le

Program Structure

Each of the courses 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 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 with permission of the program Director

4.5.5.3.2 Intensive French Program: Certificate of Proficiency in French – Language and Culture – Academic Regulations

4.5.5.3.2.1 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.

4.5.5.3.2.2 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 dollars (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 first day of the first session.** To cancel a session, the Client Services Office must be written before the end of the third day of class. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation fee 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-construction/language/certificate-of-proficiency-french-language-and-culture.

4.5.5.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a session 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 continue. Attendance of 80% of all lectures is required in order to proceed from one course to the next.

A maximum of two unsatisfactory grades per course 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 program coordinator in order to remain in the program. A maximum of three unsatisfactory grades is permitted in 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 are registered. The French Language Programs share the same internal rules which students must respect. Students must speak French in the classroom and on the school premises, with the exception of the first week of classes.

Active participation is required in class.

4.5.5.3.2.4 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 grade of B- (65%) in each to qualify for the Certificate of Proficiency in Language and Culture. Please note that CFRN 423 is recognized by the *Immigration et des Communautés Culturelles* (MICC) as equivalent to level 7 of the *échelle québécoise des niveaux de compétence en français des personnes immigrantes adultes* or Quebec Scale. It is the threshold required by the MICC and the CIC for immigration application.

4.5.5.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture

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CFRN 415	(8)	French Writing Techniques for Workplace
CFRN 416	(8)	French Written Communication Skills for Workplace

4.5.6 TEFaQ (Test d'valuation du fran ais adapt au Qu bec)

The TEFaQ is a French language proficiency test recognized by [Ministre de l'Immigration et des Communauts en elles du Quebec](#) as a measure of proficiency for its CSQ immigration selection process.

The test contains two sections:

- Oral Comprehension (60 questions, 360 points – 40 minutes)
- Oral Expression (450 points – 35 minutes)

The test is offered by McGill University on behalf of [Chambre de commerce et d'industrie de r gion Paris Ile-de-F rance \(CCI Paris Ile-de-France\)](#). For more detailed information on this test, please refer to [http://iscci-paisidf .fr/faq-ete-tefaq/](#).

Email: efaq.s@mcgill.ca

Telephone: 514-398-2681

4.5.7 Spanish Language Programs and Courses (Offered by Translation and Written Communication)

For more information about McGill's School of Continuing Studies Spanish Language Programs and Courses offered by Translation and Written Communication unit, refer to [Programs, Courses and Undergraduate Studies > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > Section 4.8.4.3 : Spanish Language Programs](#).

Administrative Officers

Ana Milic

Administrative Coordinator**4.6.4 Study Group Subjects**

Each semester 25–60 study groups are offered which cover a wide range of subjects, such as:

Study Group Subjects

Creative Writing

Literature

Art and Architecture

Science and Society

History

Current Events

Music

Film Studies

Psychology

Computer Skills

Philosophy

...and other topics

Many topics are interdisciplinary. The Curriculum Committee welcomes proposals for study groups and is also ready to help moderators prepare proposals.

4.6.5 MCLL Schedule

MCLL study groups meet for a term of ten weeks (two weeks per week, per subject), in Winter and Spring.

Classes for 2014–2015 are currently scheduled as follows:

- April 7, 2014 to June 13, 2014
- July 9, 2014 to August 20, 2014
- September 15, 2014 to November 21, 2014
- January 12, 2015 to March 20, 2015

4.6.6 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies, various committees, managed by the Council, to which members contribute their talents. The committees are: Curriculum Development, Planning, Special Events, Newsletter, Membership, and Communications. In addition, members contribute to the day-to-day administration of the Institute.

MCLL is governed according to its bylaws approved by the University Senate and Board of Governors. Full details are described in [the Community for Lifelong Learning Member Handbook](#).

4.6.7 Special Events

In each study group, you will meet other adult learners with similar interests and a sense of curiosity. In addition, there are various social and educational special events that are organized by and for the membership during Winter and Spring terms. These additional events introduce you to many more members who, like you, have a sense of curiosity and determination to learn.

Special events that have been organized in the past include lectures by McGill Saturday musicals, outings to the Macdonald campus and Botanical Gardens, and luncheons to celebrate the holiday season.

4.6.8 Membership Fees

Because MCLL is grounded in a strong sense of community and because activities are offered outside of the study groups, members pay a membership fee rather than a fee for individual study groups. This fee entitles you to participate in study groups for the duration of the semester, McGill library privileges, and allows you to attend other special events.

The current membership fee is \$100 per year. An Associate membership is available for \$200. 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: mcgill.ca/continuingeducation/programsandconcessions to view the calendar. To receive the calendar and registration instructions by mail, please call: 514-398-8238, 514-398-2757, or enroll@mcgill.ca.

4.7 Personal and Cultural Enrichment

4.7.1 Personal and Cultural Enrichment (PACE)

Are you seeking to gain a skill set for your current or developing career or wish to know more about a topic for personal enrichment? 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 experiential learning. PACE facilitators are drawn from an extensive pool of academic, artistic, and professional talent who bring their 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.

PACE 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, events take place at convenient venues on and off the McGill campus. Join us to find your P

Email: r.ankaton.conted@mcgill.ca

Website: www.mcgill.ca/continuingdiabetes/academic-ar

Students who have been granted Advanced Standing and Exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and Exemptions. An official description of the courses is available here and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

4.8.4.3.5.4 Time Limits

The program must normally be completed within two years of the date of admission. Students who exceed the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

4.8.4.3.5.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course. This is the program's compliance with the Grading System common to Graduate level programs in the university. To obtain the Graduate Certificate students are required to obtain a GPA of 3.0 or higher.
2. Students may repeat the same course once.
3. Students who earn 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.

4.8.4.3.5.6 Special Students

Special Students may register by department approval only and must meet the minimum requirements to register for courses. As a Special Student, a student may take 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.

4.8.4.4 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 in 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 in 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 Certificate in Translation & English to French Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (English 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 English to French preparatory courses.

In the first stages of the program, equal time is devoted to translation in the languages of French and English. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation practice courses provide an opportunity to apply the theoretical concepts in the actual translations of a variety of fields. In the final stage, students choose a specialization according to the language of specialization chosen.

Entrance Examination

Preparatory Course(s)

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (27 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

Complementary Course (3 credits)

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Pr cis-Writing / Contracti o te
CCTR 330*	(3)	Text R o ision/Rvision:Texte 01
CCTR 331*	(3)	Translation h theory/Practice
CCTR 333	(3)	Spanish h Translation to French
CCTR 334	(3)	Spanish h Translation to English
		Spanish h Translation 2

CCTR 360

(3)

Spanish Translation 2
Independent Studies:

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
	(3)	Spanish Translation 3

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/Rvision:Texte 02

Complementary Courses (12 credits)

12 credits selected as follows

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques en 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 accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/évaluation globale
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4.8.4.4.2.2 Graduate Diploma in Translation (French to English Option) (30 credits)

The Graduate Diploma in Translation, when combined with the Certification 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/Rvision:Texte 02

Complementary Courses (12 credits)

12 credits selected as follows

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
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CCTR 516	(3)	The French Canon 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 accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/évaluation globale
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4.8.4.4.2.3 Graduate Diploma in Translation with Spanish to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certification 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 expérimentale en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Revisión de textos en Español
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Prose Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Translation Specials 1
CCTR 515	(3)	Les Classiques anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics

CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/évaluation globale
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4.8.4.4.2.4 Graduate Diploma in Translation & Spanish to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certification 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 appliquée: lexicographie
CCTR 523	(3)	Text Revision in Spanish / Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation / Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Practical Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	The French Canon Translation
CCTR 518	(3)	Differential History of English
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/évaluation globale
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Course Number	Title	Credits	MWC Placement Test *
CESL 299	ESL: Academic English Seminar	3	No
CESL 300	ESL: Academic English 2	3	Yes
CESL 400	ESL: Essay and Critical Thinking	3	Yes
CESL 500	ESL: Research Essay and Rhetoric	3	Yes
CESL 641	Fundamentals of Academic Writing in English	1	No
CESL 651	Pronunciation for Effective Communication	1	No
CCOM 206	Communication in Engineering	3	No

For details regarding the date and location of the placement test.

Course for Continuing Studies Students

Course Number	Title
CCOM 205	Communication in Management 1

4.9.1.1 Location

McGill Writing Centre
 McLennan-Redpath Library
 Main Floor Room #02
 3459 Avenue Street
 Montreal QC Canada H3A 0C9

Telephone: 514-398-7109

Fax: 514-398-7416

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4.9.1.2 Academic Staff

Director

Sue Lawler; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

Faculty Lecturers

Robert Myles; B.A., M.A.(Carleton), Ph.D.(McG.)

Carolyn Samuel; B.A., Dip.Ed.(McG.), M.Ed.(OISE)

Academic Associate

Scott Kushner; B.A.(Wsl.), M.A., Ph.D.(Duke)

