School of Continuing Studies

Programs, Courses and University Regulations

2013-2014

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

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

1. McGill University reserves the right to mak

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

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

1 University Regulations and Resources (School of Continuing Studies)

1.1 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1.1 Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to rev

1.1.5 University Student Assessment Policy

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

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

You can consult the policy at

1.1.10   Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Special, Exchange, and Visiting) and their accompanying

- Order official transcripts
- Retrieve tax receipts

For information on logging in to the Minerva website, visit our IT Services website at *www.mcgill.ca/it* and select **Logins and Passwords**.

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 offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This 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
- Gateway (*www.mcgill.ca*)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab

To access myMcGill, click *Quick Links* , available at the top of any McGill web page (e.g., *www.mcgill.ca/students*), and then click myMcGill, or go to *https://mymcgill.mcgill.ca*. Sign in with your McGill Username and McGill Password.

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 nominative information, legal documents, ID Cards, as well as other topics, and should be consulted periodically.

1.2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva (*www.mcgill.ca/minerva*) under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

> **Note for Continuing Studies:** If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is issued by the Government of Quebec, and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code, which can be found on your school report card or your CEGEP 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 legal status (including your Permanent Code) on Minerva (*www.mcgill.ca/minerva*). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

1.2.3 Legal Documents: What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

Quebec and Canadian Out-of-Province Students	
You have applied to McGill directly from CEGEP or you already have a student record at McGill	• **Usually** no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Government of Quebec
You have applied to McGill from another Quebec university	• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Additionally, for your Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Quebec
You were born in Quebec	• Quebec **birth certificate** (Note 4) • Permanent Code Data Form (Notes 1 and 5)
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	• Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (Notes 1 and 5)
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	• Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (Notes 1 and 5) • Attestation of Residency in Quebec Form (Note 5) • *Other supporting documents* , depending on which situation you checked on the above Attestation of Residency Form

International Students	
You will be studying at McGill for less than six months (i.e., for only one	

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

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

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

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

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

1.2.3.1   Fee Exemptions

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

1. French Course Fee Exemptions – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at *www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions*).

2. Out-of-province Tuition Supplement Exemptions – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at *www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions*):

   • Students in a Ph.D. program
   • Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
   • Students registered full-time in the Masters in French (Maîtrise en français). The exemption begins at the moment the student registers in the program, without retroactive effect.

3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at *www.mcgill.ca/legaldocuments/exemption*):

   • Citizens of France
   • Citizens of certain countries with an agreement with the Government of Quebec
   • Diplomatic, consular or other representatives of international organizations
   • Convention refugees
   • Students awaiting permanent residency in Canada and holding an eligible CSQ
   •

1.2.4.2   Permanent Code

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

- Check your Permanent Code on Minerva: *a:*

1.2.6.1 For the School of Continuing Studies

By Mail or in P

Closed for Monday, June 24, and Monday, July 1

Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the Client Services Office of the School of Continuing Studies. If you withdraw

1.3.1 Who Can Use Minerva?

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

Exceptions

You will not be able to use Minerva to register if:

- *42 you have outstanding fees0 1 81.693 587.781 Tm(y42 T92va Re)S and r03.088 515.162 T77(y42 T92va Re)A*
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an adviser and register in person (see *section 1.3.3.1: In-Person Registration*).

1.3.2 How to Register Using Minerva

Go to *Minerva* and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see *section 1.3.4.2: Minerva Registr*

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 out-of-province student, or an international student (if you have not done so). For more information, see *section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?*

New Special Students

(See *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.10: Special Student Status: Undergraduate Courses and section 3.11: Special Student Status: Graduate-Level Courses.*)

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.

   For more information, see *section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?*

2. Your Permanent Code from the Government of Quebec (see *section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?*)

3. Proof of satisfactory completion of prerequisite courses

4. Proof of proficiency in English, if applicable (see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Career and Professional Development > Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.) > About Admission Regulations for Certificate Programs > section 4.1.2.6.2: Proof of Proficiency in English*)

Special Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration et des Communautés culturelles*

2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.

3. Proof of proficiency in English, if applicable (see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Career and Professional Development > Career and Professional Development (Graduate Programs, Diplomas and Graduate Certificates) > Academic Regulations > section 4.1.3.2.2: Proof of Proficiency in English*)

Failure to provide the documents listed above will result in your not being permitted to register in courses.

For *Translation and Written Communication*, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > Translation Programs > section 4.8.4.4.1.6: Translation Programs: General Academic Requirements.*

International Students

In addition to the above, international students should bring:

1. A completed Study Plan

   Note: Once accepted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to *info.conted@mcgill.ca*.

2. A Study P

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 Partnerships and Summer Studies*, refer to the specific course on the website at

- 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 leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

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 have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate 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; they will apply "withdrawn" status after one year of approved leave of absence if the student has not returned to the University.

Notes:

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of 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 Services are not available; however, an opt-in option is available at the usual rate.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact International Student Services (ISS) regarding individual 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 University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click *here*. For information about international health insurance, click *here*.

    Note: Once a leave of absence is granted, you must consult the *Student Aid Office* in order to assess the impact of the leave on 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 *section 1.3.6: 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 facing you 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 family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

Revision, May 2013. Start of revision.

You can consult the guidelines at *www.mcgill.ca/secretariat/policies/students*.

Revision, May 2013. End of revision.

1.3.7   Effective Date for Refunds

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

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

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

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

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

Refund Request

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

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

1.3.8   Classes with Limited Enrolment

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

1.3.9   Registration in Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Studies program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Adviser. The School registration regulations apply to these courses, including withdrawals, refunds, and requests for transfers.

Registration regulations of the faculty where the course is taken do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

Note: Some faculties do not offer supplemental examinations. Any failed course must be repeated.

1.3.10   Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Studies course for interest or personal development, you can register using Minerva. With the exception of some Professional Development courses and some Faculty Partnerships and Summer Studies short courses, workshops and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.

Note: English and French language courses offered by the School of Continuing Studies are not available to full-time McGill degree students.

1.3.11   Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the **Important Dates Supplement** at *www.mcgill.ca/continuingstudies/current-students/registration* or in *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2013-2014*. You will be charged a late registration fee of $25, whether you registered on Minerva or in person.

1.3.12   Course Information and Regulations: Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising. The Summer term schedule is normally published in early February. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in Class Schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/permission required.

Class Schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

Once you have selected some courses from the Class Schedule, try *Visual Schedule Builder* (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

1.3.13   Course Information and Regulations

Students are advised to also refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > : Registration* and *section 1.5: Student Records*.

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at *www.mcgill.ca/students/courses* for the most up-to-date information on courses to be offered in 2013–2014.

Not all courses listed are offered every year.

1.3.14   Quebec Inter-University Transfer Agreement: McGill Students

1.3.16 Auditing of Courses

McGill does not permit auditing of courses.

Note for Continuing Studies: You can register for a Continuing Studies course and opt to have it "non-evaluated."

1.4.2.6   Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may download the application form from *www.mcgill.ca/hr/bp/benefits/forms* and forward the completed form either by email to *student.accounts@mcgill.ca* with "Staff Dependent" as the subject line, or fax to Student Accounts at 514-398-2656.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed and all appropriate signatures have been obtained. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

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

1.4.3   Compulsory Fees for Continuing Studies Students

McGill Association of Continuing Education Students (MACES)

A fee of $12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (MACES).

Exceptions

1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
2. The MACES fee does not apply to students who are already members of the McGill Student's Society, except in certain cases where the student is in more than one program. For further information about MACES, see *section 1.16.7.2: Student Governance: McGill Association of Continuing Education Students (MACES)*.

1.4.3.1   Administrative Charges

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

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

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

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with the Convocation ceremony. Students who attend the Convocation may be responsible for some additional costs.

Copyright Fee – All students in courses and programs are assessed the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

General Administrative Charge – As per the Quebec government's regulation on administrative fee increases, the University is permitted to increase this charge by no more than $15.00 per Fall/Winter term and $7.50 per Summer term. In accordance with this regulation, the charge in Summer 2013 will be $30.00 and in Fall/Winter a maximum of $60.00. A portion of this amount (up to $3.00 per Fall/Winter term) is directed to Athletics (except in the School of Continuing Studies). As a result, students may see a decrease in their General Administrative Charge to take into account their additional contribution to Athletics. The other administrative charges (Registration Charge, Information Technology Charge, Transcripts and Diploma Charge, and the Cop

Other Fees (rates as of 2012–2013)	
Duplicate ID card	$25
Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the 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 in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment	$35
Cheque Refund charge:	
on balances less than $100	$5
on balances $100 and over	$10
Reinstatement Penalty (see *section 1.4.6: Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts*)	$150
Rescheduled Examinations	$30
Exemption by Examination	$100
Comprehensive Challenge Examination (English and French Language Programs)	$100
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	$100
Intensive Language Programs	
Application Fee	$80
Course cancellation prior to refund deadline	$200

1.4.5   Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at *www.mcgill.ca/student-accounts* for information on payment due dates.

Late Payment Fees

If you have an outstanding balance greater than $100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in *section 1.4.4: Other F*

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

Information for Registered Students

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

- you should see your Faculty adviser to discuss degree 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 to return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your Faculty adviser to discuss degree 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 your TGPA 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 have satisfied the relevant conditions specified in your letter of readmission, but your 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 your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
- you should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

Appeals for readmission by students in Unsatisfactory Standing should be received no later than July 15 for readmission to the Fall term, November 15 for the Winter term, and June 10 for the Summer term. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

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

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

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

Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may

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

- Standing awaits deferred exam.
- Must clear K's, L's, or Supplementals.
- Standing Incomplete.

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

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration 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 a request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

Requests for readmission following 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 consult with your Faculty Student Affairs Office.

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

> **Note:** Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see *www.mcgill.ca/students/advising65 445.56 Tm(>*

A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One CE unit represents ten hours of participation.

1.5.4   Grading and Grade Point Averages (GPA) for Continuing Studies

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

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

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

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

Undergraduate Grading

Undergraduate Level

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

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

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

Graduate Grading

Graduate Level

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

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined bv8St0 1P 70o01 Tm(Aca7o8.561 Tm(oints)Tj

$$GPA = \frac{\Sigma \ (course\ credit\ x\ grade\ points)}{\Sigma \ (GPA\ course\ credits)}$$

The *term grade point average* (TGPA) is the GPA for a giv

1.5.7 Incomplete Courses for Continuing Studies

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

Note: If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

Note: If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.

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

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

Note for Continuing Studies: All students who miss a final exam are given a grade of J. For more information regarding the J grade, see

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

For more information on requesting official transcripts refer to: *section 1.5.12: Transcript of Academic Record: Official Transcripts*.

1.5.14 Transcript of Academic Record: Course Numbering on the Transcript

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

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

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

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

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at *www.mcgill.ca/student/records/transcripts/key*.

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

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

280-211X = Intro. to Financial Accounting in Fall term (X);
629-202Y = Micro Economics in Winter term (Y);
660-221Z = Project Management extending for two terms, Fall and Winter (Z).

1.5.15 Letters of Attestation for Continuing Studies Students

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

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

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

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see *www.mcgill.ca/students/records/proof-reg*.

1.6 Examinations: General Information

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

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

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

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

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

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, and other web-access 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 admissible evidence either to initiate or corrobo33.5ean en

All students are responsible for familiarizing themselves with the *University Student Assessment Policy* and the *Code of Student Conduct and Disciplinary Procedures* (available at *www.mcgill.ca/students/exams/regulations*).

You can find information about issues related to academic integrity at *www.mcgill.ca/students/srr/honest*.

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

Note for Law Students: You should also refer to the Law website for more information at *www.mcgill.ca/law-studies/information/exams*.

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 may give interim class tests from time to time.

1.6.2 Special Examination Facilities for the Disabled

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/osd*.

1.6.3 Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not re

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 any 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 examination arrangements for them or that might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their 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 not 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 *www.mcgill.ca/continuingstudies/current-students/exams*.

1.6.4.2   Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family 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 the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see *Programs, Courses and University Regulations > University Re*

1.6.5   Examinations: Invigilation (Exams from Other Universities)

- Students completing a second under

Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.

1.7.4   Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (*www.mcgill.ca/minerva*) during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See *www.mcgill.ca/students/graduation/convocation* for information regarding convocation ceremonies.

1.7.5   Replacing a Diploma

1.7.5.1   Required Documents

Replacing a lost diploma

You must provide a written request indicating that your original diploma was lost. Your request should include your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. You must clearly state your reason for requesting a replacement.

Replacing a damaged diploma or modifying your name

You must provide your original diploma. For name changes, enclose a photocopy of your of birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Also include a letter listing your full name, student number, address, phone number, and date of birth. You must state your reason for requesting a replacement diploma, and clearly indicate any changes you want made.

1.7.5.2   Making Your Request

There are two ways to submit a request:

1. Mail a written request 542.14182.78 Tm(y) 51 0 0 81 03.672 Tm(date of(ant .971 0 1 113.288 6ing 0 0 1 194.75 41.595.971 0 1 113.oterG0 g/F1 8.1 Tf1 0 0 1 237.25

- a cov

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

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

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

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

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

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

The Teleglobe Canada Prize in French as a Second Language
Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.
Value: $300.

Students are eligible for awards only in the year they have completed their program.

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1.9.2 Contact Information for Continuing Studies Advising

Client Services Office

Career and Professional Development
For both undergraduate- and graduate-level programs, contact either:
Adelina Lameiras: 514-398-6200
or
Mary Rubiano: 514-398-6200
(Please consult the website at *www.mcgill.ca/continuingstudies/about-scs/client-services* for further information).

Language and Intercultural Communication

Verena Waterstradt: 514-398-2817

Translation and Written Communication

Bryan Jim: 514-398-1484

1.10 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the R Tm(u 517e a1 Tf1 0 0La8r467.708 475.561 Tm(, and thebrocadr loc

F1.032 145.681 Tmoer informatios, contact(Dea/(Associate Dea)r:)Tj1 0 0 1 81.6933965.961 Tm(T)Tj1 0 0 1 86.0533965.961 Tmelephonem: 514-39849900

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For a complete list of student services and resources at McGill, see *www.mcgill.ca/students*.

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

Service Point Location

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

Opening hours: please refer to *www.mcgill.ca/students/servicepoint*
Telephone: 514-398-7878
Email for current students: *http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1*.
Email for applicants/prospective students: *http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1*.

1.12   Student Services

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

1.12.1   Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825
Website: *www.mcgill.ca/studentservices*

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

1.12.2   Office for Students with Disabilities

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

Redpath Library Building, 3459 McTavish, Suite RS-56
Telephone: 514-398-6009
TDD: 514-398-8198
Email: *disabilities.students@mcgill.ca*
Website: *www.mcgill.ca/osd*

1.12.3   Ombudsperson for Students

The Office of the Ombudsperson for students offers confidential, informal, independent, and neutral dispute resolution services to all members of the student community by providing information, advice, intervention, and referrals.

3420 McTavish Street
Telephone: 514-398-7444
Website: *www.mcgill.ca/bookstore*

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: *http://mcss.mcgill.ca/index.php?pg=bookstore*

1.12.5 Computer Store

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

3420 McTavish Street
Telephone: 514-398-5025
Email: *sales.mcs@mcgill.ca*
Website: *www.mcgill.ca/mcs*

1.12.6 Library Workshops

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

Minerva Workstations for Contin

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: *careers.caps@mcgill.ca*
Website: *www.mcgill.ca/caps*

1.12.8.3   McGill Athletics Package for Continuing Studies Students

McGill athletics f

- Send us your feedback or get help on an IT issue.
- Read featured articles on computer security, new software, and other timely tips.
- Find out about new IT projects on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Take an interactive video tour of IT services at *http://kb.mcgill.ca/it/welcome-students*. Here you'll learn about myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading free software available to students.

1.13.1   Logging In

You need to use your McGill Username (usually in the form of firstname.lastname@mail.mcgill.ca) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint, you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., jsmith5).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva (*www.mcgill.ca/minerva*) using your 9-digit McGill ID number and PIN.
2. Go to *Personal Menu > Password for McGill Username*.
3. Follow the onscreen instructions.

1.13.2   myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill in the *Quick Links* menu, at the top of any McGill web page (*www.mcgill.ca*), and sign in using your McGill Username and McGill Password.

1.13.2.1 Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

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

1.13.3   myCourses

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

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

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

Find more information on myCourses for students at: *www.mcgill.ca/it*.

1.13.4   Email

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

1.13.5 Online Student Directory

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

1.13.6 Getting Connected

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at *www.mcgill.ca/it*:

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

EZproxy: If you are off-campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. For more details on EZproxy, search the IT Knowledge Base at *www.mcgill.ca/it*.

McGill Residences Telecommunications: For students living in McGill Residences and McGill Off-Campus Residences, there is REZ Voice and Data service (wired and wireless). For more information search the IT Knowledge Base at *www.mcgill.ca/it*.

Computer Labs: Many faculties and departments offer their students computer labs. For lab locations and software/peripheral availability, see *http://webforms.mcgill.ca/labs*.

1.13.7 Safe Computing

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

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

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

1.13.8 Set Up Your Security Questions in myMcGill

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

Once you have set up your McGill Password in Minerva, log in to myMcGill (*https://mymcgill.mcgill.ca*) and click the link in the **McGill Password Security** portlet. Follow the onscreen instructions to set up your own security questions and responses.

1.13.9 Need Help?

Welcome New Student6 Tm(assw)Tj1 0 0 1 417./antivirus

Previous Course Number	New Course Number	Course Title	Credits
ESLN 300	CESL 300*	ESL: Academic English 2	3
ESLN 400	CESL 400*	ESL: Essay & Critical Thinking	3
ESLN 500	CESL 500*	ESL: Research Essay and Rhetoric	3
EDEC 206	CCOM 206**	Communication in Engineering	3

Notes:

* Placement tests are required for admission to CESL 300, CESL 400, and CESL 500. Please consult the MWC website at *www.mcgill.ca/mwc* for details of the date and location of placement tests. **In the case of CEAP 250, students write a brief composition IN CLASS on the first day of classes.**

** CCOM 206 is a required course for and restricted to students in Engineering.

CEAP, CESL, and CCOM courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

List of Graduate Courses: (please take note of course number changes)

Previous Course Number	New Course Number	Course Title	Credits
ESLN 640	CESL 640	Fundamentals of Academic Writing for Graduate Students	3
ESLN 650	CESL 650	Pronunciation & Communication	3
ESLN 660	CESL 660	Pronunciation: Independent Study	N/A
ESLN 690	CESL 690	Writing for Graduate Students	3

Note: CESL courses are not open to students who have taken them previously under the corresponding ESLN codes. CESL graduate courses are not open to postdoctoral fellows.

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 Development programs offered by the School of Continuing Studies.

1.14.1 Contact Information for The McGill Writing Centre

The McGill Writing Centre
McLennan-Redpath Library
Redpath Main, Room #02
3459 McTavish Street
Montreal, Quebec H3A 0C9

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

Inquiries concerning CCOM 205 should be directed to:

Prof. Sue Laver
Email: *sue.laver@mcgill.ca*
McLennan-Redpath Library
Redpath Main, Room #03
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, CESL 400, CESL 640, and CESL 650 should be directed to:

Prof. Carolyn Samuel
Email: *carolyn.samuel@mcgill.ca*

McLennan-Redpath Library
Redpath Main, Room #02F
Telephone: 514-398-1712

Inquiries concerning CCOM 206, CEAP 250, CESL 500, and CESL 690 should be directed to:

Prof. Robert Myles
Email: *robert.myles@mcgill.ca*
McLennan-Redpath Library
Redpath Main, Room #02D
Telephone: 514-398-3320

Administrative inquiries should be directed to *mwc@mcgill.ca*.

1.15   Resources for Study and Research

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

1.15.1   Libraries

The McGill Library consists of 12 branch libraries and three special collections located across both campuses. Numbering over six million items, the Library's vast holdings include 2.5 million books, textbooks, and course-readers, thousands of journal titles, vast manuscript and pictorial collections, and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 60,000 e-journals, multimedia, and two million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (*www.mcgill.ca/library*), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use from home using the VPN (Virtual Private Network) or laboratories anywhere on the campus—access any time, any place.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. Liaison Librarians specialize in specific disciplines, and are available to assist students and staff 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 several branch libraries extend opening hours during examination periods, including 24-hour-access to the Humanities and Social Sciences Library. 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 experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops and e-readers are also available for loan.

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1.15.3 Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: *redpath.museum@mcgill.ca*
Website: *www.mcgill.ca/redpath*

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 over 16,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 13,000 objects from pm8v

1.16 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the country's leading research-intensive universities. With students coming to McGill from about 150 countries, our student body is the most internationally diverse of any medical-doctoral university in Canada.

1.16.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place

United Theological College of Montreal

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

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their 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 a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution 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. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. 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. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation 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 Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Government of Quebec and the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ).

1.16.5   Governance: Board of Governors

1.16.5.1   The Visitor

The Visitor

His Excellency The Right Honourable David L. Johnston	The Governor General of Canada

1.16.5.2   Board of Governors

Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)	Chair
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	Chancellor

1.16.5.2.1 Members

Members

Michael T. Boychuk; B.Com.(McG.)

Gerald Butts; B.A., M.A.(McG.)

1.16.6.2 Elected Members

Elected Members
63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff
Medical Residents or Postdoctoral Scholars Group (1)
Student Members (19)

1.16.7 Administration

Administration	
H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	**Chancellor**
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	**Principal and Vice-Chancellor**
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	**Provost**
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	**Deputy Provost (Student Life & Learning)**
	Uni

Deans	
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	**Dentistry**
Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.)	**Education**
Andrew Kirk; B.Sc.(Brist.), Ph.D.(Lond.) (*Interim*)	**Engineering**
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng. (*Effective July 1, 2013*)	**Engineering**
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	**Graduate & Postdoctoral Studies**
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)	**Law**
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	**Libraries**
Peter Todd; B.Com.(McG.), Ph.D.(Br. Col.)	**Management**
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	**Medicine**
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	**Music**
Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.)	**Religious Studies**
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)	**Science**
Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)	**Dean of Students**

1.16.7.1.2 Directors of Schools

Directors of Schools	
Annmarie 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.(Tor.)	**Computer Science**
Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)	**Dietetics & Human Nutrition**
Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.)	**Environment**
France Bouthillier; B.Ed.(UQAM), M.B.S.l.(Montr.), Ph.D.(Tor.)	**Information Studies**
Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)	**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 Univ Eindhoven), M.C.P.(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 Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.) m(ving a gr08 Tm b))T5

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

January 2013

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

Conveniently located in downtown Montreal, we are a 13,000-plus community of motivated learners, dedicated teachers, and committed staff—all supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

For career-minded individuals, we offer dozens of programs, courses, workshops, and webinars 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 even embark on 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 variety of language and translation programs. Those interested in pursuing personal development can explore topics of personal enrichment, arts and culture, and life transitions through our Personal and Cultural Enrichment offerings. Or join the McGill Community for Lifelong Learning, a group dedicated to mature learners.

To get you started, our Client Services and program advisers are keen to understand your needs and help you find the right program, course, or offering. We also have a growing number of financial awards, bursaries, and scholarships, as well as other support services.

Whatever your goals, I invite you to join us on the highly rewarding path of continuous lifelong learning.

Dr. Judith Potter

REGISTRATION & APPLICATION	Fall Term	Winter Term
citizenship and proof of Quebec residency to the		

ADMINISTRATIVE SERVICES

Deborah Mercier; B.A.(McG.) — **Associate Director, Development and Alumni Relations**

Elana Trager; B.Com.(McG.) — **Senior Marketing/Communications Adviser**

Pierre Larouche; B.B.A.(UQAC), M.Sc.(HEC Montreal) — **Business Services Consultant**

Antoinette Greco; Cert. Mgmt.(McG.) — **Assistant to the Associate Dean (Academic)**

Andrée LaHaise — **Administrative Assistant and Building Director**

Kevork Abadjian — **Microcomputer Systems Coordinator**

Sheryl Ciszewski — **Design and Marketing Assistant**

INSTRUCTOR SERVICES & EDUCATIONAL TECHNOLOGIES

Jean-Paul Rémillieux; B.A., M.Sc.(UQAM) — **Director**

CLIENT SERVICES

Gianna Giardino; B.Com.(McG.) — **Senior Manager**

Assunta Cerrone-Mancini — **Manager, Admissions and Convocation**

Vanessa Carillo; B.Com.(C'dia) — **Admission and Convocation Administrator**

Lucia Chimienti; B.A.(C'dia) — **Student Records and Accounts Officer**

Manager

FACULTY PARTNERSHIPS AND SUMMER STUDIES	
TBA	**Director**
Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)	**Program Administrator**

TRANSLATION AND WRITTEN COMMUNICATION	
James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3rd cy.(Lille), Ph.D.(Montr.)	**Director**

THE MCGILL WRITING CENTRE	
Sue Laver; B.A.(S. Fraser), M.A.(East 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)**

2.3.2   Student Governance

McGill Association of Continuing Education Students (MACES)

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2.4   Lecturers

Lecturers	
ABBOTT, Robert	Project Management and Business Analysis
ABDA, Messaoud	Accounting
ABDO, Mohammed	Supply Chain
ABENSUR, Rosalind	Translation
ABIMANSOUR, Dolly	French
ABOULAMER, Anas	Finance
ABRAMS, Ryan	Accounting
ADDAS, Amr	Finance
ALDIK, Fares	Information Technology
ALHAFIDH, Firas	English
AMAR, Michel	Health & Social Services
AMIREAULT, Valerie	French
ANDREWS, Richard	Public Relations
ARCHIBALD, James	Translation
ARMANIOUS, Joseph	Accounting
ARSENAULT, Maurice	Taxation
ASHCROFT, Louise	English

Lecturers	
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassel	Written Communication
ATALLAH, Cherif	Human Resources
BANDALY, Dia	Supply Chain
BANTON, Jennifer	English
BARTELS, Gerald	Public Relations
BARTLETT, Lloyd	Project Management
BASKIND, Alana	Written Communication
BEAUCHAMP, Marie-Claude	French
BEER, James	English
BELAFI, Trishla	Accounting
BELLE, Marie-Alice	Translation
BENK, Christopher	Accounting
BÉRARD, Stéphanie	French
BIDER, Noreen Jane	Written Communication
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOGDAN, Miruna	French
BORSELLINO, Carmen	English
BOUFRAHI, Samira	Spanish
BREUER, Robert	Translation
BRODA, Kyle	English
BROOKWELL, Ilya	English
BROSSEAU, Ann	Applied Social and Organizational Psychology
BROWN, Grant	Mathematics
BRYSON, Georges	Business Analysis
BUDDO, Peter	Human Resources
BURNEY, Sema	Human Resources
BURRIDGE, David	Accounting
CABREJO, Pedro	Information Technology
CALLAHAN, Kevin	English
CALLAWAY-SMITH, Yvonne	Public Relations
CALLENDER, Shauna	Human Resources
CAMPBELL, Liz	Human Resources
CAMPO, Angela	Translation/Spanish
CARBONNEAU, Monica D.	Public Speaking
CARTLIDGE, Roy	Translation/English
CASTONGUAY, Jean-Louis	Human Resources
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management

Lecturers

CHARBONNEAU, Louis	Finance
CHASSE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHOUHA, Paul-Robert	Mathematics
CHURCHILL, Andrew	Written Communication
CIOBANU, Ouidiu	Information Technology
CIPRIANO, Mary Ann	Marketing
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
COLEMAN, Heidi	Public Relations
CONROY, Cheryl	English
COOPER, Chris	Leadership
COOPER, Richard	Written Communication
CORRIGAN, Rodney	Logistics Management
COSSIOS, Susana	Spanish
COURTOIS, Richard	Human Resources
COX, Robert	Law
CRECK, Chantal	French
CROSS, Christopher	Risk Management
DAOU, Khattar	Information Technology
DAOUD, Maha	Human Resources
DAOUD-BRIKCI, Houria	Translation
DAVIES, Brian	Accounting
DECHIEF, Diane	Written Communication
DEEGAN, Marc	Finance
DE FONTENAY, Hervé	French
DEGRACE, Lynn	Accounting
DELANEY, Deanne	English
DEL BURGO, Carlos	Translation
DELORME, Bruno	Marketing
DE POW, Elaine	Public Relations
DESLAURIERS, Roch	French
DESROSIERS, Lee	Marketing
DE STEFANO, Corrado	Law
DHANVANTARI, Sujaya	English
DIAZ, Karen	Leadership
DIB, Naima	Translation
DI GIROLAMO, Giovanni	Marketing
DIMITRAKOPOULOS, Roussos	Mining
DI RE, Antoinette	Health & Social Services
DRACOPOULOS, Effie	English
DRACOPOULOS, George	Marketing

Lecturers

DUCA, Crina	Accounting
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUMONT, Jean	French
DUPONT, Eric	Translation
DUROCHER, André	Public Relations
EISENSTAT, Ben	Risk Management
ELIZOV, Henriette	French
ETEMAD, Hamid	International Business and Management
EVANGELINELIS, Dina	English
FARÉS, Diana	French
FARHA, Shadi	Project Management
FAZAL, Zeeshanali	Finance
FENOGLIO, Prisca	French
FENSTER, Ariel	Chemistry
FEQUIERE, Dawn	Taxation
FILION, Marianne	Written Communication
FIORIELLO, Alexandra	Public Relations
FORD-ROSENTHAL, Angela	Translation
FORTIER, Louis	Public Relations
FORTIN, Louis	Industrial Relations
FRANKLIN, Rosalind	Public Relations
FRASER, James	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
FRAULEY, Mary	English
GADBOIS, Manon	French
GAGNON, Eliza	Information Technology
GAGNON, Gilles	Translation
GARNEAU, Charles	Entrepreneurship
GAUTHIER, Sylvain	Project Management
GAVRILA-ALEXANDRESCU, Dana	French
GAVRIN, Victor	Mathematics
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
GODA	English

Lecturers

KARTCHAVA, Eva	English
KASSABIAN, Hagop	English
KAUFER, Danny	Law
KAUFMAN, Steven	Information Technology
KELLER, Wendy	Marketing
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
Komasz	Accounting

Lecturers

OULLETTE, Pierre	Human Resources
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PAPASTEFANOU, Nicolette	Public Relations
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PENGELLEY, Heather	Written Communication
PEREZ, Laura	Spanish
PEREZ, Miran	English
PHILIE, Jocelyne	French
PHILLIPS, Christine	English
PICARD, Geneviève	French
PITTS, Charles	Public Relations
PLANTE VALLERAND, Josette	French
POISSON, Sonia	English
POPOVA, Emilia	Written Communication
PORRELLO, Robert	Accounting
PRAHOVA, Alma	Information Technology
PRESCESKY, Jill	English
PROKOPSKI, Gre	Information Technology

Lecturers

SABA, John	Economics
SABIH, Amar	Mathematics
SACKS, Steven	Translation/Communication
SAGGERS, Robert	Leadership
SALMASI, Kamal	Management
SALTER, Dana	Written Communication
SALUSBURY, David	English
SAMUEL, Carolyn	Written Communication
SANDFORD, Luke	Translation
SASSO, Anna	Accounting
SAUMA, Carmen Sofia	Spanish
SCHWARCZ, Joseph	Chemistry
SENIW, Candace	Public Relations
SEPINWALL, Bernard	Law
SESTAK, Jerome	English
SEYMOUR, Michelle	English
SHAHIDI, Majid	Information Technology
SHAMJI, Ashifa	English
SHARP, Michelle	Human Resources
SHATENSTEIN, Elaine	English
SIKORSKY, Christopher	English
SIMONETTO, Nadia	English
SINGAL, Dina	English
SLATER, Julie	Finance
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
TONEV, Radostin	French
TRIASSI, Jack	Taxation
TRIHEY, Kelly	Finance
TROY, Philip	Supply Chain Management
TURLEY, John	Insurance
TURNER, Leanna	English

Lecturers

TURPIE, David

English

TURPIE, Da

Professional Development and Corporate Training Office
Telephone: 514-398-5454
Fax: 514-398-5224
Email: *pd.conted@mcgill.ca*
Website: *www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops*

Language and Intercultural Communication
Telephone: 514-398-1212
Fax: 514-398-1769
Email: *language.conted@mcgill.ca*
Website: *www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-inter*

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

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

3   Getting Started

3.1   Admission Requirements

The admission requirements for programs offered through the School of Continuing Studies vary. Please consult the appropriate academic area for the admission requirements for the program to which you would like 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 *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas 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 *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.2: Career and Professional Development (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 *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs*.

Education Programs

3.2.2.1   Business and Professional Programs and Courses

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development >*

Diplomas in Management in 11 concentrations

3.2.2.2 Education

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs*.

Education

Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.3.3.6: Graduate Certificate in Counselling Applied to Teaching

3.2.2.3 Translation

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: About Translation and Written Communication Programs and Courses*.

Translation

section 4.8.4.4.2.1: Graduate Diploma in Translation — English to French Option (30 credits)

section 4.8.4.4.2.2: Graduate Diploma in Translation — French to English Option (30 credits)

section 4.8.4.4.2.3: Graduate Diploma in Translation — Spanish to French Option (30 credits)

section 4.8.4.4.2.4: Graduate Diploma in Translation — Spanish to English Option (30 credits)

3.2.2.4 Spanish

Spanish

Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > section 4.8.4.3.4: Graduate Certificate in Professional Communication — Spanish (18 credits)

3.2.3 Non-Credit Programs

Programs not requiring formal admission include:

3.2.3.1 Language and Intercultural Communication

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > 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*)

3.2.3.2 Professional Development

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.4: Professional Development Courses and Certificate (CE Units and Other)*

Professional Development Program

section 4.1.4.5: Professional Development Certificate in Condominium Management (Non-Credit) Overview

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

Admission to the Bachelor of Commerce program is through Enrolment Services. Students can apply online at *www.mcgill.ca/applying*. Applications for admission can be obtained from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.

For application deadlines and procedures, contact Enrolment Services.

3.4 Admission Procedures: Faculty of Education, Continuing Education Programs

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

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

3.5 Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs

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

McGill's online application form is available at *www.mcgill.ca/applying*. Applications for admission must be submitted online. However, a paper application is available upon request when online submission is not possible. For more information, please call 514-398-6200 or email *admissions.conted@mcgill.ca*.

Application Deadlines for all programs	
Fall term	June 1
Winter term	October 1
Spring term	February 1

3.5.1 Application Fee

A non-refundable application fee of $65 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting Advanced Standing in a program at the time of admission.

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

3.5.2 Tracking the Status of Your Application

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

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

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

3.5.3 Supporting Documents for Undergraduate Programs

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

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to hav

3.5.4 Supporting Documents for Graduate Programs

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

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

1. An unofficial transcript with confirmation of degree awarded and date of graduation or a letter from the university confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript, with confirmation of degree awarded and date of graduation, sent directly by their previous institution to Client Services – Admissions before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP

3.8 Advanced Standing

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing. Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University. The Request for Advanced Standing form is available at *www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing*.

3.8.1 Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an "Application for Advanced Standing" and submit it to the Client Services Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).

   Note: Summary course description(s) are NOT acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any 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/continuingstudies/current-students/guide-newly-admitted-students/getting-started/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 required, but who believe that they have the requisite level of knowledge needed.

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

- corequisite courses to the program;

  or

- prerequisite courses that are not part of their program.

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

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

Students may obtain an application form from *Career and Professional Development* or from the website: *www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination*. Students interested in the Exemption by Examination test should contact Career and Professional Development for further details.

Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

3.9 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The non-credit intensive English and intensive French language programs are full-time programs.

Prospective visa students should contact the School of Continuing Studies to verify that the program they wish to apply to may be taken full time. Students will be given an International Student Study Plan. They will be advised prior to registration of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities. Immigration authorities will ask to see the Study Plan before issuing or renewing a student visa.

Note: Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

3.9.1   Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see *section 3.1: Admission Requirements* for information on how to apply to a program.

International students are reminded that in order to study at McGill, they are required to obtain a Study Permit (Visa) from Citizenship and Immigration Canada. This, in turn, can be issued only after a *certificat d'acceptation du Québec*(CAQ) has been obtained from Immigration Quebec.

Initial application for a Study Permit may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the School's programs does not necessarily entitle a student to a *certificat d'acceptation du Québec* or Study Permit, which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate Work Permit is required.

3.9.2   Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

The process begins with a Letter of Acceptance from McGill University. You should start the application process as soon as you receive your letter of admission from McGill. International students are reminded that it may take **three to six months** for a study permit to be issued. You should take this into consideration when making your application to the School of Continuing Studies.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *Certificat d'Acceptation du Québec* (CAQ) will be required of all international students at registration. International students have the following two immigration options, depending on the length of time chosen to study in Canada:

3.9.2.1   Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs)

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

3.9.2.2   Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *Certificat d'Acceptation du Québec* (CAQ) from Immigration Québec and a Study Permit from Immigration Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at *www.cic.gc.ca*.

Students must start by applying for the *Certificat d'Acceptation du Québec* (CAQ) at the Immigration Québec office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on their website at *www.immigration-quebec.gouv.qc.ca*. Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and a Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit. In some cases, it may expire before you register for your second year at McGill. **It is extremely important that you do not let your Study Permit expire**. **You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.**

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

3.9.2.3   Immigration Contacts

Citizenship & Immigration Canada
www.cic.gc.ca
Case Processing Centre
Vegreville, Alberta T9C 1X6
CANADA

Telephone: 1-888-242-2100

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)
www.immigration-quebec.gouv.qc.ca/en/index.html
285 Notre-Dame Street West
Main Floor, Suite G-15
Montreal, Quebec H2Y 1T8
CANADA

Telephone: 514-864-9191

Canadian Bureau for International Education (CBIE)
www.cbie.ca
220 Laurier Ave. West, Suite 1550
Ottawa, Ontario K1P 5Z9
CANADA

Telephone: 613-237-4820

Canada Border Services Agency
www.cbsa.gc.ca
From within Canada, call: 1-800-461-9999 (toll-free).
From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

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. Anyone over 18 years of age can register. If you are under 18 years of age, you may register on the condition that you have already completed your DEC (*Diplôme d'Études Collégiales*).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do so by registering or cen

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 as credit toward their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to Pass/Fail 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 by providing advanced education; and to make management aware of the fully qualified administrative assistant.

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

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

Fax: 416-363-5698
Email: *info@citt.ca*
Website: *www.citt.ca*

Canadian Payroll Association (CPA)

Certified Payroll Manager Program

McGill's School of Continuing Studies offers compulsory courses recognized by the Canadian Payroll Association (CPA) for their Certified Payroll Manager (CPM) certification.

The Canadian Payroll Association's Certified Payroll Manager Program (CPM) is recognized nationally as the standard of excellence for payroll training.

The CPA awards two levels of certifications – the Payroll Compliance Practitioner Certificate (PCP) and the Certified Payroll Manager Certificate (CPM) upon completion of compulsory courses. For further information, contact the Canadian Payroll Association at 416-487-3380 ext. 272, or by email at: *certification@payroll.ca*.

Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America offering an international professional designation—ACIS and FCIS—for corporate governance professionals, administrators, and corporate secretaries.

To become a designated Chartered Secretary, candidates must complete ICSA's Chartered Secretaries Qualifying Scheme, available to qualified candidates, including graduates from McGill University in any discipline. This eight-module program of study includes:

- Applied Business Law
- Financial Reporting and Analysis
- Corporate Law
- Corporate Governance
- Financial Decision Making
- Strategy in Practice
- Company Secretarial Practice
- Chartered Secretaries Case Study

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

For further information, please contact:

ICSA Chartered Secretaries Canada
202–300 March Road
Ottawa, ON K2K 2E2
Telephone: 613-595-1151 or 1-800-501-3440
Email: *info@icsacanada.org*
Website: *www.icsacanada.org*

Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional FCIP designation. Full information on the cooperative arrangements can be obtained from the Institute. Students interested in membership or further information on the organization should contact:

Institut d'assurance de dommage du Québec
1200 McGill College Ave., Suite 1650
Montreal, QC H3B 4G7
Telephone: 514-393-8156
Fax: 514-393-9222
Email: *montrealcourriel@institutdassurance.ca*w

IABC/Montreal offers career mentoring, learning ev

The *Ordre des conseillers en ressources humaines agréé*

Individuals wishing to register in either program or for more information can obtain complete details by visiting websites of the PMAC at *www.pmac.ca* or the Quebec Institute at *www.caq.qc.ca*.

Quebec Risk and Insurance Management Association (QRIMA)

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

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

Risk and Insurance Management Society, Inc. (RIMS)

RIMS is the professional body determining standards, sponsoring education programs, and controlling the professional designations for the CRM (Canadian Risk Management) and the RIMS Fellow. To be eligible for the CRM designation, candidates must successfully complete the three risk management (Risk Assessment, Risk Control, and Risk Financing) courses.

To be eligible for the RIMS Fellow designation, candidates must complete four university-level courses: Accounting and Finance are required, as are the two courses selected from business, economics, MIS, law, insurance, marketing, or management, twelve days of the RIMS Fellow workshop, as well as the completion of the three risk management courses. F

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

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

Adv

Administrative Officers

Kamal S. Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)   **Coordinator, Management, Business and Entrepreneurship**

Certificate Programs

4.1.2.1.1 Certificate in Accounting

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

4.1.2.1.1.1 Certificate in Accounting (30 credits)

The Certificate in Accounting, in conjunction with the Certificate in Management, fulfils most of the educational requirements of the Ordre des comptables généraux licenciés du Québec (CGA) and the Ordre des comptables en management accrédités du Québec (CMA) and with the appropriate options prepares students to write the professional accreditation examinations of the particular Ordres. A detailed list of the specific certificate courses which satisfy the requirements of the particular Ordre can be obtained from Career and Professional Development.

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

Prerequisite

ACCT 463	(3)	Management Control
ACCT 476*	(3)	Internal Auditing
INSY 332	(3)	Accounting Information Systems

Other Complementary Courses

BUSA 400	(3)	Independent Studies in Management
CCTX 540	(3)	U.S. Taxation

4.1.2.1.1.2 CGA Contact Information

CGA Exams and Exemptions
Telephone: 514-861-1823 ext. 220
Email: *examens@cga-quebec.org*
Website: *www.cga-quebec.org*

or

General Information and Course Equivalencies
Telephone: 514-861-1823 ext. 246
Email: *admission@cga-quebec.org*
Website: *www.cga-quebec.org*
Toll-Free Number: 1-800-463-0163
Fax: 514-861-7661

4.1.2.1.1.3 CMA Contact Information

Ms. Karine Blais
Telephone: 514-849-1155 ext. 227
Email: *k.blais@cma-quebec.org*
Website: *www.cma-quebec.org*

4.1.2.1.2 Certificate in Applied Finance

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

4.1.2.1.2.1 Certificate in Applied Finance (30 credits)

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

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

Prerequiste Courses

CMSC 101*	(3)	College Algebra and Functions
MGCR 21uDhequired cours 23j0T0*dmissioxamsodhctfixn to Financial Accounting

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 terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

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

Required Courses

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

4.1.2.1.4 Certificate in Entrepreneurship

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

4.1.2.1.4.1 Certificate in Entrepreneurship (30 credits)

This program is designed primarily for non-business students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential,

buying an existing business or considering a franchise will also be taught. This program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

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

Corequisite

CMSC 101*	(3)	College Algebra and Functions

* or the Exemption by Examination test

Required Courses (27 credits)

BUSA 364	(3)	Business Law 1
CACC 520	(3)	Accounting for Management
CENT 305	(3)	Sales and Negotiations
CENT 306	(3)	Launching a New Business
CENT 307	(3)	Creating a Business Plan
CENT 308	(3)	Financing a New Business
CENT 309	(3)	Business Growth Strategies and Issues
CPRL 221	(3)	Professional Communication and Networking
MGCR 293	(3)	Managerial Economics

Complementary Course (3 credits)

3 credits from:

CCCS 310	(3)	Web Development
CGMG 210	(3)	Fundamentals of Project Management
CMRK 235	(3)	Digital Media Marketing
MGCR 382	(3)	International Business

4.1.2.1.5 Certificate in Health and Social Services Management

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

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

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

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 Networking
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

4.1.2.1.6 Certificate in Human Resources Management

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

4.1.2.1.6.1 Certificate in Human Resources Management (30 credits)

The Certificate in Human Resources Management presents an overview of the human resources management (HRM) functions and some of the current and future issues in organizational effectiveness, staffing, total compensations training and development, employee and labour relations, workplace health and safety, and professional practice in HRM.

Required Courses (18 credits)

CGMG 282	(3)	Introduction to Business
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 423	(3)	Human Resources Management
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

Complementary Courses (12 credits)

The complementary courses may be chosen from one of the following areas or from among all three areas.

Employee Relations

EDPC 501	(3)	Helping Relationships
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

Training and Development

EDPC 501	(3)	Helping Relationships
EDPC 504	(3)	Practicum: Interviewing Skills
MGCR 331	(3)	Information Systems
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

Organizational Development

CORG 450	(3)	Workplace Health and Safety
MGCR 423	(3)	Organizational Policy
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

4.1.2.1.7 Certificate in Management

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

4.1.2.1.7.1 Certificate in Management (30 credits)

The Certificate in Management presents a broad surve

CGA Requirement

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the Ordre des Certified General Accountant (CGA) du Québec office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 342	(3)	Finance 2
FINE 343	(3)	Managerial Finance
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 423	(3)	Organizational Policy

CMA Requirement

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the Ordre des Comptables en Management Accrédités du Québec for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
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 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGSC 373	(3)	Operations Research 1

Canadian Institute of Management

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
FINE 343	(3)	Managerial Finance
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 423	(3)	Organizational Policy

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

Complementary Courses (6 credits)

6 credits from:

4.1.2.1.11 Certificate in Software Development

This certificate provides a solid foundation in software application development.

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 2013–2014 academic year.

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

4.12.1.13.1 Certificate in Systems Analysis and Design (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

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

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

Corequisite

CMSC 101*	(3)	College Algebra and Functions

* or the Exemption by Examination test

Required Courses (24 credits)

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

Complementary Courses (6 credits)

6 credits from:

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services

CCCS 431   (3)   Networking Fundamentals

4.1.2.2   Bachelor of Commerce for Part-Time Students

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

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

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

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8; telephone: 514-398-7878, or from the website at *www.mcgill.ca/admissions*.

Students in the following two categories (*section 4.1.2.2.2: CEGEP Diploma (DCS) Applicants* **and** *section 4.1.2.2.3: 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 five years, Calculus 1, Calculus 2, and Linear Algebra (Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive "COTE R."

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

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

4.1.2.2.3 Transfer Applicants

Transfer Applicants (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra at CEGEP with a competitiwith abo

The following courses are suggested:	
MGCR 271	Statistics 1 **or**
MGCR 273	Introductory Management Statistics **and**
MGCR 293	Managerial Economics
MGCR 331	Information Systems
MGCR 341	Finance 1
MGCR 352	Marketing Management 1
MGCR 382	International Business
MGCR 472	Operations Management

Should a student take more management courses at the School of Continuing Studies than those listed above, all results will be used to calculate the admission average. A minimum 3.30 CGPA is required on the above prerequisites and on the overall average. Note that due to exceptionally high demand, successful completion of the minimum requirements does not guarantee acceptance.

4.1.2.2.5 Inter-faculty Transfers

Inter-faculty Transfers: McGill students applying to transfer to the B.Com. program must have completed Calculus 1, Calculus 2, and Linear Algebra prior to application. A minimum 3.30 CGPA is required on the math and overall (all courses taken at McGill) averages for consideration. Further information may be found at: *www.mcgill.ca/desautels/programs/bcom/currentstudents/returning/transfers*. The online application can be found on Minerva at *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 *Desautels Faculty of Management* section of the *Programs, Courses and University Regulations* publication at *www.mcgill.ca/study*.

All students will be advised and have their programs approved by the Desautels Faculty of Management.

1 Concentration & 1 Minor (18 credits)	90 credits	120 credits
Non-Mgmt Electives	0	12
Electives	21	21
Total	90	120

1 Concentration & 1 Minor (24 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

Second Concentration

Students who choose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)
Accounting
Entrepreneurship
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, Mathematics (Major Concentration), Psychology, and Statistics (Major Concentration) are also available. Significant daytime studies are required. Please refer to the *Programs, Courses and University Regulations* publication at *www.mcgill.ca/study* for additional information with regard to 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)	Organizational Policy
MGCR 472	(3)	Operations Management

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

4.1.2.4 Concentrations

Concentrations

section 4.1.2.4.1: Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)

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

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

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

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

4.1.2.4.1 Bachelor of Commerce (B.Com.) — Concentration in Accounting (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo

The Accounting concentration is designed to meet the needs of Management students who want to have a good basic understanding of accounting, but do not intend to become professional accountants or accounting specialists. It is primarily oriented toward users of financial information and emphasizes breadth of knowledge in a coherent selection of courses.

This concentration complements or forms part of the B.Com., General Management program. The individual courses in the concentration also act as service courses for other areas in the Faculty for their majors or concentrations.

Required Courses (6 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 361	(3)	Management Accounting

Complementary Courses (9 credits)

Selected from the following:

ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 354	(3)	Financial Statement Analysis
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting

ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2

Bac

Required Course (3 credits)

(3) Systems Analysis and Modeling

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

Mentors: Please consult the Bachelor of Commerce website at: http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo

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

Complementary Courses (15 credits)

Selected from the following:

ORGB 321	(3)	Leadership
ORGB 325	(3)	Negotiations and Conflict Resolution
ORGB 380	(3)	Cross Cultural Management
ORGB 409	(3)	Organizational Research Methods
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 429D1*	(3)	Organizational Behaviour for Course Counsellors
ORGB 429D2*	(3)	Organizational Behaviour for Course Counsellors
ORGB 434	(3)	Topics in Organizational Behaviour 1
ORGB 440	(3)	Career Theory and Development
ORGB 525	(3)	Compensation Management

* If ORGB 429 is taken, only 3 credits will count toward the Concentration; the other 3 will be counted as electives.

4.1.2.5   Majors

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

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

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

Mentors: Please consult the Bachelor of Commerce website at: http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo

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

Required Courses (18 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
A	(3)	Cost Accounting

ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

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

Mentors: Please consult the Bachelor of Commerce website at: http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo

This 30-credit Major prepares students for the multitude of IT-related career opportunities available in industry. It employs a blend of theoretical concepts, hands-on tools, and actual case studies to train students to identify business problems and opportunities, analyze business processes, and develop and implement information systems to support them. The IS Major covers a variety of topics including strategic planning and investment in information technologies, analysis, design, and deployment of information systems, understanding the opportunities and challenges of web-based businesses, and managing resistance to IT-initiated changes in organizations.

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

Required Courses (18 credits)

INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems 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

Complementary Courses (12 credits)

Selected from the following:

BUSA 499*	(3)	Case Analysis and Presentation
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 434	(3)	Topics in Information Systems 1
INSY 440	(3)	E-Business
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 454	(3)	Technological Foundation for E-Commerce

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

| MRKT 452 | (3) | Consumer Behaviour |
| MRKT 453 | (3) | Advertising Management |

Complementary Courses (15 credits)

Five courses selected from:

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

4.1.2.6 About Admission Regulations for Certificate Programs

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

4.1.2.6.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

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

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

4.1.2.6.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate le

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

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

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

iBT (internet-based test)	PBT (paper-based test)
90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)	577

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

2. IELTS (International English Language Testing System): a band score of 6.5 or better.
3. MELAB (Michigan English Language Assessment Battery): a minimum mark of 85%.
4. APIEL (Advanced Placement International English Language): a minimum score of 4.
5. McGill SCS TELP (McGill School of Continuing Studies Test of English Language Proficiency): a Category A result.
6. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
7. University of Cambridge ESOL Certificate in Advanced English (CAE): a grade of B (Good) or higher.
8. University of Cambridge ESOL Certificate of Proficiency in English (CPE): a grade of C (Pass) or higher.
9. Edexcel London Test of English – Level 4 – with an overall grade of at least "Merit Pass."
10. Edexcel London Test of English – Level 5 – with an overall grade of at least "Pass."

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

to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test.

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

Students may obtain an application form from Client Services or may download one from Tj17I ul

Advanced Standing of up to 30% of the courses in any one certificate program may be aw

4.1.2.6.17 Independent Studies (Special Student Status)

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for information pertaining to Special Students.

4.1.2.6.18 Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted Advanced Standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate adviser. A recommended revision of the program of study must be approved by the Director.

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

4.1.2.6.19 Transfer of Program

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.7: Program Transfers*.

4.1.2.7   Language Requirements for Professions

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Graduation > section 1.7.6: Language Requirements for Professions*.

4.1.3   Career and Professional Development (Graduate Programs, Diplomas, and Graduate Certificates)

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development will boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-wS06 4r 4m(>)Tj/w

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

Graduate Certificates

CGA Exams and Exemptions
Telephone: 514-861-1823 ext. 220
Email:

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CA Stream (9 credits)

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CA stream (other courses may be required; contact the CA Program).

CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2
CCTX 532	(3)	Taxation 2

CGA Stream (9 credits)

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required; contact the CGA office).

* Only one of these courses can be taken for credit toward the Diploma in Accounting.

CCAU 520*	(3)	External Auditing
CCAU 525*	(3)	Operational Auditing
CCFC 514	(3)	Accounting Theory and Practice
CCMA 522	(3)	Managerial Accounting 2
CCTX 532	(3)	Taxation 2
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 520	(3)	Accounting Information Support Systems

CMA Stream (12 credits)

In addition to the required and corequisite courses listed in the Diploma in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required; contact the CMA office).

CCFC 514	(3)	Accounting Theory and Practice
63 Tm(Accounting 2)Tj1 0 04f0).723 Tne.944a Managerial Accounting 2		

Note: There are two external prerequisite courses to the program, which must be tak

CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
CMR2 548	(3)	Processes of Marketing Research
CMR2 549	(3)	Strategic Selling
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

4.1.3.1.6 Diploma in Health and Social Services Management

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

Admission Requirements – Diploma in Health and Social Services Management

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

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

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

Prerequisite

CMS2 500	(3)	Mathematics for Management

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: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*, students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

4.1.3.1.7.1 Diploma in Human Resources Management (30 credits)

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

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

Required Courses (27 credits)

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

Complementary Courses (3 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

4.1.3.1.8 Diploma in Internet Business Technology

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

Admission Requirements – Diploma in Internet Business Technology

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

4.1.3.1.8.1 Diploma in Internet Business Technology (30 credits)

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

Required Courses (21 credits)

CCS2 505	(3)	Applications Programming
		W

| CMIS 543 | (3) | Internet Business Analysis and Optimization |
| CMIS 544 | (3) | Social Media Marketing and Technology |

Complementary Courses (9 credits)

9 credits from the following:

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
CPL2 510	(3)	Communication and Networking Skills

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

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.

4.1.3.1.9.2 Diploma in Management – Health Care Concentration

Currently under review. Admissions will not be accepted for the 2013–2014 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*.

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

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

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CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

4.1.3.1.9.4 Diploma in Management – International Business Concentration

Admission Requirements – Diploma in Management – International Business Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

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

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

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (21 credits)

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

Complementary Courses (9 credits)

6 credits from:

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

3 credits from:

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

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

4.1.3.1.9.5 Diploma in Management – Internet Business Concentration

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

Admission Requirements – Diploma in Management – Internet Business Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.9.5.1 Diploma in Management — Internet Business Concentration (30 credits)

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

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

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

4.1.3.1.9.6 Diploma in Management – Leadership Concentration

Admission Requirements – Diploma in Management – Leadership Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.9.6.1 Diploma in Management — Leadership Concentration (30 credits)

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

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for 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 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

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
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

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

4.1.3.1.9.7 Diploma in Management – Marketing Concentration

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

Admission Requirements – Diploma in Management – Marketing Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.9.7.1 Diploma in Management — Marketing Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

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
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
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
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

4.1.3.1.9.8 Diploma in Management – Operations Management Concentration

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

Admission Requirements – Diploma in Management – Operations Management Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.9.8.1 Diploma in Management — Operations Management Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

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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.

4.1.3.1.9.9 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.

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

In addition to the admission requirements stipulated in *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*, students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.9.9.1 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 and effectiveness, which will help them learn to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow 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 more fully for professional practice. Courses in the Diploma in Management (Public Relations and Communications Management concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real 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 Test

Required Courses (27 credits)

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

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques

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

4.1.3.1.9.10 Diploma in Management – Taxation Concentration

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

This concentration provides students with a more general business 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*.

4.1.3.1.9.10.1 Diploma in Management — Taxation Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general bxplanning) as on Tmonj1spm(0.22

Currently under review.

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

Complementary Courses (9 credits)

9 credits from:

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

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

4.1.3.1.11 Diploma in Public Relations and Communications Management

This diploma is intended for those wishing to pursue a career in public relations and communications.

Admission Requirements for the Diploma in Public Relations and Communications Management

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

4.1.3.1.11.1 Diploma in Public Relations and Communications Management (30 credits)

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

Required Courses (21 credits)

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

Complementary Courses (9 credits)

3-6 credits from:

Communications 0026.237 Adorat. 22aementar0mmu1 68.52 498.004 Tm(4.1.3.1.11)Tj0 Tcmpe1 453un((3))Tjlan1.3.1.

CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 590	(3)	Topics in Public Relations

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

4.1.3.1.12 Diploma in Supply Chain and Operations Management

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

Admission Requirements – Diploma in Supply Chain and Operations Management

In addition to the admission requirements stipulated in *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*, students must have a bachelor's degree in any discipline with a CGP.62 Tm(Admis 571.9 Tm to the admis in)Tj0 0 lerations.

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics
CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

Abbreviated Qualifying Program (12 credits)

The Abbreviated Qualifying Program must be completed by lawyers

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

Diploma Program (30 credits)

For CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Tax Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

4.1.3.1.14 Graduate Certificates

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

The programs are offered by the School of Continuing Studies. The Graduate Certificates consist of five 3-credit courses.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these 15-credit programs are designed to provide the specialized knowledge you need for today's changing business world, in the shortest possible time.

4.1.3.1.14.1 Admission Requirements for Graduate Certificates

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated). Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalenc

In addition to the admission requirements stipulated in *section 4.1.3.1.14.1: Admission Requirements for Graduate Certificates*, students must have a Bachelor of Commerce (Accounting) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies, or a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and a Certificate in Accounting, or a bachelor's degree in any discipline and a Certificate in Accounting with a minimum CGPA of 3.0 out of 4.0, or a Diploma in Accounting.

Graduate Certificate in

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

Prerequisite

CCTX 511	(3)	Taxation 1

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

Required Courses

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

4.1.3.1.14.5 Graduate Certificate in Health Care Management

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

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

4.1.3.1.14.5.1 Graduate Certificate in Health Care Management (15 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Required Courses (12 credits)

CACC 523	(3)	Financial Aspects of Health Care
CHLC 500	(3)	Health and Social Service Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

4.1.3.1.14.6 Graduate Certificate in Health Services Management

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

Admission Requirements for the Graduate Certificate in Health Services Management

In addition to the admission requirements stipulated in *section 4.1.3.1.14.1: Admission Requirements for Graduate Certificates*, students must hold a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and three years of recent work experience in administrative, research, or clinical positions in a health-related environment; or a bachelor's degree in any discipline and a Certificate in Health and Social Service Management with a minimum CGPA of 3.0 out of 4.0. All applicants must provide their curriculum vitae and two letters of reference.

4.1.3.1.14.6.1 Graduate Certificate Health Services Management (15 credits)

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

Required Courses (9 credits)

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

Complementary Courses (6 credits)

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

4.1.3.1.14.7 Graduate Certificate in Human Resources Management

Admission Requirements for the Graduate Certificate in Human Resources Management

In addition to the admission requirements stipulated in *section 4.1.3.1.14.1: Admission Requirements for Graduate Certificates*, students must hold a bachelor's degree (or equivalent) or a graduate degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.14.7.1 Graduate Certificate in Human Resources Management (15 credits)

Corequisite

| CORG 551* | (3) | Behaviour in Organizations |

* This course can be taken with CORG 555

Required Courses (12 credits)

| CORG 555 | (3) | Strategic Human Resources Management |
| | (3) | Staffing Organizations |

CPL2 534 (3) Leading in Diverse and Global Workplaces

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

Graduate Certificate in International Business

CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
		T

| CMR2 564 | (3) | Marketing Communications: A Strategic Approach |
| CMR2 566 | (3) | Global Marketing Management |

Complementary Course (3 credits)

3 credits from:

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

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

4.1.3.1.14.12 Graduate Certificate in Operations Management

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

This Graduate Certificate offers students the opportunity to acquire knowledge of manufacturing systems and operations management.

4.1.3.1.14.12.1 Graduate Certificate in Operations Management (15 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Required Courses (12 credits)

CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies

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 offered and approved by Career and Professional Development.

4.1.3.1.14.13 Graduate Certificate in Public Relations Management

Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in *section 4.1.3.1.14.1: Admission Requirements for Graduate Certificates*, students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.14.13.1 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

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, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

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

The Exemption by Examination test is intended for students who do not have the requisite academic background required, b

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

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

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

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

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

1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:

4.1.3.2.4 Academic Advisers

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

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

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

4.1.3.2.5 Advanced Standing for the Diploma Programs

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent graduate-level study done at another recognized university within the last five years.

Students may apply for admission to, and register in, more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Professional Development*.

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

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.11: Special Student Status: Graduate-Level Courses* for information pertaining to Special Students.

Diploma in Management

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of three courses (9 credits) may be credited for post-graduate courses tak

a student. A formal academic appeal must be made in writing directly to the *Career and Professional Development* Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

4.1.3.2.6.4 Time Limits

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

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

Corequisite

This refers to academic requirements that may be completed before or concurrently.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

Course Load

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

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

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

Information Sessions

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

4.1.3.2.6.5 Registration in Graduate-Level Courses

For more information, see *section 3.1: Admission Requirements*.

Engineering – Graduate Le

4.1.3.4 Language Requirements for Professions

For more information, see *Programs, Courses and University Regulations > University Regulations 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 experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

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

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

Supporting documents should be delivered to:

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

See: *www.mcgill.ca/continuingstudies/prospective-students/apply/undergraduate-programs/supporting-documents*

4.1.4 Professional Development Courses and Certificate (CE Units and Other)

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

Please visit our website at *www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops* for a complete summary of our offerings.

4.1.4.1 Professional Development Opportunities

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

- Accounting and taxation professionals
- Aerospace industry professionals
- Business analysts and professionals
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- IT professionals
- Lawyers and le

-

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

Understanding Trade-marks – An Introductory Course – July 29–August 2, 2013

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

Managing Trade-mark Disputes – August 7–9, 2013

An intensive, practical, and hands-on course that extends and refines insights and strategies covered in the introductory course, as well as offers the opportunity to attend a mock cross-examination and a mock oral hearing with experienced practitioners. A must for anyone working at the leading edge of the trade-mark field, this course is designed specifically for trade-mark agents, in-house trade-mark managers, in-house counsel, lawyers, and executives who specialize in the trade-mark area, whether in private or corporate practice, with some experience in the field of trade-mark law.

Copyright Master Class – August 7–9, 2013

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

4.1.4.5 Professional Development Certificate in Condominium Management (Non-Credit) Overview

This program provides new and experienced residential and commercial condominium managers with the information, knowledge, and skills required for successful condominium management. Participants have the flexibility of registering for just one course or for the complete program.

Please visit our website at *www.mcgill.ca/continuingstudies/programs-and-courses/property-management/certificate-condominium-management* for more information and to register. You can find out more about *l'Ordre des administrateurs as a7001/F2 8.1 Tf1 0abec/F1 8.1 Tf1 0 0 1 426.192 6963.761 51e3.NonO1 0 0 1 4*

Conditions

The DELF is composed of cumulative 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. All marks are final and not subject to appeal. Successful completion of the first tw

Website: *www.mcgill.ca/continuingstudies/about-scs/academic-areas/education*

4.3.3   About Education Programs

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. The Faculty of Education offers numerous professional development opportunities administered through the School of Continuing Studies to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations' and Inuit education, language, and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.

4.3.3.1   Programs for Professional Development in Education

The Faculty of Education offers the following programs:

Programs for Professional Development in Education

section 4.3.3.5.2: Diploma in Human Relations and Family Life Education (30 credits)

section 4.3.3.6.1: Graduate Certificate in Counselling Applied to Teaching (15 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 4.3.3.8.3: 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 Northern (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)

4.3.3.2   Admission Requirements and Procedures

Applications for admission to the programs offered by the Faculty of Education through the School of Continuing Studies can be made at the McGill website: *www.mcgill.ca/applying*. Your application cannot be considered until all requirements have been met. Please complete the application form and submit required documents to the appropriate department in the Faculty of Education, 3700 McTavish Street, Montreal, QC H3A 1Y2.

Applicants to First Nations and Inuit programs must contact the office of First Nations and Inuit Education for admission information at 514-398-1340.

Documents Required

In addition to those listed on the application website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of $65 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

Application Deadlines

Fall term: June 1
Winter term: October 1
Spring/Summer term: February 1

4.3.3.3   Professional Development Opportunities

The Faculty of Education offers enriching programs and courses administered through the School of Continuing Studies for:

- Educational leaders
- Elementary and middle-school teachers
- Hospital, institutional, and social service facilitators
- School personnel advisers
- Special needs and adult educators
- Student counsellors

4.3.3.4   Bachelor of Education (Vocational) (90 credits)

Admission to this program has been suspended.

4.3.3.5 Diploma in Human Relations and Family Life Education

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres.

4.3.3.5.1 Admission Requirements

1. An undergraduate degree with a CGPA of at least 2.7 out of 4.0
2. Two letters of recommendation
3. An autobiographical sketch that should include a statement of interest in the program
4. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

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

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

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

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

Required Courses (21 credits)

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development

Complementary Courses (9 credits)

9 credits from the following courses:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

4.3.3.6 Graduate Certificate in Counselling Applied to Teaching

The goal of this program is to enhance teachers' knowledge and skills in a variety of areas.

Admission Requirements

1. An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with the diploma and graduate studies; therefore,

4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character.
5. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English.

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

Contact

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

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

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

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

Required Courses (6 credits)

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

Complementary Courses (9 credits)

Choose from the following:ComTj1rreditained ff 1 191.009 579.20s)e999.3 0 1 2emsj1ing lselnostdyears. 1 221.949 503.261 T.020.0 0 1 2Hle, andR communiis s 1 16

For further information on other supporting documents required, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies >*

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

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

Required Courses (30 credits)

EDEC 203	(3)	Communication in Education
EDEC 260	(3)	Philosophical Foundations
EDEE 325	(3)	Children's Literature
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology

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

Cultural Skills and Language Arts

6 credits:

EDEA 242	(3)	Cultural Skills 1
EDEE 223	(3)	Language Arts

18 credits from course List A and course List B with at least 12 credits in different subject areas. Priority should be given to selecting courses from List A.

List A

EDEC 262	(3)	Media, Technology and Education
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 241	(3)	Teaching Language Arts
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 291	(3)	Cultural Values and Socialization
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 355	(3)	Classroom-based Evaluation

List B

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 200	(3)	Introduction to Inuit Studies
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 244	(3)	Issues in Aboriginal Education
EDEC 403	(3)	The Dialects of Inuktitut
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 261	(3)	Reading Clinic - Early Childhood
EDEE 292	(3)	Using Instructional Resources

EDEE 340	(3)	Special Topics: Cultural Issues
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 444	(3)	First Nations and Inuit Curriculum
		Health Education

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)	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

9 credits:

EDKP 241	(3)	Aboriginal Physical Activities
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development

6 credits from the following physical education courses:

EDKP 214	(1)	Basketball 1
EDKP 217	(2)	Track & Field / Cross Country
EDKP 218	(1)	Volleyball 1
EDKP 223	(2)	Games: Principles and Practice

4.3.3.8.3 Certificate in Aboriginal Literacy Education (30 credits)

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

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

Required Courses (6 credits)

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

Complementary Courses (18 credits)

18 credits selected as described below.

Language Courses

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-lev

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 developing 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 some knowledge of their Indigenous language and who have already established themselves as teachers, to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

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

Required Courses (15 credits)

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

Major Subject Area (6 credits)

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Minor Subject Area (6 credits)

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Education Courses (3 credits)

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Aboriginal Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Aboriginal Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

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

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

This certificate may be tak

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 more effective 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, cooperative learning, 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 or any other suitable course approved by the Director of Programs in First Nations and Inuit Education.

EDEA 242	(3)	Cultural Skills 1
EDEC 200	(3)	Introduction to Inuit Studies
EDEE 290	(3)	Cooperative Learning
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions

4.3.3.8.8 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 principles and practice of personnel services as generally applied in educational settings, to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in First Nations and Inuit communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Aboriginal educational authority.

Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

Complementary Courses (9 credits)

9 credits selected from the list below or any other suitable course approved by the Program Coordinator.

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently of

Telephone: 514-398-5212
Fax: 514-398-5224
Email: *facultypartnerships.conted@mcgill.ca*; *summer.studies@mcgill.ca*
Website: *www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies*

4.4.4   Administrative Officers

Administrative Officers
TBA   Director, Faculty Partnerships and Summer Studies
Program Administrator

4.4.6.3 Course Cancellations and Withdrawals

Faculty Partnerships and Summer Studies reserv

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 low-intermediate lev

The fee for the test is $25 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website: *www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication*.

4.5.4.2.4 The Language and Intercultural Communication Unit: Customized English Language Training

The Language and Intercultural Communication unit offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: *www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication*.

4.5.4.3   Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The *Certificate of Proficiency in English – Language and Culture* is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to adv

- 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 retake 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 Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;
- payment of mandatory Blue Cross insurance for international students for all sessions.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the second day of class**. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to
www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture.

4.5.4.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to remain in the program. Overall, a maximum of three unsatisf

4.5.4.4   Online English Program

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

For more information:

Email: *englishonline.scs@mcgill.ca*

Website: *www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-english-workplace-communication*

4.5.4.4.1 Certificate of Proficiency in Written English – Workplace Communication Overview

Many students studying English as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

4.5.4.4.2 Certificate of Proficiency in Written English - Workplace Communication (48 CEUs)

The non-credit Certificate of Proficiency in Written English - Workplace Communication is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

Required Courses

CEGL 215	(8)	English Grammar at Work
CEGL 216	(8)	English Grammar and Writing in Context 1
CEGL 315	(8)	English Grammar and Writing in Context 2
CEGL 316	(8)	English Vocabulary for Workplace
CEGL 415	(8)	English Writing Techniques for Workplace
CEGL 416	(8)	English Written Communication Strategies for Workplace

4.5.5   The Language and Intercultural Communication – French Language Programs

The School of Continuing Studies' *Language and Intercultural Communication* unit offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. The Language and Intercultural Communication's part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Language and Intercultural Communication unit's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

4.5.5.1   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 at large, including the employees 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, in both oral and written French, the linguistic and communicative 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 low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French 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 at the elementary level) of 60 hours each.

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

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

Every student registered in a credit or non-credit course has exclusive 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 an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced 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 - Non Credit Module

CFRN 102	(11)	Basic French
CFRN 104	(11)	Elementary French 1
CFRN 106	(11)	Elementary French 2

Required courses - Credit Module (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 Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

Notes:

* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

4.5.5.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see *section 4.5.5.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)* for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (D.E.C.) 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 upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (D.E.C.) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see *Programs, Courses and University Regulations > F*

The fee for the test is $25 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

For information on the Entrance Placement Test dates, please refer to our website:
www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency---french-professional-communication/en.

4.5.5.2.4 Certificate of Proficiency – French for Professional Communication: Customized French Language Training

The Language and Intercultural Communication unit offers customized French language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in French;
- other professionals who are required to work, or who are currently working in a French-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website:
www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency---french-professional-communication.

4.5.5.3   Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over five levels (beginner to advanced).

4.5.5.3.1 Intensive French Program: Certificate of Proficiency in French — Language and Culture

The program objectives include learning strategies for speaking, listening, writing, reading and pronunciation. It also includes special cultural modules for certain levels. Through this program, students will acquire the linguistic, communicative, pragmatic, and cultural competence needed to interact comfortably in work and social settings. Time is taken during class in the language laboratory to focus on each student's linguistic needs and development. Students benefit from sma.12Af44 P684.82 Tm(g)gua1 0 o 1 192.178 610.8075j1 0 iTm(Intensive 0 1 81.614 467fil2ss ina unit of)Tjuistic needs and de

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 v

4.5.5.3.5 Housing

The Language and Intercultural Communication unit can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québecois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at *www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq* or contact *the Language and Intercultural Communication* unit.

4.5.5.4 Online French Program

French Grammar at Work – CFRN 215: This course is designed for students who are at a mid-intermediate level in written French and who would like to improve their grammatical proficiency. Thr8h.193.826 624.36da5CFRN 215:

4.6 McGill Community for Lifelong Learning (MCLL)

4.6.1 The McGill Community for Lifelong Learning (MCLL)

Our society is in the midst of a major demographic shift, as a record number of people approach retirement age. And now more than ever we understand that intellectual stimulation and social activities are essential to maintaining a healthy lifestyle as we age. Want to find out more about subjects that have always fascinated you? Or study for the sheer joy of learning? Enrich your life by meeting others who share your interests? MCLL is perfect for you.

MCLL is a community of dedicated moderators and learners from diverse backgrounds and life experience who are committed to personal growth through peer learning and active participation in small study groups. Members are encouraged to participate, and to research and use the McGill libraries. There are no educational prerequisites, no age limitations, no exams or grades—and the cost is low.

Our five- and ten-week study group sessions, offered in the Fall, Winter, and Spring, combined with Friday and Saturday lecture series, and *Wonderful Wednesdays* in the summer, ensure a wide range of learning and social opportunities for everyone. For over 20 years, MCLL has been stimulating and rejuvenating Montreal's retirement community. Join us for a rewarding experience on a new path of personal growth.

4.6.2 Location

McGill Community for Lifelong Learning (MCLL)
688 Sherbrooke Street West, Suite 229
Montreal, QC H3A 3R1

Telephone: 514-398-8234
Coordinator: 514-398-6152
Fax: 514-398-2757
Email: *mcll.scs@mcgill.ca*
Website: *www.mcgill.ca/continuingstudies/programs-and-courses/mcll*

Study groups are held in MCLL's own premises during the daytime, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station, or the 24 bus. Study groups are sometimes offered at the Macdonald campus.

4.6.3 Administrative Officers

Administrative Officers	
Alex Megelas; B.A.(Bishop's)	**Program Coordinator**
Ana Milic	**Administrative Coordinator**

4.6.4 McGill Community for Lifelong Learning

Retired? Planning to retire? The *McGill Community for Lifelong Learning* (MCLL) can provide you with the intellectual stimulation and dynamic social activities important for personal growth. Volunteer-run, MCLL is fueled by peer learning where moderators lead small groups that explore fascinating topics in Arts and Music, Science and Society, Books and Authors, History and Religion, World Events, and more. Come join our active learning environment, whose passionate members include businesspeople, homemakers, doctors, teachers, artists, and engineers, aged 50–95. Access to McGill libraries and other resources, plus entertaining social events and field trips, round out the enriching MCLL experience.

4.6.4.1 Study Group Subjects

Each semester 25–60514-6.719 2052 204.124 Tm(Each s1 198.39 272.464 Tm(V)Tj1 0 0 1 203.n298 262.Tm(ers, docto(cl6pluS.80Am:65.94fl4 Tm5 0 0 Tm(erse back

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

4.6.4.2 MCLL Schedule

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

Classes for 2013–2014 are tentatively scheduled as follows:

April 8, 2013 to June 14, 2013
July 10, 2013 to August 21, 2013
September 16, 2013 to November 22, 2013
January 13, 2014 to March 21, 2014

4.6.4.3 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Development, Planning, Special Events, Newsletter, Information Technology, and Communications. In addition, many 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 *McGill Community for Lifelong Learning Member Handbook*.

4.6.4.4 Social Events

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

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

4.6.4.5 Membership Fees

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

The current membership fee is $100 per semester. An Associate membership is available for $20. Associates recei 0 1 186.495 41 0 0 1 67.52j-0.103 Tw1 s recei 0 1 Tm

3. Life Transitions

Open to the entire university community and the general public, PACE events take place at different venues on and off the McGill campus. Join us to find your PACE!

www.mcgill.ca/continuingstudies/programs-and-courses/personal-and-cultural-enrichment-pace

4.7.2   CREOR Lecture Series

Written Communication also offers a four-level Spanish language program leading to a Certificate of Proficiency in Spanish as well the Graduate Certificate in Professional Communication – Spanish. Individuals interested in pursuing official certification of proficiency in French as a second or foreign language can obtain a DELF or DALF diploma.

4.8.4.1 Professional Development and Job Opportunities

Translation and Written Communication offers enriching translation and language instruction for:

- General and technical translators
- Language industry professionals
- Legal, medical, and scientific translators
- Bilingual journalists and writers
- Public relations specialists
- Travel-industry professionals
- Spanish-language students
- Individuals seeking French language certification (DELF/DALF)

4.8.4.2 Programs and Courses

NON-CREDIT PR

4.8.4.3.2 Academic Regulations – Non-credit Language Programs and Courses

All non-credit language courses and programs are open to any person who is at least 18 years of age and fulfils the prerequisite requirements. A minimum grade of C is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program.

It is the student's responsibility to respect all prerequisites. Students who fail to meet these requirements may be denied permission to continue in the course in which they have registered.

4.8.4.3.3 Certificate of Proficiency in Spanish

The School offers the Certificate of Proficiency in Spanish program: Level 1 to Level 4 courses are offered on a part-time basis, evenings and weekends (45 hours). Students who wish to receive this certificate must fulfil the following requirements:

a. Complete the last two levels of the program with the McGill School of Continuing Studies.

b. Obtain a minimum grade of **B+** in the Level Four course.

c. Attend at least 2/3 of all lectures.

Students who have studied Spanish at some other institution may be exempted from one or two levels depending on the progress they have made.

4.8.4.3.4 Graduate Certificate in Professional Communication — Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary savoir-faire for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

Required Courses (12 credits)

CSPN 541	(3)	Language and Culture for Professional Communication
CSPN 542	(3)	Written Communication Contexts
CSPN 543	(3)	Oral Communication Contexts
CSPN 544	(3)	Professional Discourse

Complementary Courses (6 credits) est 6 credit91.77 411.18.62 (e a oadviseed in ahe ne)Tuate Certi®cate in Professional Communication Ð Sp±®ish

4.8.4.4   Translation Programs

This certificate offers two unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

4.8.4.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

4.8.4.4.1.1 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 Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

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

Required Courses (18 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2

English to French Option (9 credits)

CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

Complementary Course (3 credits)

CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation (into French)
CCTR 334	(3)	Spanish Translation (into English)
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

EDEC 202	(3)	Effective Communication

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.2 Certificate in Translation — French to English Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

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

Required Courses (18 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2

French to English Option (9 credits)

CCTR 234	(3)	Writing Techniques for Translators
CCTR 434	(3)	English Translation 3
CCTR 436	(3)	English Translation 4

Complementary Course (3 credits)

CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation (into French)
CCTR 334	(3)	Spanish Translation (into English)
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.3 Certificate in Translation — Spanish to French Option (30 credits)

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (21 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (9 credits)

6 credits:

CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 333	(3)	Spanish Translation (into French)

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.4 Certificate in Translation — Spanish to English Option (30 credits)

The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (21 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2

| CCTR 437 | (3) | Spanish Translation 3 |

Complementary Courses (9 credits)

6 credits:

| CCTR 234 | (3) | Writing Techniques for Translators |
| CCTR 334 | (3) | Spanish Translation (into English) |

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.5 Certificate in Translation — French/English into Spanish Option (30 credits)

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (21 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (9 credits)

6 credits:

| CCTR 237 | (3) | Writing Techniques (Spanish) |
| CCTR 438 | (3) | Spanish Translation 4 |

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401*	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais

CCTR 500*	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Undergraduate degree and/or departmental approval required.

4.8.4.4.1.6 Translation Programs: General Academic Requirements

4.8.4.4.1.6.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language.
2. Students must pass an Entrance Examination.
3. Students must hold a CEGEP diploma (D.C.S. or equivalent).
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

4.8.4.4.1.6.2 Admission Procedures

For more information, see *Programs, Courses and University Regulations > Faculties & Schools >School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.8.4.4.1.6.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

4.8.4.4.1.6.2.2 Time Limits

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

4.8.4.4.1.6.2.3 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program.
2. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
3. In order to be eligible for the certificate, students must obtain a minimum cumulative grade point average (CGPA) of 3.0 over 4.0 in the program (to be calculated over all courses including unsatisfactory grades and failures).
4. Students must attend 2/3 of all lectures.

4.8.4.4.1.6.2.4 Second Certificate

Students having completed the Certificate in Translation, and wishing to complete a second certificate in another language of specialization, will be granted a maximum of 9 credits (three courses) Advanced Standing for duplicate courses already completed.

4.8.4.4.1.6.2.5 Special Students

1. Special Students may take courses in the program provided they have passed the Entrance Examination. Please consult *Programs, Courses and University Regulations > Faculties & Schools >School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for further information pertaining to Special Students.
2. Special Students, although not formally admitted to the program, are expected to demonstrate se317 Tm(4.)Tj/4.816 816 8—33/s0 0 1 309.7 23t21 309.7 238.oEos1

CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
CCTR 513	(3)	Traduction Spécialisée 2
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français

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

or 3 credits from Third Language courses:

CCTR 333	(3)	Spanish Translation (into French)

Required Comprehensive Evaluation:

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

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

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 Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 502	(3)	Translation Studies
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

Complementary Courses (12 credits)

12 credits selected as follows:12 credits)

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
CCTR 514	(3)	Specialized Translation 2
CCTR 516	(3)	The French Canon in Translation
CCTR 518	(3)	Differential History of English

3 credits from the following courses:

	(3)	Translation Practicum

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Traduction Spécialisée 1
CCTR 513	(3)	Traduction Spécialisée 2
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français

CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

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

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

4.8.4.4.2.5 Graduate Diploma in Translation: General Academic Requirements

General Academic Requirements

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

4.8.4.4.2.5.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

1. Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option.

2. Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0* or more and with a concentration in Translation Studies consisting of no less than 30 credits. If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.

   * If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.

   a) Letter of Intent: A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

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

   b) Curriculum Vitae

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

   Supporting documents should be delivered to:

   > Client Services Office
   > Admissions & Convocation
   > School of Continuing Studies
   > 688 Sherbrooke Street West
   > Room 1125
   > Montreal, QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *ministère de l'Immigration et des Communautés culturelles*. For further details, you may contact their office at: 514-864-9191 or visit them on the web at: *www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html*.

   If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation: *www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency*.

4. Applicants must pass the Diploma Entrance Examination (see *www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication*).

4.8.4.4.2.5.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.8.4.4.2.5.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be a

Course Number	Title	Credits	MWC Placement Test
		3	Yes