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# PROGRAM OPTIONS FOR NON-BUSINESS STUDENTS

Section 61.140

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## Courses Offered to Non-Business Students

Students enrolled in programs outside the John Molson School of Business may register for a maximum of six credits per term, up to a maximum of 30 credits offered by the School of Business.

Students not registered in the John Molson School of Business, who wish to register in any courses offered by the School, but do not have the stated prerequisites, must obtain permission in writing from the Student Request Committee of the John Molson School of Business *prior to registration*. The Office of the Associate Dean reserves the right to deregister those students who do not adhere to academic regulations.

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## CERTIFICATE IN FOUNDATIONS FOR BUSINESS

The Certificate in Foundations for Business is a non-degree program that caters to students who wish to develop the necessary background for further study in undergraduate degree programs in business. It also may be of interest to students whose preference is to follow a short program of study or to learn important foundations for business studies.

The certificate requires successful completion of 30 credits. Students may transfer into the certificate program up to 12 credits earned in an incomplete degree or certificate program or as an Independent student, provided they are students in acceptable standing. The credits that may be so transferred are determined by the University at the point of entry into the program. Students who are admitted to the Certificate in Foundations for Business and wish to continue in a degree program should apply for admission to that program within the first 30 credits.

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## Admission Requirements

Applicants to this program must satisfy the general admission requirements stated in §13.3 of this Calendar. The specific admission requirements are listed in the Undergraduate Program Guide and on the Concordia website.

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## Program

### 30 Certificate in Foundations for Business

12 ECON 201, 203; MATH 208, 209

18 ACCO 230; BTM 200; COMM 215; FINA 230; MANA 201; MARK 201

*NOTE: In the event that a student is awarded an exemption from a required course, it will be necessary for the student to replace that course with another relevant to the program, chosen in consultation with an academic advisor.*

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## CERTIFICATE IN BUSINESS STUDIES

*This program is not open to students registered in a program leading to an undergraduate degree.* Students may transfer into the certificate program up to 12 credits earned in an incomplete degree or certificate program or as an Independent student, provided they are students in good standing. The credits that may be so transferred are determined by the University at the point of entry into the program.

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## Admission Requirements

- a) Diploma of Collegial Studies or the equivalent; MATH 208, 209; ECON 201, 203; BTM 200
  - or
  - b) Mature students: MATH 208, 209; ECON 201, 203; BTM 200.
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## Program

### 30 Certificate in Business Studies

24 COMM 210, 212, 215, 217, 220, 222, 223 or 224, 225

6 additional credits from the John Molson School of Business chosen in consultation with an academic advisor.

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## MINOR IN BUSINESS STUDIES

*This program is not open to students registered in a program leading to an undergraduate degree in the John Molson School of Business.*

*NOTE: A GPA of 2.50 is required for entrance into this minor.*

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## Admission Requirements

MATH 208, 209; ECON 201, 203; BTM 200.

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## Program

### **30 Minor in Business Studies**

24 COMM 210, 212, 215, 217, 220, 222, 223 or 224, 225

6 additional credits from the John Molson School of Business chosen in consultation with an academic advisor.

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## Program

### **MANAGEMENT ELECTIVE GROUP FOR NON-BUSINESS STUDENTS**

This 15-credit elective group is available to students registered in undergraduate programs outside of the John Molson School of Business. Students choosing this elective group have the opportunity to add a business-oriented management component to their arts, science, engineering, or fine arts degrees.

#### **15 Management Elective Group for Non-Business Students**

6 MANA 201, 202

9 Additional credits from MANA 298, 300, 343, 362, 374

*NOTE: Since non-business students can only register for a maximum of 30 credits within the John Molson School of Business, students registered in the Minor in Business Studies or the BCompSc Information Systems Option cannot register for the Management elective group.*

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## Program

### **MARKETING ELECTIVE GROUP FOR NON-BUSINESS STUDENTS**

This 15-credit elective group is available to students registered in undergraduate programs outside the John Molson School of Business. Students choosing this elective group have the opportunity to add a business-oriented marketing component to their arts, science, engineering, or fine arts degrees.

#### **15 Marketing Elective Group for Non-Business Students**

9 MARK 201, 302, 305

6 Additional credits from MARK 451, 452, 453, 454, 460, 463, 485, 486

*NOTE: Since non-business students can only register for a maximum of 30 credits within the John Molson School of Business, students registered in the Minor in Business Studies or the BCompSc Information Systems Option cannot register for the Marketing elective group.*

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## Program

### **THE BASICS OF BUSINESS ELECTIVE GROUP**

This interdisciplinary elective group is designed for non-business students seeking insight into the exciting world of business.

#### **15 The Basics of Business Elective Group**

15 Chosen from ACCO 230, 240; ADMI 201, 202; COMM 215; FINA 200; MANA 201, 202, 298; MARK 201

*NOTE: This elective group is not open to BComm/BAdmin students. Not all elective-group credits are transferable to the BComm/BAdmin program.*

*NOTE: Students who have received credit for MANA 266, 213, or 211 may not take MANA 201, 202, or 298 for credit, respectively.*

*NOTE: Since non-business students can only register for a maximum of 30 credits within the John Molson School of Business, students registered in the Minor in Business Studies or the BCompSc Information Systems Option cannot register for the Basics of Business elective group.*

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## **61.150 COMPUTER SCIENCE**

For a Major in Business Technology Management see §61.50

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## **61.160 SPECIAL CERTIFICATE PROGRAMS**

There are many organizations within the business community designed to serve the needs of people working in specialized areas of business. These organizations recognize that the educational qualifications of those seeking membership must be continually upgraded. Therefore, they sponsor an academic certificate which may be obtained through correspondence courses, or through a lecture program.

The John Molson School of Business co-operates with these business organizations by permitting personnel to register as Visiting students, and to take courses leading to a certificate to be awarded by the organization concerned.

Students must comply with the University regulations regarding dates of application and Visiting Business student entrance requirements as outlined in the Academic Calendar §11. In addition, they must meet the requirements of the specific organization. The credit courses taken may be applied towards the BComm degree, provided the student meets the admission requirements and wishes to transfer from Visiting Business status to undergraduate status after completing a certificate program. Students are advised that they must meet the BComm curriculum requirements in force at the date of transfer.

Each certificate program has one or more special courses required to complete the program. These courses do not carry credit towards an undergraduate degree and are designated as non-credit courses.

Students interested in the following certificate programs may obtain details of required courses from the organization concerned:

- The American Marketing Association (Montreal Chapter)
- Institute of Canadian Bankers
- The Insurance Institute of Canada
- The Trust Companies Institute of Canada
- Professional Secretaries International (CPS)
- Canadian Institute of Management

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## 61.170 SPECIAL PROGRAMS IN ACCOUNTANCY

### CERTIFICATE IN ACCOUNTANCY

The main purpose of the Certificate in Accountancy is to help students who have completed a bachelor's degree in a field other than Accountancy to complete coursework that may qualify students for entry to the Graduate Diploma in Chartered Professional Accountancy program. Students may transfer into the certificate program up to 12 credits earned in an incomplete degree or certificate program or as an Independent student, provided they are students in good standing. The credits that may be so transferred are determined by the University at the point of entry into the program.

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#### Admission Requirements

- a) Bachelor's degree
- b) MATH 208, 209; ECON 201, 203; BTM 200; COMM 217, 305

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#### Program

##### 30 Certificate in Accountancy

18 ACCO 310, 320, 330, 340, 420, 450

12 additional credits from the John Molson School of Business that are needed to satisfy some of the requirements of the CPA designation.

#### L'ORDRE DES COMPTABLES PROFESSIONNELS AGRÉÉS DU QUÉBEC: Chartered Professional Accountant (CPA)

The John Molson School of Business offers a Diploma in Chartered Professional Accountancy. Entry into the program normally requires an undergraduate degree in Commerce, and a Major in Accountancy with high academic standing. Applicants lacking an appropriate pattern of undergraduate work will be required to successfully complete certain qualifying courses, as assigned by the director of the program and the Order of Chartered Professional Accountants of Quebec. For further details, refer to the Graduate Calendar of Concordia's School of Graduate Studies.

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## 61.180 SPECIAL PROGRAM IN MANAGEMENT

### L'ORDRE DES CONSEILLERS EN RESSOURCES HUMAINES AGRÉÉS DU QUÉBEC: Certified Human Resources Professional (CHRP)

Effective January 2013, students who wish to obtain the CHRP certification are exempted from writing the National Knowledge Exam® (NKE) administered by the Ordre if they complete the following courses within the BComm program, Major in Human Resource Management:

COMM 222	Organizational Behaviour and Theory
COMM 226	Business Technology Management
COMM 315	Business Law and Ethics
COMM 401	Strategy and Competition
MANA 341	Organization Theory and Design
MANA 362	Human Resource Management
MANA 366	Industrial Relations and Collective Bargaining
MANA 420	Management Research for Decision Making
MANA 443	Compensation and Benefits Management
MANA 444	Training and Development
MANA 445	Health and Safety Management
MANA 446	Workplace Planning and Staffing
MANA 463	Strategic Human Resource Management
MANA 479	Employment Law

#### NOTES:

1. The list of courses is subject to amendment by the Ordre.
2. Additional information about the CHRP certification is available at [chrp.ca/become-a-chrp](http://chrp.ca/become-a-chrp).

