



**CANADIAN INSTITUTE OF MANAGEMENT
HAMILTON BRANCH**

YOU HAVE A CHOICE!

A CERTIFICATE IN SUPERVISORY MANAGEMENT (CSM)

OR

**A CERTIFICATE IN
MANAGEMENT & ADMINISTRATION STUDIES (CIMA)**

The Institute's programs are available through many education institutions in cities across Canada. The programs are also available in a variety of forms and structures:

- National accredited study programs offered through universities and colleges
- International recognition of individual achievement
- Contact with practicing management professionals
- Local branch activities and services including workshops and seminars
- Self-study programs for maximum flexibility
- In-house classes
- Approved equivalent courses.

The Canadian Institute of Management now offers two specific programs of study, a Certificate in Supervisory Management (CSM) and a Certificate in Management and Administration Studies (CIMA) leading to the C.I.M. designation. The CSM program is designed to serve those persons who are just beginning their careers, or those who wish to qualify for their first supervisory role. Upon successful completion of the four courses required to attain the Certificate in Supervisory Management, you have the option of continuing on with the next four courses to get your CIMA.

The CIMA program is designed to expose individuals to the major areas of managerial responsibility, and to enhance management skills of current supervisors and managers. Any applicant with a CIMA certificate, who has completed two years Canadian business experience in supervision or management, may be eligible to apply for the C.I.M. (Certified in Management) designation. In order to be granted the designation, candidates will be required to submit an application, along with two letters of reference and a current resume within six (6) years of completing the studies.

	<u>CSM Program</u>	<u>CIMA Program</u>
Introduction to Management	X	X
Managerial Communications	X	X
Canadian Business Law	X	X
Human Resources Management	X*	X
Managerial Accounting		X
Marketing Management	X*	X
Financial Management		X
Strategic Analysis		X

*Option of either Human Resources or Marketing.

All courses are core courses with the exception of Human Resources Management and Marketing Management. These two are elective courses. Please visit the National website at www.cim.ca for a complete listing of electives. Two are required.

CSM & CIMA COURSES

M1A - Introduction to Management introduces the member-on-course to the concept of management by exploring the roles and functions of managers in the Canadian business environment. Topics include planning, organizing, leadership, controlling, management ethics, decision-making, tools and techniques, defining interpersonal communications, motivation and organizational behaviour.

M1B - Managerial Communications is a "hands on" course covering communication theory, aspects of written communication and introduces the member-on-course to public speaking.

M2A - Canadian Business Law provides the member-on-course with an overview of Canadian business law and an understanding of basic legal terminology. The major emphasis is on contract law, since contracts are the foundation of all commercial transactions. Topics will include a study of the requirements for creating a legally binding contract, as well as some common errors to be avoided. Various types of contracts with special uses will also be examined.

M2B - Human Resources Management will focus on such topics as the challenges of human resource management, environmental challenges, challenges of discrimination, recruitment, selection, orientation, performance appraisal, training and development, compensation management, union/management framework.

M3A - Managerial Accounting focuses on the uses of accounting data. Concepts and procedures of financial accounting are examined for an understanding of the role of accounting in both internal and external reporting.

M3B - Marketing Management covers the concepts of the marketing mix: product, price, place and promotion. Considerations required for development of a successful marketing strategy are discussed.

M4A – Managerial Finance supplies a broad familiarity with the field of managerial finance and a solid basis for financial decisions to further incorporate objectives in the area of capital management, capital budgeting, short and long term funding, and the cost of capital.

M4B - Strategic Analysis focuses on Canadian and international business cases, developing a "general management" perspective in decision making and introducing concepts useful to the analysis of management problems. A wide range of business cases examines corporate opportunities, competencies, aspirations and responsibilities. Students assess the objectives of a corporation, develop a strategy for achieving them and provide recommendations for implementation.

For further information please contact the Hamilton Branch office at (905)561-9889 or e-mail the office at admin@cim-hamilton.com. You may also visit our website at www.cim-hamilton.com. Regular business hours are Mondays from 9:30 a.m. to 1:00 p.m., and Thursdays from 9:30 a.m. to 1:00 p.m.