



Canadian Institute  
*of* Management  
Maritime  
Chapter

Institut Canadien  
*de* Gestion  
Section *des*  
provinces maritimes

# ***nsc*** School of Business



- ❖ Professional
- ❖ Manager
- ❖ Recognition
- ❖ Advancement

## Office Administration Students

# Making CIM work for you

Connecting your career to the Management Resources you need



## **NSCC Office Administration Students**

Congratulations on choosing Nova Scotia Community College for your educational journey to a new and exciting career. The Canadian Institute of Management would like to introduce a special opportunity made specifically for NSCC students that allows you to work simultaneously towards your NSCC diploma and the professional C.I.M. designation.

## **The Canadian Institute of Management Maritime Chapter**

The Canadian Institute of Management (CIM) is Canada's nationally recognized professional management organization with over 3,000 members. The CIM was formed to help the development of existing managers and to develop aspiring new managers. More information on the CIM can be found on the national website: <http://www.CIM.ca> or the CIM Maritime website: [www.MaritimeCIM.com](http://www.MaritimeCIM.com)

## **How the NSCC-CIM Partnership can benefit you**

- ❖ **Earn Two credentials at once;** while working toward your NSCC **Office Administration Certificate** you can complete the required courses for the **Certificate in Supervisory Management**. Having both credentials will give you a competitive advantage in the career marketplace.

## **Membership in CIM for the reduced Campus Member rate of \$50.00 + HST = \$57.50**

### **Portfolio Ready Documentation**

- ❖ The CIM Certificates look great in a portfolio and are an excellent exhibit for graduates.

### **Easy membership**

- ❖ Becoming a member is painless because the application process is streamlined.
- ❖ As an NSCC student, you become a member and then work towards the designation of your choice by completing the required courses.

### **Various NSCC Course Delivery Options**

- ❖ Courses can be completed as part of your OA Certificate Program requirements. Courses can be completed in a variety of ways; part of your OA program, or through continuing education with either face to face evening courses and/or online delivery.

### **Elimination of Course Transfer Credit Assessment Fees**

- ❖ For courses taken while not a CIM Member there is a course transfer credit assessment fee of \$50.00 + HST = \$57.50 per course.
- ❖ However, if you become CIM member under the NSCC-CIM partnership, your official NSCC transcript allows you to get direct CIM credit for your completed NSCC courses. Doing the math on eight courses shows a major saving here.

### **Networking, Volunteering and Professional Development Opportunities**

- ❖ Students often get opportunities to network with business professionals at social events or at Chapter meetings.
- ❖ NSCC graduates have become members of the Board of Directors for the Maritime Chapter and have had an opportunity to contribute to their own professional association – continuing their educational path.
- ❖ Some students have participated in Work Experience opportunities with members of the Maritime Chapter.
- ❖ Professional development events are held based on membership needs and provide an opportunity to enhance valuable skills.

### **Subscription to *Canadian Manager Magazine***

- ❖ The Canadian Manager is a magazine exclusively for CIM members. Not only do you get an opportunity to read the many articles about the management profession, you also have an opportunity to contribute articles to the magazine.



## Certificate in Supervisory Management (CSM)

The four courses required for the CSM can be completed as part of the Office Administration Certificate program. The CSM certificate outlined below requires the completion of these three NSCC courses and one elective:

### CSM Core Courses:

1. **Management Principles** (MGMT2025)
2. **Communications: Workplace Applications** (COMM2215)
3. **Business Law** (LEGL2000)

### CSM Electives (need one):

- ❖ **Organizational Behaviour** (MGMT1010)
- ❖ **Economic and Global Environment** (ECON2015)
- ❖ **Marketing I** (MKTG1010)
- ❖ **Human Resource Management** (MGMT3015)
- ❖ **Finance I** (FINA3010)
- ❖ **Financial Management** (FINA2316)
- ❖ **Management Strategies** (MGMT3001)
- ❖ **Applied Ethical Decision Making** (MGMT3020)
- ❖ **Applied Entrepreneurship** (ENTR 4000)
- ❖ **Introduction to International Business** (FITT 3101)

- Students will be awarded a **Certificate in Management and Administration** upon successful completion of the eight courses. This is a great showpiece for both your portfolio and job search.
- The prestigious **Certified in Management (C.I.M.)** Designation requires two years of documented supervisory/management experience in addition to the eight courses mentioned above.
- For students without managerial work experience, the two-year management experience requirement is usually completed after graduation. If you have had documented managerial work experience for two years, you may be able to apply for completion of this requirement. This experience must be documented by letters of reference, job descriptions and other work documents that unequivocally prove its authenticity.

### How to Become a Maritime Chapter Member:

A Campus Member is a student enrolled in an NSCC Office Administration Certificate Program. Becoming a **Campus Member** of the Canadian Institute of Management is easy. To become a member follow these steps:

- ✓ Complete the attached "**CIM Membership for NSCC Full Time Campus Member Application Form.**"
- ✓ Attach a check or money order for the \$50.00 + HST = \$57.50 membership fee. Make the payment out to "**The Canadian Institute of Management**".
- ✓ **Visa payments** go to <http://www.cim.ca/join> complete form and email to [info@MaritimeCIM.com](mailto:info@MaritimeCIM.com)

Cheques and Forms Mail to:

**Maritime Chapter  
Canadian Institute of Management  
60 Kata Court  
Hammonds Plains, NS B3Z 1N8**

## How to get your Certificate

### Certificate in Supervisory Management

When you have completed the required four courses send your transcript and CSM request to the address above.

## How to Maintain Membership with CIM

When you graduate from NSCC, you will be classified as a *Regular Member*. Maintaining your membership by paying annual dues as a Regular Member will ensure the continuity of your membership and your designation. Often, employers will assist or pay for this because of the professional benefits it can bring to their organization.

At the Maritime Chapter, we are looking forward to sharing the journey of professional development with you and being CIM members together.

### Contact Information:

Maritime CIM Chapter  
902.221.2374 [info@MaritimeCIM.com](mailto:info@MaritimeCIM.com)



## Canadian Institute of Management / Nova Scotia Community College Campus Member Application Form

*A Campus Member is a Full Time Student who is currently enrolled in a Business Program at a CIM recognized post-secondary institution.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email: \_\_\_\_\_

Nova Scotia Community College Campus: \_\_\_\_\_

Program: \_\_\_\_\_ Concentration (if applicable): \_\_\_\_\_

Business Courses taken at other post-secondary institutions (Please attach transcripts.):

\_\_\_\_\_  
\_\_\_\_\_

Campus Membership Fees: \$50.00 + HST = \$57.50 per year  
(Includes recognition of courses taken during that year and saves \$50.00 + HST = \$57.50 per course transfer fee.)

**Please make check or money order payable to the Canadian Institute of Management**

I UNDERSTAND UPON GRADUATION MY DESIGNATION IS VALID AS LONG AS MY MEMBERSHIP  
REMAINS CURRENT WITH THE CANADIAN INSTITUTE OF MANAGEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please send application with transcripts and membership fee to:

Maritime Chapter  
Canadian Institute of Management  
60 Kata Court  
Hammonds Plains, NS B3Z 1N8