



Canadian Institute
of Management
Maritime
Chapter

Institut Canadien
de Gestion
Section *des*
provinces maritimes

nsc School of Business



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

Tourism Management Students

Making CIM work for you

Connecting your career to the Management Resources you need



NSCC Tourism Management 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 towards 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

How the NSCC-CIM Partnership can benefit you

- ❖ NSCC and CIM have formed a partnership to enhance your development in the management field. Here's what it can mean for you.
- ❖ Earn two Credentials at once: while working towards your NSCC Tourism Management Diploma you can complete the courses for the Certificate in Management and Administration - having both credentials can give you an 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

- ❖ Every required course for a CIM certificate is offered in the NSCC Tourism Management Diploma Program.
- ❖ Courses can be taken during the day, or through continuing education; face to face during the evening or via 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.
- ❖ 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.



The Certified in Management Designation

CIM offers two certificates of interest to Tourism Management students, each of which will enhance your NSCC experience. You can earn both, if you choose, while completing your Tourism Management Diploma at NSCC:

- ❖ **Certificate in Supervisory Management**
- ❖ **Certificate in Management and Administration**

Certificate in Supervisory Management (CSM)

The four courses required for the CSM can be completed in the Tourism Management Program. The CSM certificate outlined below requires the completion of these NSCC courses:

1. **Business Leadership** (TOUR2015) (TC & CIM)
2. **Employability Skills for the Tourism Professional** (TOUR1002) **AND Communications – Workplace Foundations** (COMM1205) (TC & CIM)
3. **Law for the Tourism Manager** (LEGL2308) (TC & CIM)
4. **Human Resources for Tourism Managers** (HRES3210) **AND Human Resources Tourism Training and Challenges** (HRES2210) (TC)

Certified in Management and Administration

The **Certificate in Management and Administration** requires the completion of **Eight Mandatory courses**:

1. **Business Leadership** (TOUR2015) (TC & CIM)
2. **Employability Skills for the Tourism Professional** (TOUR1002) **AND Communications – Workplace Foundations** (COMM1205) (TC & CIM)
3. **Law for the Tourism Manager** (LEGL2308) (TC & CIM)
4. **Tourism Financial Management (FINA3108) AND Financial Decision Making for the Tourism Manager** (FINA2108) (TC & CIM)
5. **Basic Accounting for Managers** (ACTG1015) (TC) **AND Food and Beverage Cost Control** (FDBV3022) (TE & CIM)
6. **Tourism Management – A Capstone Course** (TOUR4408) (TC & CIM)
7. **Human Resources for Tourism Managers** (HRES3210) **AND Human Resources Tourism Training and Challenges** (HRES2210) (TC & CIM)
8. **Strategic Marketing for Tourism** (MKTG3408) (TC & CIM)

(TC = Tourism Core / TE = Tourism Elective / CIM = CIM Mandatory)

- Students will be awarded a **Certificate in Management and Administration** upon successful completion of the eight study courses (8 Credits). 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 outlined 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 Tourism Management 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 cim.ca/join complete form and email to 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 Certification

Certificate in Supervisory Management

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

Certificate in Management and Administration

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

Certified in Management (C.I.M.) Designation

When you have two years of management/supervisory experience submit a C.I.M. application, along with two letters of reference and a current resume within six years of completing the required eight courses.

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



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