

Certificate in Co-operative Management

Program Structure and Registration Instructions

Offered in an online format by Co-operative Management Education, Sobey School of Business at Saint Mary's University (Canada)

Thank you for your interest in the **Certificate in Co-operative Management**, comprised of a set of online and part-time courses designed to be completed in 10 months. These courses are designed to enhance your practical knowledge of the relevance and impact of the co-operative business model. In addition to joining a fabulous international network of co-operators, you will acquire an expanded toolbox of co-operative specific management tools and best practices related to strategy, financial sustainability, and innovation.

Upon successful completion of this special program, you will receive a Certificate in Co-operative Management. If you wish to later continue in our other programs (Graduate Diploma or Master's in Co-operative Management), you will be credited with completion of these courses.

Program Structure: Interactive online courses are delivered using an Online Learning Platform (Brightspace) and are structured using a mix of individual, group, and full class learning methods. When online courses are active, there is a great deal of flexibility in the structure of our program; you work on your courses from your home or work place at times and days that work for your schedule. To be successful in these courses, you must have enough time and discipline to dedicate to reading articles, interacting in online discussions, and writing assignments.

Cost: \$6000 Cdn (not including optional study tour participation)

Certificate Course Requirements:

1) Co-operative Principles and Values Foundations “Primer”

Scope: Examines both the philosophical origins and historical evolution of co-operatives and how their values and principles differentiate them from other forms of enterprises. This is a required independent study (approximately 20 hours of effort) that must be completed before the for-credit online courses are started. We waive this requirement for any graduates of a Credit Union Development Education (DE) program and some other programs where values and principles are covered in detail.

2) Complete the following online courses and earn 7.5 university credits

September to December (earn 3 credits)

- **STRATEGIC ANALYSIS – PART 1 AND 2 (3 CREDITS)**

Early September to mid-December: 8-10 hours/week for 12 weeks

To lead and manage a co-operative, one must see the co-operative business model for what it is. This course examines the co-operative equilibrium model which challenges co-operatives to

view themselves as having a dual nature and structure as businesses and associations of members. Learn how to maintain a strong co-operative model in the face of the identity crisis that many co-operatives face due to tendencies to adopt corporate approaches to governance and management. This course is rich in case studies and examples of the “new co-operative paradigm” in application. Practical topics are explored including shared surplus, patronage dividend and loyalty programs as a source of competitive advantage for co-operatives.

January to April (earn 3 credits)

- **CO-OPERATIVE FINANCE (3 CREDITS)**

Early January – mid-April: 8-10 hours/week for 12 weeks

Operating in the current international capital driven market economy, the questions of where the finance comes from and what it is used for, are even more compelling for co-operatives. How can co-operatives ensure that they are viable businesses whilst remaining true to their co-operative values? This is the capital conundrum for co-operatives. This course examines the co-operative paradigm (co-operative values and co-operative capital) compared to the dominant paradigm (financial capital) and to explore the possible options for the development of the co-operative approach to financial management and capital structures. The aim is also to understand the ways in which finance and more diverse capitals within the co-operative movement can be used to uphold and develop co-operative values and networks.

May/June (earn 1.5 credits)

- **CO-OPERATIVE MANAGEMENT INNOVATION (1.5 credits)**

Mid-May to late-June: 8-10 hours/week for 6 weeks

Explore innovative management practices in the context of co-operative principles and profitable business opportunities. While all businesses strive to be innovative, what does this mean for a co-operative? The co-operative model has various areas of strength, including its ownership and control structure, long-term planning horizon, values-based decision-making approach, and triple-bottom line imperative. How do we approach innovation to create a co-operative advantage in the areas where we are strongest? This course distills innovation into its component parts in order to develop a foundational understanding of innovation, challenge students to critique their pre-conceptions, and explore models for and examples of innovation.

Upon completion of the certificate requirements, we encourage participation in:

- **STUDY TOUR OF CO-OPERATIVE EXEMPLARS (ITALY AND SPAIN)**

Mid-October for 10 days

An intensive study tour to a co-operative or credit union network that is perceived to be an exemplar of excellence in management and performance. These tours will open your eyes to the possibilities for integrated, co-operative networks.

Inter-University Course Credit:

We will grant up to a maximum of 1.5 credit hours for equivalent co-operative management education courses from other universities (falling under the category of Special Topics course). These courses must be focused on co-operative business or management. This course credit opportunity will not be relevant to most Certificate students, but may be beneficial to some students that have studied (or are in the process of studying) at other universities that offer co-operative sector focused programs.

Registration Process:

The application form that you need to complete is called the “Graduate Application for Visiting, Upgrading and Reactivation Students”.

http://www.smu.ca/webfiles/FORM%20Visiting%20Upgrading%20Reactivation_Nov2016_web.pdf

Complete this form and submit it directly to Saint Mary’s University by clicking on “Submit your application” at the end of the PDF document.

- On page two, the “Start Date” is September of this year, and then check “part-time studies”.
- Further down on page two, the “Admission Category” to check is “upgrading.”
- Further down on page two, where it says “Please provide a list of courses you wish to take,” fill in “Certificate in Co-operative Management”.

In addition to completing the application form, the following additional documents are required:

- Official transcripts from post-secondary programs that you have completed (e.g. undergraduate degree or college diploma). The educational institution must send transcripts directly to Saint Mary’s University.
- A summary of why you are interested in taking these courses (about 250-words).
- A letter of support from someone in your co-operative organization, indicating that they allow you to study various aspects of that organization as part of your course work and that they are aware of your participation in these courses. We expect students to use their own co-ops as a “living laboratory” during the courses. Everything shared within courses is subject to strict confidentiality.

Where to send documentation:

Graduate Studies Officer
Faculty of Graduate Studies and Research
Saint Mary’s University
923 Robie St, Atrium 210
Halifax, Nova Scotia, Canada B3H 3C3
Email: fgsr@smu.ca or Fax: 902-496-8772

If you have any questions about the program, please contact Karen Miner (Karen.miner@smu.ca),
Managing Director, Co-operative Management Education, Saint Mary’s University.