

WEB-BASED

CENTRE FOR HIGHER EDUCATION RESEARCH AND DEVELOPMENT

<http://www.>

# Certificate in University & College Administration



UNIVERSITY  
OF MANITOBA

## THE OBJECTIVES

The Certificate in University and College Administration aims to:

- provide an understanding of university and college cultures and governance
- provide a background so that participants can function as part of the academic/administrative team
- provide an understanding of student roles, needs and accessibility issues
- emphasize the role of accurate and succinct communication skills for administrators
- provide an understanding of some of the group dynamics of the workplace



## THE OPPORTUNITY

**T**he web-based Certificate in University and College Administration is designed for mid-level administrators practicing in a post-secondary setting. Based on a needs survey of administrative staff, the Certificate is designed to provide a background to the complex cultures and administrative challenges to be found in modern universities and colleges, and to help practitioners become integral members of the academic administrative team.

The program consists of eight courses – four core and four electives. Each course will be delivered via the web with up-to-date resource material available. The course instructors are experienced practitioners drawn from the post-secondary sector, and the primary emphasis will be on experiential learning and practical application. In order for participants to plan their programs in advance, the courses will be scheduled on a rotational basis.

web-based



## COURSE INFORMATION

### PROGRAM STRUCTURE:

The program consists of eight courses, (a core of four courses, plus four electives to be selected from three groups of courses). Each completed course is granted 25 contact hours. The total length of the Certificate Program is 200 contact hours.

### CORE COURSES:

1. Mission, Culture and Governance
2. Budgeting and Financial Management
3. The Role of the Student and Student Needs
4. Powerful Communication Through Writing

Students will be asked to select four courses from the three groups of electives, with at least one course being selected from each group:

### Group A

1. Working in Teams
2. Leadership
3. Effective Communication
4. Elective to be announced at a future date\*

### Group B

1. Working with Cultural Differences
2. Universal Access
3. Internationalization of the Campus
4. Elective to be announced at a future date\*

### Group C

1. Performance Indicators and Accountability
2. Women in Management
3. Strategic Planning at the Unit Level
4. Elective to be announced at a future date\*

### PROGRAM DELIVERY, SCHEDULING, INSTRUCTORS AND ASSESSMENT

Programs will be delivered via an online courseware package. It is intended to offer the program on a rotating schedule of at least two courses per term, so that the students can complete the Certificate in a minimum of two years, depending on chosen program. Instructors will be recruited from among administrators and academics who have practical experience of a specific course area, within a university or college system. The instructional methodology will emphasize active learning principles, using a variety of experiential approaches involving participants from different institutions interacting in on-line communities.

*\*Periodically new courses on emerging issues will be offered in each of groups A, B and C.*

## ENTRANCE REQUIREMENTS

Prerequisite requirements include a combination of professional skills and some experience in post-secondary administration appropriate to the core courses; current employment within a post-secondary institute; documentation verifying current position and job description; and a letter of reference.

## STUDENT PERFORMANCE REQUIREMENTS

Student performance will be formally assessed by continuous evaluation of the course activities. A pass/fail grade will be assigned for each course.

## TRANSFER CREDITS

Upon admission to the program, transfer of credit for required and elective courses may be granted to administrators who have successfully completed equivalent courses at other institutions or through CHERD. These transfers may not exceed on-half of the program requirements. To be eligible for credit, transfer courses must have been taken within four years of being admitted to the program.

Requests for transfer of credit are to be made in writing to CHERD at the University of Manitoba, and should include sufficient information regarding the curriculum and evaluation to demonstrate the appropriateness of the training to the CHERD program.

A fee of \$50 should accompany **each request** for a transfer of credit for programs offered outside of CHERD.

The maximum time for completion of the course is seven years.

## FEES

There is an application fee of \$75 for admission to the program that is to accompany the application form. If an applicant does not qualify for admission to the program, \$50 of the application fee will be refunded.

Thereafter, each core course and elective course is individually priced.

## FEE SUMMARY

Application fee – \$75  
(\$25 non-refundable)

Request for transfer of credit – \$50

Courses individually priced; see website.

## APPLICATION PROCEDURES

Application may be made to the program at any time. The application form, accompanied by the required documentation, a letter of reference, and an application fee of \$75 (payable to the University of Manitoba), should be mailed to:

*Centre for Higher Education  
Research and Development*

*The University of Manitoba*

*220 Sinnott Building, 70 Dysart Road  
Winnipeg, MB R3T 2N2*

## FURTHER INFORMATION

For further information on admission into the Certificate Program, courses, and related matters, please contact CHERD.

Tel: (204) 474-8309

Fax: (204) 474-7607

E-mail: [cherd@umanitoba.ca](mailto:cherd@umanitoba.ca)

[www.umanitoba.ca/cherd](http://www.umanitoba.ca/cherd)

Information for each core course and elective will be available on CHERD's website in advance. Priority will be given to individuals who are registered in the Certificate Program.



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## SYSTEM REQUIREMENTS

This course is computer-based and delivered through an online courseware package. All access to the course will be through a web browser, and RealPlayer and Adobe Acrobat plugins.

The course utilizes streaming video that requires a high-speed LAN, cable modem or DSL Internet connection. The use of a dialup modem connection is NOT recommended.

Here is a list of minimum technical requirements:

### Hardware

Windows Pentium III machine or higher (256MB+ RAM)

Macintosh G4 or higher

### Software

#### PC Windows

Windows 2000, XP or Vista

Internet Explorer 7.0+

Mozilla Firefox 2.0+

#### Macintosh

Mac OS X (10.x)

Mozilla Firefox 2.0+

#### PC Windows and Macintosh users

RealPlayer 8+

Adobe Acrobat Reader 8+