

WEB-BASED

CENTRE FOR HIGHER EDUCATION RESEARCH AND DEVELOPMENT



# Certificate in University & College Administration

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**LEVEL I**

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UNIVERSITY  
OF MANITOBA

## THE OPPORTUNITY

The web-based *Certificate in University and College Administration – LEVEL I* 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



## THE OBJECTIVES

The *Certificate in University and College Administration – LEVEL I* 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



## 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. Conflict Resolution – Intro
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. Effective Communications
5. Elective to be announced at a future date\*

### Group C

1. Performance Indicators and Accountability
2. Strategic Planning at the Unit Level
3. Marketing
4. Admin Law – Navigating the Legal System
5. Elective to be announced at a future date\*

*\*Periodically new courses on emerging issues will be offered in each group A, B & C.*

### PROGRAM DELIVERY

Programs will be delivered via an online courseware package. The program will be offered 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. The maximum time for completion of the program is seven years.

Instructors will be recruited from among administrators and academics that have practical experience in a specific course area. The instructional methodology will emphasize active learning principles, using a variety of experiential approaches involving participants from different institutions interacting in on-line communities.



## STUDENT PERFORMANCE

All participants in the certificate program are graded on a pass/fail grade for each course. Participants are assessed on their active contribution and completion of all aspects of the course, including assignments, group discussions, etc.

## 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 to accompany the application: a letter of reference (stating participant's current position) and a current job description.

## TRANSFER CREDITS

If an applicant has successfully completed equivalent courses offered by CHERD or by other institutions, transfer credits may be granted. To be eligible for credit, courses must have been completed within the last four years. The total of these credits may not exceed one half of the program credits.

## TRANSFER CREDITS – PREVIOUS CHERD COURSES

Upon the applicant's admission to the certificate program, CHERD will review any previous courses taken with CHERD. For any course that meets the criteria listed under Transfer Credits, the credit hours will be transferred. No fee is charged for these transfers.

## TRANSFER CREDITS – FROM OTHER INSTITUTIONS

If the applicant has successfully completed courses at other institutions that meet the criteria listed under Transfer Credits, a request may be made in writing to CHERD at the University of Manitoba. Documentation such as course outline/course content, length of course and proof of successful completion will also need to be included with the request.

You may include more than one course in your request – it is not necessary to send a separate letter for each course. A fee of \$50 should accompany **each written request**.

## APPLICATION FEES

There is an application fee of \$100.00 for admission to the program. If the applicant does not qualify for admission to the program, \$50.00 of the application fee will be refunded.

## COURSE FEES

Each course is individually priced. See our website under Programs, Web-Based Programs, "Information for all web-based programs" [www.umanitoba.ca/cherd](http://www.umanitoba.ca/cherd)

## APPLICATION PROCEDURES

Applications may be made to the program at any time. The application form, accompanied by a reference letter, and an application fee of \$100.00 (payable to the University of Manitoba) can 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 Programs, 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 Programs.



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## SYSTEM REQUIREMENTS

This program 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 program 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+