



Certificate in University & College Administration (CUCA)

Become an integral member of the administrative team with this certificate program.

Professional development for higher education administrators

Program description: If you are a mid-level administrator working in a post-secondary setting, with this program, you will gain with a better understanding of your institution, your students, and your role, with encouragement and direction to improve your communication and your professional performance.

Skills and Competencies: Learn about university, college and polytechnic cultures and governance, academic/administrative teams, and student roles, needs and accessibility issues. Begin to develop accurate and concise communication skills, and begin to understand some of the group dynamics of your workplace.

Program Length: up to 5 years, part-time

Delivery: Online

Fees: \$4,860 plus \$100 non-refundable application fee

Credentials: Earn a University of Manitoba Certificate in University and College Administration.

Extended Education



University
of Manitoba



CERTIFICATE IN UNIVERSITY & COLLEGE ADMINISTRATION PROGRAM OVERVIEW

Register for course(s) now.

Study course by course. Course fees due at time of registration.

Apply to the program at any time.

Applications are open.

Application Form

Length of program

200 contact hours

Required Courses (100 hours)

CUCA 0102 Mission, Culture, and Governance of Higher Education (25 contact hours)

CUCA 0100 Financial Management and Budgeting (25 contact hours)

CUCA 0106 The Role of the Student and Student Needs (25 contact hours)

CUCA 0104 Powerful Communication through Writing (25 contact hours)

Optional Courses

(100 contact hours, at least one from each group)

Group A

CUCA 0116 Leadership (25 contact hours)

CUCA 0114 Effective Communication (25 contact hours)

CUCA 0110 Administrative Law (25 contact hours)

CUCA 0112 Special Topics Course: Conflict Resolution (25 contact hours)

Group B

CHRD 0110 Advising Essentials (25 contact hours)

CHRD 0114 Current Issues in Advising (25 contact hours)

CHRD 0116 Advising International Students (25 contact hours)

CUCA 0120 Supporting International Students (Formerly Supporting New Cdn Students) (25 contact hours)

CUCA 0122 Supporting Students with Disabilities (25 contact hours)

CUCA 0124 Working with Cultural Differences (Not currently offered) (25 contact hours)

CUCA 0150 Aboriginal Students and the Post-Secondary Journey (25 contact hours)

CUCA 0152 Assessment of Academic Advising (25 contact hours)

Group C

CUCA 0132 Key Performance Indicators and Accountability (25 contact hours)

CUCA 0134 Strategic Planning at the Unit Level (25 contact hours)

CUCA 0136 Technological Implications – Insights into Higher Education Information (25 contact hours)

Course information is subject to change without notice. For the latest information, check our website.

UMExtended.ca/cherd-programs/Certificate-University-College-Administration