



# Certificate in University & College Administration (CUCA) Level 1

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:** \$6,400 plus \$100 non-refundable application fee  
*Pricing subject to change without notice*

**CREDENTIALS:** Earn a University of Manitoba Certificate in University and College Administration Level 1

Extended Education |



University  
of Manitoba

# CERTIFICATE IN UNIVERSITY & COLLEGE ADMINISTRATION LEVEL 1 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 contact 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](http://UMExtended.ca)**



**University  
of Manitoba**

### **Extended Education**

extended@umanitoba.ca **Phone:** 204-474-8800 **Toll Free:** 1-888-216-7011  
Extended Education Complex, University of Manitoba, Winnipeg, MB, Canada R3T 2N2