Certificate in Management and Administration

Manage your career development to become a better leader with this ONLINE program.

A flexible program to fit busy professional schedules

PROGRAM DESCRIPTION: Increase your competitive advantage and advance your career with the Management and Administration program. Learn to dream big. Explore and formulate new ideas to find fresh options for how to do things in the future, and prepare to implement them in your career. Improve how you work with people and manage your time. Students including working professionals can fix this flexible program into their busy schedules and complete their studies on a part-time basis.

SKILLS AND COMPETENCIES: Learn to be a better leader, gaining a basic familiarity with related topics like accounting and financial management, Canadian business, communication, Canadian business law, strategic analysis, organizational behaviour and more, while improving your confidence.

PROGRAM LENGTH: 8 courses, 1 to 7 years, part-time

DELIVERY: Online

FEES: Fees: $7,476 for courses plus $100 non-refundable application fee

Pricing subject to change without notice

CREDENTIAL: Earn a University of Manitoba Certificate in Management and Administration.

CERTIFICATION: Add the international designation, Certified in Management (CIM) through CIM/Chartered Managers Canada with a simple application, online test, and membership.

KEEP LEARNING: Apply this certificate towards a Bachelor of Arts Integrated Studies degree.

PROFESSIONAL DEVELOPMENT: CPHR Manitoba members can earn professional development hours by completing courses in this program.

CPHR Manitoba ENDORSED

NCMA ACCREDITED | AGRÉMENT

Extended Education | University of Manitoba

25/AUG/2026

"Management is mostly about dealing with people. The communication, the thought processes all can be taught. An introvert can learn to modify their behavior. I was an introvert and I morphed into an extrovert. You can become better."

- Kevin Young, MBA, CPHR, Instructor

Management and Administration Certificate Program Overview

Register for course(s) now.

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

Apply online to the program

Sign in to create an account in our registration system. Choose **Apply to a Program** in the left menu. Select your program and pay your application fee to complete your application. Apply now

Length of program: 288 contact hours

Required courses

FINC 0200 Introductory Accounting for Business (36 contact hours)
FINC 0300 Financial Management (36 contact hours)
MGMT 0100 Canadian Business: An Introduction (36 contact hours)
MGMT 0110 Organizational Behaviour (36 contact hours)
MGMT 0120 Managerial Communication (36 contact hours)
MGMT 0130 Canadian Business Law (36 contact hours)
MGMT 0400 Strategic Analysis (36 contact hours)

Elective courses (choose one)

HRM 0100 Managing the Human Resource Function (36 contact hours)
MGMT 0140 Introduction to Marketing (36 contact hours)
MGMT 0150 Project Management (36 contact hours)
MGMT 0190 Quality Assurance Planning (36 contact hours)
MGMT 0192 Quality Improvement: Principles and Procedures (36 contact hours)

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

UMExtended.ca

University of Manitoba

Extended Education
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This document is available in alternate formats upon request to extedmktg@umanitoba.ca

25/AUG/2026