



MANAGEMENT CERTIFICATE PROGRAM

DURATION

290 Hours of Study

Part-Time

TUITION

\$4,200

*courses are paid for at time of registration. The cost per course varies. Please check our website for current prices.

STARTING

Fall, Winter or Spring
terms.

Management Certificate Program

The Management Certificate is designed for individuals who want to develop their professional skills and further their career. It prepares them to take on management and leadership roles in their organization. Students explore current business topics and trends using the case analysis methodology and develop the skills to help businesses compete in the current competitive environment. PACE offers the Management Certificate in a part-time format with evening, daytime, and online study options.

Getting Started

• To attend a class:

Register online at <http://pace.uwinnipegcourses.ca/register-now> or submit a completed Registration Form to the PACE Registration Office*

• To enroll in a program:

Complete & submit an Application for Admission Form to the PACE Registration Office*

* Courses begin at various times throughout the year. It's never too late to get started. Check our website for the latest offerings and application forms.

Objectives

This program is for individuals interested in:

- Enhancing current knowledge and skills.
- Entering or re-entering the workforce.
- Exploring a change in employment focus.
- Moving into a supervisory or management position.
- Securing essential workplace knowledge and communication skills to complement an academic degree.

Outcomes

Upon completion of this program you should be able to:

- Demonstrate effectiveness in team and interpersonal communication skills.
- Demonstrate skills in written communications.
- Describe the major principles of business management.
- Employ principles of effective oral communications.
- Explain key concepts of organizational behaviour.
- Utilize effective problem solving techniques.

Tuition

\$4,200* Approximate cost of program

* Courses are paid for at the time of registration; the cost per course varies. Please check our website for current prices.

Program Duration

Students may take courses in any order as long as they have the required prerequisites. Students have up to five years to complete the 290 hours of study. Students may condense their studies by taking more than one course per term or participating in a day-time programs.

Career Opportunities

- Administrative Services Manager
- Financial Administrator
- Material Manager
- Purchasing Manager
- Network Operations Manager
- Telecommunications Manager
- Real Estate Service Manager

Academic Advising

To build an individual learning plan, please contact: paccept@uwinnipeg.ca

Articulation for Credit

Graduates of the Management Certificate Program may be eligible for equivalent course credit towards an undergraduate degree at the University of Winnipeg. pace.uwinnipegcourses.ca/pathways-uw-degrees

Graduation Requirements

The program consists of three components: core courses, elective courses, and Professional Edge Seminars.

Required Courses (183 Hours)

- Learning Techniques Seminar (3 hours)
- Effective Oral Communication (36 hours) **OL**
- Effective Written Communication (36 hours) **OL**
- Business Fundamentals (36 hours) **OL**
- Organizational Behaviour (36 hours) **OL**
- Essential Skills for Managers (36 hours) **OL**

Elective Courses (72 hours)

Completion of two of the following courses

- Accounting Fundamentals (36 hours)
- Financial Management for Non-Financial Managers (36 hours) **OL**
- Leadership Development (36 hours)
- Managing Conflict (36 hours)
- Marketing Fundamentals (36 hours) **OL**
- Principles of Human Resource Management (36 hours) **OL**
- Project Management Fundamentals (36 hours) **OL**
- Effective Facilitation (36 hours)
- Public Relations Fundamentals I (36 hours)

OL- Available Online

Professional Edge Seminars (35 hours)

Completion of five one-day seminars or a combination of one- and two-day seminars (35 hours total).

Your academic advisor can recommend several seminars for MCP students.

Note: The Writing at University seminar is a required Professional Edge seminar for all certificate and diploma students who do not hold an undergraduate degree.