

**KNOW MORE. DO MORE.**

# **CERTIFICATE IN ADMINISTRATION I & II**



University  
of Regina

Centre for  
Continuing Education

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# JUMP-START YOUR CAREER

Take classes that are relevant to your career and set yourself up for success. These programs are designed to fit your busy lifestyle. Having an administration certificate can help give you the edge you need to land a job or get a promotion. Our certificate programs will give you a number of skill sets valued by employers.

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## THIS PROGRAM IS FOR YOU

The Certificate in Administration programs are aimed to help you advance in your current employment position or start down a newly chosen career path.

### **Pursue this certificate to:**

- improve your professional options and career opportunities
- gain a better understanding of how organizations operate
- choose from a wide variety of business courses based on your interests and goals

The Certificate in Administration programs ladder into the Diploma of Business Administration, provided entrance requirements are met.

This program is flexible, allowing you to take courses outside the traditional day-time hours during the week. Taking evening courses makes it easier to balance a busy work or personal schedule and free up time for other opportunities and priorities.



# PROGRAM OUTLINE

Certificate in Administration I	
Credit Hrs	Courses
0.0	CCE 099
3.0	BUS 100
3.0	BUS 260
3.0	Three of: ACAD 100, BUS 201, BUS 205, BUS 210, BUS 250, BUS 285, BUS 288, BUS 307, BUS 361, **ECON 100, ECON 201, ECON 202
3.0	
3.0	
3.0	
<b>15.0</b>	<b>Total</b>
<i>**Students may only receive credit for one Economics course in the Certificate in Administration Level I.</i>	

Certificate in Administration II	
Credit Hrs	Courses
0.0	CCE 099
3.0	BUS 100
3.0	BUS 260
3.0	BUS 285
3.0	ECON 100, 201 or 202
3.0	ENGL 100 or ACAD 100
3.0	BUS Elective
3.0	BUS Elective
3.0	Open Elective
3.0	Open Elective
3.0	Open Elective
<b>30.0</b>	<b>Total</b>
<i>**Open Electives must be 100 level or higher</i>	

Courses	
ACAD 100	Academic Discourse: Writing, Research & Learning Strategies
BUS 100	Introduction to Business
BUS 201	Entrepreneurship: Creativity, Design & Innovation
BUS 205	Management Communication ( <i>prereq: ENGL 100 or ACAD 100</i> )
BUS 210	Introduction to Marketing ( <i>prereq: BUS 100 &amp; BUS 260</i> ) <i>Concurrent enrolment is allowed in BUS 260</i>
BUS 250	Introduction to Human Resource Management & Industrial Relations ( <i>prereq: BUS 100 &amp; BUS 260</i> )
BUS 260	Introduction to Organizational Behaviour ( <i>prereq: ENGL 100 or ACAD 100</i> )
BUS 285	Introduction to Financial Accounting ( <i>Prereq: ECON 100 or ECON 201</i> )
BUS 288	Introduction to Managerial Accounting ( <i>prereq: BUS 100 &amp; BUS 285</i> )
BUS 307	Business Law ( <i>prereq: BUS 100 &amp; 45 credit hours</i> )
BUS 361	Management of Performance ( <i>prereq: BUS 250</i> )
CCE 099	Academic Integrity
ECON 100	Introduction to Economics
ECON 201	Introduction to Microeconomics ( <i>prereq: 15 credit hours or ECON 100 or Pre-Calculus 20</i> )
ECON 202	Introduction to Macroeconomics ( <i>prereq: 15 credit hours or ECON 100 or Pre-Calculus 20</i> )



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## GET STARTED

### Admission Requirements

Students who have never attended the University of Regina must submit:

- a completed admission form
- a one-time non-refundable application fee
- Transcripts as applicable

There is open admission for students 21 years of age and older (subject to change).  
Contact us for other admission options.

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## LEARN MORE & REGISTER

[uofrcce.ca](http://uofrcce.ca)

**Phone:** 306-585-5807

**Email:** [CCE.StudentServices@uregina.ca](mailto:CCE.StudentServices@uregina.ca)