

Certificate in Administration - 4095

RESPONSABLE :

Hugo Asselin
819 762-0971 poste 2621

SCO3115E Certification, Internal Control and Risk Management (3 cr.)
(SCO2118E)
ADM1191E Teamwork, Problem Resolution and Self-Management (3 cr.)
ou EDU2530E Workshop on Cognitive Efficiency (3 cr.)

SCOLARITÉ :

30 crédits, Premier cycle

* : Disponible à distance

OBJECTIFS :

This certificate is intended for a diverse clientele. It seeks to train students to become management practitioners, providing fundamental management education through a comprehensive approach to organization. It addresses management in a systematic manner, from a scientific perspective that fosters informed decisionmaking.

At the end of the program, every student must have the capacity to: analyze all corporate functions and understand their inter-relationship; to understand the basics of management; to use a rational decision-making model; to apply principles of financial and accounting analysis to general administration; and to understand the impact of financial and economic mechanisms on one's decision-making sphere.

For the purposes of awarding a bachelor's degree by accumulating certificates, the sector of reference of this program is: BUSINESS ADMINISTRATION.

CONDITIONS D'ADMISSION :

Base collégiale

Applicants must hold a diploma of college studies (DSC) or the equivalent.

Base études universitaires

Applicants must hold a university diploma.

Base expérience

Applicants must be at least 21 years of age and demonstrate sufficient preparation, skills and knowledge to undertake undergraduate studies. Their knowledge can be assessed through testing and (or) interviews, as required. Also, applicants must have relevant experience, after acquiring administrative experience while occupying a position within a private, public or non-profit organization. A letter from their employer must certify their experience. Training or education exceeding the minimum requirements may replace experience. Applicants must submit a motivation letter.

OR

Applicants must be at least 21 years of age and have successfully completed at least three university courses. Applicants must submit a motivation letter.

PLAN DE FORMATION :

Mandatory Courses

ADM1107E Management of Organizations (3 cr.)
FIN1113E Financial Administration (3 cr.) (SCO1908E)
GPE1128E Human Resources Management (3 cr.)
JUR1118E Legal Aspects of Native Economic Development (3 cr.)
MKT1114E Administrative Marketing (3 cr.)
ou MKT1124E Services Marketing (3 cr.)
ou ADM1007E Management of Public Organizations and Services (3 cr.)
SCO1908E Accounting (3 cr.)
12 optional credits

Optional Courses

ADM1014E E-Business (3 cr.)
ADM1104E Communication and Interpersonal Skills in Management (3 cr.)
ADM1122E Native Economic Environment and Local Development (3 cr.)
ADM1205E Individuals and Teams in a Working Context (3 cr.)
ADM3212E Project Management Fundamentals and Applications (3 cr.)
ADM5105E Economic Environment of Business (3 cr.)
ADM5116E Management and Natural Resources (3 cr.)
GPE1129E Management of Health and Safety in the Workplace (3 cr.)
GPE2004E Personnel Management: Planning, Hiring, Assessing (3 cr.)
(GPE1128E)
GPE2007E Organization and Reorganization of Work (3 cr.) (GPE1128E)
SCO1909E Cost Accounting (3 cr.) (SCO1908E)
SCO2105E Computerized Accounting (3 cr.) (SCO1908E)
SCO2118E Intermediate Accounting I (3 cr.) (SCO1908E)