

GRADUATE CERTIFICATE IN MUNICIPAL ADMINISTRATION

The primary purpose of this certification is to strengthen the professional management skills of personnel in responsible local government administrative positions. These include supervisors, department heads, administrative assistants and others who need more management training to enhance their career prospects. Students in the M.P.A. program may also use their electives to receive this certificate. In addition, this certificate program is appropriate for graduate students in geography and planning and civil engineering who wish to improve their knowledge of administration.

Municipal Administration Certificate (12 hours of which 6 hours are from required courses)

Code	Title	Hours
PSC 5320	Urban Policy & Administration	3
PSC 5410	Public and Nonprofit Management	3
Two of the following:		6
PSC 5360	Ethics In Public Policy And Administration	
PSC 5430	Human Resources Management in Public and Nonprofit Organizations	
PSC 5440	Budgeting And Financial Administration	
PSC 6420	Program Evaluation	
PSC 6430	Public Policy Process	
COMM 6630	Public Relations Campaigns	
GEPL 5110	Geographic Information Systems	
GEPL 5180	Geographic Information Systems Applications	
GEPL 5210	Land Use Planning	
GEPL 5530	Principles Of Urban Planning	
GEPL 5750	Transportation Geography	
Other related graduate electives approved by the MPA director		
Total Hours		12

Currently enrolled MPA students may not apply their required courses (PSC 5430, PSC 5440 and PSC 6430) toward this certificate.

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First Term		Hours
GEPL 5110	Geographic Information Systems	3
PSC 5320	Urban Policy & Administration	3
Hours		6
Second Term		Hours
PSC 5440	Budgeting And Financial Administration	3
PSC 5410	Public and Nonprofit Management	3
Hours		6
Total Hours		12

- PLO 1. Identify and describe best practices in municipal government.
- PLO 2. Identify and describe challenges and opportunities facing local governments in the 21st century.
- PLO 3. Identify, define, and demonstrate skills necessary for effectively managing municipal governments.