

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)

- PSC 5320 Urban Politics and Administration (3 hours, *required*)
- PSC 5360 Ethics in Public Administration (3 hours)
- PSC 5410 Public and Nonprofit Management (3 hours, *required*)
- PSC 5430 Human Resources Management in Public and Nonprofit Organizations (3 hours)
- PSC 5440 Budgeting and Financial Administration (3 hours)
- PSC 6420 Program Evaluation (3 hours)
- PSC 6430 Public Policy Process (3 hours)
- GEPL 5110 Geographic Information Systems (3 hours)
- GEPL 5180 Geographic Information Systems Applications (3 hours)
- GEPL 5210 Land Use Planning (3 hours)
- GEPL 5530 Principles of Urban Planning (3 hours)
- GEPL 5750 Transportation Geography (3 hours)
- Other related graduate electives approved by the MPA director

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

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