

## **Graduate Certificate in Public Administration**

The Certificate is a year-long graduate program designed to accommodate individuals at a point in their public service career where they want to reflect on what they, or their agency, are doing but who are not interested in a graduate degree. It is also appropriate for someone who prefers to “test the waters” before committing to the degree program.

### **Students must take:**

**PUBA 602 Introduction to Public Administration** (3) Develop a comprehension of the history and foundation of public administration. Topics include the economic, political and social dynamics; decision-making and leadership theories, management challenges, human resources, budgeting, program evaluation, policy and technology. A-F only. Pre: Program restriction or consent of instructor. (Fall only).

**PUBA 603 Orgs: Theory and Change** (3) Explores characteristics and structural, human resources, political, and cultural frames of organizational theory. Focuses on organizational change strategies and theories. Discusses how to use these frames and theories in everyday management of public service organizations. A-F only. Pre: Program restriction or consent of instructor. (Fall only)

**PUBA 604 Leadership and Ethics** (3) Applies leadership and ethical theories to public and non-profit sectors, focusing on ethical leadership; emphasizes critical thinking to address value conflicts; and teaches moral reasoning as a practical professional skill. A-F only. Pre: Program restriction or consent of instructor. (Fall only)

**PUBA 605 Effective Communication in P.A.** (3) Equips students with knowledge and skills to effectively communicate in the public sector. Focuses on communication foundations and skills, levels and contexts of public sector communication, and handling challenges such as diverse and multi-cultural settings. A-F only. Pre: Program Restriction or consent of instructor. (Spring only)

**Plus 1 PUBA Elective (Usually 606, 607, 608 or 609 or approval from advisor)**