

California State University, Long Beach

POLICY STATEMENT

February 24, 1982

Number: 82-01

File: Certificate

SUBJECT: GRADUATE CERTIFICATE PROGRAM IN PUBLIC SECTOR
ANALYTICAL AND ADMINISTRATIVE SKILLS

This curricular program, recommended by the Academic Senate in its meeting of January 28, 1982, was approved by the President on February 10, 1982.

Description

The name of the program is the Graduate Certificate Program in Public Sector Analytical and Administrative Skills. The Certificate is designed to enhance the analytical and administrative capabilities of urban governmental practitioners (managerial/staff), public-related nonprofit and public affairs/governmental affairs officers, and recently promoted or starting career employees.

Required Background

1. An undergraduate degree in Public Administration or equivalent preparation for graduate study in Public Administration.
2. Acceptance by University as a post-baccalaureate student.
3. An undergraduate grade point average of 2.75 or better. A student whose overall undergraduate average is less than 2.75 but who presents acceptable evidence of professional potential shown through recent academic performance and experiential background may be admitted by special action of the Center.
4. Employment in the public service or related activities, or a goal of public service-related activities.

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5. A total of six units from a completed master's degree in Public Administration/Public Affairs may be applied to the Certificate Program.
6. Approval of the Director, Center for Public Policy and Administration.

Requirements for the Certificate

The candidate shall complete 18 units of course work, a minimum of 12 units of which shall be in residence at California State University, Long Beach.

Required Courses:

<u>Course No.</u>	<u>Title</u>	<u>Units</u>
PPA 515	Administrative Report Writing	3
PPA 590	Governmental Administrative Services Analysis	3
PPA 696	Research Models in Public Administration	3

Three elective courses, to be selected from the following:

<u>Course No.</u>	<u>Title</u>	<u>Units</u>
PPA 540	Grants Administration and Management	3
PPA 555	Public Budgeting	3
PPA 590	Urban Information Systems	3
PPA 590	Productivity in Local Government	3
PPA 590	Automating Government Administration	3
PPA 590	Public Financial Management Techniques and Issues	3

NOTE: Not more than three courses, for a total of nine units of PPA 590 Special Topics series, may be applied to the Certificate Program.

EFFECTIVE: Fall 1982