



Graduate Certificates in Public Administration

Graduate Certificates are awarded to students who desire interdisciplinary course work to compliment their graduate degree program or to students who, for academic, personal, or professional reasons, desire graduate-level education not leading to a graduate degree. Four graduate certificates in Public Administration are offered as follows:

City and County Management

This certificate is a 12 hour program which offers advanced study in the management of city and county governments. The program enhances students' career opportunities and provides state and local practitioners in city and county management an avenue to improve their skills.

Required Courses:

PADM 725 – Public Management of Human Resources

PADM 865 – State and Local Government Finance**

PADM 825 – State and Local Government Administration

And ONE of the following: PADM 560 – Planning Process; PADM 760 – State and Local Economic Development; PADM 775 – Local Government Law; or PADM 785 – Public Works Administration

**PADM 765 – Public Sector Economics is a prerequisite for this course.

Economic Development

This certificate is a 12 hour program which offers advanced study in economic development by state and local governments. The program enhances career opportunities and provides state and local practitioners in economic development an avenue to improve their professional skills.

Required Courses:

PADM 560 – Planning Process

RE 619 – Urban Land Development

PADM 688 or ECON 688 – Urban Economics

PADM 760 – State and Local Economic Development

Nonprofit Management

This certificate is a 12 hour program which offers advanced study in nonprofit management. The program enhances students' career opportunities and provides practitioners in nonprofit organizations an avenue to improve their skills.

Required Courses:

PADM 725 – Public Management of Human Resources

PADM 865 – State and Local Government Finance**

PADM 870 – Fundraising and Financial Management in Nonprofit Organizations

And ONE of the following: ECON 663 – Economic Insecurity; PADM 845 – Public Policy Analysis and Program Evaluation; PADM 871 – Community Networks; or PADM 872 – Alternative Service Delivery.

**PADM 765 – Public Sector Economics is a prerequisite for this course.

Public Finance

This certificate is a 12 hour program which offers advanced study in public finance This program provides students the opportunity to enhance their skills while also gaining exposure to the Master of Public Administration curriculum.

Required Courses:

PADM 765 – Public Sector Economics

PADM 865 – State and Local Government Finance**

PADM 866 – Public Financial Management

PADM 867 – State and Local Government Budgeting

**PADM 765 – Public Sector Economics is a prerequisite for this course.

Completion process for all public administration graduate certificates:

1. Student must notify the program area in writing of intent to complete the certificate.
2. Students must earn a grade of at least 3.00 in all certificate coursework with no grade generating fewer than 3.00 points per credit hour; no transfer credit will be accepted.
3. In the semester in which the student commences work on a certificate they must:
 - Prepare (with graduate advisor) and submit (to the Graduate School) a Plan of Study (for the certificate).
4. In the semester the certificate requirements are met students must:
 - Submit an Application for Graduate Certificate form, along with the \$15.00 filing fee, to the Graduate School no later than the 20th day of classes for the fall or spring semester or the 10th day of classes for the summer semester.

Admission Requirements:

Students seeking a graduate certificate must be admitted to the Graduate School in a degree program or in non-degree, Category A status.

Degree Admission – The student must have earned a bachelor's degree from a regionally accredited institution or a recognized institution in another country whose requirements for the bachelor's degree are substantially equivalent to an American four-year bachelor's degree. The student must also have a grade point average of at least 2.750 based upon the last 60 hours of course work (or nearest semester or term break to this), including any post-bachelor's graduate work, and no more than 9 hours of background deficiencies in the desired field. Some programs may require a higher minimum grade point average.

Non-Degree, Category A – Students who already possess a graduate degree and who do not wish to pursue a second degree, should apply for non-degree, category A admission. The student must have earned a bachelor's degree from a regionally accredited institution or a recognized institution in another country whose requirements for the bachelor's degree are substantially equivalent to an American four-year bachelor's degree. The student must also have a grade point average of at least 2.750 based upon the last 60 hours of course work (or nearest semester or term break to this), including any post-bachelor's graduate work. Some programs may require a higher minimum grade point average.

For more information:

Graduate Coordinator

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Apply On-Line to Graduate School:

<http://webs.wichita.edu/ielc/banner/gateway.htm>