

DISCOVER

GRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION

Department of Public Policy and Administration



Program of Study

The Certificate in Public Administration is designed to equip students with the skills necessary to enhance the field of public service through positions both inside and outside government in the nonprofit and even private sector, e.g., as consultants to governmental organizations or as governmental service providers. The certificate is designed for individuals with professional work experience who desire to enhance their administrative and public management skills.

The classes are appropriate for the educational and career needs of individuals currently employed in the field of public administration as well as those seeking to transition into the field. The occupational backgrounds of these students cover a wide spectrum of career paths in the public and not-for-profit private sectors. The great array of career paths represented in this program is one of its invigorating aspects and contributes in important ways to the learning taking place both inside and outside the classroom

This program is oriented, in its setting, structure, and culture, toward accommodating those who want to learn alongside other working professionals. A program strength is the caliber of the student body and, as a result, the quality of "peer learning." For this reason class sizes are kept small, 20-25 students (on average).

The Curriculum

Students can earn a Certificate in Public Administration by successfully completing six core administration courses the program offers for a total of 18 semester hours. Classes are led by an effective balance of regular WCU faculty members and adjunct faculty who are practitioners in their fields. Classes generally meet one night a week during the fall and spring semesters and all of the required courses listed below are offered in both semesters. WCU also offers two summer sessions, and some of the public administration courses are available during these times as well. In addition to in-class courses, we also provide online instruction.

Degree Requirements

I. Required Courses (18 semester hours)

- **PPA 500** Foundations in Public Service
- **PPA 501** Research Methods in Public Administration
- **PPA 502** Policy Analysis and Program Evaluation
- **PPA 503** Public Budgeting and Finance

- **PPA 504** Public Human Resources Management
- **PPA 505** Public Sector Organization Theory

Admission Requirements

Applicants should submit the following materials to the Office of Graduate Studies:

- Completed graduate application, including a statement of how the certificate furthers the individual's professional goals (apply online at www.wcupa.edu/grad)
- Official academic transcript(s) from all colleges and universities attended at both undergraduate and graduate levels
- Resume

For More Information

Write: Program Coordinator
Department of Public Policy and Administration
1160 McDermott Drive
West Chester University
West Chester, PA 19383
Call: 610-436-2438
E-mail: mpa@wcupa.edu
Web: www.wcupa.edu/mpa

Or contact the Office of Graduate Studies:

Write: Office of Graduate Studies
McKelvie Hall
102 West Rosedale Avenue
West Chester University
West Chester, PA 19383
Call: 610-436-2943
Fax: 610-436-2763
E-mail: gradstudy@wcupa.edu
Web: www.wcupa.edu/grad
Visit: www.facebook.com/wcugrad

The Graduate Catalog is available online at <http://catalog.wcupa.edu/graduate/>.

About Graduate Studies

West Chester University offers high-quality graduate degrees in more than 70 disciplines or areas of study, as well as certificate and certification programs. The graduate studies program has grown remarkably since its introduction in 1960. West Chester University's program is the largest within the 14 institutions in Pennsylvania's State System of Higher Education, enrolling more than 2,200 graduate students. Programs may be taken on a part-time basis, and most of the graduate classes are scheduled during late afternoons and evenings for the benefit of in-service teachers and other employed persons.

About West Chester University

A comprehensive, public institution, West Chester University of Pennsylvania offers high-quality undergraduate and graduate degrees, as well as certification and certificate programs, in more than 100 subject areas. As the largest member of Pennsylvania's State System of Higher Education, West Chester offers a full and rewarding educational experience as well as reasonable tuition.

With a rich heritage dating to the 19th century, West Chester University was founded in 1871 as West Chester Normal School for the purpose of training teachers for the Commonwealth's newly established public schools. In 1960, West Chester State Teachers College expanded its programs to include liberal arts and graduate degrees and, as a result, dropped "Teachers" from its name. In 1983, West Chester State College became one of the 14 institutions in the State System of Higher Education. Along with its university status, the school acquired a new system of governance and the opportunity to expand its degree programs. Today, more than 16,000 graduate and undergraduate students, as well as 1,900 faculty and staff, study and work on the 406-acre campus. Situated in the Borough of West Chester, the campus is a picturesque mix of Gothic, Victorian, and modern architecture with pleasant, tree-shaded walks. Strategically located at the center of the mid-Atlantic corridor, West Chester University is just 25 miles west of Philadelphia and 17 miles north of Wilmington, Delaware. The campus is convenient to major cultural institutions, recreational activities, and commercial businesses, many of which provide internship opportunities for WCU's students.

OFFICE OF GRADUATE STUDIES

McKelvie Hall | 102 West Rosedale Avenue | West Chester, Pennsylvania 19383
Telephone: 610-436-2943 | Fax: 610-436-3277 | Email: gradstudy@wcupa.edu | Web: www.wcupa.edu/grad
Visit: www.facebook.com/wcugrad | Graduate Catalog: <http://catalog.wcupa.edu/graduate/>

**PUBLIC ADMINISTRATION
CERTIFICATE**

Requirements (18 credits):		# Credits	Term	Grade	Notes
PPA 500	Foundations in Public Administration	3			
PPA 501	Research Methods in Public Administration	3			
PPA 502	Policy Analysis and Program Evaluation	3			
PPA 503	Public Budgeting and Finance	3			
PPA 504	Public Human Resource Management	3			
PPA 505	Public Sector Organization Theory	3			

ADVISOR:
EXPECTED GRADUATION DATE: