

Undergraduate Certificate - Government Agency Administration

SSGS490	Independent Study	3
Total Semester Hours		18

Across the U.S., many find themselves running government agencies (police departments, fire departments, public works departments, etc.) without the full complement of knowledge, skills, and abilities (KSAs) required for the new tasks and responsibilities. The undergraduate certificate in Government Agency Administration (GAA) has been designed to meet the needs of these agency heads. The certificate program consists of 18 credit hours in needed content areas identified by subject matter experts (SMEs). Upon successful completion of the GAA certificate, the professional will be better equipped to deal with the duties and responsibilities of government agency administration.

Certificate Objectives

Upon completion of this certificate, the student will be able to:

- Compare and contrast the types of budgets, including line-item budgeting, performance budgeting, zero-based budgeting and capital budgeting.
- Prepare professional communications and documents for the government/business environment.
- Manage the concepts, skills, theories and techniques involving human resource management.
- Analyze the concepts and approaches that shape organizational strategic decision making by examining internal and external factors and influences.
- Formulate the execution of public policy in America.

Certificate Requirements (18 semester hours)

Code	Title	Semester Hours
FINC405	Budget Development and Execution	3
ENGL226	Effective Business Communication	3
HRMT407	Human Resource Management	3
MGMT410	Strategic Management	3
POLS410	Public Policy	3