



**AUBURN UNIVERSITY
AT MONTGOMERY**

COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

ONLINE GRADUATE CERTIFICATE PROGRAMS

Department of Political Science and Public Administration

PLAN OF STUDY – 12 Hours/4 Required Courses

Certificate in Nonprofit Administration	Course Descriptions
PUAD 6130 State and Local Administration	A systematic examination of the function, problems, and issues in selected areas of state and local government.
PUAD 6710 Administration of Nonprofits	An introduction to management issues in the nonprofit sector.
PUAD 6720 Grant Writing	Focuses on the process of developing and writing a strong grant or contract proposal on behalf of a public or nonprofit agency.
PUAD 6800 Public Sector Leadership	Focuses on leadership characteristics and managerial styles for the effective conduct of public and nonprofit sector organizations.

Certificate in Human Resource Administration	Course Descriptions
Choose Four Courses	
PUAD 6030 Organizational Behavior	Surveys major theoretical, conceptual and ethical issues in understanding the behavior of public organizations.
PUAD 6050 Human Resource Administration	Examines employment and merit systems in the public sector.
PUAD 6800 Public Sector Leadership	Focuses on leadership characteristics and managerial styles for the effective conduct of public and nonprofit sector organizations.
MNGT 6150 Managing People	Surveys how people skills affect the workplace and how to develop more effective people skills.
PSYC 6640 Personnel Selection	Explores staffing, recruiting, and selecting personnel.
PSYC 6680 Motivation in the Workplace	Covers aspects of motivation science as they generally apply to employees, organizations, leaders, and managers, and other stakeholders.
PUAD 6972 Special Topics in Public Administration	Topics vary. Can be taken again for credit when topics vary.

Certificate in Data Analysis and Policy Evaluation	Course Descriptions
Required	
PUAD 6080 (or INFO 5880) Statistics and Data Analysis	Introduces students to fundamental concepts in statistical description and inference.
PUAD 6260 Program Evaluation	An introduction to evaluation methodology and tools used in designing and delivering effective public service programs.
Choose Two Courses	
POLS 6060 Research Design	Focuses on how to conduct and evaluate policy-relevant research (in-person).
INFO 6510 Data Visualization	Identifies various ways to visually represent data to communicate results and recommendations to decision makers.
ECON 6510 Macroeconomic Analysis	Focuses on models to explain the behavior and structure of the economy.
ECON 6520 Foundations of Empirical Research	An introduction to the fundamental aspects of empirical economic research.