

**Department of Political Science & Criminal Justice**  
**Certificate of Public Administration**  
 Requirement Worksheet

Name \_\_\_\_\_ T# \_\_\_\_\_ Date \_\_\_\_\_

Academic Major(s) \_\_\_\_\_ Minor: \_\_\_\_\_

The Public Administration Undergraduate Certificate Program consists of two parts - Required Courses (page 1) and Functional Specialization (page 2). The student must receive a grade of no less than C- in all courses.

**Required Courses:**

Knowledge Area	Course Number	Credits	Grade
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Complete both of the following courses:

Communications Competency	ENGL 2010 <sup>†</sup>	3	_____
Public Administration	POLS 3410	3	_____

Complete your choice of **one** class from each of the following knowledge areas:

American Government Systems	POLS 1100 <sup>†</sup>	3	_____
	POLS 3030	3	_____
Economics	ECON 1010 <sup>†</sup>	3	_____
	ECON 2020	3	_____
Practical Experience <small>(May be satisfied by a student's previous/current work experience. See program director for more information)</small>	POLS 4890	3	_____
	PSY 4890	3	_____
	SOC 4890	3	_____
Constitutional Area	POLS 3510	3	_____
	POLS 3520	3	_____
Quantitative Skills	MATH 1040 <sup>†</sup>	4	_____
	MATH 1050 <sup>†</sup>	4	_____
	ECON 2500	3	_____
	CJ 3900	3	_____
	PSY 3010	3	_____
	SOC 4810	3	_____

<sup>†</sup> Denotes that class satisfies a General Education (GenEd) requirement

**Functional Specialization:** The student must complete at least **two** courses from at least **one** of the functional specialties listed below. Classes may be substituted within a specialty class with the approval of the program director.

Functional Specialization	Course Number	Credits	Grade
Developmental Administration	BA 1010 <sup>†</sup>	3	_____
	COMM 2120	3	_____
	PSY 3820	3	_____
Environmental Administration	ECON 4900	3	_____
	NR 3000	3	_____
	RM 3600	3	_____
	SOC 4620	3	_____
Governmental Accounting	ACCT 2010	3	_____
	ACCT 2020	3	_____
	CSIS 2010	3	_____
Organizational Analysis	BA 3240	3	_____
	BA 4100	3	_____
	COMM 3850	3	_____
	PSY 3370	3	_____
	SOC 3000	3	_____
	SOC 3350	3	_____
Public Financial Administration	ECON 3010	3	_____
	ECON 3020	3	_____
	ECON 3840	3	_____
	FIN 3250	3	_____
	FIN 3000	3	_____
Tribal Government Administration	COMM 2150	3	_____
	HIST 3010	3	_____
	SOC 2630	3	_____

Having completed all requirements listed above, this student shall be awarded a *Certificate of Public Administration* at the time of their graduation.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair \_\_\_\_\_ Date: \_\_\_\_\_  
Department of Political Science & Criminal Justice

Dean \_\_\_\_\_ Date: \_\_\_\_\_  
College of Humanities & Social Sciences

Registrar \_\_\_\_\_ Date: \_\_\_\_\_