

# PUBLIC AFFAIRS AND MANAGEMENT CERTIFICATE

As a working professional, you may have a degree in your field but now realize you need additional skills to advance into an administrative or managerial position. The certificate program in public affairs and management can give you that background in only one year of work. The program helps you to develop a set of core skills needed in government or nonprofit work, while providing some tailoring for your particular career needs.

Courses are offered in a mix of online and in-person formats. All in-person classes are taught at Loyola University's Water Tower Campus in the later afternoon or evening. Classes meet once a week for 2 and 1/2 hours for a 15-week semester.

## Curriculum

To complete the Public Affairs and Management certificate, you will take **4 three-credit courses for a total of 12 credit hours**. These requirements could be fulfilled in one year at full-time status of two classes per semester or two years at part-time status of one class per semester.

All courses are divided into two categories, as seen below. Students take at least one course from each category. This guarantees exposure to perspectives to understand the environment in which you work (political/organizational category) and exposure to new technical skills (skills category).

You will determine your course selection in consultation with an advisor from the MUAPP faculty to reflect your needs based on career stage and goals. Earlier career individuals may want to acquire more skills; mid-career individuals may focus more on the political and managerial environment.

## Course Offerings

Code	Title	Hours
<b>Political and Organizational Courses</b>		
MPP 400	Policy Design and Analysis	3
MPP 404	Public Policy Process	3
MPP 412	Urban Politics and Policy	3
MPP 413	Intergovernmental Relations	3
<b>Skills Courses</b>		
MPP 401	Analytical Tools in Public Policy	3
MPP 402	Cost Benefit Analysis	3
MPP 403	Public Budget and Finance	3
MPP 500	Public Policy Evaluation	3

## Suggested Sequence of Courses

The below sequence of courses is meant to be used as a suggested path for completing coursework. An individual student's completion of requirements depends on course offerings in a given term as well as the start term for a major or graduate study. Students should consult their advisor for assistance with course selection.

Course	Title	Hours
<b>Year 1</b>		
<b>Fall</b>		
MPP 401	Analytical Tools in Public Policy	3
MPP 404	Public Policy Process	3
<b>Hours</b>		<b>6</b>
<b>Spring</b>		
MPP 400	Policy Design and Analysis	3
MPP 403	Public Budget and Finance	3
<b>Hours</b>		<b>6</b>
<b>Total Hours</b>		<b>12</b>

## Learning outcomes

Upon completion of the certificate, graduates will be able to:

1. Develop additional technical skills in public policy and data analysis appropriate for the individual's career advancement. These could include: budgeting and finance, policy analysis and design, program evaluation, GIS, project management, or scenario planning.
2. Understand the political factors that impact the environment of government agencies and nonprofit organizations.
3. Identify relevant actors, their motivations, sources of power, and processes that lead to policy outcomes through the lens of various management theories.