Graduate Certificate in Public Administration

The Certificate is a year-long graduate program designed to accommodate individuals at a point in their public service career where they want to reflect on what they, or their agency, are doing but who are not interested in a graduate degree. It is also appropriate for someone who prefers to “test the waters” before committing to the degree program.

The Public Administration track combines the strengths of the MPA Program's Core Year with an individually tailored seminar. It is a year-long, 15-credit experience, joining PUBA 600 and PUBA 601 to a one-credit special seminar in the spring semester designed by Certificate participants to focus on learning goals of special interest. This track does not include a practicum experience, but those who wish to add it are encouraged to do so. It is highly recommended because of its value as a learning tool.
A. Courses: Fall Semester

**PUBA 600 - Political & Economic System Processes** (7 credit hours): This course consists of six modules that cover the broad context within which public organizations operate, and a set of communication, organizing, and thinking skills. Certificate and Master’s Degree students are required to complete all modules. The Modules are:

1. **Managing Ideas, Writing, Time & Thinking Critically**: Writing for yourself - to learn what you think and why; writing for others - to communicate your position and argument; reading analytically; time management; an orientation to critical thinking and specific tools for thinking about complex issues.
2. **Interpersonal & Group Communication**: Interpersonal communication styles; group processes and group development; verbal and nonverbal communication in organizational settings; meeting facilitation; making formal presentations.
3. **Economic Perspectives**: The nature of economic thinking and economic analysis; dynamics of Hawai‘i’s economy; economic perspectives on government activities and public actions; state and local economic issues and economic policy.
4. **Political Perspectives**: Foundations and evolution of the liberal state and public institutions in the United States; stresses and conflicts in the American political economy and in American political myths; history of Hawai‘i’s political economy and development of its public institutions; internationalization of economic relations and their implications for local public sector concerns.
5. **Legislative Process**: Functions of legislatures; the relationship between formal rules and informal dynamics.
6. **Hawaiian Perspectives**: Issues of indigenous peoples generally and of Native Hawaiians in particular; public policy and the Hawaiian community; sovereignty and futures for Hawaiian people.
B. Courses: Spring Semester

PUBA 601 - Policy & Organizational Processes (7 credit hours): This course consists of six modules that cover the organizational settings in which public service work is done, and a set of skills useful for information systems, budgets and data analysis. Certificate and Master’s Degree students are required to complete all modules. Pre: 600. The Modules are:

1. **Understanding Organizations**: The characteristics of bureaucracies and the issues that they present; multiple - political, cultural, structural, gender - frameworks for understanding and diagnosing organizations.
2. **Budgetary Process**: Federal, state, and local budget issues; budget analysis and budgetary processes.
3. **Issues in Public Policy, Administrative Law & Rule-Making**: Policy analysis as a tool, issues in administrative law, rule-making and bureaucratic discretion.
4. **Research Design & Methods**: Asking and answering relevant questions, obtaining and analyzing quantitative and qualitative information, evaluating public programs and policies.
5. **Ethics & the Public Interest**: Exploring the idea of the "public interest," ethical dilemmas, and ethical codes.
6. **Hawai`i's Futures**: Implications and Consequences: Alternative futures in Hawai`i and their implications for public problems and public agencies; futures analysis as a tool for public decision-makers.

PUBA 612 - Applied Certificate Seminar (1 credit hour): This course is used for the seminar created by participants in the Certificate program. Pre: 600 and 601.