

College of Public Affairs and Administration

GRADUATE CERTIFICATES

Graduate Certificates offered in: Public Sector Labor Relations, Management of Nonprofit Organizations, and Environmental Risk Assessment

These certificates are designed to provide specialized knowledge and skills required for effective management of public agencies or their subunits. The curricula focus on improving the administrative knowledge and performance of individuals employed at all levels of government and nonprofit organizations. Certificates are awarded on completion of the course work. Brochures detailing content, policies, and procedures for each are available from the departments hosting the certificates.

Graduate certificates provide students with the opportunity to gain substantial graduate-level expertise in specified areas without having to pursue a full master's degree. Students who are pursuing a master's degree, however, may also enroll in course work that leads to a certificate.

ENTRANCE AND COURSE REQUIREMENTS

Students must hold a baccalaureate degree from an accredited institution and meet campus requirements for admission to graduate study. Candidates for the certificates will be expected to complete course requirements with a grade of B or better.

Descriptions for courses leading to a certificate are located in this catalog under the departments offering the individual courses (public administration, legal studies, environmental studies, accountancy, management, business administration, and human services).

Graduate Certificate in Public Sector Labor Relations (16 hrs.)

The certificate in public sector labor relations is intended for professionals in the field of public sector labor relations, for individuals in the field of public sector human resources management who wish to upgrade their skills in labor relations, or for those who are beginning their careers and wish to prepare for a career working in or with public sector labor relations. The following courses are required for the certificate:

PAD 505 Human Resource Management	4 Hrs.
PAD 509 Workplace Democracy	4 Hrs.
PAD 467/LES 467/LAR 467 Labor Arbitration	4 Hrs.

PAD 465 Public Sector Labor Relations Seminar	4 Hrs.
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Contact: Application forms and more information are available from the public administration program at (217) 206-6310. Information can also be requested at mpa@uis.edu.

Graduate Certificate in Management of Nonprofit Organizations (20 Hrs.)

This certificate is intended for professionals in the field of nonprofit management, for individuals who work closely with nonprofit organizations, or for those who are beginning their careers and wish to prepare for a career working in or with nonprofit organizations. Students must select from the following to total 20 hours.

HMS 584 Introduction to Nonprofit Management	4 Hrs.
PAD 543 Marketing for Public and Nonprofit Organizations	4 Hrs.

PAD 544	Fund Raising for Public and Nonprofit Organizations	4 Hrs.
ACC 505	Financial Management for Nonprofit Organizations	2 or 4 Hrs.
HMS 538	Social Services Administration (<i>or</i> PAD 502 Organization Dynamics <i>or</i> BUS 541 Organizational Behavior)	4 Hrs.
PAD 546	Arts Administration Seminar (<i>or</i> MGT 431 Human Resource Management <i>or</i> PAD 505 Human Resource Management)	4 Hrs.
PAD 448/LES 486	Legal Aspects of Nonprofit Organization Management	2 Hrs.

Contact: Application forms and more information are available from the public administration program at (217) 206-6310. Information can also be requested at mpa@uis.edu.

Graduate Certificate in Environmental Risk Assessment (16 Hrs.)

Risk assessment is a frequently used tool in environ-

mental analysis. The environmental risk assessment sequence offers a certificate for students who wish to acquire a level of competency in this science. The sequence of course work is technically oriented to provide students with the professional education necessary to perform risk assessment operations in their workplaces. Students learn to relate risk assessment methodologies, procedures, and results to environmental policies.

Courses taken for the certificate represent a statement of competency in a specific field and draw on courses in the student's area of academic focus within the environmental studies curriculum. Students who have already taken one or more of these courses can apply them to the certificate. Courses taken to earn the environmental risk assessment certificate can also be used toward a master's degree in environmental studies.

To receive a certificate, students must take the following three core courses and complete the risk assessment practicum, for a total of 16 credit hours. They must also maintain a B average.

ENS 421	Environmental Economics	4 Hrs.
ENS 521	Environmental Risk Assessment	4 Hrs.

ENS 522	Risk Assessment: Air, Land, and Water	4 Hrs.
ENS 523	Risk Assessment Practicum	<u>4 Hrs.</u>
	Total	16 Hrs.

Additional risk/decision theory courses:

ENS 524	Environmental Decision Making	4 Hrs.
ENS 526	Risk Management and Communication	4 Hrs.

Sponsored, risk-based research opportunities at state and federal facilities are available for those seeking independent research experiences. Details can be found online at www.uis.edu/risk. Full-text course catalog entries can also be found online at www.uis.edu/environmentalstudies/catalog.html.

Qualified applicants should complete an application form and submit it to the Department of Environmental Studies.

Contact: Application forms and more information are available from the department at (217) 206-6720. Information can also be requested at ens@uis.edu.