

About the Department of Citywide Administrative Services (DCAS)

The Department of Citywide Administrative Services' (DCAS) primary responsibility is to ensure that other City agencies have the critical resources and support they need to provide the best possible services to the public. As part of our on-going effort to train employees and provide enhanced educational opportunities, we offer a number of Citywide Personnel Development programs, resources and services dedicated to assisting City agencies in their efforts to use training to enhance the economy, efficiency and effectiveness of their operations. All of our programs support the efforts of City employees in developing innovative programs and delivering effective services to the citizens of New York City.

About the Murphy Institute for Worker Education

The Murphy Institute was established by the City University of New York in collaboration with unions and employers to expand higher educational opportunities for working adult students and to develop educational programs that meet New York City's workforce needs. It offers a host of pre-admissions services, an extensive system of academic support, a small college atmosphere, and a wide range of programs available at its mid-Manhattan facility and at satellite programs throughout the City. The Murphy Institute receives special funding allocations from the State Legislature and City Council. The Murphy Institute is part of the School of Professional Studies and the Graduate School and University Center.

**For more information about these programs call
the Murphy Institute at (212) 827 0200 or DCAS at (212) 669-3630.**



The Murphy Institute for Worker Education The City University of New York

in collaboration with

NYC Department of Citywide Administrative Services (DCAS)

and

Participating Unions

offer

**a unique opportunity
for City workers**

Certificate in

Public Administration and Public Policy

A Unique Educational Opportunity

The Public Administration program is offered on both the undergraduate and graduate level. It is designed to:

- Provide you with an opportunity to earn college credits.
- Deepen your understanding of urban problems.
- Improve your communication and analytical skills.
- Expand your knowledge of government agencies, social services, labor relations, and the legislative and budgetary process.

The program offers:

- an alternative set of admissions requirements for adult learners
- small classes
- an accelerated learning pace
- once-a-week evening and weekend classes
- pro-active counseling
- free tutoring
- a transfer credit program
- a dedicated and dynamic faculty
- a supportive and welcoming learning environment

Enroll at the undergraduate, graduate, or post-MA level

- Take the CUNY course cross listed with DCAS at the Citywide Training Center in lower Manhattan during work hours (with permission from your supervisor) or during evening hours at the Murphy Institute's mid-Manhattan facility.
- Apply course credits to the Queens College BA or MA in Urban Studies.
- Course credits also applicable to an MA in Public Administration at Baruch College.
- Union tuition plans may be applicable.

Courses of Study

Undergraduate Certificate in Public Administration and Public Policy*

This undergraduate certificate program provides you with a solid background in government, the policy-making process, and public administration. The interdisciplinary approach taken in this program focuses on public agencies and the problems they face in the delivery of social services. You can apply the 16 credits you earn in this program to a bachelor's degree in Urban Studies.

Advanced Certificate in Public Administration and Public Policy: Level I (Graduate)*

If you have already earned a bachelor's degree, this certificate program will provide you with a deeper understanding of such topics as public management, the administrative decision-making process, training and staff development, and union-management relations. You will also learn how to analyze data and research on public policy and its implementation. You can apply the 12 credits you earn in this program towards a Master's degree in Urban Studies.

Advanced Certificate in Public Administration and Public Policy: Level II (Post-MA)*

If you already hold a Master's degree in Urban Studies or a related field, this 9 credit certificate program provides you with an opportunity to practice decision and policy making skills through field based projects. You will also use the advanced research skills you develop in the program to analyze and evaluate public policy, produce policy reports, and generate policy recommendations.

These Certificates can be applied toward a bachelor's or master's degree in Urban Studies at Queens College and Baruch College.

* pending final State approval