The Certified Public Manager Program offers a challenging professional program designed to help today's manager become tomorrow's leader with innovative curriculum, problem-solving and networking opportunities.

The University of Houston's Hobby School of Public Affairs' Certified Public Manager Program is fully accredited by the National Certified Public Manager Consortium.

For more information, visit www.uh.edu/class/hobby/cpm or contact Diana Benitez at dbenitez@uh.edu or at 713 743 1729

University of Houston Hobby School of Public Affairs
3623 Cullen Blvd RM 306 • Houston, TX 77204-5021
About the CPM Program

The University of Houston’s Hobby School of Public Affairs’ Certified Public Manager (CPM) Program is accredited by the National Certified Public Manager Consortium (http://www.cpmconsortium.org/). Texas State University’s William P. Hobby Center for Public Service (www.txstate.edu/cpm) is the state’s coordinating entity and manages the nationally recognized program in cooperation with the University of Houston and other universities throughout Texas.

The program is designed for employees, administrative staff, supervisors and managers in the public and nonprofit sectors who are interested in enhancing their skills and abilities needed to deal with “real-world” problems and situations. It is a comprehensive course of study in which current managers and aspiring leaders can acquire and apply the best practices and theory to their management behaviors and strategies.

Faculty

Each track of the Hobby School of Public Affairs’ CPM Program is taught by instructors with extensive experience in the field ranging from university faculty to professionals working in city, county, state and federal government, nonprofit organizations and the private sector. Guest speakers have expertise in a variety of realms.

Curriculum

The Texas Certified Public Manager curriculum includes theory and application to practical problems in the public sector. CPM students take seven courses (tracks) over a 14 month period. Each of the seven courses meets 1.5 days a month. Participants must complete 6 courses (tracks) and a final capstone project (track 7) where the student demonstrates the management skills and knowledge learned in the previous six tracks.

All tracks, with the exception of the Track 7 applied project, may be taken in any order.

Track 1: Personnel & Human Resources Administration focuses on personnel and labor relations for public administrators. Topics include recruitment and selection, equal employment opportunity, affirmative action, discipline and termination, health and safety, employee classification, compensation and employee benefits and performance evaluation.

Track 2: Managing for Quality focuses on the practice of building quality into public and non-profit organizations. Practices such as re-engineering and strategic planning are explored. This track also addresses how a systems approach can help public administrators to understand the way in which organizations can improve their operations.

Track 3: Organizational Communication focuses on the practice of communication within and outside of the organization. Topics include communicating with government and oversight entities, barriers to effective communication, and dealing with disagreement, conflict and groupthink. Effective oral and written skills are also covered.

Track 4: Public Finance & Budgeting focuses on the public finance and budgeting practices. The basics of finance, budgeting, accounting and auditing are explored.

Track 5: Productivity & Program Evaluation focuses on how to conduct public administration research leading toward the evaluation of public and non-profit sector programs. Topics include the tools and techniques of public administration research, benchmarking, program evaluation and the basic principles of legal research.

Track 6: Information Systems for Managers focuses on management information systems used by public sector and non-profit sector managers. Topics include the Internet, online data bases and archiving, opinion surveys and social media.

Track 7: Applied Project Practicum is the preparation of an applied project and research of special interest to the participant. This track incorporates lessons and information provided in the previous six tracks.

The Hobby School of Public Affairs’ CPM schedule is available at www.uh.edu/class/hobby/cpm.

Registration and Fees

The registration fee per course/track is $595. The total cost for the entire seven track program is $4,165 when paying for individual courses. However if paying for the entire program in advance, the program fee is $3,695, a savings of $470. Course fees include textbooks, class materials and lunches for full-day sessions. The Hobby School of Public Affairs provides complimentary parking at the University of Houston.

Registration for Track # / Course:

Name: ____________________________________________
Job Title: __________________________________________
Organization: _______________________________________
Address: ____________________________________________
City: ______________________________________ State: ______ Zip: __________
Telephone(s) Office: _____________________________
E-mail: ___________________________________________
Total Fee Enclosed: ______________________________

Please make check payable to the University of Houston.

Credit Card Payment Option (VISA or MasterCard):

Cardholder Name: _________________________________
Credit Card #: ___________________________________
Expiration Date: _________________________________
Cardholder Address (if different from above): ________