



Career and Corporate Training
Pierpont Community & Technical College
500 Galliher Drive
Fairmont, WV 26554

304-367-4596
cct@pierpont.edu

Public Administration

Effective October 2025

Description

Pierpont's Career and Corporate Training Office is excited to offer Public Administration training. This certificate program prepares you for administrative support positions in local government offices, county agencies, and other public sector organizations. You'll learn the essential skills needed to assist public administrators, manage municipal records, support public meetings, and provide citizen services. From processing permits to maintaining public records, this hands-on course teaches the practical skills required to work effectively in government office environments.

Schedule

6 in-person sessions with online work throughout the duration of the program.

Training cost:

\$500.00

Financial Aid

Financial aid may be available for this course. Please see our website for details.

Minimum Requirements:

There are no prerequisites for this course.

Course Materials & Supplies

All materials and supplies are included in the cost of training.

Certification

Students who complete and pass the course with attention to deadlines and regular attendance will receive their certificate from Pierpont Community & Technical College's Career & Corporate Training Program.

Education that Works!

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution

Accommodations Statement:

If you have or had an IEP or 504 Plan in high school or if you think you have a disability that might interfere with your completion of this class, contact Pierpont's Support Services for information about possible accommodations at access@pierpont.edu or 304-534-7878.

Education that Works!

Pierpont Community & Technical College is an Equal Opportunity, Affirmative Action Institution