

PUBLIC ADMINISTRATION

PIERPONT
COMMUNITY & TECHNICAL COLLEGE

Pierpont's Public Administration Certificate Program prepares you for administrative support roles in local government offices, county agencies, and other public sector organizations. Through a combination of in-person instruction and online learning, you'll develop the practical skills needed to assist public administrators, manage records, process permits, and provide quality citizen services.

What You'll Learn

- Government office operations and procedures
- Public records management and documentation
- Permit processing and administrative support
- Professional communication and customer service in public settings

Why Choose This Program?

- 6 in-person sessions with online coursework between meetings
- Hands-on training tailored to government office environments
- Career opportunities in local, county, and state agencies

Apply Today or Learn More
go.pierpont.edu/CCT



Training Cost

\$500

What's Included in Tuition?

- ✓ Instruction
- ✓ Textbooks
- ✓ Study Materials

*Financial Aid is available for qualifying applicants.