



## National Advanced Certificate in Local Authority Administration

Municipal administrators from across Canada collaborate online to develop local government leadership and managerial skills and expertise.

## Why Enrol?

This program provides outstanding learning opportunities for local government officials interested in advancing their careers within the municipal civil service.

## A National Curriculum

Jointly developed by the Dalhousie University College of Continuing Education and Government Studies at the University of Alberta Faculty of Extension, the program provides nationally relevant, and regionally sensitive, theoretical and practical knowledge – information that is necessary for success in local authority administration.

Leading practitioners and academics from across the country develop and deliver courses that are academically and practically sound, and reflect the real and emerging needs of local government administrators. The curriculum is the result of a dedicated team of senior practitioners, subject matter experts and adult educators collaborating on a broad and diverse national development committee. Dalhousie and the University of Alberta shared the distinction of being awarded a Canadian Association of University Continuing Education (CAUCE) Award of Excellence in May 2003 for the NACLAA program.

## National Stakeholders

In developing and delivering the NACLAA program we worked cooperatively with provincial and national municipal associations including municipal associations of appointed and elected officials, the Federation of Canadian Municipalities (FCM), the Canadian Association of Municipal Administrators (CAMA) and many provincial departments overseeing municipal affairs. In addition, we have worked closely with other educational institutes and professional bodies in the development of the course materials.

## Innovative Delivery

The online environment encourages debate and discussion with other students that is not bound by time differences or geography. Gone is the expense, time commitment, and inconvenience of commutes to centralized physical classrooms. Instructors are selected for their excellence and commitment and are not bound by their proximity to universities. In online education, geography and jurisdiction are transformed from impediments to enhancements.

## A Dynamic Learning Community

NACLAA facilitates the formation of a “virtual community” in Municipal Canada. Leading academics, subject matter experts, instructors, practitioners and consultants are networked to develop and refine a national curriculum. Students have access to these experts and their cumulative wealth of experience. Studying together in virtual classrooms, students apply this knowledge to the challenges facing their communities. This interaction and sharing of solutions with experts and colleagues helps student practitioners to understand and anticipate the complexities of administering Canadian municipalities.

## Credit for Prior Learning

NACLAA is a national advanced certificate and therefore recognizes prior training and education. Students are granted generous credit for their previous educational experience. We have established agreements with professional associations and universities across the country that offer training for the municipal community. Interested individuals should discuss advanced standing options with the program manager when applying.

## Leads to Further Opportunities

NACLAA graduates can enter directly into the third year of the Bachelor of Professionals Arts: Governance, Law and Management program at Athabasca University. This program is offered online. For more information on advanced learning opportunities for graduates, please contact the Program Office.

A limited number of Master of Public Administration (Management) spots are available to eligible NACLAA graduates, regardless of their previous university experience or lack thereof. The MPA(M) program is offered by Dalhousie University’s Faculty of Management. This graduate level masters program is intended for working managers and professionals wishing to develop the skills and knowledge to respond to public sector challenges of the future.

For more information, please contact Admissions and Registration at (902) 494-6391 or visit the website at <http://masters.mgmt.dal.ca>

**“I think these courses are a gift to all of us that can’t leave for a larger city to obtain the same education.”**

## Course Schedule

NACLAA courses are delivered three times a year – in September, January and April. Courses run from 10 to 13 weeks and require participation in online discussions (asynchronous), written assignments and a final exam. Flexibility is built into the program to facilitate learning for full-time employees. Recognizing the busy schedules many employees must manage, students usually take only one course per semester.

Students will work with the student advisor to craft a program that is most suitable for them based on their previous education, work responsibilities and career aspirations. Graduation with the Certificate requires the completion of between 6 and 12 courses.

Current students represent all three levels of government and the private sector, although most are local authority administrators.

## Courses include

Public Administration Professionalism  
Citizen Engagement and Consultation  
Local Government  
Local Government Finance  
Local Government Accounting  
Organizational Behaviour and Leadership  
Financial Management  
Sustainable Communities  
Organizational Design and Management  
Municipal Law I and II  
Human Resource Management  
Policy Planning and Program Evaluation  
Property Taxation and Assessment

## Course fees

The tuition fee for each course is \$650 including all materials. There is a one time application fee of \$75. Materials may vary but will include all necessary texts, manuals, online access and examinations.

## Computer Requirements

Students connect to the **WebCT** (Web Course Tools Software) using an Internet connection, modern computer hardware, and several different pieces of free software. Students are responsible for obtaining and maintaining all these components. While our courses are designed to accommodate slow dial-in connections, higher Internet connection speeds are preferable.

Supported operating systems are:

- Windows 2000, ME, XP
- Mac OS X

Your computer must be equipped with **Java Runtime Environment** software version 1.4.2 or higher.

Supported browsers for **Windows** are:

- Microsoft Internet Explorer 5.5, 6.0
- Mozilla 1.5, 1.6 and 1.7
- AOL 8.0 and 9.0
- Firefox 1.0 x

Supported browsers for **Mac** are:

- Microsoft Internet Explorer 5.1 (OS X 10.1) and 5.2 (OS X 10.1, 10.2, 10.3)
- Mozilla 1.5, 1.6 and 1.7 (OS X)
- Safari 1.2 (OS X)
- Netscape 7.0, 7.1 and 7.2 (OS X)
- AOL OS X
- Firefox 1.0x (OS X)

All the above browsers are available free via the Internet.

## Student Advising

Student Advising is the first stage of your relationship with our staff. Student supports are available at every stage of your program from registration to learning, studying and writing to technology. We have a broad range of supports that include written manuals, online tutorials and staff are accessible by phone and in person.

The Faculty of Extension and the College of Continuing Education take great pride in their student services. With a combined experience of nearly 100 years with adult learners, we know that students thrive in an environment where they are treated as individuals. We use a single-window service approach and will work closely with you to help you meet your learning goals.





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