PROGRAM GOALS

- Enhance the skills and career prospects for MSWs who have moved into, or are interested in moving into, administrative positions
- Augment the talent pools of promotable managers and leaders with advanced administration knowledge and skills as well as a strong grounding in clinical practice
- Contribute to increasing the effectiveness of human service organizations in terms of client outcomes and management capacity

WHO SHOULD APPLY

- MSWs who have recently been promoted to an administrative position
- Direct service practitioners interested in enhancing their leadership and management capabilities
- MSWs interested in an administrative career but with little formal training in administrative practice
- SDSU Administration graduates who received their MSW within the last seven years and want to take two additional courses to augment their skills
- Current SDSU MSW students interested in a career in administration

PROGRAM REQUIREMENTS AND APPLICATION PROCESS

Applicants must possess an MSW and be interested in professional development in administrative practice or must be enrolled as an MSW student at SDSU. Admission of applicants with degrees in other human services fields may be considered on a case-by-case basis.

HOW TO APPLY:

- Applicants with an MSW must apply for graduate admission to SDSU (http://arweb.sdsu.edu/es/admissions/grad/index.html). The first course may be taken prior to SDSU admission through Open University (https://ces.sdsu.edu/open-university-registration)
- Current SDSU MSW students should contact Dr. Packard via email.
- Review details at https://socialwork.sdsu.edu/degrees-programs/certificates-credentials/certificate-in-social-work-administration/

For more information contact:
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Advanced Certificate in Social Work Administration
5500 Campanile Drive
San Diego, CA 92182-4119
http://socialwork.sdsu.edu
PROGRAM DESCRIPTION

The Advanced Certificate in Social Work Administration includes four courses: two Administration Practice courses provided for MSW Administration students and electives in financial management and information systems. The electives are offered in Public Administration and Nursing.

SCHEDULE

Classes meet once a week (2 hours and 40 minutes, with a break), typically in late afternoon or evening hours.

COURSES

NOTE: Topics are typical examples and not comprehensive. Specific course content may vary.

SW 740: ADVANCED SEMINAR FOR SOCIAL WORK ADMINISTRATION AND COMMUNITY DEVELOPMENT
- Strategic management
- Marketing
- Social entrepreneurship
- Financial management
- Governance and boards
- Collaboration
- Performance management
- Proposal writing

SW 745: LEADING FOR CHANGE
- Change leadership
- Contingency approaches to leadership
- Creating a learning culture
- Leadership competencies
- Leadership styles
- Organizational change processes
- Advanced Supervision
- Creating a learning culture
- Ethics and diversity issues

NURS 684: INFORMATION SYSTEMS FOR NURSING
- Informatics competencies
- Overview of evidence-based practice
- Electronic health records
- Informatics and performance improvement
- Privacy and security
- Open source software
- Interoperability
- Consumer engagement

PA 650: PUBLIC FINANCIAL MANAGEMENT
- Fiscal health
- Assessing financial conditions
- Effective financial management and planning
- Cost analysis
- Revenue forecasting
- Budgeting
- Debt capacity analysis
- Revenue forecasting