

The Texas Certified Public Manager® (CPM) Curriculum

The Texas CPM Program is offered by Texas State University's William P. Hobby Center for Public Service and a number of public universities throughout the State of Texas. The CPM Program is a series of 7 courses designed to enhance the skills, knowledge and abilities of public and nonprofit managers.

Each of the seven courses meets in one of two formats. The first format is in a 1 ½ day a month format over 2 months. Classes in this format meet from 9 a.m. to 4 p.m. on Thursday and from 9 a.m. – 12 Noon on Friday. The second format is in a one day a month format over 3 months. Classes normally meet from 9 a.m. – 4:00 p.m. on each of these days. CPM Programs are currently offered in the following cities. Amarillo, Arlington, Austin/Round Rock, Brownsville, Edinburg, Houston, McAllen, Nacogdoches, and San Marcos, Texas. For information about CPM schedules, including schedules that are not listed in this brochure please go to the CPM website which is www.txstate.edu/cpm

The CPM program consists of the following seven tracks (courses): personnel administration; managing for quality; organizational communication; public finance; productivity and program evaluation; information systems for managers; and applied projects practicum. Each track is organized to include seminars, workshops and applied projects. The program is designed to enhance the skills and abilities that participants need to deal with "real world" problems and situations.

Persons may sign up for the CPM courses individually or for the entire program. Class size is limited to 30. Individuals signing up for the entire program will be guaranteed a slot for the entire seven track program.

Faculty

Each of the tracks is team taught by a combination of academic and practitioner faculty. Academic faculty participating in CPM are from the following universities: Texas State University, The University of Texas at Austin, Stephen F. Austin State University, UT Pan American, The University of Texas at Brownsville, Texas Tech, West Texas A&M University and other Texas universities. Practitioners include city & county managers, state agency department heads, and state & local government administrators. These professionals come from a variety of positions in city, county, schools, state and federal government. Practitioner faculty are also drawn from the non-profit and private sectors.

All seven tracks have a faculty member or senior practitioner responsible for organizing and coordinating each course. Each course includes practitioner faculty assigned to develop and deliver the track. Practitioner faculty have significant input into the design and delivery of all courses in the CPM curriculum.

The CPM Schedule

Track 1: Public Personnel Administration

Focus: To provide essential information concerning personnel and labor relations to public administrators. Examples of topics that will be covered include recruitment/selection, equal employment opportunity/affirmative action, performance evaluation, discipline/termination, health/safety, collective bargaining, classification, compensation and employee benefits.

Track 2: Managing for Quality

Focus: To provide essential information concerning the practice of building quality into public and non-profit organizations. Practices such as Re-engineering, Total Quality Management (TQM) and Strategic Planning will be explored in detail. The course will also focus on how a systems approach can help public administrators to understand the way in which organizations can improve their operations.

Track 3: Organizational Communication

Focus: To provide essential information concerning the practice of communication within the organization. Topics include communicating with governing and oversight bodies, barriers to effective communication and dealing with disagreement, conflict and groupthink. Improving oral and written communication skills will also be covered in this track.

Track 4: Public Finance and Budgeting

Focus: To provide essential information concerning the practice of public finance and budgeting. The basics of finance, budgeting and public sector accounting and auditing will be explored in detail. Additional topics include cutback management and economic development.

Track 5: Productivity and Program Evaluation

Focus: To provide essential information on how to conduct public administration research leading toward the evaluation of public and non-profit sector programs.

Benchmarking, program evaluation and the tools and techniques of public administration research will be explored. In addition, the basic principles of legal research will be covered in this track.

Track 6: Information Systems for Managers

Focus: To provide essential information about management information systems used by public sector and non-profit sector managers. Tools and systems such as the Internet and online federal and state databases will be identified and discussed in detail. Additional topics include social networking, geographic information systems, and information systems technology.

Track 7: Applied Projects Practicum

Focus: To provide students with the opportunity and tools necessary to prepare a major applied project / projects related to their organization or area of interest. This track is the "capstone" of the CPM Program and will incorporate lessons and information provided in the other six tracks. Students must have completed at least one CPM course to sign up for this track.

January 1, 2012 – April 30, 2013 CPM Schedules

Schedules shown on the next panel are for CPM Programs Offered directly by Texas State University. Schedules for CPM Programs offered by Texas

January 1, 2012-April 30, 2013

Tech, Sam Houston State University, The University of Houston, Stephen F. Austin State University, The University of Texas at Pan American and the University of Texas at Brownsville can be found on the Texas CPM website which is www.txstate.edu/cpm

San Marcos, Texas CPM Schedule (January, 2012 – January 2013)

Classes meet 9 am – 4 pm. on Thursdays

Classes meet 9 am – 12 Noon on Fridays

Track 5:	Jan 12-13 & Feb 2-3, 2012 (Spring 2012)
Track 6:	Mar 8-9 & April 5-6, 2012 (Spring 2012)
Track 7:	May 4 & June 7-8, 2012 (Summer 2012)
Track 1:	July 12-13 & Aug 2-3, 2012 (Summer 2012)
Track 2:	Sept 6-7 & Oct 4-5, 2012 (Fall 2012)
Track 3:	Nov 1-2 & Dec 6-7, 2012 (Fall 2012)
Track 4:	Jan 10-11 & Feb 7-8, 2013 (Spring 2013)

For Information about the San Marcos CPM Program, contact Dr. Howard R. Balanoff at hb02@txstate.edu or 512/245-3453.

Round Rock, CPM Schedule (January 2012 – December 2012)

Classes in January and February meet from 9 am – 4 pm. (Track 6 class on Mar 9th meets 9 a.m. – 12 Noon and class for Track 7 meets from 1 p.m. – 4 pm).

Classes on May 10 & 11 meet from 9 am to 4 pm and class on May 12 meets from 9 am – 12 Noon.

Starting in June 2012 CPM classes meet from 9 am – 4 pm on Thursdays and 9 am to Noon on Fridays.

Track 6:	Jan 20, Feb 3, Mar 9, 2012 (Spring 2012)
Track 7:	Mar 9, Apr 19, April 20, 2012 (Spring 2012)
Track 1:	May 10, May 11, May 12, 2012 (Short Session 2012)
Track 2:	June 14-15 & July 19, 2012 (Summer 2012)
Track 3:	July 20, Aug 9-10, 2012 (Summer 2012)
Track 4:	Sept 13-14 & Oct 11-12, 2012 (Fall 2012)
Track 5:	Nov 8-9 & Dec 13-14, 2012 (Fall 2012)

For Information about the Round Rock/Austin Texas CPM Program, contact Dr. Howard R. Balanoff at hb02@txstate.edu or 512/245-3453.

Arlington Texas, CPM Schedule (Jan 1012 – April 2013)

At the North Central Texas Council of Governments,

Class meets 9 a.m. – 4 p.m. on Thursday

Class meets 9 a.m. – 12 Noon on Friday

Track 6:	Jan 12-13 & Feb 2-3, 2012
Track 7:	Mar 1-2 & Apr 5-6, 2012
Track 1:	May 3-4 & June 7-8, 2012
BREAK:	JULY & AUGUST 2012
Track 2:	Sept 6-7 & Oct 4-5, 2012
Track 3:	Nov 8-9 & Dec 13-14, 2012
Track 4:	Jan 10-11 & Feb 7-8, 2013
Track 5:	Mar 7-8 & April 11-12, 2013

For Information about the Dallas/Fort Worth Area CPM Program at the North Central Texas Council of Government in Arlington Texas contact David Tees at dwttees@gmail.com or 817/683-8764.

Credits for Continuing Education and Academic Degrees

The CPM program is endorsed by the Texas Chapters of the American Society for Public Administration (ASPA) and has been approved for continuing education credit by a variety of state & local government entities.

CPM courses can be taken in any order. For each course, participants will receive a certificate of continuing education credit from Texas State for management training and education. Academic credit at no additional cost may be granted to those students who are registered through the Texas State Office of Extended & Distance Learning. To learn more about how you can receive undergraduate and graduate academic credit for completing the CPM Program, please contact Dr. Howard R. Balanoff, Director of the Texas CPM Program at hb02@txstate.edu or 512/245-3453.

Additional Benefits of Texas CPM Program

Participation in the Texas Certified Public Manager® (CPM) Program may provide benefits such as eligibility in a variety of organizations such as International City/County Management Association (ICMA) the Texas Society of Certified Public Managers, the American Academy of Certified Public Management (AACPM), the American Society for Public Administration (ASPA) and the Texas City Management Association. Texas CPM participants may also be eligible to receive benefits from Texas State University such as computer Internet ID accounts.

Texas State University is committed to making the CPM program accessible to all. For special arrangements, please contact the William P. Hobby Center for Public Service at:
(512) 245-3453 - office
(512) 245-3173 - fax
hb02@txstate.edu
www.txstate.edu/cpm

Regular and Online Registration & Fees

Tuition and fees for each track are \$595.00. This includes all textbooks and training materials. The cost for the entire seven-track program is \$4,165. Class size is limited to 30 participants. Persons signing up for the entire CPM program will be guaranteed a space in each track. Track registration costs may be eligible for tuition reimbursement.

For each track, participants will receive continuing education credit (CEUs) from Texas State University for management training and education. University course credit may be granted for interested and qualified participants. To learn more about qualifying for university course credit, contact the Dr. Howard R. Balanoff.

Secure registration and credit card payment is available online at www.txstate.edu/cpm. It is possible to register online without paying the registration fees.

Registration for Track # _____
Track (Course) Name _____
Location _____
Your Name _____
Job Title _____
Organization _____
Address _____
City _____
State _____
Zip _____
Telephone(s) Office _____
Fax _____
E-mail address _____
Total fees or P.O. enclosed or due on the first day of class. _____

Contact Information

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Web Page: www.txstate.edu/cpm

Texas CPM Overview

The Texas Certified Public Manager® (CPM) program is the flagship program offered by Texas State University's William P. Hobby Center for Public Service. Texas State has been designated by the Governor of the State of Texas and the National Certified Public Manager® Consortium to deliver the nationally accredited CPM program throughout Texas. Designed for present and future leaders in public service, the program is also open to professionals, faculty and students from other countries. Texas is one of 40 states in the U.S. where the CPM program is offered.

Originally established in 1994, the Public Service Academy was renamed the William P. Hobby Center for Public Service in April 1998. The Center was created to provide a mechanism through which the university could carry out its public service objectives. The Center provides services for public organizations, non-governmental organizations (NGO's) and charities throughout the State of Texas and beyond. The Center operates in cooperation with other universities such as Stephen F. Austin State University, Sam Houston State University, UT Pan American, UT Brownsville, Texas Tech, West Texas A&M and the University of Houston.

Texas State University

Texas State University, one of Texas' largest universities with over 34,000 graduate and graduate students, has become one of the leading public service-oriented universities in the U.S. In addition to operating outstanding teacher education training and administration programs, Texas State has developed national and state accredited programs in public administration, education, health services, health administration, communication, criminal justice, geography and planning. A member of the Texas State University System, Texas State is an affirmative action, equal opportunity educational institution.



William P. Hobby Center for Public Service
Texas Certified Public Manager® (CPM) Program

Texas State University
601 University Drive
San Marcos, TX 78666-4616

Texas State University is a member of the Texas State University System

The Texas Certified Public Manager® (CPM) Program

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Locations

San Marcos
Round Rock/Austin
Arlington TX/North Central
Texas Council of Governments



The William P. Hobby Center for Public Service

The William P. Hobby Center for Public Service
Texas' lead provider of the nationally accredited
Texas Certified Public Manager® (CPM) Program
www.txstate.edu/cpm

The Texas CPM Program is designated by
the Governor of the State of Texas
and accredited by the
National Certified
Public Manager®
Consortium