

“...**informative** and **concise** – just what I need it to be”

### 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.

### Course fees

The tuition fee for each course is \$695 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.

### Student Advising

If you have questions about this program and its role in your professional development or specific course information, please call the program office at 902-494-8885 and speak to our mature student advisor.

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 College of Continuing Education takes great pride in its student services.

With almost 40 years of experience 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.

**“I appreciate the supportive environment that the instructors and students work to create online”**

*The College of Continuing Education is a senior academic faculty at Dalhousie University. The College has a long history in serving non-traditional communities. Using the tools of programming, research, consulting and publication the College has been working with the municipal community since 1936. NACLAA is the largest and most sophisticated effort yet. In addition, the College works with the fire and police services, in the non-profit sector and offers training in negotiation and conflict, mediation and adult education.*

Dalhousie University  
College of Continuing Education  
Public Sector Programs

1535 Dresden Row, Suite 201  
Halifax, NS B3J 3T1

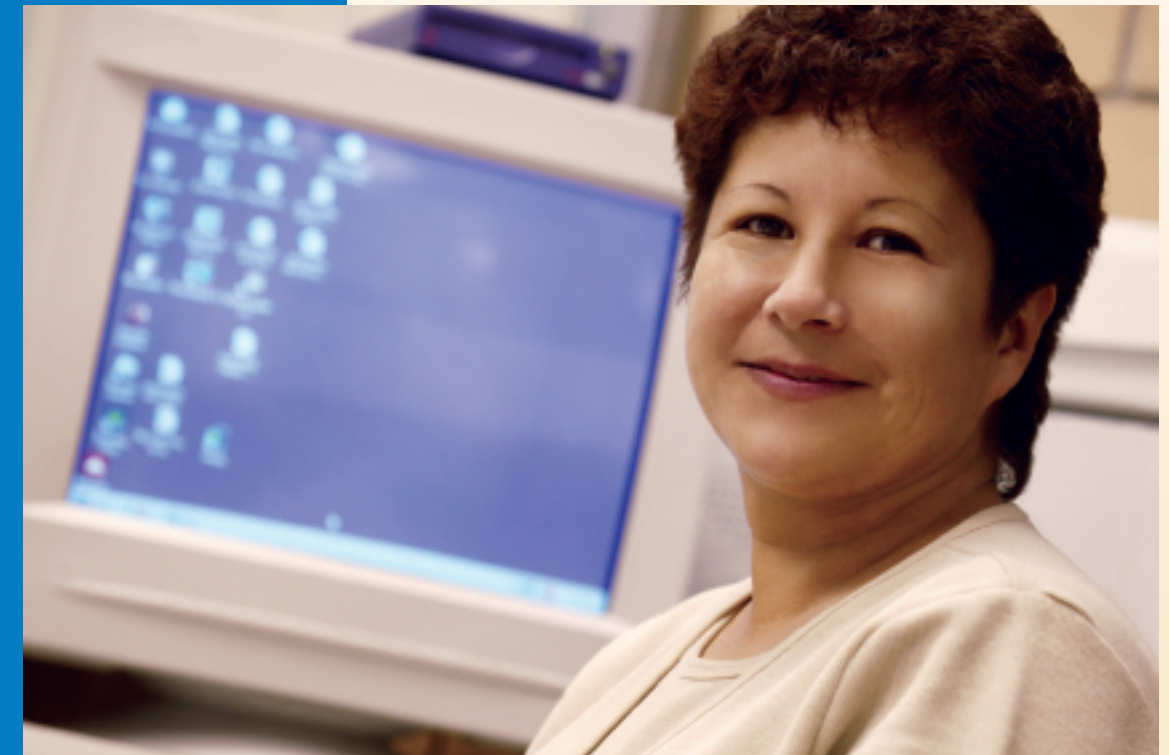
T 902-494-8885  
F 902-494-2598  
www.dal.ca/cce



*College of Continuing Education*

## National Advanced Certificate in

# Local Authority Administration (NACLAA)



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



*College of Continuing Education*

# What is NACLAA?

“...the right balance of **depth** and **scope**”

The National Advanced Certificate in Local Authority Administration is an award-winning program that is delivered online.

## 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.

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

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 shared with the University of Alberta 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

At the development stage, 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

**“What we discussed in NACLAA courses one week made national headlines the next.”**

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

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.

**“My community will directly benefit from my participation in this program”**

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

## 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 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.

**“The discussions helped me develop critical thought that I apply to my work every day”**

**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 • Information Access and Privacy Protection