

School of Public and Environmental Affairs  
Indianapolis Campus  
Degree Program Checksheet

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## **ONLINE PUBLIC MANAGEMENT CERTIFICATE**

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The Certificate in Public Management program is a 15-credit-hour program of study in public management. The certificate program is flexible enough to be adapted to the needs of pre-career and in-service individuals. Graduate students in other disciplines can use the program to supplement their primary fields with course work in public management, possibly using the certificate courses as part or all of a doctoral or master's degree minor. Career employees of public and private sector agencies seeking courses in public management, and especially those changing from professional or technical roles to managerial roles, find the certificate program beneficial.

### **ADMISSION ELIGIBILITY**

The student must have a bachelor's degree from an accredited college or university to apply.

### **APPLICATION**

An online application and information may be obtained from the Web site; materials are also available from the Graduate Program Office. Students should apply to the SPEA admissions office on the IUPUI campus. Application deadlines for the certificate programs are May 15 for the fall semester, September 15 for the spring semester, and March 15 for summer sessions. Students must pay a nonrefundable application fee.

### **PROGRAM RESTRICTIONS**

1. Students enrolled in a certificate program must complete it within 15 credit hours of approved SPEA course work with a minimum cumulative GPA of 3.0 (B). Failure to do so results in automatic dismissal from the certificate program.
2. Students who have completed more than three SPEA courses are not eligible for admission to a certificate program.
3. Transfer credit, course substitutions, or course waivers are not accepted for meeting the Public Management certificate requirements.
4. Students admitted to a SPEA graduate degree program are not eligible for admission to the certificate program or eligible for the awarding of a certificate.
5. Admission to or successful completion of a certificate program does not guarantee subsequent admission to a SPEA graduate degree program.
6. Students enrolled in the certificate program who apply to SPEA's graduate degree programs must meet all existing admission requirements. If a student has a cumulative GPA of 3.5 or better at the completion of the certificate, the student can request a waiver of the GRE requirement in applying to the MPA.

## Proposed Course Schedule Rotation (subject to change)

| Semester    | Online Course Offered   |
|-------------|---|
| Fall 2012   | <b>V 516</b> Public Management Information Systems<br><b>V 560</b> Public Finance and Budgeting<br><b>V 598</b> Governing and Leading in a Global Society     |
| Spring 2013 | <b>V 502</b> Public Management<br><b>V 562</b> Public Program Evaluation  |
| Summer 2013 | <b>V 550</b> Variable Topics course<br><b>V 561</b> Public Human Resources Management   |
| Fall 2013   | <b>V 560</b> Public Finance and Budgeting<br><b>V 598</b> Governing and Leading in a Global Society<br><b>V 654</b> Public Program Management and Contracting |
| Spring 2014 | <b>V 502</b> Public Management<br><b>V 516</b> Public Management Information Systems<br><b>V 562</b> Public Program Evaluation                                |
| Summer 2014 | <b>V 561</b> Public Human Resources Management  |

### Courses

The fifteen-hour certificate consists of three required courses and two electives.

#### Required Courses (9 Credit Hours)

**SPEA-V 502 Public Management (3cr.)** Analysis of concepts, methods, and procedures involved in managing public organizations. Problems of organization, planning, decision making, performance, evaluation, and management of human resources are considered. Cases are drawn from a variety of public services found at federal, state, and local levels of government.

**SPEA-V 560 Public Finance and Budgeting (3cr.)** The fiscal role of government in a mixed economy; sources of public revenue and credit; administrative, political, and institutional aspects of the budget and budgetary process; problems and trends in intergovernmental fiscal relations.

**SPEA-V 561 Public Human Resource Management (3cr.)** Analysis of the structure, operations, and design of public personnel systems, including government agencies and public enterprise. Relationships between public policy and personnel concepts, values, and operations considered.

#### Electives (6 Credit Hours)

**SPEA-V 509 Administrative Ethics in the Public Sector (3cr.)** Ethical conduct in the public sector is examined. Topics covered could include personal ethical responsibility, deception, corruption, codes of ethics, policy-making, morality, politics, and whistle blowing. Case studies and media material will be used to illustrate these and other such issues affecting the workplace.

**SPEA-V 516 Public Management Information Systems (3cr.)** This course focuses on the application of information systems concepts and tools to challenges and opportunities in the public sector. Topics covered will include current trends in information systems; managerial use of information systems; hardware software, and telecommunications; systems development processes and practices; and strategic and policy issues in IS.

**SPEA-V 562 Public Program Evaluation (3cr.)** Examination of how the programs of public agencies are proposed, established, operated, and evaluated. Discussion of the role and conduct of research in the program evaluation process. In addition, techniques of effective evaluation and analysis are discussed.

**SPEA-V 598 Governing and Leading in a Global Society (3 cr.)** This gateway course will increase student appreciation of the role of public affairs professionals in governance across multiple sectors of society within the global context. Students will learn norms associated with effective practice in public affairs and frame a professional development plan to acquire leadership skills to support these norms.

**SPEA-V 559 Principles and Practices of Social Entrepreneurship (3 cr.)** This course will survey issues in social entrepreneurship and engage students in completing class projects applying principles and practices of social entrepreneurship to problems of nonprofit organizations, government agencies, and social-purpose business.

**SPEA-V 654 Public Program Management and Contracting (3 cr.)** An examination of theories, concepts, and processes concerning multi-actor program implementation and alternative forms of service delivery. Focus will be on the problems and challenges public managers face in designing and managing contractual relationships, networks, and other complex implementation structures.

Other electives may be chosen with approval from the faculty advisor.