

# PUBLIC SECTOR MANAGEMENT, CERTIFICATE

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The Public Sector Management certificate is a sequence of four courses (12 hours) intended to provide individuals who are currently working in the public and nonprofit sectors a set of basic management skills that will assist them in obtaining leadership positions in government and nonprofit organizations. The certificate covers the following areas:

- An overview of the structure and processes of the public sector in the United States
- Information about management competencies needed by leaders in public and nonprofit organizations
- Information about the techniques and constraints of managing people in public and nonprofit organizations
- Concepts, methods, and processes of financial management with an emphasis on the public sector

To gain admission into the certificate program, participants must be admitted to the university through the regular admission process (<https://www.roosevelt.edu/academics/programs/masters-in-public-administration-mpa/>). Certificate courses can be applied toward the Master's in Public Administration for students who subsequently decide to pursue the degree.

Four courses (12 hours) are required for the certificate. Students must maintain a 3.0 GPA and attain at least a B in all courses. All of the courses can count toward the Master's in Public Administration degree.

Required Courses:

| Code     | Title                                  | Credit Hours |
|----------|--|--------------|
| PADM 400 | PUBLIC SERVICE IN THE UNITED STATES    | 3            |
| PADM 401 | MANAGEMENT PRACTICES FOR PUBLIC SECTOR | 3            |
| PADM 404 | HUMAN RESOURCE MANAGEMENT              | 3            |
| PADM 405 | PUBLIC BUDGET & FINANCIAL MANAGEMENT   | 3            |