

# PUBLIC ADMINISTRATION GRADUATE CERTIFICATES

## General Program Information

- The certificates will be completed in one (1) academic year.
- Courses are offered across two accelerated terms (A Term and B Term), and are delivered online.
- The 12 credit hours (4 courses) may be applied toward the Master of Public Administration (MPA) degree program upon admission. Students must earn a grade of B or higher in each course to qualify.

## Certificate Requirements

- Successful completion of 12 credit hours (4 required courses).
- A minimum cumulative GPA of 3.0 in certificate coursework.

## Program Admission Information

- A baccalaureate degree from an accredited college or university.
- Official transcript sent from all colleges and universities attended.
- A minimum 2.5 cumulative grade-point average (on a 4.0-point scale) for course work completed at the undergraduate level is required for regular admission. No provisional admission.
- Submission of a completed graduate admissions application (<https://www.asurams.edu/academic-affairs/graduate-studies/how-to-apply.php>) with a \$25 processing fee requesting admission to one of the following graduate certificate programs: Health Services Management, Human Resources Management, Local Government Management, Nonprofit Management.

The Graduate Certificate in Health Services Management equips students with the knowledge and competencies required for leadership roles in healthcare organizations. Emphasis is placed on financial management, public health administration, health policy, and delivery systems serving diverse and underserved communities. The certificate may be earned independently or applied toward the Master of Public Administration (MPA) degree.

| Code                        | Title                                                      | Semester Hours |
|-----------------------------|------------------------------------------------------------|----------------|
| PADM 5321                   | Foundations of Health Care Finance                         | 3              |
| PADM 5322                   | Foundations of Public Health Administration and Management | 3              |
| PADM 5791                   | Health Policy and Politics                                 | 3              |
| PADM 5852                   | Health Care Delivery for Specialized Groups                | 3              |
| <b>Total Semester Hours</b> |                                                            | <b>12</b>      |

The Graduate Certificate in Human Resources Management provides advanced knowledge and practical competencies in labor relations, diversity management, human capital development, and contemporary HR issues in public and nonprofit organizations. This certificate may be completed as a standalone credential or applied toward the Master of Public Administration (MPA) degree.

| Code      | Title                                        | Semester Hours |
|-----------|----------------------------------------------|----------------|
| PADM 5451 | Labor-Management Relations                   | 3              |
| PADM 5551 | Diversity Management and Public Organization | 3              |

|                             |                                        |           |
|-----------------------------|----------------------------------------|-----------|
| PADM 5600                   | Issues in Human Resource Management    | 3         |
| PADM 5616                   | Human Capital Development & Management | 3         |
| <b>Total Semester Hours</b> |                                        | <b>12</b> |

The Graduate Certificate in Local Government Management prepares current and aspiring public service professionals with the specialized knowledge, skills, and competencies required to effectively lead and manage operations at the local government level. The certificate provides focused preparation in areas such as local governance structures, public budgeting and finance, community engagement, service delivery, policy implementation, and intergovernmental relations. The certificate may be earned independently or applied toward the Master of Public Administration (MPA) degree.

| Code                        | Title                                                     | Semester Hours |
|-----------------------------|-----------------------------------------------------------|----------------|
| PADM 5650                   | Executive Leadership: Principles of Public Administration | 3              |
| PADM 5810                   | Intergovernmental Relations                               | 3              |
| PADM 5831                   | Urban and Rural Community Planning                        | 3              |
| PADM 5860                   | Economic Development Theory and Practice                  | 3              |
| <b>Total Semester Hours</b> |                                                           | <b>12</b>      |

The Graduate Certificate in Nonprofit Management equips students with foundational and advanced competencies for leading and managing nonprofit organizations. The program emphasizes nonprofit administration, grant writing, program evaluation, and community development—key skills for professionals working in public, nonprofit, and community-based organizations. The certificate may stand alone or be applied toward the Master of Public Administration (MPA) degree.

| Code                        | Title                                        | Semester Hours |
|-----------------------------|----------------------------------------------|----------------|
| PADM 5300                   | Administration of Nonprofit Organizations    | 3              |
| PADM 5710                   | Grantsmanship for Public Administration      | 3              |
| PADM 5823                   | Program Development, Management & Evaluation | 3              |
| PADM 5850                   | Community Development Theory and Practice    | 3              |
| <b>Total Semester Hours</b> |                                              | <b>12</b>      |