

# CERTIFICATE OF PUBLIC MANAGEMENT

## Division of Public Administration Northern Illinois University

The Certificate of Public Management offered by the Division of Public Administration at Northern Illinois University is a professional education curriculum designed to provide a rigorous intellectual development opportunity for mid-career managers and employees of government and not-for-profit agencies. It should be of interest to public sector employees and professionals as well as students enrolled in other NIU graduate degree programs and individuals who hold a master's degree in a related discipline. The credit earned for a certificate may be applied toward the Master of Public Administration (MPA) degree with the advice and approval of the Division Director. All requirements for a certificate of graduate study must be completed within a period of six consecutive years.

### ADMISSION REQUIREMENTS

Admission to the Certificate Program is based on an overall assessment of the applicant's educational needs and career objectives. Each applicant must complete an admissions form furnished by the Division of Public Administration and submit a written statement describing the applicant's work experience in the public sector. Additionally, a brief statement indicating how the applicant's career objectives can be enhanced by completing the certificate should be submitted. One must also be accepted as a student-at-large (SAL) in the Graduate School in order to register for courses at NIU. This process includes filling out a SAL application and submitting an official transcript showing that the applicant holds a baccalaureate or higher degree from an accredited institution.

### COURSE REQUIREMENTS

A student's program of study must be reviewed and approved by the Division Director and the MPA Coordinator. Students will be required to complete 15 credit hours of course work.

#### **At least three of the following (9-15)**

PSPA 600	Scope and Dynamics of Public Administration	3
PSPA 601	Data Analysis in Public Administration	3
PSPA 604	Public Program Evaluation Methods	3
PSPA 605	Organization Theory and Behavior	3
PSPA 609	Public Personnel Management	3
PSPA 610	Public Budgeting and Financial Management	3
PSPA 612	Information Management and Decision Support in Public Organizations	3

### **Course work from the following (0-6)**

PSPA 626	Social Policy	3
PSPA 630	Local and Metropolitan Government	3
PSPA 631	Urban Planning and Zoning	3
PSPA 632	Problems of Municipal Administration	3
PSPA 635	Local Economic Development Policy	3
PSPA 652	Public Sector Revenue Management	3
PSPA 654	Information Systems and Government	3
PSPA 655	Organization Development in the Public Sector	3
PSPA 656	Management of Nonprofit Agencies	3
PSPA 657x	Accounting for Public Administrators	3
PSPA 658	Labor Management Relations in the Public Sector	3
PSPA 659	Topics in Public Administration	3
PSPA 664	Politics of Public Budgeting	3
PSPA 672	Administrative Problems of Less Developed Countries	3

A maximum of three semester hours earned in another department or program may be applied toward the certificate with the consent of the Division Director or MPA Coordinator.

### **Example Programs**

The following are two examples of hypothetical programs of study leading to the Certificate of Graduate Study in Public Management. These illustrations show how a program of study can be flexible and tailored for a student.

#### ***Substantive Management Emphasis with an urban policy component:***

PSPA 600	Scope and Dynamics of Public Administration	3
PSPA 605	Organization Theory and Behavior	3
PSPA 609	Public Personnel Management	3
PSPA 630	Local and Metropolitan Government	3
PSPA 631	Urban Planning and Zoning	3

#### ***Substantive Management Emphasis with a human service component:***

PSPA 605	Organization Theory and Behavior	3
PSPA 609	Public Personnel Management	3
PSPA 610	Public Budgeting and Financial Management	3
PSPA 626	Social Policy	3
PSPA 656	Management of Not-For-Profit Organizations	3

**GRADUATE CERTIFICATE OF PUBLIC MANAGEMENT APPLICATION**

**NORTHERN ILLINOIS UNIVERSITY  
DIVISION OF PUBLIC ADMINISTRATION  
DeKalb, IL 60115**

STUDENTS APPLYING FOR THE GRADUATE CERTIFICATE OF PUBLIC MANAGEMENT MUST SUBMIT THE FOLLOWING:

1. Official undergraduate and graduate transcript(s) sent directly to the Graduate School and copies of transcript(s) sent to the Division of Public Administration.
2. Career Statement detailing prior work experience and how career objectives can be enhanced by completing the Certificate.
3. Student-at-Large application to Graduate School.

Return this completed application (please type or print), with career statement and copies of transcript(s), to the address above. There is no application fee associated with the Student-at-Large application for the Graduate School. There is no deadline for returning the application for the Graduate Certificate in Public Management.

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Last First Middle

Term for which you are applying: \_\_\_\_\_ U.S. Social Security # \_\_\_\_\_  
Fall Spring Summer YEAR \_\_\_\_\_

Address: \_\_\_\_\_  
(House number/street/apt.#) City State Zip

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Area Code) Home (Area Code) Work

E-mail address: \_\_\_\_\_  
Home Work

Place of Birth: \_\_\_\_\_  
City or Town State (or Country)

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Position Title: \_\_\_\_\_ Years at Present Employment: \_\_\_\_\_

Bachelor's Degree: In Progress \_\_\_\_\_ Completed \_\_\_\_\_

Institution: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Graduate Degree: In Progress \_\_\_\_\_ Completed \_\_\_\_\_

Institution: \_\_\_\_\_

Degree: \_\_\_\_\_

Date Degree Received: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_