

Certificate Program

The certificate in Public Administration and Public Management prepares students for citizenship, leadership, and careers in governmental and non-profit agencies. Students will learn the context and principles of public administration and how to apply these in a practitioner setting; the role of the public administrator in the design, implementation, and evaluation of public policy; and how to lead change and address ethical issues in public service. The program is designed for students interested in public service who want to:

- ::Deliver and manage public programs
- ::Reform welfare
- ::Provide public safety
- ::Preserve natural resources
- ::Improve the quality of life
- ::Build and bridge communities
- ::Strengthen democracy
- ::Analyze critical issues
- ::Lead change in public policy

Admissions

The certificate program in public administration and public management is designed for working adults who may wish to further their education yet may not be looking for a degree program; students who wish to enhance their degree in an existing undergraduate major at ASU; or BIS students who seek to combine certificates with their degree. The certificate program also benefits public administration practitioners who may want to refresh existing skills or add to their experiential skill set.

Students interested in earning the certificate must make formal application at the School of Public Affairs Office in University Center. Students may begin taking courses before they formally register for the certificate; however, they apply for admission as soon as possible.

Applications can be downloaded from <http://spa.asu.edu/pdf/files/undergradcertificate.pdf>.

Program Structure

The Certificate in Public Administration and Public Management consists of 15 credit hours of coursework. Students take 12 hours of core classes and 3 hours of elective courses. The 3 hours of elective coursework may be selected from an approved list of elective classes, taken upon the recommendation of the department.

Core Courses

PAF 300 Public Management and Public Administration. Examines the context and development of the field of public administration and the role of the public manager, particularly in the management of strategic goals, human resources, budgets and finance, and delivery of services. Students will learn how to work within a public organization.

PAF 340 Public Management and Policy. Develops a conceptual, critical, and practical understanding of policy, the policy process, and policy analysis. Students will learn about the content, actors, and stages of the policy process.

PAF 420 Public Leadership. Examines key concepts, models, and strategies for leading public and non-profit organizations, with an emphasis on enhancing self-knowledge, skills, and abilities for effective leadership. Students will learn how to lead teams, assess leadership effectiveness, use power and influence, lead organizational change, manage conflict, and lead with integrity.

PAF 460 Public Service Ethics. Examines the role, values, and issues of public management in the context of democracy, citizen participation, power structures, and professional codes of conduct, with an emphasis on developing skill in critical and ethical reasoning and decision making.

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advancing urban governance in a global context

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