COURSE SYLLABUS

Certified Management & Program Analyst Level III Certificate Program (Self-Paced)

Apply advanced analytical skills to real-world scenarios, including program evaluation, decision support, and stakeholder management.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/certified-management-program-analyst-level-iii-certificate-program-self-paced



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Course Outline

This package includes these courses

- Introduction to Program Evaluation Course (Self-Paced) (30 Hours)
- Decision Making and Problem Solving Course (Self-Paced) (12 Hours)
- Data Analytics: Tools and Techniques Course (Self-Paced) (6 Hours)
- Stakeholder & Communications Management Course (Self-Paced) (6 Hours)
- Cost-Benefit Analysis Workshop Course (Self-Paced) (18 Hours)
- Analyst Applications Course (Self-Paced) (12 Hours)

Attend the AI for Organizational & Program Performance in Government class for free as part of this certificate. Choose your date after you register for the program.

AI for Organizational & Program Performance in Government Course (Self-Paced)

Introduction to Program Evaluation Course (Self-Paced)

This foundational self-paced course stands as part of the Program and Management Analysis Certificate and introduces structured approaches for planning, data gathering, and analysis that inform program effectiveness.

- Identify and apply critical elements of the evaluation process.
- Identify the phases of research design.
- Evaluate the strengths and weaknesses of different data-gathering techniques.
- Interpret statistical data.
- Identify the costs and benefits of a program.

Decision Making and Problem Solving Course (Self-Paced)

Learn strategies to enhance your decision-making and problem-solving abilities in professional settings. This course equips

participants with tools to make thorough decisions and resolve issues constructively.

- Understand environmental factors influencing decisions.
- Learn structured processes for decision-making and problem-solving.
- Develop strategies to address challenges effectively.
- Enhance group collaboration in decision-making scenarios.
- Apply practical tools to make impactful and constructive choices.

Data Analytics: Tools and Techniques Course (Self-Paced)

This concise (6-hour) self-paced audit training introduces practical techniques for analyzing financial and operational data. Participants gain hands-on exposure to tools supporting risk assessment, data sampling, and visualization for audit insight generation.

- Explain the importance of data analytics in auditing, performance assessment, and financial management.
- Identify patterns and outliers quickly to make decisions on what to analyze.
- Describe the difference between structured and unstructured data.
- Use the Data Analysis Maturity Model and identify your organization's maturity.
- Practice on multiple case studies, analyzing with an audit-specific data analysis tool.
- List common data analysis tools that can be used in auditing.
- Explain various trends in data analysis, data architecture, and data governance, and their implications on auditing.

Stakeholder & Communications Management Course (Self-Paced)

This course teaches how to analyze stakeholder needs and develop communication strategies that build alignment. Participants learn planning tools, message framing, and delivery techniques suited to professional environments.

- Identify elements of the standard PMI project management framework (process map).
- Describe the relationship between project stakeholders and communications management processes throughout a project lifecycle.
- Create stakeholder and communications management deliverables, including a stakeholder register, communications plan, and stakeholder management strategy.

Cost-Benefit Analysis Workshop Course (Self-Paced)

Gain a solid foundation in cost-benefit analysis, including key concepts like present value, cost types, and internal rate of return. This workshop equips participants with the skills to perform basic studies and understand complex analyses.

- Understand the purpose and objectives of cost-benefit analysis.
- Learn key concepts such as cost, present value, and discounting.
- Apply cost-benefit analysis techniques effectively.
- Present findings and actionable recommendations.
- Explore frameworks like OMB Circular A-94 and cost-effectiveness comparisons.

Analyst Applications Course (Self-Paced)

As the final capstone for Level 3 analysts, this immersive self-paced workshop requires you to bring together tools, methodologies, and concepts from earlier courses. Through a rigorous, hands-on approach, you'll synthesize information,

analyze data, and deliver a study proposal and presentation that supports data-informed decisions.

- Practice critical thinking to integrate research, findings, and context.
- Analyze datasets to support actionable recommendations.
- Develop and present a study plan with research questions, methods, and timelines.
- Translate analytical findings into polished presentation materials for stakeholders.