

Certificate Programs at Graduate School USA

In-Depth Knowledge for Real-World Achievement

Graduate School USA believes that long-term learning and the acquisition of both broad and specialized skills benefit individuals and organizations. Our certificate programs provide extensive training and deep knowledge in areas relevant to professionals at all stages of their careers.

Designed Around Proven Content and Mapped to Federal Competencies

These programs feature targeted knowledge sets. Courses use an integrated approach that facilitates skill mastery, incorporating dynamic activities that challenge participants and introduce them to real-world career situations. Graduate School USA instructors bring their own experience as federal professionals to the classroom, emphasizing practical understanding.

As a leading provider of federal training, we stay on top of evolving regulations and government requirements, and our programs are continuously updated to reflect these changes.

Completion of a certificate program demonstrates:

- Mastery of skills
- An expanded knowledge base
- Completion of a challenging sequence of courses in a specific field
- Preparation to take specific professional certification exams



Real-World Training For Real-World Challenges

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Certificates of Accomplishment

Achieve a higher level of professional development with one of Graduate School USA's Certificates of Accomplishment.

We offer certificate programs for those individuals seeking comprehensive learning experiences, as they strive to advance their federal careers.

Visit

graduateschool.edu/certificates
for more information.



Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874. Visit graduateschool.edu/gsa for more information.

Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice.

Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.

CERTIFICATE Programs



Professional
Development
for Career
Advancement



graduateschool.edu/certificates 888.744.GRAD

Certificate Programs

graduateschool.edu/certificates

The following **certificate programs** are offered through our Government Training and Professional Development curriculum.

Human Resources Management (Levels I - III)

Graduate School USA's certificates in Human Resources are offered at three progressive levels. Consisting of courses that are practical, job-related, and federal-specific, our certificate programs focus on the real issues confronting contemporary HR practitioners.

Courses required for the Level I Certificate cover the conceptual, technical, and procedural knowledge needed by the successful HR practitioner. The Level II Certificate courses build on these concepts and significantly broaden and expand the student's competencies. Level III Certificate courses further develop the analytical and consulting skills that equip the HR practitioner to serve as a valuable advisor to management.

Leadership, Supervision, and Management

Given the challenges facing government today — increased accountability, changing laws and regulations, tighter budgets — the demand for skilled leaders is greater than ever before. Graduate School USA's Certificates of Accomplishment in Leadership, Supervision, and Management provide the education and foundation to develop individuals who are critical to the successful operation of the public sector.

Individual certificate programs are offered at three levels:

- Team Leader
- Supervisor
- Manager

The Leadership, Supervision, and Management certificate programs comply with OPM requirements listed in CFR Title 5, Subchapter B, Part 410 - Training, and Part 412 - Supervisory, Management, and Executive Development.

Personal Property Management

Graduate School USA's Certificate of Accomplishment in Personal Property Management covers the life cycle of federal property management, allowing the participant to see the whole process instead of isolated procedures. Designed for staff in logistics, supply, acquisition, inventory management, and property utilization and disposal positions, this program provides a solid foundation of knowledge and skills, including team-based approaches for personal property management.

Visit graduateschool.edu/certificates for more information.

Program and Management Analysis

The course of study for Graduate School USA's Certificate of Accomplishment in Program and Management Analysis covers key concepts and skills required by the successful management/program analyst. Program courses are government-oriented, job-related, practical, and hands-on, taught by instructors with many years of high-level government experience. This program provides a framework for the development of a full and well-rounded mastery of skills for the management (or program) analyst, and completion demonstrates a personal commitment to self-improvement.

Project Management

Graduate School USA is a PMI® Registered Education Provider (R.E.P.).* The Certificate of Accomplishment in Project Management provides thorough preparation for current project managers and those wishing to enter the field.

Certificate requirements include completion of one basic course, five core courses that address key knowledge areas and project management processes, and one elective. Participants must complete the program within three years.

*PMI® is a registered mark of Project Management Institute, Inc.

Master Certificate in Federal Financial Management

Graduate School USA offers a competency-based Master Certificate in Federal Financial Management (MCFFM). Courses in this program align with the competencies that practitioners at all levels of the federal government must demonstrate to excel professionally. They are developed and taught by practicing financial management professionals and are offered nationwide. You must complete the certificate within three years of finishing the first course in the program.

On-site Training

Hundreds of classroom and online courses in a wide range of subject areas are available for contract and on-site training.

If your training needs require a customized approach or are larger in scope, we can provide you with advice on the time required for each topic and the length of the overall training or help you assemble a program. Contact our Business Development team at onsite@graduateschool.edu or [800.787.9074](tel:800.787.9074) for assistance with your specific needs.

Graduate School USA holds the GSA Professional Services Schedule C874, Contract Number GS-10F-0228P for 874.1 Consulting Services and 874.4 Training Services.

DoD Financial Management Certification Training

Graduate School USA is proud of our long history of training and development work with the Department of Defense, and we are a provider of over 100 active courses aligned with DoD financial management and leadership competencies.

Strengthen Your Workforce, Advance Your Career.

Graduate School USA offers a robust curriculum of courses in federal accounting, budgeting, appropriations law, and general financial management. This curriculum has been designed to meet the specific training needs of Defense financial managers and employees.

Already Certified?

Congratulations on your accomplishment! Now that you've achieved the appropriate certification level for your position, you are properly trained to tackle the challenges ahead and to provide outstanding decision support to DoD leadership.

With our array of courses, in a wide variety of subjects, Graduate School USA is your one-stop resource for maintaining your certification, at all three levels.

Enhanced Defense Financial Management Training

Graduate School USA is committed to supporting those in public service with resources that help you grow and advance — through a range of federally focused courses and programs.

For nearly a century, we have been government's training partner, and the leader in federal training. We are dedicated to preparing you to advance your careers and to achieve your agencies' missions by delivering the tools you need for success. This includes working with the American Society of Military Comptrollers (ASMC).

Graduate School USA is licensed by ASMC to conduct both open enrollment and on-site contract sessions of the Enhanced Defense Financial Management Training (EDFMT) courses, which can prepare you for the Certified Defense Financial Manager (CDFM) exam. All Graduate School EDFMT instructors have DoD financial management experience, have passed the CDFM examination, and have been approved by ASMC.

At GSUSA, your success really is our mission!

Visit graduateschool.edu/DoDFM for more information.



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