

# PUBLIC ADMINISTRATION, ONE-YEAR GENERAL CERTIFICATE

Curriculum Code #5080

Effective May 2023

Division of Social Sciences and Human Services (<http://catalog.lorainccc.edu/academic-programs/social-sciences-human-services/>)

This certificate is designed to provide current information about the field of public administration. The purpose is to offer opportunities for individuals to learn how to be effective and efficient in work settings and roles in the public sector or in the non-profit organization. Students who are already employed in those settings can sharpen their skills, acquire new skills and knowledge and participate in practical experiences that will be useful on the job. Students who want to enter those fields will be able to acquire knowledge, develop skills to prepare to work in organizations and institutions or to serve in the public sector. The certificate is designed as a stand-alone certificate. However, students may apply credit earned in this certificate toward credits required to earn the associate of applied science degree in public administration. Lorain County Community College has articulation agreements with colleges and universities including programs offered at LCCC's University Partnership.

## Preferred Sequence

Fall Semester		Hours
ENGL 161	COLLEGE COMPOSITION I	3
PBAD 151	INTRODUCTION TO PUBLIC ADMIN	3
PBAD 152	PROGRAM/SERVICE PLANNING & EVAL	3
PLSC 155 or PLSC 156	STATE AND LOCAL GOVERNMENT or AMERICAN NATIONAL GOVERNMENT	3
SDEV 101	INTRODUCTION TO THE LCCC COMMUNITY <sup>1</sup>	1
URBS 151G	INTRODUCTION TO URBAN STUDIES	3
<b>Hours</b>		<b>16</b>
Spring Semester		
PBAD 155	BUDGET/FINANCE/COMM. ORGANIZATIONS	3
PBAD 158	HUMAN RESOURCE/VOLUNTEER MANAGEMENT	3
PBAD 161	FUNDRAISING AND GRANTSMANSHIP	3
PBAD 251	ORGANIZATIONAL LEADERSHIP	3
PBAD 252	SURVEY OF LEGAL CONCEPTS	3
SOCY 151G	INTRODUCTION TO SOCIOLOGY	3
<b>Hours</b>		<b>18</b>
<b>Total Hours</b>		<b>34</b>

1

A student must register for the orientation course when enrolling for more than six credit hours per semester or any course that would result in an accumulation of 13 or more credit hours.

Program Contact(s):

**Chase Ritenauer**  
440-366-4021  
[critenauer@lorainccc.edu](mailto:critenauer@lorainccc.edu)

For information about admissions, enrollment, transfer, graduation and other general questions, please contact your advising team (<https://www.lorainccc.edu/admissions-and-enrollment/advising-and-counseling/>).

**More program information can be found on our website.**  
(<https://www.lorainccc.edu/human-social-services/public-administration/public-administration-one-year-certificate/>)

## Program Learning Outcomes

1. Explain the historical evolution of public administration, including the First Quarter Century (300 BCE to the 1920s), the New Deal to Mid-Century, JFK and the creation of Civil Service, Reagan and the Reinvention of Public Administration, and Public Administration in the 21st Century.
2. Evaluate non-profit and public program outcome success by comparing the agency's actual results and outcomes to the agency's mission, goals, and core services to determine strengths and weaknesses as well as opportunities and threats.
3. Describe Human Resources and organizational leadership concepts in private, public, and non-profit organizations relating to talent acquisition, on-boarding, development, employee disputes and resolution, and employee separation.