

# PUBLIC ADMINISTRATION (PBAD)

## **PBAD 151, INTRODUCTION TO PUBLIC ADMIN 3 (3)**

Introduction to historical development of public administration, basic principles of organizational administration, behavior and dynamics, decision-making in the public sector, leadership in the organization, and special principles and techniques involved in public sector financial and personnel administration. Contemporary issues involving the study of values, legal concerns and ethics may also be included.

**General Education:** GEO1, GEO2, GEO5, GEO6, GEO8

**Typically Offered:** Summer, Fall and Spring Semesters

## **PBAD 152, PROGRAM/SERVICE PLANNING & EVAL 3 (3)**

This course examines various governmental and community-based service programs and introduces planning and development techniques used to achieve successful results and outcomes. Topics explored will include assessment of community assets and needs, community-based planning strategies; conduct of research to identify resources, program and service implementation methods and other program development issues. Students will have hands-on experiential opportunities to become acquainted with key elements of a variety of programs and services.

**General Education:** GEO2, GEO3, GEO4, GEO6, GEO8

**Typically Offered:** Fall Semester

## **PBAD 155, BUDGET/FINANCE/COMM. ORGANIZATIONS 3 (3)**

This course will provide the student with a basic understanding of budgeting processes (summarizing data, sampling methods, reporting methods, and payroll) and management of public funding. Various applications of budgets and finance will be explored through related activities and projects during and outside of class sessions. Management control systems that include focus on people, programs, and property are included (insurance, depreciation, amortization, and accounting methods). A myriad of documentation methods will be included that will ensure preparation for managing funding streams from local, state, federal or other sources. Politics related to various internal and external budget and finance issues will be examined. Technological resources, including software packages will be introduced.

**General Education:** GEO1, GEO2, GEO5, GEO6, GEO7, GEO8

**Course Entry Requirement(s):** Prerequisite: PBAD 151

**Typically Offered:** Fall Semester

## **PBAD 158, HUMAN RESOURCE/VOLUNTEER MANAGEMENT 3 (3)**

This course examines various governmental and community-based service programs and introduces various models of public, government, and nonprofit personnel and human-resource management systems and processes. A variety of employee issues will be explored: 1) public policies for employees in government; 2) organizational needs and requirements; 3) employee needs and expectations; and 4) new challenges in the 21st century. Volunteerism and volunteer management will be examined as to advantages and challenges in working with people whose needs and motives reach beyond monetary compensation. Students will have hands-on experiential opportunities to become acquainted with key elements of a variety of programs, services and systems.

**General Education:** GEO2, GEO4, GEO5, GEO6, GEO8

**Typically Offered:** Fall Semester

## **PBAD 161, FUNDRAISING AND GRANTSMANSHIP 3 (3)**

This course examines the planning, organization and execution of programs and strategies to raise benevolent support through gifts and grants. The spectrum of approaches and methods to fundraising/resource development will be introduced and explored. Students will receive hands-on experience in devising fundraising and grant capturing programs and applications. Students will be introduced to: components of the annual fund, special events, capital campaign, planned giving, and related topics and applications which effectively engage donors and volunteers. The place of the development/fundraising function in relation to the executive, the chief financial officer and the board will also be examined.

**General Education:** GEO1, GEO2, GEO3, GEO4, GEO6, GEO8

**Typically Offered:** Spring Semester

## **PBAD 251, ORGANIZATIONAL LEADERSHIP 3 (3)**

This course will provide an introduction to key functions in organizations and the impact of leadership influence on employees' customers/clients, board members, partners and others. Roles and responsibilities for the leader as an employee or as a board member will be included. The impact of decision-making will be explored as a process of choosing from several alternatives. Decision-making roles will be examined from the point of view of the entrepreneur, the conflict manager, the chief supporter, the resource distributor and the negotiator. Students will have opportunities to participate in leadership activities and planning strategies. The use of technology will be explored so students will be able to use technological resources and applications in work situations.

**General Education:** GEO1, GEO2, GEO3, GEO4, GEO6, GEO8

**Typically Offered:** Spring Semester

## **PBAD 252, SURVEY OF LEGAL CONCEPTS 3 (3)**

This course will include various aspects of politics and procedure, ethics, human rights, property, crime and punishment, selected business topics, labor and social welfare, the role and structure of government, and other selected issues of law in urban cities. Neighborhood law will also be studied to provide students with basic knowledge of problems and issues that can affect people in cities such as in easements and trespass, boundaries, utilities, zoning, covenants, legal research, conflict mediation and court processes.

**General Education:** GEO1, GEO2, GEO4, GEO5, GEO8

**Typically Offered:** Spring Semester

## **PBAD 285, PUBLIC ADMIN-PRACTICUM & SEMINAR 3 (9)**

The lecture portion of the course focuses on specific aspects of leading or managing governmental and community-based service programs and explores various models of public, government, and nonprofit management systems and processes. Students will participate in a variety of activities to become familiar with, and experience leadership/program/service development techniques and performance measurement standards. Students will complete 125 clock hours of agency/organization practicum experience. The assignment/experience will require learning in-house policies and procedures; working by assignment on research projects; working with assigned employees to complete an approved, supervised project.

**General Education:** GEO2, GEO4, GEO5, GEO6, GEO8

**Course Entry Requirement(s):** Prerequisite: PBAD 151

**Typically Offered:** Summer, Fall and Spring Semesters

**PBAD 299, INDIVIDUALIZED STUDIES IN PUBLIC ADMINISTRATION 1-3  
(1)**

An in-depth study of areas in public administration presented by discussion and/or individual research and reading. Topics will vary. Repeatable up to six (6) times for a total of six (6) credit hours.

**Course Entry Requirement(s):** Prerequisite: Second year standing and division approval.

**Typically Offered:** Offer as required