

# PUBLIC ADMINISTRATION

## Public Services Assistant

### Certificate

The Public Service Assistant certificate program provides students with the knowledge and skills necessary for employment in entry-level positions in the public sector, including local, state and federal agencies, community agencies and non-profit organizations. Students will be able to apply their skills in the programming of local planning and community-based programs. Potential careers include:

- Administrative Services Coordinator
- Purchasing Agent
- Executive Assistant
- Support Service Aide
- Communications Supervisor
- Senior Cataloger

The program enables students to develop proficiencies in understanding and applying appropriate methodologies in problem-solving scenarios for a public service environment. Students will gain knowledge and experience in government procedures, and conduct informational interviews with clients & interdepartmental groups.

Course work for this program includes public sector management, ethics, human resources and budgeting. The program also includes a three credit hour practicum designed to give the student real-world experience related to the area of their career interest.

## Public Administration

### Associate of Applied Science

The Associate of Applied Science degree in Public Administration program is designed to provide students with the knowledge and skills necessary for employment in the public sector and not-for-profit programs. A degree in public administration prepares students for careers in local, state and federal administration and management, budget and fiscal analysis, nonprofit management, criminal justice, policy development and community and economic development. Potential careers include:

- Assessor
- City and Regional Planning Aide
- Court Clerk
- Administrative Services Manager
- Municipal Clerk
- City Manager
- Utilities Management

The program will enable students to understand the political, legal, ethical and social context of public administration with respect to pertinent processes and theories; to achieve proficiency in understanding and developing positive organizational behavior; and to develop the ability to apply appropriate methodologies to solve important problems and issues.

Coursework for this program includes such areas as public sector management, budgeting, ethics and supervision. The program includes a three credit hour practicum designed to give the student

real-world experience related to the area of their career interest.

## Program Learning Outcomes

### Public Services Assistant Certificate

1. Identify and describe the structure and objectives of various governmental agencies.
2. Identify and apply general provisions of ethical guidelines for accountability in the public sector.
3. Demonstrate application of organizational theory as it relates to public management decision-making.

### Public Administration Associate of Applied Science

1. Identify and describe the structure and objectives of various governmental agencies.
2. Analyze best practices in local service delivery systems.
3. Analyze the structure and goals of governmental agencies and non-profit organizations.
4. Identify and apply general provisions of ethical guidelines for accountability in the public sector.
5. Demonstrate application of organizational theory as it relates to public management decision-making.

## Advisory Committee Members

Roy Rodriguez, City Manager, McAllen, TX  
 Randy Perez, City Manager, Mission, TX  
 Edward M. Wylie, City Manager, Pharr, TX  
 Diana Almaguer, BCSF, Regional Director  
 Nadia Ochoa, Executive Director, Palmer Drug Abuse Program  
 Dr. Cecilio Ortiz-Garcia, Department of Public Affairs & Security Studies-College of Liberal Arts

## Certificate

- Public Services Assistant (p. 1)

## Associate Degree

- Public Administration Associate of Applied Science (p. 2)

## Public Services Assistant Certificate

### TSI Exempt

Course	Title	Credit Hours
<b>Fall</b>		
PBAD 1321	Public Administration	3
PBAD 1341	Governmental Agencies	3
PBAD 2305	Public Sector Management	3
PBAD 2301	Public Relations for the Public Sector	3
<b>Credit Hours</b>		<b>12</b>
<b>Spring</b>		
PBAD 2335	Ethics in the Public Sector	3
PBAD 2339	Human Resource Management in the Public Sector	3
PBAD 2331	Budgeting in the Public Sector	3
PBAD 1381	Capstone: Co-op in Public Administration	3
<b>Credit Hours</b>		<b>12</b>
<b>Total Credit Hours</b>		<b>24</b>

# Public Administration Associate of Applied Science

## TSI Liable

Course	Title	Credit Hours
<b>First Year</b>		
<b>Fall</b>		
ENGL 1301	Composition I <sup>1</sup>	3
GOVT 2305	Federal Government	3
Mathematics Elective <sup>1</sup>		3-4
Recommended:		
MATH 1342	Elementary Statistical Methods	
Speech Elective <sup>1</sup>		3
Recommended:		
SPCH 1311	Introduction to Speech Communication	
PBAD 1321	Public Administration	3
<b>Credit Hours</b>		<b>15-16</b>
<b>Spring</b>		
GOVT 2306	Texas Government <sup>1</sup>	3
COSC 1301	Introduction to Computing	3
PHIL 2306	Introduction to Ethics <sup>1</sup>	3
ENGL 2311	Technical and Business Writing	3
PBAD 1311	Municipal Management	3
<b>Credit Hours</b>		<b>15</b>
<b>Second Year</b>		
<b>Fall</b>		
PBAD 1341	Governmental Agencies	3
PBAD 2335	Ethics in the Public Sector	3
PBAD 2331	Budgeting in the Public Sector	3
PBAD 2305	Public Sector Management	3
PBAD 2301	Public Relations for the Public Sector	3
<b>Credit Hours</b>		<b>15</b>
<b>Spring</b>		
PBAD 2311	Public Sector Supervision	3
PBAD 2347	Urban Planning	3
PBAD 2339	Human Resource Management in the Public Sector	3
PBAD 2341	Legal Aspects of Public Management	3
PBAD 2380	Capstone: Co-op in Public Administration	3
<b>Credit Hours</b>		<b>15</b>
<b>Total Credit Hours</b>		<b>60-61</b>

<sup>1</sup> Identifies courses to fulfill minimum 15 credit hour General Education requirement