

PUBLIC ADMINISTRATION (PBAD)

PBAD 1311

Municipal Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the skill development in managing municipal government, coordination of services, organizational structure, and relationships with other local governments. Topics include transportation, public safety, and public utilities.

Prerequisite: None.

PBAD 1321

Public Administration

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to the organization and management of the public sector. Topics include intergovernmental relations, overview of different levels of government program management, and management of non-profit agencies.

Prerequisite: None.

PBAD 1341

Governmental Agencies

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of governmental agencies and their interrelationships; goals and objectives; and organizational structure of each agency. Topics include grants-in-aid, revenue and expenditure patterns, and global influence on governmental agencies.

Prerequisite: None.

PBAD 1381

Capstone: Co-op in Public Administration

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:14

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: Program Chair approval.

PBAD 2301

Public Relations for the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the skill development in dealing with the public and the media for public sector employees, managers, and public relations specialists. Topics include maintaining positive public image, relating organizational policies to the public interest, and conducting public information programs.

Prerequisite: None.

PBAD 2305

Public Sector Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers general principles of public management and strategies of dealing with internal and external systems. Topics include planning, decision-making and leadership models, organizational behavior, and resource management.

Prerequisite: None.

PBAD 2311

Public Sector Supervision

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers skill development in supervisory techniques in public management. Topics include organizational structure, motivation, planning, control, delegation, and leadership. Instructional techniques may include case studies, role playing, and teamwork.

Prerequisite: None.

PBAD 2331

Budgeting in the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting.

Prerequisite: None.

PBAD 2335

Ethics in the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the examination of reconciling the practice of public administration with provisions of law. Topics include codes of conduct, financial disclosure, conflict of interest, nepotism, and ethical dilemmas.

Prerequisite: None.

PBAD 2339

Human Resource Management in the Public Sector

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers an examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.

Prerequisite: None.

PBAD 2341

Legal Aspects of Public Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of the organizational structure of the judicial systems, conducting legal research, and interpreting legal decisions. Topics include administrative law, contract law, civil procedures, and the regulatory process.

Prerequisite: None.

PBAD 2347

Urban Planning

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers an examination of urban and regional planning. Topics include environmental analysis, growth and redevelopment strategies, planning, zoning, and subdividing.

Prerequisite: None.

PBAD 2380

Capstone: Co-op in Public Administration

CRT HRS:3 LEC HRS:1 LAB HRS:0 OTH HRS:14

This course covers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: None.