

## Public Administration

### PUB 101

#### **Intro to Public Administration..... 3.00 credits**

This course will focus on the study of public administration in 21st Century America. Students in this course will become acclimated to core administrative topics, including: budgeting, ethics, and human resource management. Within the context of group dynamics, the course also explores time management, stress management, communication, and motivation.

### PUB 120

#### **Public Administration Law..... 3.00 credits**

This course will focus on the laws that define the powers of government agencies and the remedies a person may seek if injured by the agency's use of those powers. Topics include: agency discretion, client rights, agency rules and regulations, investigations and information gathering, informal proceedings, administrative agency hearings, judicial review, and paralegalism in administrative law. Students will use administrative agency websites to understand agency rules, documents, and forms. They will also study the Federal Register to learn about the rule making process and court case decisions regarding agency action.

### PUB 205

#### **Public Finance and Budgeting..... 3.00 credits**

This course will focus on introducing public administrators to the basic principles of public finance and the rigors of public budgeting. This course will familiarize students with capital and operating budgets, public borrowing and bonding, the typical public budgeting process, and the relationship between policy-making and resource allocation.

### PUB 210

#### **Ethics in Public Administration..... 3.00 credits**

This course will focus on analyzing the ethical issues facing public employees, officials, and leaders, and on the organizational, legal, political, and moral perspectives on ethical dilemmas. Recommended Prerequisite(s): PUB 101.

### PUB 215

#### **Making Public Policy..... 3.00 credits**

This course will focus on the policymaking process that results in a wide array of policies affecting our daily lives. A major focus will be the impact that both citizens and elected officials have on how policies are developed, funded, implemented and evaluated.

### PUB 230

#### **Intergovernmental Relations..... 3.00 credits**

This course will focus on the nature and dynamics of the American federal system of government, including all levels of government: federal, state, county, municipal, and special districts. Topics include: the reciprocal influences of local, state, and federal bureaucracies, revenue sharing among different units of government, and the complex nature of state-local and inter-local relations in an urban setting.

### PUB 310

#### **Current Issues in Public Admin..... 3.00 credits**

This course will focus on synthesizing the basic tenets of public administration with eight current issues that have faced the industry over the last several years. Topics include organizational change, performance measurement, technology, revenue forecasting, contract reform, civil service reform, and Affirmative Action. Prerequisite(s): ENG101, ENG102.

### PUB 315

#### **Public Policy Analysis..... 3.00 credits**

This course will focus on a broad field of public policy analysis. It will provide the student with an overview of various approaches to the study of public policy. Different concepts, theories, policy models, as well as the processes and techniques used in policy analysis, are examined. Students will be exposed to many different public policy issues. Students will have the opportunity to apply what they've learned in the course to a specific public policy issue during the semester. Prerequisite(s): ENG 101, ENG 102. Recommended Prerequisite(s): ECO 104.

### PUB 499

#### **Public Administration Capstone..... 3.00 credits**

This is the capstone course for the Public Administration concentration and should be taken in the student's last semester. The student can have no more than 6 credits remaining in their concentration to complete in their degree program prior to enrolling in this course. The goal of the course is for students to integrate the knowledge gained in the Public Administration concentration courses. The course must be taken at Charter Oak State College. Prerequisite(s): ENG 101, ENG 102.