



**Public Administration Concentration
 Credential: Public Administration Certificate
 C2512H00**

This certificate program is designed to prepare students in the basic aspects of public administration. Emphasis is placed on practical applications of public policy, budgetary decision making, ethics, grant processes, and other related topics. This credential prepares students for entry into management positions in state/local governments and not-for-profit organizations, provides education for current employees, and informs citizens of governmental functions. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Public Administration.

(No Placement testing is required for this certificate program.)
 Program Length: 2 semesters
 Career Pathway Options: Associate in Applied Science Degree in Public Administration
 Program Sites: Distance Education – hybrid courses at selected campuses

Course Requirements for the Public Administration Certificate:

BUS 137	Principles of Management	3-0-3
PAD 152	Ethics in Government	3-0-3
PAD 251	Public Finance and Budgeting	3-0-3
PAD 252	Public Policy Analysis	3-0-3
PAD 254	Grant Writing	3-0-3

Total Semester Hours Credit: 15

COURSE DESCRIPTIONS

BUS 137 Principles of Management 3-0-3
 This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

PAD 152 Ethics in Government 3-0-3
 This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator’s role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making.

PAD 251 Public Finance and Budgeting 3-0-3
 This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy. *This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.*

PAD 252 Public Policy Analysis 3-0-3
 This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques. *This course is a unique concentration requirement of the Public Administration concentration in the Business Administration program.*

PAD 254 Grant Writing 3-0-3
 This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.