

**MPA COURSE REQUIREMENTS
CURRICULUM SUMMARY**

MPA Core Courses (24 Credit Hours)

PAD 500	Public Administration Theory and Practice
PAD 502	Research Methods in Public Administration
PAD 503	Quantitative Methods I
PAD 504	Quantitative Methods II
PAD 507	Seminar In Organizational Theory
PAD 509	Computer Applications In Public Administration
PAD 631	Government Budgeting and Financial Management
PAD 640	Public Personnel Administration: Theory and Practice

MPA Specialization Courses (12 Credit Hours)

Students must take 12 credit hours of coursework in one of the following specialization areas: public policy, human resources, international development, and urban planning and environmental policy.

Public Policy
PAD 620 The Policy Making Process
PAD 621 Social Research and Social Policy
PAD 622 Science, Technology, and Public Policy
PAD 623 Public Policy Analytical Methods
PAD 624 Issues on Aging

Human Resources
PAD 641 Human Resources and Organizational Planning
PAD 642 Labor Relations and Collective Bargaining
PAD 643 Human Resources and Employee Benefits
PAD 705 Topical Seminar
Or Choice of Elective (3 Credit Hours)

International Development
PAD 660 Introduction to International Development
PAD 661 Selected Topics In Comparative International Development
PAD 662 Comparative Public Administration Developing Nations
PAD 663 Seminar on Developing Societies

Urban Planning and Environmental Policy
UPEP 800 The Growth and Development of Cities
UPEP 801 Planning Theory and Practice
UPEP 806 Land Use and Environmental Law
UPEP 811 Introduction to GIS in Urban Planning
UPEP 841 Application of Geographic Information Systems in Urban Planning

ELECTIVE COURSES (3 Credit Hours)

PAD 501 Leadership and Decision Making
PAD 506 Program Evaluation
PAD 630 Public Financial Management
PAD 633 Managerial Finance: Analytical Methods
PAD 650 Intergovernmental Relations
PAD 651 Urban Administrative Systems
PAD 652 Human Services Administration
PAD 701 Independent Study
PAD 708 Administrative Regulations

Electives offered by other schools/colleges may be taken upon approval by faculty advisor and program coordinator.

OTHER COURSES (9 Credit Hours)

PAD 700 Internship in Public Administration (6 Credit Hours)

PAD 710 Capstone Seminar (3 Credit Hours)

COURSE DESCRIPTIONS

PAD 500 - Public Administration Theory and Practice (3)

General survey of the field of public sector management and administration. Addresses administrative theory, policy, decision - making, and the concepts and practices of organizational management.

PAD 501 - Leadership and Decision Making (3)

The techniques of decision analysis and methodology for making decisions. Focus on risk and uncertainty in the choice among policy alternatives.

PAD 502 - Research Methods in Public Administration (3)

Concepts and methods employed in administrative research and analysis with emphasis on methodological assumptions; problems and issues in research design.

PAD 503 - Quantitative Methods I (3)

Modeling course introducing classical deterministic optimization models. Topics include linear programming, probabilistic, and statistical models.

PAD 504 - Quantitative Methods II (3)

An applied course in regression analysis, hypothesis testing, estimation, and time series analysis. Strong emphasis will be placed on forecasting techniques. Uses mini-taps, SAS, and SPSS. **(Prerequisite PAD 503)**

PAD 506 - Program Evaluation (3)

Analysis of alternative designs for evaluating the performance of programs. Emphasis on designing an evaluation study through application principles and problems encountered in evaluation research. **(Prerequisites PAD 502, 503)**

PAD 507 - Seminar in Organizational Theory (3)

An exploration of the various relationships between organization and management in both the public and private spheres. Utilization of live-case method.

PAD 509 - Computer Applications In Public Administration (3)

Focuses on current practices for data gathering and analysis with the use of computers.

PAD 620 - The Policy Making Process (3) hrs.

An examination of the process by which policy is formulated and implemented, emphasis on relationships between the political process and policy outcomes in illustrative policy areas.

PAD 621 - Social Research and Social Policy (3) hrs.

Implications of social science research for social policy. Experimental and research designs useful for deciding which program features to examine systematically.

PAD 622 - Science, Technology, and Public Policy (3)

An examination of the impact of science and technology upon governmental policy in the United States.

PAD 623 - Public Policy Analytical Methods (3)

Application of theories and techniques of policy analysis to current public problems. Focus on design and execution of policy research.

PAD 624 - Issues on Aging (3)

Addresses range of issues, including employment, health care, housing, income security, and social services. Also addresses social security and Medicare programs.

PAD 630 - Public Financial Management (3)

An introduction to capital budgeting, financial decision-making and valuation. Discussion of financing problems and sources associated with public projects.

PAD 631 - Government Budgeting & Financial Management (3)

The design and use of planning, budgeting, and other information systems in the control and evaluation of programs. Multi project valuation techniques will be emphasized.

PAD 633 - Managerial Finance: Analytical Methods (3)

Decision making models involving the major components of financial management. Emphasis is placed upon the application of analytical methods to portfolio management.

PAD 640 - Public Personnel Administration (3)

Fundamentals in personnel employment and placement, staff and evaluation, wage and salary administration, employment benefits and services, and labor relations.

PAD 641 - Human Resources & Organizational Planning (3)

Involves critical analysis related to personnel and organizational structure and function. Emphasizes research, planning, staffing and budget preparation.

PAD 642 - Labor Relations & Collective Bargaining (3)

The rise of labor unions in the public sector. Reviews the collective bargaining process and the legal framework of collective bargaining.

PAD 643 – Human Resources and Employee Benefits (3)

Provides a comprehensive introduction to employee benefits in relations to Human Resources in government and compares public and private sector benefits.

PAD 650 -Intergovernmental Relations (3)

Examines relationships and cooperative functions in federal, state, and local governmental units. Emphasis on the urban administrator's role in changing patterns of cooperation and coordination.

PAD 651 - Urban Administrative System (3)

An overview of the position of cities in the American governmental system, highlighting relationships between administrative, political, social, and economic features of urban life.

PAD 652 - Human Services Administration (3)

A focus on the various approaches to planning, delivery and administration of human services through public, private, and non- profit organizations.

PAD 660 – Introduction to International Development (3)

Theories of development, roles of international institutions in resource exchanges, foreign investment and trade, and development of modernization.

PAD 661 – Selected Topics in Comparative International Development (3)

Selected topics emphasizing issues with respect to comparing roles of international institutions.

PAD 662 - Comparative Public Administration: Developing Nations (3)

Looks at the role of the administrative process of political development. An emphasis upon bureaucracy and political change in emerging nations.

PAD 663 – Seminar on Developing Societies (3)

Analysis of traditional and transitional societies; theories and practices of developmental change; role bureaucracy in development, institutional buildings, public enterprises, technology assessment and transfer.

PAD 700 – Internship (6)

A supervised program in regularly scheduled work and independent research in a public or governmental agency under the direction of an agency supervisor, and internship coordinator. Students who have had three or more years of experience in the public sector, or who are currently in the public sector, may be permitted to substitute six (6) credit hours of course work for the internship requirement. **(Prerequisite 24 credit hours).**

PAD 701 – Independent Study (3)

Independent study is a course conducted by graduate students under direct supervision of individual faculty members or the Program Director. Students' work is evaluated based on reports, papers, and exams. The independent study course provides an opportunity for students to "design your own course."

PAD 705 – Topical Seminar (3)

Selected topics emphasizing contemporary issues in the public sector and public policy.

Elective courses may be taken in business administration, urban planning and environmental policy, law, transportation management or any approved area related to public administration.

PAD 708 – Administrative Regulations (3)

Focus on the statutory, regulatory, and adjudicative functions of public agencies and the legal context. Reviews interpretation of administrative orders, rules, regulations, contracts and documents.

PAD 710 – Capstone Seminar (3)

Practical experience and research (independent and group) that bridges academic and professional experience, to include presentations, field experience, and an applied policy or research project.