

# PUBLIC ADMINISTRATION AND URBAN STUDIES MAJOR, MINOR, AND CERTIFICATE

Note: Courses designated by an underscore are offered on the Imperial Valley Campus. All courses are available at the San Diego campus.

A member of the National Association of Schools of Public Affairs and Administration (NASPAA)

## Faculty

Emeritus: Harmon  
Professor: Ryan  
Associate Professor: Coates  
Lecturer: Murphy

## Public Administration Major

With the B.A. Degree in Applied Arts and Sciences  
(Major Code: 21021)

All candidates for a degree in applied arts and sciences must complete the graduation requirements listed in the section of this bulletin on "Graduation Requirements."

A minor is not required with this major. However, if you are interested in a minor in public administration, see below.

**Preparation for the Major.** Public Administration 200\*, Accountancy 201, Information and Decision Systems 180, Economics 101 and 102, Political Science 102, and a three-unit course in statistics. (21 units)

**Graduation Writing Assessment Requirement.** Passing the Writing Proficiency Assessment with a score of 10 or above or completing one of the approved upper division writing courses (W) with a grade of C (2.0) or better. See page 26 in "Graduation Requirements" section for a complete listing of requirements.

**Major.** A minimum of 36 upper division units to include Public Administration 301, 310 or 312 or 315, 330, 340, 450, 460, 497 or 498; and 15 units selected with the approval of an adviser from the public administration faculty or from the departmental adviser. Note: Students may only double count **one** elective course also taken to satisfy the university upper division Explorations requirement. Within this program, students may specialize in such areas as personnel and labor relations, urban management, urban planning, public finance and budgeting, information systems, and environmental management. Interested students must seek guidance from a public administration program faculty adviser.

**Master Plan.** A master plan of the courses taken to fulfill the major must be approved by a public administration program faculty adviser and filed with the Office of Admissions and Records one semester before graduation.

\* Public Administration 200 waived for students at Imperial Valley Campus.

## Public Administration Minor

The minor in public administration consists of 24 units to include Public Administration 301, 310 or 312 or 315, 330, 450, Political Science 102 and a course in statistics or Information and Decision Systems 180, and two additional public administration courses with the consent of a public administration adviser. Prerequisites for the minor include Economics 101 and 102.

Courses in the minor may not be counted toward the major, but may be used to satisfy preparation for the major and general education requirements, if applicable. A minimum of six upper division units must be completed in residence at San Diego State University.

## Public Administration Certificate

To receive the certificate a candidate must complete an approved program of 18 units with a minimum grade point average of 2.5. Up to two public administration courses taken at another institution may be included among the required courses with approval of the program adviser.

Requirements include Public Administration 301, 330; three units selected from Public Administration 340, 341, or 450; and nine units in an area of specialization selected with the approval of the adviser.

## Courses (P A)

Refer to *Curricula and Courses* and *University Policies* sections of this bulletin for explanation of the course numbering system, unit or credit hour, prerequisites, and related information.

### UPPER DIVISION COURSES (Intended for Undergraduates)

#### P A 301. Concepts and Issues in Public Administration (3) I

Theory and practice of governmental administration in differing environments, role of administrators in public policy, issues facing administrators, techniques of administration.

#### P A 310. Management of Urban Governments (3)

Problems of local units of government in the urban environment. Organization and function of local agencies. Emphasis on California.

**P A 312. Management of State Governments (3)**

Administrative and constitutional problems of state management in the American federal system. Emphasis on California.

**P A 315. Management of the Federal Government (3)**

Prerequisite: Public Administration 301.

Problems in the administration of the federal government. Leadership, specialization, unity of command, and oversight.

**P A 330. Public Personnel Administration (3)**

Analysis of personnel problems. Supervision and management of public employees and public organizations in an age of change.

**P A 340. Administrative Behavior (3) I**

Social, psychological, and behavioral theories of organization; concepts of administrative leadership; organization and the individual; emphasis on governmental organizations. Not open to students with credit in Psychology 321.

**P A 440. Microcomputer Applications in Criminal Justice and Public Administration (3)**

Two lectures and three hours of laboratory.

Prerequisite: Limited to criminal justice administration and public administration majors.

Operation and use of microcomputer hardware and software in criminal justice. Laboratory instruction focuses on applicability of programs to criminal justice operations.

**P A 450. Fiscal and Budgetary Policy (3) II**

Prerequisites: Public Administration 301, Economics 101 and 102.

Policies of fiscal administration and budgeting; political implications of the governmental budget process; revenue, debt, and treasury management; the functions of accounting and financial reporting.

**P A 460. Administration and Public Policy Development (3) II**

Process of formulating public policy with emphasis on the role of public agencies.

**P A 480. Leadership and the Public Sector (3)**

Prerequisite: Public Administration 301.

Leaders as energizing forces for public administration. Analysis of leadership theories and case studies.

**P A 496. Experimental Topics (1-4)**

Selected topics. May be repeated with new content. See *Class Schedule* for specific content. Limit of nine units of any combination of 296, 496, 596 courses applicable to a bachelor's degree.

**P A 497. Investigation and Report (3) I, II**

Prerequisite: Consent of instructor.

Analysis of special topics. Admission by permission of instructor. IVC students should consult with instructor the semester prior to when they will begin.

**P A 498. Internship in Public Administration (2-6) Cr/NC I, II**

Prerequisites: Public Administration 301, 330, 340, 341, 450, and all lower division required courses; senior standing and a "B" (3.0) average in the major.

Students will be assigned to various government agencies and will work under joint supervision of agency heads and the course instructor. Participation in staff and internship conferences. Maximum credit six units. IVC students should consult with instructor the semester prior to when they will begin.

**P A 499. Special Study (1-3) I,II**

Prerequisite: Twelve upper division units in public administration.

Individual study. Maximum credit six units.

**UPPER DIVISION COURSES**

(Acceptable for a graduate degree only with PRIOR approval of the graduate adviser.)

**P A 520. Decision Making in the Urban Community (3)**

Prerequisite: Public Administration 310.

Processes of decision making in the management of urban communities.

**P A 525. The U.S. City Planning Process (3) I**

Prerequisite: Public Administration 320 or graduate standing.

Description and critique of traditional city planning process; styles and roles of city planner; city planning values and ethics.

**P A 531. Governmental Employer-Employee Relations (3)**

Prerequisite: Public Administration 330.

Historical development, legal basis, and organizational implications of governmental employer-employee relations; emphasis on California local government.

**GRADUATE COURSES**

**P A 600. Scope of Public Administration (3)**

The development of public administration as an academic discipline; a systematic evaluation of the rise and operations of large-scale public bureaucracies.

**P A 604. Methods of Analysis in Public and Urban Affairs (3)**

Prerequisite: Credit or concurrent registration in Public Administration 600.

Research design for problems and cases in public affairs; summarizing and organizing data; methods of projection; sampling theory and application; using census and other secondary data sources.

**P A 606. Seminar in Quantitative Approaches to Public Administration (3)**

Prerequisite: Public Administration 600 and 604.

Advanced techniques for analyzing problems in public and urban affairs; emphasis on computer applications.

**P A 620. Seminar in Management of Urban Governments (3)**

Selected problems in the management of urban governments. Maximum credit six units applicable to a master's degree.

**P A 630. Seminar in Public Personnel Administration (3)**

Prerequisite: Public Administration 600.

Analysis of selected problems in personnel administration; special emphasis on organizational development and consultation skills as emerging personnel functions. Maximum credit six units applicable to a master's degree.

**P A 632. Seminar of Organization Development in the Public Sector (3)**

Prerequisite: Public Administration 600.

Organization development theory and practice. Emphasis on organizational diagnosis, intervention theory, team building and process consultation skills as they apply to public sector organizations.

**P A 633. Collective Bargaining in the Public Sector (3)**

Prerequisite: Public Administration 530 or 531.

Simulation of public sector collective bargaining. Students will participate in all facets of the bargaining process including data collection, proposal preparation, formal and informal negotiation, fact finding and mediation. Videotape feedback will be used extensively.

**P A 642. Seminar in Administrative Theory (3)**

Prerequisite: Public Administration 600.

Organization and management; the executive role, decision making; bureaucracy; authority and power; communication and control and organizational system; tactics and strategies in effective management.

**P A 643. Seminar in Administrative Behavior (3)**

Prerequisite: Public Administration 340.

Intrapersonal, interpersonal and group development knowledge which enhances the administrator's effectiveness. Simulations and structured experiential designs examine behaviors encountered in public bureaucracies.

**P A 650. Seminar in Public Financial Management (3)**

Prerequisite: Public Administration 450.

Economics and politics of the public sector. Theories of public expenditure analysis and revenue generation. Issues of ethics and efficiency in government financial policy.

**P A 660. Administration and Public Policy Development (3)**

Prerequisite: Public Administration 600.

Social, political and administrative problems involved in governmental program development and change.

**P A 799A. Thesis (3) Cr/NC/RP**

Prerequisites: An officially appointed thesis committee and advancement to candidacy.

Preparation of a project or thesis for the master's degree.

**P A 799B. Thesis Extension (0) Cr/NC**

Prerequisite: Prior registration in Thesis 799A with an assigned grade symbol of RP.

Registration required in any semester or term following assignment of RP in Course 799A in which the student expects to use the facilities and resources of the university; also student must be registered in the course when the completed thesis is granted final approval.

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