

PUBLIC ADMINISTRATION

Public Administration Program Learning Outcomes (<https://catalog.csudh.edu/program-learning-outcomes/business-administration-public-policy/public-administration/>)

College of Business Administration and Public Policy

Department of Public Administration

Bachelor of Science

Degree Roadmaps

Administrative Management Concentration (Program scheduled to retire in spring 2021)

Criminal Justice Administration Concentration

Health Services Administration Concentration

Nonprofit Management Concentration

Public Financial Management Concentration

Public Personnel Administration Concentration

Public Management Concentration

Minor

Criminal Justice Administration

Public Administration

Master of Public Administration

Criminal Justice Policy and Administration Concentration

Health Care Policy and Administration Concentration

Nonprofit Management Concentration

Public Management Concentration

Faculty

Elena Kulikov, Department Chair

Hugo Asencio, Shari Berkowitz, Theodore Byrne, Elena Kulikov, Gus

Martin, Marie Palladini, Jennifer Sumner, Rui Sun, Zheng Yang

Emeriti Faculty

Mary Auth, Iris Baxter, Justine Bell, Gary Colboth, David J. Karber, Ira Schoenwald

Advisement Office

Undergraduate student support regarding major advisement, registration issues, petitions, add/drop, and change of major/minor, etc.

Office: SBS A-319, Phone: (310) 243-3548

Department Office

Undergraduate student support regarding faculty office hours, contacting faculty, and classroom changes, etc.

Office: SBS D-321, Phone: (310) 243-3548

Master of Public Administration Program

Betty Vu, Assistant Dean, Graduate and Professional Programs

Office: SBS A-325, (310) 243-3646

Features

Undergraduate

The Bachelor of Science in Public Administration is designed to provide professional preparation for administrative or managerial positions in public service organizations. The degree program requires:

1. completion of a set of core courses common to all public administration students;

2. a concentration and

3. two additional courses for breadth.

The Bachelor of Science in Public Administration Degree is a single-field major, which means that students are not required to complete a minor for graduation.

The Minor in Public Administration is designed to provide a basic foundation in public management. The minor is especially appropriate for students who major in the Social and Behavioral Sciences. It is an attractive option to students with majors in fields that lead to public sector employment, like recreation or health science.

In addition to full-time faculty, the department has part-time faculty who are practicing public managers in their areas of specialization. Several of the full-time faculty also have lengthy careers as public managers.

To complement the traditional classroom instruction, the Department of Public Administration and Public Policy offers a number of activities that enhance the total educational experience of students. The department sponsors speakers and professional symposia. The faculty also sponsors the Dominguez Public Administration Association (DPAA), a student club open to all public administration students, and Pi Alpha Alpha, a renowned national honor society for outstanding Public Administration students.

Graduate

The Master of Public Administration (MPA) program is designed to provide quality professional education for persons entering or working in public service professions. The MPA program prepares students for careers as professional managers of public sector or nonprofit organizations, as well as for research, consulting, and teaching careers. The MPA curriculum provides a theoretical foundation for the practice of public management.

After meeting prerequisite requirements, students can finish all other program requirements in two and a half academic years if they complete two courses per semester and two summer courses (depending upon summer scheduled courses). The MPA program is accredited by the Network of Schools of Public Policy, Affairs and Administration (NASPAA), the professional association responsible for evaluating the quality of MPA degree programs. NASPAA is located at 1029 Vermont Ave., N.W., Ste. 1100, Washington, DC 20005-3517.

MPA Criminal Justice Policy and Administration Concentration

This program is designed to provide criminal justice agency professionals with coursework in policy-making, administration, and the managerial operations of the criminal justice system. The curriculum offers students who may be new to the field the insight and background needed to begin successful public sector careers, while preparing experienced professionals to assume positions that demand additional responsibility.

MPA Health Care Policy and Administration Concentration

This program is designed to provide a quality graduate professional education for individuals entering or currently employed in health services agencies. It prepares graduates for careers in health services administration, planning, policy, evaluation, consulting, and related careers.

MPA Nonprofit Management Concentration

Nonprofit Management concentration was developed to meet the needs of the growing nonprofit arena. This concentration offers students a program that addresses the social, political, and economic landscape of the sector, its origin, size, composition, and its role in American

Society and elsewhere. The coursework will review the size, scope, and dimensions of the U.S. nonprofit sector and examine theories of the sector and its conceptual underpinnings in some depth along with historical and religious foundations. This concentration also looks at such issues as why people organize, give financial support, and donate time. The concentration examines key aspects of the fundraising process for nonprofit organizations, major theoretical foundations, and general fundraising principles as well as a variety of marketing and fundraising techniques, sources of donations, and aspects of managing the fundraising process. The concentration combines applied and conceptual readings and provides students with opportunities to apply concepts and techniques through a series of service-learning portfolio assignments in collaboration with area nonprofit organizations.

MPA Public Management Concentration

The Public Management concentration is designed to provide the Master of Public Administration program with an emphasis in the structure, functioning, and skill competencies required for contemporary managers in the public and nonprofit sectors. This concentration offers our students a program that addresses the social, political, and economic landscape of the public sector, and its history and role in American Society. This concentration provides a broad examination of theoretical perspectives, the environmental context, and management functions that can be used to analyze organizations and to improve organizational effectiveness. The concentration combines applied and conceptual readings and provides students with opportunities to apply concepts and techniques to issues experienced in various workplace settings.

Academic and Professional Advisement

Undergraduate

Candidates for the Bachelor of Science (B.S.) degree receive academic advisement for designing and completing their program of study. Specialized professional advisement can be obtained from the CBAPP Advisement Center. Undergraduate students seeking professional advisement should contact department faculty, who are available to discuss career options and current policy issues in professions within the areas of Public Administration and Public Policy.

Graduate

Candidates for the Master of Public Administration (MPA) degree receive academic advisement through the College's Graduate Business and Public Administration Advising Office. Students seeking academic advisement should contact the MPA Advising Office at (310) 243-3646, or mpaonline@csudh.edu. Specialized professional advisement can be obtained from members of the Public Administration faculty. Graduate students seeking professional advisement should contact department faculty, who are available to discuss career options and current policy issues in professions within the areas of Public Administration and Public Policy.

Preparation

Undergraduate

High school students should take college preparatory courses in the social and natural sciences, English and mathematics. Students taking their first two years of study at a community college are advised to complete lower division general education requirements.

Graduate

Future MPA students must complete a statistics course within three years of starting semester and introductory courses in public

administration (Introduction to Public Administration Theory & Financial Resources Administration).

Career Possibilities

Undergraduate

The job opportunities for students in public administration are as diverse as the range of services provided by governments in the United States. Students may also be employed in fields such as law enforcement, human services, education and transportation.

In addition, the program provides employment preparation for: nonprofit organizations, utility companies, and some private firms and hospitals. The degree also provides a strong base for those pursuing a career in law.

Graduate

The Master of Public Administration (MPA) degree provides students with the educational background and professional competencies needed to secure upper level administrative/managerial positions in a variety of public sector and nonprofit organizations, or in firms with close ties to governments, such as utilities or defense contractors.

The majority of MPA students at CSU, Dominguez Hills are already employed by public agencies when they begin their graduate education and use their Master's degrees for professional advancement within their organizations. Other students with little or no work experience, or those with no managerial experience, use the MPA degree to obtain entry-level administrative or management positions. Students also use the MPA degree as preparation for doctoral study, law school, and careers in teaching and research.

Graduation with Honors for Undergraduate Students

An undergraduate student may be a candidate for graduation with Honors in Public Administration by meeting the following criteria:

1. A minimum of 36 units in residence at CSU Dominguez Hills;
2. A minimum grade point average of 3.5 in all courses used to satisfy the upper division requirements in the major;
3. Recommendation by the Public Administration faculty.

Bachelor of Science in Public Administration

Total Course Requirements for the Bachelor's Degree

See the "Requirements for the Bachelor's Degree (<https://catalog.csudh.edu/general-information/baccalaureate-degrees-undergraduate-studies/>)" in the University Catalog for complete details on general degree requirements. A minimum of 40 units, including those required for the major, must be upper division.

Elective Requirements

Completion of elective courses (beyond the requirements listed below) to reach a total of a minimum of 120.

General Education Requirements (49 units)

See the "General Education (<https://catalog.csudh.edu/general-information/double-counting-general-education-courses/general-education/>)" requirements in the University Catalog or the Class Schedule

for the most current information on General Education requirements and course offerings.

Graduation Writing Assessment Requirement

See the "Graduation Writing Assessment Requirement (<https://catalog.csudh.edu/general-information/graduate-writing-examination/>)" in the University Catalog.

Minor Requirements

Single field major, no minor required.

Major Requirements (48 units)

Students must select one of the concentrations listed. The following courses, or their approved transfer equivalents, are required of all candidates for this degree.

Note: The Administration Management concentration is being phased out. Continuing students and students admitted in fall 2020 may elect to change to the new program: B.S. Public Administration: Public Management. Please consult the program coordinator/advisor for additional information."

Common Core Requirements (36 units)

A. Lower Division Required Courses (6 units)

CIS 270 Info Sys/Tech Fundamentals (3)

MAT 105 Finite Mathematics (3)

or

MAT 131 Elementary Statistics and Probability (3)

or

MAT 132 Statistics and Probability with Support (4)

B. Upper Division Required Courses (30 units)

BUS 300 Business Communications (3)

or

BUS 301 Employment Communications (1)

BUS 302 Written Communications (1)

and

BUS 303 Oral Communication (1)

PUB 300 Foundations of Public Administration (3)

PUB 301 Administrative Leadership and Behavior (3)

PUB 302 Public Financial Administration (3)

PUB 303 Public Personnel Administration (3)

PUB 304 Administration of Public Policy (3)

PUB 305 Applied Statistics in Public Administration (3)

or

CJA 341 Criminal Justice Stats (3)

PUB 306 Research Methods in Public Administration (3)

or

CJA 339 Research Methods and Communication in Criminal Justice Administration (3)

PUB 307 Public Sector Ethics (3)

PUB 490 Senior Seminar in Public Administration (3)

Note: BUS 301 - BUS 303 are accepted instead of BUS 300.

Each student must select one of the concentrations listed below:

Public Management Concentration (12 units)

A. Required Courses (6 units)

PUB 324 Analytic Decision-Making (3)

PUB 329 Local Government Administration (3)

B. Select two of the following courses (6 units)

PUB 401 Economics for Public Service (3)

PUB 426 Intergovernmental Relations and Grant-Writing (3)

PUB 434 Administrative Planning (3)

Criminal Justice Administration Concentration (12 units)

A. Required Courses (9 units)

PUB 324 Analytic Decision-Making (3)

CJA 340 Crim Justice & Community (3)

CJA 342 Legal and Ethical Foundations of Justice in Criminal Justice Administration (3)

B. Select one CJA 300-level or CJA 400-level course (3 units)

Health Services Administration Concentration (12 units)

A. Required Courses (6 units)

PUB 324 Analytic Decision-Making (3)

PUB 371 Introduction to Health Services Administration (3)

PUB 373 Health Policy (3)

PUB 426 Intergovernmental Relations and Grant-Writing (3)

Nonprofit Management Concentration (12)

A. Required Courses (9 units)

PUB 324 Analytic Decision-Making (3)

PUB 426 Intergovernmental Relations and Grant-Writing (3)

PUB 450 Nonprofit & Voluntary Sector (3)

PUB 451 Managing the Nonprofit Organization (3)

Public Financial Management Concentration (12 units)

A. Required Courses (9 units)

ACC 230 Financial Accounting (3)

ACC 231 Managerial Accounting (3)

PUB 426 Intergovernmental Relations and Grant-Writing (3)

B. Select one additional course from the following (3 units)

ACC 431 Govt & Nonprofit Acctg (3)

ECO 327 Public Finance (3)

PUB 324 Analytic Decision-Making (3)

PUB 434 Administrative Planning (3)

Public Personnel Administration Concentration (12 units)

A. Required Courses (6 units)

PUB 314 Compensation, Staffing, and Appraisal (3)

PUB 315 Labor-Management Relations in Government (3)

B. Select two additional courses from the following (6 units)

CJA 423 Administrative Law (3)

COM 300 Organizational Com (3)

PUB 324 Analytic Decision-Making (3)

PUB 330 Urban Administration (3)

PUB 371 Introduction to Health Services Administration (3)

PUB 434 Administrative Planning (3)

SOC 315 Sociology Of Work (3)

NCR 541 Restorative Justice&Peacblrng (3): **Open to seniors only.**

Minor in Criminal Justice Administration (15 units)

Requirements

A. Required Courses (6 units)

CJA 340 Crim Justice & Community (3)

CJA 342 Legal and Ethical Foundations of Justice in Criminal Justice Administration (3)

B. Electives (9 units)

Students must complete three additional courses in Criminal Justice Administration, to be chosen from the following courses with the assistance of an advisor.

CJA 344 Theories of Crime and Criminal Justice Policy (3)
 CJA 423 Administrative Law (3)
 CJA 443 Criminal Law & Justice Admin (3)
 CJA 444 Juvenile Justice Process (3)
 CJA 445 Policing & Admin. of Justice (3)
 CJA 446 Terrorism & Extremism (3)
 CJA 447 Corrections Administration and Policy (3)
 CJA 448 Forensic Science (3)
 CJA 449 Investigative Interviewing, Interrogation and Lie Detection (3)
 CJA 450 Eyewitness Evidence and the Law (3)
 CJA 451 Intelligence and National Security (3)
 CJA 452 Homeland Security (3)
 CJA 460 Gender, Race and the Administration of Justice (3)

Minor in Public Administration (15 units) Requirements

A. Required Courses (6 units)

PUB 300 Foundations of Public Administration (3)
 PUB 303 Public Personnel Administration (3)

B. Electives (9 units)

Students must complete three additional courses in Public Administration, to be chosen with the assistance of an advisor.

Master of Public Administration Admission Requirements

The College of Business Administration and Public Policy offers the MPA degree on-campus and on-line (Internet).

All applicants to the MPA Program, on-campus and on-line, must follow all admission procedures outlined in the catalog section "Graduate and Post-Baccalaureate Procedures and Policies (<https://catalog.csudh.edu/general-information/graduate-degree-postbaccalaureate-studies/>)."

Applicants will be considered for classified admission to the MPA program if they:

- Hold an acceptable baccalaureate degree from an accredited college or university,
- Are in good standing at the last institution attended,
- Have an overall GPA of at least 3.0 in the last 60 semester (90 quarter) upper division units, or 2.75 overall GPA
- A minimum score of 570 paper-based total, (230 computerized or 88 internet based) on the Test of English as a Foreign Language (TOEFL) required only of international students from non-English speaking countries; or a IELTS score of at least 6.5.

Students may be required to take up to 3 prerequisites as a condition of acceptance into the program. The acceptance letter will identify the specific prerequisite courses indicated for each student. Applicants admitted on a "conditional" basis must maintain a "B" average every semester that they remain on a conditional status or they will be subject to disqualification after any one semester with a GPA less than 3.0.

Applicants admitted on a "classified" basis must maintain a "B" average every semester. If in any one semester a student's GPA falls below 3.0, they will have one semester to bring their GPA up to the required 3.0 or

they will be subject to disqualification. This refers to both the cumulative and the major GPA.

Program Requirements

In order to receive an MPA degree, the following is required:

1. Completion of a minimum of 36 semester units (27 core course units and 9 approved elective course units);
2. A grade point average of 3.0 or higher for all coursework used to satisfy degree requirements; 3.0 for cumulative university coursework.
3. A grade of "C" or higher in all courses taken for the degree; prerequisites require at least a grade of "B". While a "C" grade is passing, the GPA in the major and cumulative coursework must be 3.0.
4. Satisfactory completion of the Capstone course (PUB 592) or an Honors Thesis (PUB 599);
5. Completion of all program requirements within five years from beginning of core or transferred graduate coursework.
6. All students must apply through Cal State Apply. Please check <https://www.calstate.edu/apply> (<https://www.calstate.edu/apply/>) for application deadlines.

Transfer Requirements

Students who have completed public administration courses may request a waiver of Public Administration prerequisites by petition to the MPA office. The courses must be upper division with a grade of "B" or higher.

Students transferring from other MPA programs may request transfer credit for equivalent MPA courses. Transfer credit for MPA course work is limited to nine semester units and only for equivalent courses taken at an accredited university or college and for which the student received a grade of "B" or higher. Only 3 units may transfer in for concentration course other than Public Management.

All MPA coursework, if taken as part of the MPA program, and including transfer coursework, must be completed within five years to meet the College of Business Administration and Public Policy graduation requirements.

Admission Procedures

1. Submit an application for admission for graduate study to the University in accordance with procedures outlined in the "Graduate Application Procedures" section of the University Catalog.
2. Send the following documents directly to the Department of Public Administration.
 3. A one-to-two page typewritten personal statement that describes the applicant's professional accomplishments and goals and explains how a MPA degree would help reach those goals. The personal statement will be used to evaluate the applicant's critical thinking and writing skills and to assess the appropriateness of a MPA degree to the achievement of the stated goals.
 4. A current résumé. The résumé will be used to evaluate the applicant's academic background and professional experience.

5. In addition to the above described documents, applicants requesting consideration for Conditional Admission (see description above) are required to:
6. Submit two letters of recommendation that provide an assessment of the applicant's academic abilities and potential for success in a graduate program, (letters from prior instructors are preferred but letters from work supervisors are acceptable).
7. Participate in an interview with the MPA Director or Program Coordinator upon notification.

Degree Requirements

A. Core Curriculum (33 units)

Core courses are designed to give a thorough background in each of the major areas of Public Administration.

- PUB 500 Environment and Practice of Public Administration (3)
- PUB 501 Public Management (3)
- PUB 502 Administrative Theory and Behavior (3)
- PUB 503 Introduction to Research Methods in Public Administration (3)
- PUB 504 Quantitative Methods in Public Administration I (3)
- PUB 505 Quantitative Analysis in Public Administration II (3)
- PUB 506 Administration and Public Policy Analysis (3)
- PUB 508 Public Human Resources Management (3)
- PUB 510 Public Budgeting (3)
- PUB 512 Foundations of Ethical Administration (3)
- PUB 592 Capstone: Integrative Seminar in Public Administration (3)
or
- PUB 599 Honors Thesis (3)

B. Concentration Area (9 units)

Each student must select one concentration area from the following (9 units)

Criminal Justice Policy and Administration Concentration

1. Required Courses (6 units)

- CJA 563 Administrative Law, Policy and Analysis (3)
- CJA 565 Issues in Police Administration and Ethics (3)
- 2. Select one course from the following (3 units)
- CJA 566 Issues in Homeland Security and Terrorism (3)
- CJA 540 Adv. Criminal Justice Issues (3)
- CJA 595 Special Topics in Criminal Justice Administration (1-3)
- CJA 596 Internship Practicum (3)

Health Care Policy and Administration Concentration

- PUB 570 Administration of Health Care Organizations (3)
- PUB 572 Legal Issues in Health Care Administration (3)
- PUB 574 Health Care Financial Management (3)

Nonprofit Management Concentration

- PUB 580 Nonprofit Leadership and Management (3)
- PUB 582 Public and Nonprofit Financial Management (3)
- PUB 584 Fundraising and Development for Nonprofit Organizations (3)

Public Management Concentration

Students will need three concentration courses to fulfill degree requirements. It is possible that up to three PUB 595 can be applied and/or any other graduate Public Administration and/or Criminal Justice courses not used to satisfy other requirements for the degree.

- PUB 520 Leadership in the Public Sector (3)

- PUB 522 Financial Management in the Public Sector (3)
- PUB 524 Strategic Management and Planning in Public and Non-Profit Organizations (3)
- PUB 526 Collab Governance (3)
- PUB 527 Fundamentals of Qualitative Research (3)
- PUB 528 Economics for Public Managers (3)
- PUB 594 Independent Study (1-3)
- PUB 595 Special Topics In Public Administration (3)
- PUB 596 Internship Practicum (3)

D. Master's Requirement

In addition to the major requirements, students must meet all university requirements for the master's degree. Students should consult the section of the catalog entitled "Graduate Degrees and Postbaccalaureate Studies (<https://catalog.csudh.edu/general-information/graduate-degree-postbaccalaureate-studies/>)."

MPA students may enroll up to 9 units in any given term, session or semester depending on program modality.

E. Additional MPA Requirements

An overall grade point average of 3.0 ("B") or higher is required in all courses taken to satisfy MPA degree requirements. Any course in which a grade lower than a "C" (2.0) is earned must be repeated for a grade of "C" or higher. Graduate students, unlike undergraduates, may not repeat a course to cancel the lower grade ("Repeat and Cancel").

An MPA student may be placed on probation if, in any semester, he or she has failed to earn a grade point average of 3.0 or higher for work taken in that semester. During the subsequent probationary semester the student must achieve a grade point average sufficiently high enough to bring the cumulative grade point average to 3.0 or higher. In addition, any MPA student receiving less than a "C" grade in any class during any semester must meet with the MPA Director prior to registering for the next semester to discuss the student's progress.