PUBLIC ADMINISTRATION

College of Business Administration and Public Policy
Department of Public Administration

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 completion of a set of core courses common to all public administration students and a concentration.

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 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 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 Student Success 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 mpafacultyadvisor@csudh.edu.

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.

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.

Career Possibilities

Undergraduate

The job opportunities for students in public administration include employment in the public, non-profit, and private sector professions, as well as in federal, state, and local agencies in the field of public administration and related public services. Students may be employed in fields such as law enforcement, human services, education and transportation. The degree also prepares students for graduate and professional education in public administration, public policy and 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.

Undergraduate Programs

Bachelor

- Public Administration, Bachelor of Science (https://catalog.csudh.edu/academics/public-administration/public-administration-bs/)

Minor

- Criminal Justice Administration, Minor (https://catalog.csudh.edu/academics/public-administration/criminal-justice-administration-minor/)
- Public Administration, Minor (https://catalog.csudh.edu/academics/public-administration/public-administration-minor/)

Graduate Programs

Master

- Public Administration, Master of Public Administration (https://catalog.csudh.edu/academics/public-administration/public-administration-mpa/)

Faculty

Elena Kulikov, Department Chair
Hugo Asencio, Qiyuan Roger Jin, Elena Kulikov, Hui Li, Fynnwin Prager, Saahir Shafi, Rui Sun, Zheng Yang

Emeriti Faculty

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

Academic Advisement and Student Services

The CBAPP Student Success Center provides undergraduate student support regarding major advisement, registration issues, petitions, add/drop, and change of major/minor, etc.
Office: II 1100
Phone: (310) 243-3548
Email: cbappundergrad@csudh.edu
Website: https://www.csudh.edu/cbapp/student-services/student-support/

Department Office

Faculty Office hours are posted online. Additional support is available regarding faculty office hours, contacting faculty, and classroom changes, etc.
Phone: (310) 243-3548
Website: https://www.csudh.edu/cbapp/faculty-support (https://www.csudh.edu/cbapp/faculty-support/)

Master of Public Administration Program

Betty Vu, Assistant Dean, Graduate and Professional Programs
Office: II 3500, (310) 243-3646. Email: mpafacultyadvisor@csudh.edu

Courses

PUB 195. Special Topics in Public Administration. (3 Units)
This course provides an overview of special topics the field of public administration, which is concerned with the study of the implementation of public policies and the management of public organizations. Topic and content will vary as announced
Offered As needed

PUB 300. Foundations of Public Administration. (3 Units)
Analysis of the role of public administration within the American political system and of the concordant functions and responsibilities of public sector administrators; discussion of administrative ethics; overview of public sector administrative and managerial processes.
Offered Fall, Spring, Summer, All terms

PUB 301. Administrative Leadership and Behavior. (3 Units)
Study of human behavior in organizational settings; examination of how managerial/supervisory functions impact employee morale and productivity and overall organizational effectiveness. Primary areas of analysis include motivation, leadership, interpersonal and group dynamics, communication, and organizational power.
Offered Fall, Spring, Summer

PUB 302. Public Financial Administration. (3 Units)
Administrative and political considerations of fiscal policy, the budgetary process and fiscal controls, financial management and planning, government and the economy, intergovernmental fiscal relations and nature of grants-in-aid, alternate revenue sources, contemporary issues.
Offered Fall, Spring

PUB 303. Public Personnel Administration. (3 Units)
Study of policies, methods, and techniques in Public Personnel Administration; government personnel systems; manpower management; values in public career systems; concepts of man and work; motivation and morale; training; labor-management relations; contemporary issues.
Offered Fall, Spring

PUB 304. Administration of Public Policy. (3 Units)
Policy decisions and their implementation and evaluation, relationship of the branches of government and characteristics of bureaucracy.
Offered Fall, Spring, Summer

PUB 305. Applied Statistics in Public Administration. (3 Units)
Prerequisite: MAT 131. Role and application of statistical analysis in public management; review of mathematics and statistical functions; use of statistics in planning and decision-making functions; introduction to the uses and application of computer technology.
Offered Fall, Spring, All terms

PUB 306. Research Methods in Public Administration. (3 Units)
Introduction to research methods in social science and their application in public administration, including formulating research questions, reviewing literature, designing data collection processes, describing sample and population, conducting statistical analysis and writing research papers.
Offered All terms

PUB 307. Public Sector Ethics. (3 Units)
Introduction to government ethics, providing opportunities to develop ethical competence for careers in government and serves as a foundation for further study of government ethics.
Offered All terms

PUB 314. Compensation, Staffing, and Appraisal. (3 Units)
Prerequisite: PUB 303 or MGT 313. Review of concepts, approaches and techniques used to develop compensation programs in public organizations. Emphasis will be upon practices, legal requirements and guidelines for these specialized areas of personnel management.
Offered Fall, Spring, Summer

PUB 315. Labor-Management Relations in Government. (3 Units)
Developments in public employee unionization, collective bargaining laws and strategies, bargaining as a technical and political process, strikes and impasse machineries, employee organizations and public policy, administrative implication of public service unionism.
Offered Fall, Spring

PUB 324. Analytic Decision-Making. (3 Units)
Analytic and quantitative approaches to planning, evaluation, and decision-making; rational decision-making process as analytic framework for comparing alternative public policies and actions; public sector applications of selected quantitative methods, such as forecasting and cost-benefit analysis.
Offered Fall, Spring

PUB 329. Local Government Administration. (3 Units)
Introduction to the history, theory and practice of U.S. local government administration, including the changing structure, forms, and functions of local governments; the dynamics of intergovernmental, intersectoral, and interpersonal relationships; the tools and strategies that contribute to effective local government management and solution of problems.
Offered All terms

PUB 330. Urban Administration. (3 Units)
Structures and processes of administrative agencies in the urban setting, interagency relaÂtions, administration of urban public services, functions and problems of the urban public executive.
Offered Fall, Spring

PUB 371. Introduction to Health Services Administration. (3 Units)
Basic administrative practices; concepts and theory of administration; role and responsibilities of management in planning, organizing, directing and controlling a health services program; examination of current policy issues; study of public policy formulation process; politics as a force of change.
Offered Fall, Spring

PUB 373. Health Policy. (3 Units)
Examination of current issues, trends, and problems in health care, including public policy on the national, state and local community levels. Emphasis will be given to the changing nature of medical care delivery, the policy formation process, professional dominance, and new developments in organizational forms.
Offered Fall

PUB 401. Economics for Public Service. (3 Units)
Introduction to the economics concepts for those interested in a career in public service. This course explores the economic principles behind societal problems and offers insights into how to solve them; how markets and prices allocate scarce resources to achieve efficiency and prosperity; discuss how markets can fail, and what the public can do to intervene and solve these market failures to improve social welfare.
Offered All terms

PUB 426. Intergovernmental Relations and Grant-Writing. (3 Units)
Analysis of financial and administrative relationships between different levels of government and between the public, non-profit, and private sectors. Discussion of developments in grants-in-aid, grantmanship strategies, grants management, resource development and evaluation. Application of knowledge through a grant proposal writing project.
Offered Spring

PUB 434. Administrative Planning. (3 Units)
A review of the techniques of administrative planning to include normative forecasting, planning and policy formation. The future environment of government services to include demands and resources will be explored within the framework of systems analysis and policy sciences.
Offered Fall, Spring

PUB 450. Nonprofit & Voluntary Sector. (3 Units)
Provides broad overview of the sector, its origin, size, composition, and role in American Society and elsewhere.Â This course also reviews theories of the sector and its conceptual underpinnings (i.e., its philosophical, political, economic, and social basis in American society) in some depth along with historical and religious foundations.Â We will also look at such issues as why people organize, give financial support and donate time.
Offered Fall, Spring

PUB 451. Managing the Nonprofit Organization. (3 Units)
Prerequisite: PUB 450 (recommended). This course aims to understand the important role of nonprofit organizations in American society and the growing impact of non-governmental agencies around the world. It addresses the opportunities for and challenges to organizational effectiveness and is designed to reflect the interests and needs of nonprofit staff, board members, volunteers, and those who are seeking to make an impact with their financial contributions.
Offered Fall

PUB 452. Fundraising & Fund Development. (3 Units)
Prerequisites: PUB 450; PUB 451 (recommended). This course examines key aspects of the fundraising process for nonprofit organizations- major theoretical foundations and general fundraising principles as well as a variety of fundraising techniques, sources of donations, and aspects of managing the fundraising process. The course 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.
Offered Infrequent

PUB 490. Senior Seminar in Public Administration. (3 Units)
Prerequisite: Senior status. Integrative course emphasizing application of administrative concepts and principles through use of case study analyses and simulation. Based upon student interest, course may be structured to address specific concentration areas. Three hours of seminar per week.
Offered Fall, Spring

PUB 494. Independent Study. (1-3 Units)
Prerequisite: Consent of department chair. Independent investigation of a research problem or directed readings in a selected area of public administration. CR/NC grading.
Offered Fall, Spring, Summer

PUB 495. Special Topics. (1-3 Units)
Prerequisite: Consent of instructor. An intensive study of an issue, concept or administrative technique that is of interest to both students and faculty of public administration.
Offered Fall, Spring

PUB 496. Internship Practicum. (3 Units)
Prerequisite: Consent of department chair. Supervised internship in a public agency. A written project related to the internship experience is required. CR/NC grading.
Offered Fall, Spring

PUB 498. Directed Research in Pub Admin. (1-3 Units)
Prerequisite: Consent of instructor. The student develops and completes an individual study under faculty supervision. Repeatable course
Offered Infrequent

PUB 500. Environment and Practice of Public Administration. (3 Units)
History and development of the field of public administration, and the context of operations and the functions of management. The practice of management will focus on the political environment, management theory, planning, organizational structure, resources, decision-making and policy analysis.
Offered Fall, Spring

PUB 501. Public Management. (3 Units)
Structural overview of the functioning and skill requirements for contemporary managers in public and nonprofit sectors; examination of the basic management functions from a comparative perspective; emphasis on communication and critical thinking through action-based approaches.
Offered Fall, Spring

PUB 502. Administrative Theory and Behavior. (3 Units)
Prerquisites: PUB 500 and PUB 501 are recommended. Historical overview of Organizational Theory and Public Administrative Theory and analysis of the theoretical perspectives that have characterized these fields; discussion of various theories, concepts, and models that can be used to analyze organizations and to improve organizational effectiveness.
Offered Fall, Spring

PUB 503. Introduction to Research Methods in Public Administration. (3 Units)
Introduction to empirical research design in the social sciences, and public administration in particular. Students will learn to assess the use of both qualitative and quantitative research in social sciences and discuss the epistemological principles that underlie different approaches to research.
Offered All terms

PUB 504. Quantitative Methods in Public Administration I. (3 Units)
The first course in a two-course sequence on quantitative methodology in Public Administration (the subsequent course is PUB 505). The goal of this tow-course sequence is to explore a variety of statistical methods that are useful for managerial planning, decision-making, and public policy analysis.
Offered Fall, Spring

PUB 505. Quantitative Analysis in Public Administration II. (3 Units)
Required Prerequisite: PUB 504. This is the second course in a two-course sequence on quantitative methodology in Public Administration (the previous course is PUB 504). The goal of this tow-course sequence is to explore a variety of statistical methods that are useful for managerial planning, decision-making, and public policy analysis.
Offered Fall, Spring, Summer

PUB 506. Administration and Public Policy Analysis. (3 Units)
Prerequisite: PUB 505. Application of analytical tools to the solution of public management problems, introduction to general models of policy analysis, integration of solutions into administrative processes in government; policy studies cases.
Offered Fall, Spring

PUB 508. Public Human Resources Management. (3 Units)
Managing the human resources of a public agency with emphasis on selected activities of recruiting, staffing, evaluating, compensating, motivating and training the work force. Procedures and legal requirements for collective bargaining, affirmative action, and equal opportunity will be explored. Three hours of seminar per week.
Offered Fall, Spring

PUB 510. Public Budgeting. (3 Units)
Examination of methods, processes and problems in the budgeting and administration of public revenues, revenue generation, forecasting, cost control; emphasis on the political, economic and managerial aspects of public budgeting.
Offered Fall, Spring

PUB 512. Foundations of Ethical Administration. (3 Units)
Examination of the foundations of ethical administration, including evaluation and application of ethical theories to public sector issues. Course provides opportunities for students to think reflectively, recognize ethical problems, and gain skills to effectively deal with political and administrative problems.
Offered Fall, Spring

PUB 520. Leadership in the Public Sector. (3 Units)
Prerequisites: PUB 501 and PUB 502 are required. Overview of the theoretical and practical foundations of leadership in the public sector. Emphasizes the knowledge and skills needed to effectively lead within public and nonprofit organizations.
Offered Fall, Spring

PUB 522. Financial Management in the Public Sector. (3 Units)
Prerequisite: PUB 510. Course offers survey of financial management functions in state and local government such as accounting, fund structures, debt and cash management, and financial reporting. Course provides a theoretical and practical introductions to financial analysis and management in the public sector.
Offered All terms

PUB 524. Strategic Management and Planning in Public and Non-Profit Organizations. (3 Units)
Course aims to prepare current and future managers of public and/or non-profit organizations by focusing in the knowledge, skills, values, and perspectives needed to manage organizations strategically. The course provides an introduction to the theory and application of strategic planning and management in the public and non-profit sectors.
Offered All terms

PUB 526. Collab Governance. (3 Units)
Course examines theoretical foundations and practical models of collaborative management in local government. Students will collect and review relevant literature fro inter-government relations, public management, and public/private partnerships, and apply findings to a policy issue in local government.
Offered All terms

PUB 527. Fundamentals of Qualitative Research. (3 Units)
Prerequisite: PUB 500 is required. Introductory course on the most important concepts and methods of qualitative research. Involves reading and discussion of presentations and examples of qualitative research and a qualitative research project.
Offered Spring

PUB 528. Economics for Public Managers. (3 Units)
This course aims to demystify economics for managers in the public and nonprofit sectors. This course will provide you with the economic principles to better analyze and understand problems facing public managers. You will learn why markets can be so successful in allocating scarce resources and achieving efficient market and social welfare outcomes. You will learn how individuals, firms and government, as producers, consumers, and regulators, interact at the microeconomic level, and why macroeconomic concepts such as inflation, unemployment, economic growth, interest rates, and are important to understand. You will also learn how governments can intervene to solve market failures and hence improve social welfare.
Offered All terms

PUB 570. Administration of Health Care Organizations. (3 Units)
This course will examine issues associated with health care management responsibilities, functions and leadership. This course will analyze the administrative process, accountability, equity, ethics, and diversity issues in health care administration.
Offered Fall, Spring

PUB 572. Legal Issues in Health Care Administration. (3 Units)
This course defines the foundation, scope, and boundaries of health care policy with an emphasis on public health care systems and the Patient Protection and Affordable Care Act. Students will explore the differences between local, state, and federal health policy levels.
Offered Fall, Spring

PUB 574. Health Care Financial Management. (3 Units)
This course provides a comprehensive overview of the financial structure, market forces, and techniques in health care financial management. The courses is intended for students without a background in financial management.
Offered Fall, Spring

PUB 580. Nonprofit Leadership and Management. (3 Units)
Prerequisites: PUB 500 and PUB 501 are recommended. Provides an overview of the nonprofit sector and addresses leadership and management issues. Emphasizes the context, institutional setting of the sector and nonprofit governance, leadership, ethics, marketing, strategic communications, advocacy, lobbying, program evaluation and human resource management.
Offered Fall, Spring

PUB 582. Public and Nonprofit Financial Management. (3 Units)
Prerequisite: PUB 510 is required. Examines financial management functions in government and nonprofit organizations, such as financial planning, accounting, cost control, fund structures, debt and cash management, financial reporting, and financial trend monitoring.
Offered Fall, Spring

PUB 584. Fundraising and Development for Nonprofit Organizations. (3 Units)
Prerequisites: PUB 500 and PUB 502 are required. Examines key aspects of the fundraising process, techniques and management, such as sources of donations, planning, development, fund goal-setting, major gifts, capital campaigns, trustee participation, and managing the fundraising process.
Offered Fall, Spring

PUB 592. Capstone: Integrative Seminar in Public Administration. (3 Units)
Prerequisite: Completion of MPA Core courses. Integrative course that emphasizes the interrelationships between the academic field of public administration and administrative practice. Course includes case study analysis and individual and group integrative projects. Three hours of seminar per week.
Offered Fall, Spring

PUB 594. Independent Study. (1-3 Units)
Prerequisite: Consent of MPA Program coordinator. Independent investigation of a research problem or directed readings in a selected area of public administration. CR/NC grading. Repeatable course.
Offered Fall, Spring

PUB 595. Special Topics In Public Administration. (3 Units)
Prerequisite: Consent of MPA Program coordinator. Intensive study of a specialized area of Public Administration (e.g., Urban Administration, Criminal Justice Administration) or a selected topic in contemporary public management. Three hours of seminar per week. Repeatable course.
Offered Fall, Spring

PUB 596. Internship Practicum. (3 Units)
Prerequisite: Consent of MPA program coordinator. Supervised internship working with a cooperating government agency in a function germane to public administration. Sessions are held to discuss and analyze the problems with which interns are concerned. A written project related to the internship is required. CR/NC grading.
Offered Fall, Spring

PUB 599. Honors Thesis. (3 Units)
Prerequisites: Grade point average greater than 3.80 and consent of MPA program coordinator. Thesis relating to public administration. CR/NC grading.
Offered Fall, Spring

PUB 600. Grad Continuation Course. (1 Units)
Graduate students who have completed their coursework but not their thesis or comprehensive examination, or who have other requirements remaining for the completion of their degree, may maintain continuous attendance by enrolling in this course. Signature of the MPA coordinator required.
Offered Fall, Spring