

## **Elective Courses in Public Policy and Administration**

**PPA 510. Public Administrative/ Management Processes (3)** Analysis of public administrative/management processes from perspective of public executive, public finance and budgeting, public personnel systems, standards of efficiency and effectiveness in conduct of the public's business, and role and use of organizations and administrative processes to achieve public objections.

**PPA 512. Urban Executive Management (3)** Students will be provided an overview of the various types of problems confronting today's urban administrator and the possible means of solving some of these pressing problems. Subjects to be included are public policy in a changing society; new strategies for managing local government; new frontiers in planning and controlling financial resources; the dynamics of personnel and labor relations.

**PPA 514. Municipal Law for Administrators (3)** Examination of major laws and legal issues affecting local government today. Basic powers of cities including regulatory (police) powers, corporate (service) powers, taxation and eminent domain will be studied. Will develop problem solving abilities through legal analysis, and will explore new parameters and changing standards in litigious society looking for "deeper pockets," slower growth, and greater citizen involvement in local government. Selected areas of study will include the impact of recent U.S. Supreme Court cases on land use regulation; California Redevelopment Agency law; municipal tort liability, including personal liability and civil rights matters; public-private financial ventures and bond financing; city council meeting and hearing procedures; the "Brown Act," and public records; public works contracts and building code enforcement; and public labor law trends and developments.

**PPA 515. Administrative Report Writing (3)** Preparation of written documents required of public administrators.

**PPA 517. Analytical Skills Development (3)** This course is designed to develop or improve the skills needed to perform analytical work in the public sector. There will be a dual emphasis wherein both quantitative and behavioral/ political aspects of analysis in government are explored. Cost-benefit analysis, and report preparation and presentation will be covered.

**PPA 521. Microcomputer Management for Public Administrators (3)** A seminar for public administrators focusing on the design, development, and management of microcomputer systems and applications in public organizations. There is a dual emphasis in the course: analysis of critical concepts and issues relating to the management of micro-computer systems, and hands-on computer laboratory experience in the design, development and use of microcomputer applications.

**PPA 522. Automating Government Administration (3)** An examination of the use of computers to assist government management, with special emphasis on automation of services such as finance, police and library departments. Will provide an introductory background in computers and their applications to government systems and files for non-computer specialists.

**PPA 523. Urban Information Systems for Public Management (3)** The purpose of this course is to expose MPA students to the most significant information technologies impacting government management as we move to the 21st century: the World-Wide Web (Internet) and G.I.S. (Geographic Information Systems.) This course will introduce students to the tools and techniques used to construct Web pages and their appropriate usage. Students will also be exposed to the design, development and use of GIS in public organizations. This is a hands-on course which makes extensive use of computer technology, including Internet access to the World-Wide and e-mail.

**PPA 525. Non-Profit Management (3)** Examination of the history, principal characteristics, scope, and unique management challenges confronting the nonprofit sector in the United States. While the sector as a whole, in all its variety, will be addressed, particular attention is given to the traditional and important role of nonprofits in the delivery of health and human services.

**PPA 527. Productivity and Performance Measurement (3)** This course will identify and develop concepts of productivity and performance measurement for the government executive. Recent approaches to management of organizations will be examined to determine their relationship to productivity and performance measurement. Finally, management techniques and methods will be reviewed through case studies, guest speakers, and a workshop format to provide some knowledge of substantive approaches to the measurement of government outcomes. Traditional grading only.

**PPA 533. Race, Inequality and Public Policy (3)** There has been considerable political debate over the problems of income inequality and poverty in the U.S. and the inability of public policies to remedy this situation. The Los Angeles "riots" have renewed this debate. The purpose of this seminar is to critically examine this debate and guide students to an understanding of the multiple sources of inequality in American cities. Particular attention will be paid to ways in which race, ethnicity and gender play a role in structuring the urban environment in which inequality originates and operates. In this way, our discussion of racial inequality and social policy will serve as a springboard for a more elaborate and critical examination of the fundamental philosophical, political and socio-economic problems currently afflicting our post-industrial society.

**PPA 535. Intergovernmental Relations (3)** This course will present fundamental concepts and issues of intergovernmental relations in the United States. Topics covered include history of the field, intergovernmental revenues and expenditures, state and federal legislative processes, legislative advocacy, interorganizational management, and current issues.

**PPA 540. Grants Administration and Management (3)** Study of the various types of financial and technical assistance to local public and quasi-public agencies; the strategies for locating and obtaining grant programs support; and the development of effective project systems for externally funded projects.

**PPA 542. Emergency Planning and Management (3)** Students will study the planning and management processes and the issues involved in large scale emergencies. The nature of natural and technological risk and emergency will be explored via case studies. The public sector roles in contingency planning and response will be assessed.

**PPA 543. Coastal/Marine Resource Policy (3)** Students will study the policy processes as applied to coastal/ marine resources. The course will review the uses, issues and conflicts within the coastal and exclusive economic zone, and the public sector responses to balancing development and preservation demands via policy mechanisms.

**PPA 546. The Urban Crisis and the Public Administrator (3)** A survey of the history of urbanization, the literature of urban power relations and decision-making, and the dynamics of race relations in the urban environment. Extensive interface with urban agency

representatives will be a major focus of this course.

**PPA 547. Local Government Economic Development Processes (3)** A detailed discussion of the nature, goals and processes of locally based economic development programs. Definition of governmental incentives designed to maximize private investment. A thorough explanation of property-related revenues from both the public and private perspectives.

**PPA 548. Housing Problems and the Urban Administrator (3)** An overview of housing problems in contemporary urban society. This course will increase the public administrator's awareness of the interrelationships between local government administration and housing problems, and facilitate the public administrator's ability to deal with these problems.

**PPA 549. The Municipal Community Development Process (3)** Overview of the municipal community development process with particular emphasis on the integration of municipal planning, zoning, housing, social service, and redevelopment functions. The course will explore basic concepts of each function, their interrelationships and administrative practices. Emphasis will be given to the impact of federal community development block grants and the local process.

**PPA 550. Urban Transportation Policy and Planning (3)** Examines the status of urban transportation activities and needs today and discusses the near and long-term options for the future. Analyzes local, state, federal policy and inter-governmental system; Los Angeles urban transportation development, transit proposals and new policies and activities.

**PPA 554. Public Works Facilities and Urban Policy (3)** Provides a study of public infrastructure essential to urban communities, and an analysis of urban policies and impacts from the perspective of the urban administrator. Students will examine infrastructure maintenance and expansion needs assessment, and intergovernmental financing with concentration on water and wastewater, transportation, solid waste, and public facilities, including schools.

**PPA 560. Public Financial Management (3)** Public Financial Management (PPA 560) focuses on the execution phase of the budget cycle, and thus, completes the full budget cycle. The course presents the major concepts and skills associated with budget administration for all levels of government. Topics include cash management and investment administration, debt management, purchasing, risk management, financial and managerial accounting, financial reporting, and auditing. Traditional grading only.

**PPA 567. Basic Governmental (Fund) Accounting (3)** Provides a basic introduction to the unique characteristics of governmental and commercial accounting. Differences between governmental and commercial accounting are explained. Governmental accounting terminology basics and principles are discussed. Information is provided on the structure and types of funds and methods of classifying and recording accounting information. Types of financial reports and interpretation of financial statements are discussed. Particular emphasis is focused on the relationship between accounting and budgeting, financial reporting, auditing and other financial management activities for governmental and non-profit agencies.

**PPA 570. Negotiating Dynamics: Strategies and Skills (3)** Examination of negotiating strategies and skills based on tested use of power and psychological principles in negotiations. Different strategies and skills examined for negotiating under varying levels of cooperation and conflict.

**PPA 571. Leadership Skills and Strategies in the Public Sector (3)** Increasingly, urban governments are being criticized for a “lack of leadership” and an inability to move their bureaucracies toward solutions to complex problems. This course examines the theories of administrative leadership and the strategic application of leadership skills in an urban government environment. Students will also review current approaches to organizational excellence and its applicability to urban government leadership.

**PPA 575. Public Sector Employer-Employee Relations (3)** Analysis of prevailing practices and techniques of collective bargaining and its continuing ramification on the economic, political and organization structure in the public sector. Emphasis is placed on a review of the entire employee relations field including the financial implications, costing techniques, impasse resolution including binding arbitration, job action and strike contingency planning, contract administration, worker compensation and public retirement systems. Instruction also provided on negotiation techniques through mock negotiation sessions.

**PPA 577. Public Sector Human Resources Management (3)** The historical development of the civil service/merit system and how this impacts public personnel systems; laws which affect the operation of a personnel system; analysis of the various components of a personnel system; impact of labor negotiations on personnel systems; importance of written policies and procedures; and role of the personnel system as a change agent.

**PPA 580. Legal Issues in Public Personnel (3)** Analysis of the historical, social and legal bases for equal employment opportunity and affirmative action laws and programs. Course will review the impact of Civil Rights legislation and its enforcement by compliance agencies and the courts. Attention will be given to basic data collection and analysis for planning and reporting, affirmative action program planning and implementation, developing and evaluating a model affirmative action plan, discrimination complaint handling, monitoring and evaluating an affirmative action program. Institutionalizing equal employment opportunity into the personnel process as well as current and future issues in equal employment opportunity and affirmative action will be covered.

**PPA 581. Government/Community Relations (3)** An investigation of the inter-relationship between governments and community based organizations and the communities in which they operate and serve. Particular attention is paid to strategies and tactics used in diagnosing problems and opportunities and prescribing courses of action in such diverse areas as public safety, planning and community development, arts and culture and health, education and welfare. Elective for graduate students in Master of Public Policy and Administration.

**PPA 582. Citizen Advocacy and Public Policy Making (3)** An in-depth analysis of citizen involvement and how it impacts upon policy formulation and public administration. The course involves classroom input from community leaders, action groups, legislators, public administrators, with interaction by the student.

**PPA 585. Public Policy and Administration Internship (3-12)** Prerequisite: Consent of the instructor. A learning experience designed to provide an exposure to and understanding of the governmental environment. Students seeking the MPA degree who do not have managerial experience in government are required to participate in the Internship program. May be repeated for 12 units. Academic credit earned for the Internship program is beyond the 36 units required for the MPA degree.

**PPA 590. Special Topics in Public Policy and Administration (3)** An investigation of a special problem as defined by the instructor that is of current interest to the field of public policy and administration. Course may be repeated for a maximum of 9 units with different topics. N. Urban Shoreline Hazard Policy

**PPA 597. Directed Studies (1-3)** Prerequisite: Consent of instructor. Independent study in public policy and administration.

**PPA 610. Seminar in Urban Affairs (3)** A broadly based interdisciplinary course which will give students an opportunity to develop expanded awareness of the interrelationships between various urban problems in the urban systemic environment.

**PPA 650. Seminar on Issues in Contemporary Public Administration (3)** Survey of various issues and topics critical to effective public administration in the contemporary United States including the social and political context of contemporary public administration (e.g., increasing diversity of public demands of public agencies, increasing complexity of the intergovernmental network, etc.), responsibilities and obligations of public servants in contemporary governments and selected issues of public management.