

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

### **PPA 509 Seminar in Strategic Planning for Public Managers (3)**

Introduction to the theories and practice of strategic planning in public organizations. The course is designed to promote an understanding of the theories and approaches to strategic planning and help the student to acquire practical skills involved in strategic planning.

### **PPA 510 Urban Environmental Governance (3)**

An examination of the challenges of environmental protection and resource management confronting urban governments. An emphasis is placed on comparative and historical perspectives.

**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 518 Microeconomics and Public Policy (3)** This course covers the key principles of microeconomics such as supply, demand, and market processes. Further, it provides extensive coverage of topics that concern public sector decisions, such as public goods, externalities, welfare analysis, and cost-benefit analysis.

**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 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. This is a hands-on course which makes extensive use of computer technology, including Internet access and email.

**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 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 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, inter-organizational 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 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 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)** 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.

**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 nonprofit 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 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 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.

**PPA 597 Directed Studies (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.