

COLLEGE of CHARLESTON

MASTER OF PUBLIC ADMINISTRATION

COURSE DESCRIPTIONS

CORE COURSES

PUBA 600 - Perspectives on Public Administration (3) *This course studies the practice of public administration in the United States in the 20th century. This course also examines the historical development of the field of public administration and current approaches to the study and practice of public administration.*

PUBA 601 - Research and Quantitative Methods for Public Administration (3) *This course examines the various aspects of locating, collecting, and processing primary and secondary data utilized by public administrators and policy analysts; It includes design of original surveys, library and archive searches, problems of storage and retrieval, and statistical description.*

PUBA 602 - Public Policy (3) *This course examines the activities of individuals, groups, and institutions that define or ignore public problems, participate or fail to participate in political struggles over these problems, and confront or avoid opportunities to develop and implement solutions. The implications of these complexities for public employees and public management are emphasized.*

PUBA 603 - Administrative Accountability & Ethics (3) *A critical examination of the legal, political, professional, and organizational accountability demands made on administrators and their relationship to ethical decision making and ethical integrity.*

PUBA 604 - Personnel Administration (3) *This course examines organization, techniques and theories of personnel management; interpersonal relations in organizations; personnel change and development; changing conditions in the public service-educational specializations, unions, collective bargaining and ethics.*

PUBA 605 - Financial Administration (3) *This course examines the organization and techniques of governmental financial management, budgetary theories and intergovernmental financial relations.*

PUBA 701 - Capstone Seminar (3) *The Capstone Seminar is designed to be a culminating experience that helps the student integrate knowledge and skills acquired throughout the program. Students engage in applied research. Prerequisite: Completion of all MPA core courses and at least 30 semester hours or permission of instructor or MPA director.*

PUBA 777 - Internship (3-6) *A supervised field experience in which the student observes and participates in the functioning of a public sector or other not-for-profit organization for at least 15 weeks. Prerequisite: At least 15 credits earned in the MPA program. Permission of the MPA director required. PUBA 777 is graded on a satisfactory/unsatisfactory basis and is required for all pre-service students.*

NON-PROFIT ADMINISTRATION

PUBA 650 - Essential Elements of Non-Profit Administration (3) *This course orients students to the history, values, and issues of the third sector in American society; and to the leadership and management challenges peculiar to the administration of non-profit organizations. The latter includes board relations, fundraising, program advocacy and lobbying, legal frameworks, human resource management in volunteer settings, financial management, and grants administration. Prerequisite: Completion of one semester in MPA program preferred.*

PUBA 654 - Human Resource Management for Non-Profit Organizations (3) *This course examines the human resource development issues for non-profit organizations. Personnel play a vital role in the non-profit sector. Distinctively, this sector is dependent not only upon a core of group of salaried employees, but a voluminous network of volunteers. There are specific issues including training, development, and leadership, which take on unique characteristics in the non-profit sector. The course will center on the executive director's role in the success of shaping, managing, and leading the organization.*

PUBA 502 - Legal Aspects of Non-Profits (3) *This class provides an in-depth analysis of the legal status of nonprofit organizations and explores legal issues as they arise in operations and governance, solicitation of funds, and tax law.*

PUBA 502 – Fundraising and Marketing for Nonprofits (3) *This course provides an overview of the history and current scope of philanthropy in the United States. It will examine the many fundraising techniques that generate financial support for nonprofit organizations, including effective methods of obtaining financial support from foundations, corporations, and individuals; proposal writing and presentations; long-range development programs; and special event fundraising.*

PUBA 502 – Finance and Accounting for Nonprofits (3) *This class is designed to provide practical knowledge and techniques for financial management and accounting in nonprofit organizations. These techniques are understood in the context of planning, goal setting, and the role of the Executive Director and the Board.*

ARTS MANAGEMENT

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PUBA 660 – Contemporary Perspectives on Arts Management (3) *This course makes students aware of the growing need for arts administration and the rapid changes in the field.*

PUBA 661 – Advanced Arts Administration and Management (3) *This course will involve students in the examination, analysis and involvement in applied experiences with non-profit arts and cultural organizations. Students will produce case studies in a variety of topical areas in arts administration that examine the resources, leadership, collaboration, skills, critical issues, and practices of managers of select non-profit arts and cultural organizations in Charleston and the Tri-County region. Prerequisites: PUBA 660*

PUBA 662 – Cultural Administration and Applied Research at the Avery (3) *This course is the first course of its kind that uses the Avery Research Center for African American History and Culture as a laboratory to expose students to what the Center does to serve the needs of a diverse market and constituency base. Through practical and service learning experiences, students will examine issues germane to public administration and education, arts administration, and cultural management.*

PUBA 663 – Arts and Technology (3) *Artists have always experimented with emerging technologies, but in recent decades, the field of Arts & Technology has emerged as a dynamic and historically significant artistic practice. Discover the opportunities new technologies offer to arts managers, initiatives at the convergence of art and technology and the impact of technology and the arts on culture. Examine and conceptualize the themes of new media, sound art, moving images, the media artist, cyber culture and intellectual property issues.*

PUBA 664 – Arts Education (3) *This course will examine current trends in arts education. Dealing primarily from an administrative viewpoint, the course will focus on government funding (local, state and national), arts education organizations, specific*

pilot programs, and individual teaching situations. Although developed initially for the administrator, the course should prove equally valuable to the educator.

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MUNICIPAL GOVERNMENT AND URBAN PLANNING

PUBA 612: History and Theory of American Urban Planning (required)

This course addresses the historical and theoretical underpinnings of urban and regional planning in the United States as it has evolved since the mid-nineteenth century. This course serves as a vehicle to examine the changing nature of the relationship between planning and urban development, and the impact of planning and planners on the built environment, economic development, and public policy.

PUBA 615: Theories of Urban and Regional Development (3)

This course is designed to provide the basic toolkit required to think critically and coherently about processes of urban and regional economic development. Major themes include the spatial distribution and location of economic activity; the concentration of economic activity in cities; how globalization affects these processes; and the impact of economic development on regional differences.

PUBA 616: Local and Regional Economic Development: Policy and Practice (3)

This course examines the forces that drive regional growth and change and assesses the policies and practices that are commonly used in pursuit of economic growth, including industrial targeting, incentives, and human capital development.

PUBA 613: Planning Law (3)

This course examines the application and administration of planning law at the local level.

PUBA 611: Urban Policy (3)

This course provides a survey of urban policy in the United States, emphasizing the relationship between the state, scale, and the city. It is designed for students to achieve an understanding of the nature of U.S. urban policy, its relation to urban policy in other countries, and the forces that have structured urban growth.

PUBA 620: Local Government Politics & Administration (3)

This course examines the role of the local government administrator as a leader and service provider. The course explores the relationship between local political environments and institutional theories of democracy.

PUBA 631: Administrative Law (3)

This course examines the legislative, adjudicatory, and general policy-making powers of administrative agencies and regulatory commissions, and the scope of judicial review of administrative action. The course is directed primarily toward an analysis of the political nature of the bureaucracy and secondarily toward the procedural requirements for administrative policy-making.

PUBA 635: Land Use Law (3)

This course provides a survey of the legal issues pertaining to growth, planning, permitting, and zoning.

PUBA 502 ST: Applications in GIS (Geographic Information Systems) (3)

This course will provide students with spatial analysis skills and the ability to apply GIS techniques to urban and regional planning problems.

ENVIRONMENTAL POLICY AND ADMINISTRATION

PUBA 632 - Environmental Politics (3)

This course is intended to provide students with a broad understanding of environmental politics in the United States. It examines the emergence of environmentalism, its social bases, and its political impact and influence.

PUBA 634 - Environmental Law and Regulatory Policy (3) *This course examines environmental law within the context of the American Legal System. The course focuses on both criminal and civil law in terms of liability, defenses, and remedies as well as federal laws as they relate to the environment.*

PUBA 635 - Land Use Law (3) *This seminar explores legal issues surrounding growth, planning, permitting and zoning.*

PUBA 636 - Coastal Resource Management (3) *This course is designed to give students the perspective they need to understand the unique geography (over 70% of the East Coast saltwater wetlands lay within 100 miles of Charleston) with respect to key areas of public management such as service delivery, transportation, and economic*

development. The emphasis is upon giving the environmental as well as industrial and community development perspectives on these issues.

PUBA 637 - Wetlands Protection (3) *The course explores various aspects of the most pressing issues presently facing policymakers and public administrators who manage coastal areas and wetlands. Topics of discussion will include the debates over regulatory takings; the ecological importance of wetlands, strategies for public participation and community involvement; considerations regarding environmental justice; and the pros and cons of past, present, and future coastal and wetland management practices.*

OTHER GENERAL PUBLIC ADMINISTRATION COURSES

PUBA 502 – Special Topics: Program Evaluation (3) *This course provides an introduction to both qualitative and quantitative methods of evaluating public programs. The emphasis is on building skills in research design, data collection, methods of analysis, and communication of findings. Special attention is paid to assessing the strength and weakness of alternative research designs, developing strategies for data collection, communicating research findings to diverse audiences, and selecting evaluation strategies that are practical in light of real world constraints on resources and time.*

PUBA 512 - Females/Minorities in Public Administration (3) *This course explores the historical and legal foundations for equal opportunity in employment and education. The social and political aspects of class/gender stratification are discussed. The concepts of equal opportunity, affirmative action, cultural diversity and harassment are addressed.*

PUBA 622 - Intergovernmental Relations (3) *This course provides an understanding of the nature and dynamics of the American federal system of government: the functions, powers, and service delivery capacities of county, municipal, and special purpose district governments, the creation of new jurisdictions, the reciprocal influences of local, state, and federal bureaucracies, the grant-in-aid system, and revenue sharing among different units of government. A special emphasis is placed on the complex nature of state-local and inter-local relations in an urban setting.*

PUBA 623 - South Carolina Government and Policy (3) *This course will allow those students who intend to pursue administrative careers (either local government or state government) in South Carolina to become familiar with the state's political and policy processes.*

PUBA 640 - Leadership and Decision-Making (3) *This course is intended to provide students with a perspective on the re-emergence of leadership studies in public and business administration in recent years. The objective of the course is to develop the student's awareness of the role of the leader in a public organization, how it can be compared and contrasted to the role of a manager. Particular attention is paid to the administrative leadership in a democratic political system.*

PUBA 706 - Economic Theory for Policy Analysis (3) *This course develops and applies micro-economic models and theories to the analysis of contemporary public sector issues. Attention is given to the conceptual and practical problems associated with resource allocation decisions given conflicts between efficiency and equity and limited information.*

PUBA 712 - Organizational Behavior (3) *This course is a survey of theories of organization behavior from the classical to systems perspectives. The objective is to provide conceptual framework for the understanding and study of organizational behavior and human behavior in organizations. Topics include formal and informal structure, motivation, organizational environments, decision-making, leadership, organizational change and development.*

PUBA 720 - Case Studies in Public Administration (3) *The world of the practicing manager is complex. Making decisions with often severe limits on resources and time means that managers must consider various aspects of management-personnel, legal accountability, resource management, ethics-in rapidly changing contexts. This seminar addresses these complexities by exploring particular cases in depth.*

PUBA 722 - Information Systems and Public Administration (3) *This course examines the development and uses of information systems in local, state, and federal administrative agencies with emphasis on the management of information systems in the public agency environment; the problems of interagency and intergovernmental relations; the politics of technological innovation; privacy, confidentiality, security, and information policy; and the role of information technology in democratic government.*

PUBA 723 - Contemporary Administrative Organizations (3) *This course examines the problems, processes, and theories of communication, decision-making, agency planning and control in administrative agencies.*

PUBA 900 – Continuous Enrollment (1)

OTHER COURSE DESIGNATIONS AND OPPORTUNITIES

Opportunities to develop higher-level skills and specialized study include a thesis project (PUBA 710), a directed independent study (PUBA 710A) and advanced special topic seminars (PUBA 702-704). In addition, courses are often available through other graduate programs on campus, through the Medical University of South Carolina's Health Administration program, and various Master's programs at the Citadel. All of these course options require permission from the MPA Director at the College of Charleston and the Graduate School Dean at both the home and host institution. Cross registration forms are in the Graduate School Office, 3rd Floor, Randolph Hall. Students may also take courses, including core courses, in the MPA program at the University of South Carolina.