

Undergraduate Public Administration



State and local governments provide their constituents with vital services, such as transportation, public safety, health care, education, utilities, and courts. Excluding education and hospitals, state and local governments employ about 8 million workers, placing them among the largest employers in the economy.

At Ottawa University

The Public Administration major promotes an understanding of policies, purposes, philosophies, responsibilities, management methods, and challenges of civic leadership. Students analyze complex organizational systems, learn budgeting processes, apply new technologies, identify ethical issues, and evaluate the goals of local, state and national governmental agencies in a changing society.

Careers

Seven out of 10 of these employees work for local governments, such as counties, cities, special districts, and towns. State and local governments employ people in occupations found in nearly every industry in the economy, including chief executives, managers, engineers, computer specialists, secretaries, and health technicians. Certain occupations, however, are mainly or exclusively found in these governments, such as legislators; tax examiners, collectors, and revenue agents; urban and regional planners; judges, magistrates, and other judicial workers; police and sheriff's patrol officers; and correctional officers and jailers.

Education and Qualifications

The educational level and experience needed by workers in state and local government varies by occupation. A bachelor's degree in business administration, public administration, finance, or a related field is usually required. For some upper-level positions, a master's degree is preferred.



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Foundation Courses

ACC 20364 Accounting for Business Operations

Introduces operating activities of business. Emphasis on using income statements to plan and evaluate the operations of a for-profit entity.

ECO 20163 Macroeconomics

Focuses on inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, significance of money and government deficits on attainment of goals of high employment and economic growth in a non-inflationary environment and role of the dollar in international trade.

ECO 20263 Microeconomics

Study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, the interplay of private and public choice through price controls, business regulation and taxation.

MAT 20143 Business Mathematics

Focuses on basic mathematics skills, business mathematics applications and problem solving strategies. Concepts include properties of real numbers, fundamental operations of rational numbers, fractions, decimals, percents, numerical and graphical descriptions of data, basic probability, and logical thinking. Alternate: MAT 20043 (Recommended) or MAT 10643.

OAD 30763 Business Statistics

Focuses on basic methods of research design and analysis of data including descriptive and inferential statistics. Topics include mean, median, mode, frequency distributions, range, standard deviation, probabilities of sampling selection, Z-score, T-value, regression and correlation, hypothesis testing, analysis of variance, and Chi-square analysis.

OAD 31664 Business Ethics

Introduces development of personal and group norms required for work places. Topics include moral reasoning in business, employee rights and responsibilities of corporations.

OAD 30063 Behavior in Organizations

Study of human behavior in work organizations. Focuses on individual satisfaction and motivation as related to organizational structure, nature of task and locus of power. Topics include small group formation, maintenance, organizational conflict, communications, and leadership.

OAD 33064 Governmental Budgeting

Examines governmental budgeting process, procedures and cycles. Includes consideration of legislative taxation and appropriation processes at state and local levels. Evaluates contemporary approaches such as zero-base budgeting, planning programming budgeting systems and cost/benefit analysis.

Required Major Courses

HPS 13353 American Government

Introduces American government and the philosophy, structure and operation of it. Studies performance and problems of American government, with emphasis on the question of the citizen's knowledge, role and responsibility.

HPS 40154 Philosophy and Ethics of Public Administration

Exposition and development of theoretical framework for administration of public organizations. Examines ethical decision-making guidelines for the public sector.

OAD 43564 Administration of Public Organizations

Examines management principles applied to governmental agencies and other public organizations especially at state and local levels, interfacing public organization with legislative process, regulatory process and public interest. Includes strategies for increasing organizational effectiveness.

HPS 49300 Public Policy

Capstone course that guides student to the integration of political science, economics and sociology to increase understanding of policies and policy-making processes of the federal government.

