

Chancellor University - B.S. with specialization in Public Administration

Public and nonprofit agencies represent one of the fastest-growing segments of our economy. One out of every seven persons in the total work force is employed by public and nonprofit agencies. Persons employed in the field of public administration work in federal, state, and local government units, as well as law enforcement, medical care, education, and welfare agencies.

Each year government and nonprofit agencies offer over 70,000 job opportunities for trained personnel. Persons entering the field of public administration can look forward to long, interesting, and rewarding careers.

Course	Course Description
GENERAL EDUCATION	
EN 115 Written and Oral Communication I	This course acquaints the student with the nature of the writing/speaking process, stressing the importance of the interrelationship among author/speaker, audience, and message in any communication act. It focuses on developing the student's facility to use heuristics and research to explore a topic, develop a significant thesis, and find material that supports that thesis. Course assignments will move the student from writing and speech about personal experience to more formal expository discourse. Prerequisite: Demonstrated proficiency.
EN 125 Written and Oral Communication II	This course reinforces the elements of the writing process introduced in EN 115 by concentrating on argumentative discourse and stressing logic and critical thinking in exploring and writing about topics. In addition, the course will deepen the student's sense of writing for an audience. Ultimately, students will learn how to shape their writing and speaking styles to achieve the greatest effect on their audience. Students will also gain a thorough understanding of the use of technology as a research tool. Prerequisites: EN 115 or EN 120.
EN 230 Written and Oral Communication III	Gives students a more sophisticated sense of academic and professional writing by stressing the demands of writing in various disciplines. The course helps students develop elementary approaches to exploring subjects in the major academic fields and to framing their discourse for the demands of those fields. Students will develop a facility for using technology in oral presentations. Prerequisite: EN 125 or EN 220, MS 281 is highly recommended.
EN 330 Management Communication	Develops students' abilities to communicate in business situations. Students will generate various documents including memos, letters, reports, and a resume. Prerequisite: EN 230 or EN 220.
Political Science elective	Choose from HI345, PH312, PL230, PL232, PL240, PL290, PL320, PL332, PL334, PL350, PL400, PL423, PL440 <i>Online: PL320</i>
Psychology elective	Choose from PY200, PY240, PY307, PY308, PY325, PY330, PY350, PY400, PY425, PY460, SY370 <i>Online: PY200 or SY370</i>
Sociology elective	Choose from PY308, SY160, SY260, SY275, SY360, SY365, SY370, SY375, SY380, SY385, SY388, SY400, SY410, SY450 <i>Online: SY160 or SY370</i>
History elective	Choose from HI211, HI212, HI221, HI222, HI225, HI239, HI329, HI345 <i>Online: HI345</i>
Literature/Fine Arts elective	Choose from EN235, EN240, EN325, EN333, EN334, EN335, EN336, EN339, EN341 <i>Online: EN334</i>
SC 120 College Mathematics	An intensive review of algebraic skills needed in the business curriculum. Provides an introduction to the abstract reasoning skills needed in the required mathematics courses. Additional topics include working with rational expressions, radicals, and fractional exponents. Prerequisite: Demonstrated proficiency.
SC 230	The study of the development of basic concepts for analysis and presentation of

Principles of Statistics	quantitative information. Acquaintance with the primary tools for the analysis of economic and business data in managerial problems. Prerequisite: SC 120.
SC 240 Applied Quantitative Techniques	Introduction to the use of quantitative methods in business decision-making. Topics covered in the course include break- even analysis, linear programming, graph theory, and probability methods. Matrix algebra is also introduced and used where appropriate. Prerequisite: SC 230.
Math/Science elective	Choose from IT305, PH270, SC220, SC240, SC250, SC260, SC300, SC330
General Education electives	<i>Classes taken to meet requirements in one area cannot be used in another area.</i> (6 semester hours)
BUSINESS CORE	
AC 201 Introduction to Financial Accounting	This survey course in financial accounting emphasizes the use of financial accounting information in decision making by individuals in business, government, and other organizations. The accounting environment is examined along with the basic principles and concepts which govern the recording and reporting of accounting data. Study of the language of debits and credits, accrual accounting, and the accounting cycle establishes the framework for comprehending how accounting data is transformed into the financial statements and used by decisions makers. Accounting of current and long-term assets and liabilities is introduced along with the study of contributed capital, retained earnings and the non-operating components of income. The course concludes with comprehensive financial statement analysis for decision making purposes. Prerequisite: SC 120 or AC 100.
AC 202 Accounting Principles II	Continues AC 201. Applies the basic principles of accounting to a business operated as a partnership and later to a business operated as a corporation. Prerequisite: AC 201.
EC 201 Macroeconomics	An introduction to the scope and method of economics with emphasis on the structure and operation of the United States economy: scarcity and resource allocation, the price system, national income and related problems, the role of government in the economic sphere, and theories of economic growth. Prerequisite: SC 120.
EC 202 Microeconomics	Continues EC 201. A further introduction to the scope and method of economics with emphasis on the theory of the firm, supply and cost of production, pricing and employment of resources, and theory of international trade. Prerequisites: EC 201, SC 120.
FN 312 Financial Management I	Management and acquisition of resources for firms with regard to pricing in external markets. Topics include analysis of financial statements, risk and required rate of return, time value of money, financial asset valuation, capital budgeting, capital structure, dividend policy, and financial forecasting. Prerequisites: AC 273, EC 202.
LA 200 Contracts; Agency; Partnerships; Corporations	A study of the legal aspects involved in the making of contracts and the enforcement thereof, both under the general law and under the Uniform Commercial Code. Also covers the legal aspects of the relationships of principal and agent and of the responsibilities resulting therefrom; and of the legal aspects involved in the formation, operation, and dissolution of partnerships and of corporations. Prerequisite: None.
MG 200 Administrative Management	An introductory course that provides an in-depth study of the concepts, tools, and methods of management. Comprehensive understanding is gained through a concentrated focus on the management activities and issues of planning, organizing, staffing, leading, controlling, problem-solving, decision-making, continuous performance and quality improvement, competitive advantage, effective communication, motivation, and creating and managing effective work teams. Also covered are the implications, applications, and integration of those activities, with the objectives and policies of a business in a dynamic environment

	accomplished through analyzing and creating innovative solutions for business cases, situations, and problems. Significant computer interaction and use of the Internet is incorporated throughout the course's learning and application activities. Prerequisite: None.
MG 250 Human Resource Management	This course is a study of the staff work of a personnel department and of the specific techniques used in performing major personnel functions. Topics covered will include job analysis, employee selection and placement, wage and salary administration, merit rating, collective bargaining, and the day-to-day administration of personnel relations. Prerequisite: MG 200.
MG 370 Organizational Behavior	Provides the framework for understanding the behavior of individuals functioning within an organization and the design and operation of effective and innovative organizations. The various topics addressed include the study of individual behavioral processes, interpersonal and group interaction, the design and functioning of innovative organizational structures, systems and processes, and creative and innovative change processes. Prerequisite: MG 200.
MG 390 Operations Management	The planning and designing of products and processes, the determination of the appropriate resources, the transformation of those resources into products and services, and the distribution of those goods and services are covered in this course. The study will emphasize addressing those issues in a creative, innovative manner so as to gain a competitive advantage in a dynamic business environment. Some specific issues addressed in the course include forecasting demand, capacity decisions, facility layout, developing productivity, process and quality control, aggregate planning, inventory control, scheduling, and project management. Prerequisites: MG 200.
MS 181 Introduction to Microcomputers	An overview of introductory information processing concepts, including the role of computers, their historical development, components of a computer system, and computer communications. Hands-on experience with software packages that provides a foundation for continued education and use of personal computers. Prerequisite: None.
PH 306 Business Ethics	An inquiry into what constitutes ethical and non-ethical conduct in the context of business practice, policy, and relationships. Students receive grounding in the traditions of moral philosophy. Students will learn how ethical decisions are made and how ethical dilemmas get resolved. Topics include the responsibilities of business to employees and the responsibilities of employees to business, ethical issues related to consumers, environmental concerns, and issues faced by multinational corporations. Ethics and ethical behavior are discussed using a case study approach. Prerequisite: None.
PUBLIC ADMINISTRATION SEQUENCE	
EC 317 Public Finance	Public financial administration, taxation, expenditure of public funds, and problems of the public debt as applied to federal, state, and local government. Prerequisite: EC 202.
HI 345 The Age of Globalization	Study of globalization as a new international system. Emphasis is on major characteristics and the effects of globalization. The course concludes with an examination of how globalization generates concerns and opportunities in the developing world. Prerequisite: None. NOTE: Can also be used as a Political Science elective.
PL 230 American Constitutional Government	Analyzes the origin, structure, powers, and functions of the federal government and examines federal-state relations. Prerequisite: None.
PL 232 Structure of Local and State Government	This course studies the governments and politics of states and metropolitan regions, the development of governmental structures and functions, and the politics and problems of state, urban, and metropolitan areas. Prerequisite: None.
PL 332	Principles of organization, location of authority, fiscal management, personnel

Public Administration	management, and forms of administrative action in the public service are covered in this course. Prerequisite: Sophomore standing.
PL 350 Business and Government	An examination of public policy with regard to business institutions and issues in the United States, focusing on a thorough understanding of the intervention of government in business affairs. Prerequisite: None.
PL 400 Public Policy Analysis	A sequel to PL 332 - Public Administration. Students will have the opportunity to see how the concepts and theories they have previously studied in Public Administration are actually being incorporated into policy formulation, policy implementation, and policy evaluation. Policy development and the pre-policy stages (problem definition, policy demands, and agenda formation) will be emphasized. By taking this course, students will be able to examine and assess policy outputs in the form of observable and quantifiable results of public policy. Prerequisite: PL 332.
PL 423 Internship in Public Administration	The public administration internship will facilitate the transition from the college environment to the work environment. Specifically, students will have the opportunity to apply the concepts and theories learned in the classroom to their field of work. Prerequisites: Senior standing, PL 332, approval of the division chair and the Career Resource Center.
PL 440 Seminar in Public Administration	The seminar offers students the opportunity to examine topics and problems covering national political systems, state and local political systems, public administration and public law, political parties and pressure groups, public opinion, and electoral behavior. Prerequisites: EC 317, PL 332.
Specialized Electives	Choose three (3) courses from: MG 285, MG 290, MS 281, MS 305, PL 240, PL 320.
Free Electives	Three (3) semester hours.