

COURSE INFORMATION

PUBLIC ADMIN COURSES

PA 201 PUBLIC ADMINISTRATION IN GUAM AND IN THE WESTERN PACIFIC

FALL/SPRING/ALL YEARS

3 credit hours

This course examines the historical context of Public Administration institutions in Guam and in the Western Pacific and applies the concepts of efficiency, economy and effectiveness of the study, design and delivery of island public services. The course also examines public administration approaches, methods and techniques which can (a) contribute to a strengthening of managerial capacity and capability among government institutions in Guam and in the Western Pacific, and (b) improve and enhance the overall quality and accessibility of island public services. The course is designed to better prepare present and future public administrators for the challenges they face or will encounter in the public administration profession in Guam and in the Western Pacific.

PA 205 DATA AND STATISTICS FOR BUSINESS AND GOVERNMENT

FALL/SPRING/ALL YEARS

3 credit hours

This course is an introduction to the modern theory and methodology of statistics, which are then reinforced by using a scientific approach combined with a statistical software to solve problems relevant to business, economics and public administration. The course is ideal as a prerequisite for taking BA310 (Applied Statistics for Business and Economics) or PA305 (Data Analysis in Public Administration). Prerequisites: BA110 and MA110 or higher with a grade of C or better in both courses.

PA 206 PUBLIC HEALTH AND DISEASE MANAGEMENT

FALL ONLY/ALL YEARS

3 credit hours

This course is an introduction to the history of public/private health care and the establishment of the present-day health care system. The class is designed to teach the conceptual difference between health and disease, wellness and sickness, and their changing patterns. Local and federal laws, policies, rules and regulations for the provision of physical and mental health, and social services are explored and analyzed. Special emphasis is placed on the ethical issues of health and social care.

PA 207 ADMINISTRATION OF HEALTH CARE SERVICES

FALL ONLY/ALL YEARS

3 credit hours

The course introduces the student to the management of contemporary health care and social services systems. It examines the structure and function of health care and social services institutions, including the historical developments and the political, economic, and socio-cultural issues that molded them. This knowledge is integrated into the organizational environment and dynamics of the local institutions and helps with the examination of their management practices. Various management styles and their effectiveness are analyzed and discussed.



PA 210 PUBLIC ADMINISTRATION AND MANAGEMENT: CONCEPTS AND APPLICATIONS

FALL/SPRING/ALL YEARS

3 credit hours

This course covers the functioning of public administration and management in government structures; the history and environment of public administration and management in the U. S. and in the Government of Guam; the development and application of concepts, principles, and techniques of public administration and management in the public sector; and problems, issues, needs, achievements in public administration and management.

PA 215 SUPERVISION IN GOVERNMENT ORGANIZATIONS

FALL/SPRING/ALL YEARS

3 credit hours

This course examines the operations and structure of government organizations from a supervision point of view. The course instructs students in critical supervisory theories, techniques and skills necessary for attaining superior results and accountability in government and not-for-profit organizations. The course is designed to assist students in becoming effective supervisors in public organizations and presents supervisory concepts organized around various functions such as planning, organizing, directing and controlling. The course equips Public Administration, Criminal Justice and other students with the supervisory skills they will need for growth of professional competence in the public service.

PA 233 IMPACT OF GOVERNMENT REGULATORY ADMINISTRATION ON BUSINESS

FALL/SPRING/ALL YEARS

3 credit hours

This course offers an overview and rationale of public policies and administrative regulations as applied to the private sector, analysis and implementation of public policies/regulations; substantive, methodological and practical problems and issues of public policies and regulatory administration toward business by Federal, State and Local government, and governments in the Asian-Pacific region.

PA 303 GOVERNMENT FINANCE

FALL/SPRING/ALL YEARS

3 credit hours

This is a survey of public financial administration; the budgetary process; the budget as an instrument of fiscal policy; sources of revenue; the procurement function; financial planning; and control.

PA 304 GOVERNMENT PUBLIC INFORMATION

FALL/SPRING/ALL YEARS

3 credit hours

This course covers the basic principles underlying public information and public relations activity and community relations practices of government; rudiments of techniques used in public information activity and public and community relations practices of government in dealing with the citizenry.



PA 305 DATA ANALYSIS IN PUBLIC ADMINISTRATION

FALL/SPRING/ALL YEARS

3 credit hours

This course provides students with basic research tools used in of public administration, criminal Justice, and other applied fields. Emphasis is given to data collection, analysis, and interpretation skills. Major topics include research methods and techniques to study planning, organizing, staffing, directing, reporting and budgeting. Applied policy research is the consistent theme for this course. Prerequisites: BA130 with a C grade or better.

PA 306 HEALTH CARE PLANNING AND EVALUATION

SPRING ONLY/ALL YEARS

3 credit hours

This course is designed to teach the fundamental techniques, methodologies and political constraints of population-based planning for human services, with an emphasis on health. It explores the origins and purpose of planning and the planning process as a means of implementing social change. Existing planning policies are presented and analyzed with the objective of formulating an outline for a health or social plan for the community. Special emphasis is placed on the evaluation process. A local, national and international perspective of health and social planning is utilized in teaching this course.

PA 307 THE ECONOMICS OF HEALTH CARE

SPRING ONLY/ALL YEARS

3 credit hours

This course investigates the system of economics and the application of classical and modern economic theories to the health care field and social services organizations. During the course students investigate the decision-making processes as they relate to financial health and social care resources management. The student also learns the nature and interpretation of financial reports.

PA 347 LEADERSHIP AND COLLABORATION IN ORGANIZATIONS AND SOCIETY

FALL/SPRING/ALL YEARS

3 credit hours

The course integrates personal leadership with collaboration and networking for organizational performance and societal gain. The course strengthens practical leadership and collaborative skills. Prerequisites: BA240 (for BBA majors) or PA210 (for PA majors).

PA 401 COMMUNITY PLANNING

SUMMER/ALL YEARS

3 credit hours

This course is an introduction to community planning; relationships of physical form to environment, function, aesthetic principles, cultural values, planning as a synthesis of a frame of reference based on economics, political, social, cultural, physical, and administrative factors.

PA 401G COMMUNITY PLANNING

FALL ONLY/ODD YEARS

3 credit hours

This course is an introduction to community planning; relationships of physical form to environment, function, aesthetic principles, cultural values, planning as a synthesis of a frame of reference based on economic, political, social, cultural, physical, and administrative factors. Prerequisite: SO101.



PA 402A POLICY EVALUATION

FALL/SPRING/ALL YEARS

3 credit hours

The course examines the public policy Process (i.e., formation, implementation, and Evaluation) in public administration and Governance and examines a broad range of Substantive public policies (U.S., Federal, Guam, Regional, and international). The course also Integrates a variety of basic policy techniques Of analysis and the application of models in Public administration to help better understand Public-policy making and its impact on government And societal institutions. Students will learn Practical tools in developing public policy and In concepts and techniques of policy development, Analysis. The course will employ case studies to Illustrate concepts and techniques of policy Development, analysis, and debate. May be taken More than once, if topic is different. A. Policy Evaluation. B. Grant administration. C. Fraud Examination d. Procurement e. Emergency Management.

PA 402B GRANT ADMINISTRATION

FALL/SPRING/ALL YEARS

3 credit hours

The course examines the public policy Process (i.e., formation, implementation, and Evaluation) in public administration and Governance and examines a broad range of Substantive public policies (U.S., Federal, Guam, Regional, and international). The course also Integrates a variety of basic policy techniques Of analysis and the application of models in Public administration to help better understand Public-policy making and its impact on government And societal institutions. Students will learn Practical tools in developing public policy and In concepts and techniques of policy development, Analysis. The course will employ case studies to Illustrate concepts and techniques of policy Development, analysis, and debate. May be taken More than once, if topic is different. A. Policy Evaluation. B. Grant administration. C. Fraud Examination d. Procurement e. Emergency Management.

PA 402C FRAUD EXAMINATION

FALL/SPRING/ALL YEARS

3 credit hours

The course examines the public policy Process (i.e., formation, implementation, and Evaluation) in public administration and Governance and examines a broad range of Substantive public policies (U.S., Federal, Guam, Regional, and international). The course also Integrates a variety of basic policy techniques Of analysis and the application of models in Public administration to help better understand Public-policy making and its impact on government And societal institutions. Students will learn Practical tools in developing public policy and In concepts and techniques of policy development, Analysis. The course will employ case studies to Illustrate concepts and techniques of policy Development, analysis, and debate. May be taken More than once, if topic is different. A. Policy Evaluation. B. Grant administration. C. Fraud Examination d. Procurement e. Emergency Management.

PA 402D PROBLEMS IN PUBLIC POLICY: PROCUREMENT

FALL/SPRING/ALL YEARS

3 credit hours

The course examines the public policy Process (i.e., formation, implementation, and Evaluation) in public administration and Governance and examines a broad range of Substantive public policies (U.S., Federal, Guam, Regional, and international). The course also Integrates a variety of basic policy techniques Of analysis and the application of models in Public administration to help better understand Public-policy making and its impact on government And societal institutions. Students will learn Practical tools in developing public policy and In concepts and techniques of policy development, Analysis. The course will employ case studies to Illustrate concepts and techniques of policy Development, analysis, and debate. May be taken More than once, if topic is different. A. Policy Evaluation. B. Grant administration. C. Fraud Examination d. Procurement e. Emergency Management.



PA 402E EMERGENCY MANAGEMENT

FALL/SPRING/ALL YEARS

3 credit hours

The course examines the public policy Process (i.e., formation, implementation, and Evaluation) in public administration and Governance and examines a broad range of Substantive public policies (U.S., Federal, Guam, Regional, and international). The course also Integrates a variety of basic policy techniques Of analysis and the application of models in Public administration to help better understand Public-policy making and its impact on government And societal institutions. Students will learn Practical tools in developing public policy and In concepts and techniques of policy development, Analysis. The course will employ case studies to Illustrate concepts and techniques of policy Development, analysis, and debate. May be taken More than once, if topic is different. A. Policy Evaluation. B. Grant administration. C. Fraud Examination d. Procurement e. Emergency Management.

PA 403 PUBLIC PERSONNEL ADMINISTRATION

FALL/SPRING/ALL YEARS

3 credit hours

This course covers the development and management of human resources; history of the Civil Service career system; training practices; human relations in supervision; Issues and cases in professional leadership ethics in SBPA disciplines with case study examples from the United States, Guam, Asia and the Western Pacific provides the framework for the course. Codes of conduct, clientele and organizational relationships, legal requirements and professional accountability are studied with a leadership ethics emphasis for the public and private sector.

PA 405 LEADERSHIP ETHICS IN THE PROFESSIONS

FALL/SPRING/ALL YEARS

3 credit hours

Issues and cases in professional leadership ethics in SBPA disciplines with case study examples from the United States, Guam, Asia and the Western Pacific provides the framework for the course. Codes of conduct, clientele and organizational relationships, legal requirements and professional accountability are studied with a leadership ethics emphasis for the public and private sector.

PA 420 PUBLIC FINANCE & FISCAL POLICY

FALL/SPRING/ALL YEARS

3 credit hours

This course is a study of the manipulation of spending and tax revenue by governmental bodies in such a way as to affect the levels of output, employment, income, and prices in the economy; public financial administration; budgeting, procurement, planning, and control.

PA 480 PUBLIC ADMINISTRATION CAPSTONE

FALL/SPRING/ALL YEARS

3 credit hours

This course is the capstone of the Bachelor of Science Public Administration (BSPA) degree program integrating concepts and skills learned in the BSPA Foundation. This is an integrative, problem-solving course in which the knowledge gained in the major is applied to public administration case studies where the students will evaluate and provide solutions to actual problems. There is a special emphasis on a student's abilities to utilize critical thinking skills to analyze strategic trends in public administration and demonstrate proficiency. Prerequisites: 1) Graduating seniors only; b) Completion of PA-405 and either PA305 or MA-385; and c) Consent of the instructor.



PA 490 SPECIAL PROJECT IN PUBLIC ADMINISTRATION

FALL/SPRING/ALL YEARS

3 credit hours

This special research course is intended to Acquaint criminal justice and public Administration majors with the contemporary Principles and techniques of research in these Disciplines. Students organize and participate in A major or research endeavor focusing on criminal Justice/ public administration topics dealing with Guam and the Asian-Pacific region.

PA 498 PUBLIC ADMINISTRATION INTERNSHIP

FALL/SPRING/ALL YEARS

3 credit hours

This course provides qualified students with the opportunity to gain experience in public and criminal justice administration. Students are placed in government agencies and related organizations and work under the supervision of a management official. Students must consult with the Internship Coordinator prior to enrolling. Prerequisite: Instructor's consent.

PA 501 APPLIED RESEARCH METHODOLOGY

FALL/SPRING/ALL YEARS

3 credit hours

Concentrated study of research methodology, including planning, organizing and executing research projects; techniques of gathering data; use of library facilities and other sources of information; analysis and interpretation of data; the art and strategy of presenting oral and written findings. *This course must be taken within a student's first 12 credits in the MPA program. NOTE: COURSE TITLE WAS INTRODUCTION TO RESEARCH

PA 510 ADMINISTRATIVE THOUGHT

FALL ONLY/ALL YEARS

3 credit hours

This course offers an overview of classic and contemporary theories of public administration and bureaucracy. The role and process of American public administration are studies in the social and political context of legislatures, executives, legal and judicial structures, and in relationship to political parties and clientele groups. The modern administrative state and its illustrations of democratic theory and practice, are examined.

PA 525 PUBLIC BUDGETING

FALL ONLY/ALL YEARS

3 credit hours

Budgetary practices of federal, state, territorial, and local governments. The budget cycle, budget preparation, and execution. Includes techniques such as PPB (Planning, Programming, Budgeting) in the Federal government and zero-base in GovGuam budgeting.

PA 526 PRIVATE ENTERPRISE AND PUBLIC POLICY

SPRING ONLY/ALL YEARS

3 credit hours

This course will examine the governmental process in the formulation of policy, the framework and organization of administrative agencies in the regulation and supervision of policy, and the nature of the 'public interest' and the Interrelationship of interests affecting governmental policy toward business enterprise. This course will also address communication skills in a collaborative setting and build the capacity to lead in the development and deployment of public policy initiatives and the changes in the public policy sector.



PA 530 PUBLIC PERSONNEL, DISCIPLINARY, AND PERFORMANCE MANAGEMENT

FALL ONLY/ALL YEARS

3 credit hours

The study of government organization management practices and problems; the general effectiveness of major agencies including their relationships with U.S., local legislative bodies, clientele and other governmental units and public bodies. This course establishes the broad parameters of what constitutes the major roles, responsibilities and activities of public managers. This course is particularly suited for students with limited background in public management. Stress is placed on the development of analytical techniques that are useful in the identification and resolution of commonly occurring problems in public management.

PA 535 INTERGOVERNMENTAL RELATIONS

SPRING ONLY/ALL YEARS

3 credit hours

Study of the dynamics of relations among governmental units, including the movement towards regionalization and councils of government. Study of the impact of "new federalism" concepts and revenue sharing upon states, territories and of local issues and problems.

PA 540 ADMINISTRATIVE LAW

SPRING ONLY/ALL YEARS

3 credit hours

Study of administrative law, including issues of separation of powers; regulatory commissions; processes of administrative adjudication; and judicial review.

PA 545A PUBLIC POLICY AND GOVERNANCE

FALL/SPRING/ALL YEARS

3 credit hours

This course will examine the governmental process in the formulation of policy, the framework and organization of administrative agencies in the regulation and supervision of policy, and the nature of the 'public interest' and the interrelationship of interests affecting governmental policy toward business enterprise. This course will also address communication skills in a collaborative setting and build the capacity to lead in the development and deployment of public policy initiatives and the changes in the public policy sector.

PA 545B PUBLIC PRIVATE PARTNERSHIPS

FALL/SPRING/ALL YEARS

3 credit hours

This course will explore advanced organization and management theory including organization, systems design and analysis, decision theory, power, politics, and authority from the vantage point of how governments are partnering with for-profit and non-profits to redefine the traditional methods of public administration in a multi-stakeholder, solution oriented value proposition. Prerequisite: BA240.

PA 545C COMPARATIVE PUBLIC ADMINISTRATION

FALL/SPRING/ALL YEARS

3 credit hours

Administrative structures and processes of industrialized and developing areas of the world. Distribution of government services in the various bureaucratic organizations.

PA 545D PUBLIC PLANNING

FALL/SPRING/ALL YEARS

3 credit hours

This course deals with methods of social, economic, and physical planning. The concept of planning is approached from the theoretical, methodological and philosophical perspectives. It focuses on problem analysis to the final stages of program implementation and evaluation.



PA 545E PUBLIC CONTRACTING AND PROCUREMENT POLICIES AND PRACTICES

FALL/SPRING/ALL YEARS

3 credit hours

An examination of the legal and regulatory framework governing public contracting within the dimensions of past and present national and local objectives. A particular emphasis is placed on its contribution to government efficiency and effectiveness.

PA 550 COMPARATIVE PUBLIC ADMIN

FALL ONLY/ALL YEARS

3 credit hours

Administrative structures and processes of industrialized and developing areas of world. Distribution of government services in the various bureaucratic organizations.

PA 560 LEADERSHIP AND SOCIAL RESPONSIBILITY OF ORGANIZATIONS

SPRING ONLY/ALL YEARS

3 credit hours

An examination of the meaning of business ethics and its significance in business decision making. By thoughtful analysis of the moral issues raised by business practices, graduate students will raise their comprehension of the moral decisions of business. Students will apply ethical theories and concepts to social issues. In addition, students will gain practice during examinations and interpretations of positions taken by various stakeholder groups affected by business and vice-versa.

PA 561 PUBLIC PLANNING

SPRING ONLY/ALL YEARS

3 credit hours

This course deals with methods of social, economic, and physical planning. The concept of planning is approached from the theoretical, methodological and philosophical perspectives. It focuses on problem analysis to the final stages of program implementation and evaluation.

PA 565 PUBLIC CONTR&PROCUREMENT POLICY& PRACTICES

FALL ONLY/ALL YEARS

3 credit hours

An examination of the legal and regulatory framework governing public contracting within the dimensions of past and present national and local objectives. A particular emphasis is placed on its contribution to government efficiency and effectiveness

PA 570A SPECIAL TOPICS IN PUBLIC PERSONNEL ADMINISTRATION - POLICY

FALL/SPRING/ALL YEARS

3 credit hours

a) Policy Current problems and issues in the management of government programs are explored through: The changing character of public personnel management as affected by citizen participation and representation, community action groups, minority employment, diversity, technology, global issues, merit system administration, economics, constitutional rights, environmental concerns, upward mobility, development crises and problems, labor-management relations, public interest advocacy, decentralization and devaluation of administrative activities, and management information systems.

PA 570B SPECIAL TOPICS IN PUBLIC PERSONNEL ADMINISTRATION- CURRENT RELEVANT ISSUES

FALL/SPRING/ALL YEARS

3 credit hours

b) Current/Relevant Issues Current problems and issues in the management of government programs are explored through: The changing character of public personnel management as affected by citizen participation and representation, community action groups, minority employment, diversity, technology, global issues, merit system administration, economics, constitutional rights, environmental concerns, upward mobility, development crises and problems, labor-management relations, public interest advocacy, decentralization and devaluation of administrative activities, and management information systems.



PA 570C SPECIAL TOPICS IN PUBLIC PERSONNEL ADMINISTRATION - EMPLOYMENT LAW

FALL/SPRING/ALL YEARS

3 credit hours

c) Employment Law Current problems and issues in the management of government programs are explored through: The changing character of public personnel management as affected by citizen participation and representation, community action groups, minority employment, diversity, technology, global issues, merit system administration, economics, constitutional rights, environmental concerns, upward mobility, development crises and problems, labor-management relations, public interest advocacy, decentralization and devaluation of administrative activities, and management information systems.

PA 570D SPECIAL TOPICS IN PUBLIC PERSONNEL ADMINISTRATION - ORGANIZATIONS

FALL/SPRING/ALL YEARS

3 credit hours

d) Organizations Current problems and issues in the management of government programs are explored through: The changing character of public personnel management as affected by citizen participation and representation, community action groups, minority employment, diversity, technology, global issues, merit system administration, economics, constitutional rights, environmental concerns, upward mobility, development crises and problems, labor-management relations, public interest advocacy, decentralization and devaluation of administrative activities, and management information systems.

PA 570E SPECIAL TOPICS IN PUBLIC PERSONNEL ADMINISTRATION - SYSTEMS

FALL/SPRING/ALL YEARS

3 credit hours

e) Systems Current problems and issues in the management of government programs are explored through: The changing character of public personnel management as affected by citizen participation and representation, community action groups, minority employment, diversity, technology, global issues, merit system administration, economics, constitutional rights, environmental concerns, upward mobility, development crises and problems, labor-management relations, public interest advocacy, decentralization and devaluation of administrative activities, and management information systems.

PA 590 SPECIAL PROJECTS IN PUBLIC ADMINISTRATION

FALL ONLY/FALL ONLY

3 credit hours

In-depth study relating to a special interest of the student in some aspect of Public Administration. A formal scholarly paper is required.

PA 598 INTERNSHIP: PUBLIC ADMINISTRATION

FALL/SPRING/ALL YEARS

3 credit hours

This course provides qualified students with the opportunity to gain experience in public administration. Students are placed in government agencies and related organizations and work under the supervision of a management official. Students must consult with the Internship Coordinator prior to enrolling. This course is required for all pre-service students.



PA 692 PRACTICUM

FALL/SPRING/ALL YEARS

3 credit hours

The Capstone course is the culminating experience that incorporates applied research and real-world application in the field under the guidance of a major professor. The Capstone will also serve as the MPA Qualifying Exam. This course may only be taken in the student's graduating semester. Prerequisite: Consent of MPA Chair.

PA 695 THESIS

FALL/SPRING/ALL YEARS

6 credit hours

Thesis provides an opportunity for students to complete a scholarly research project under the supervision of a thesis committee, comprised of a program faculty chairperson and at least two additional members. Students are required to have their thesis proposal approved by their committee prior to enrolling in PA695. Prerequisite: Consent of Advisor.