

PUBLIC ADMINISTRATION (PUA) - Course Descriptions

PUA 500. INTRODUCTION TO PUBLIC ADMINISTRATION AND PUBLIC AFFAIRS.

An introductory survey of the major concepts and theoretical perspectives in the field of public administration as well as the basic vocabulary. Students will also be initiated to an understanding of the interaction between political and bureaucratic processes, and their impact on policy choices and results. Note: PUA 500 and 524 may be taken concurrently. *3 credits- core*

PUA 520. ADMINISTRATIVE THEORIES AND PRACTICES. The theories, tools, techniques, and systems useful in the management process. Each student will present a managerial problem as a case for discussion. (Also listed as BUS 520). *3 credits- core*

PUA 521. PUBLIC PROGRAM SEMINAR. Case studies of the application of administrative processes to a major public problem. Students in the course are expected to produce substantial research papers on selected public problems. Prerequisites: ECO 221 and 222 and PUA 500. *3 credits- core*

PUA 523. RECENT DEVELOPMENTS IN PUBLIC ADMINISTRATION. Identifies and traces major trends in selected areas including the study of public administration, the professionalization of public administration, administrative organization and reorganization, intergovernmental developments during the last two decades. Prerequisite: PUA 500. *3 credits- elective*

PUA 524. COMPARATIVE ADMINISTRATION. *An overview of major trends and emphasis in comparative public administration. Major topics are: theoretical approaches, bureaucracy as a model for comparison, administration in developed and developing nations. Note: PUA 500 and 524 may be taken concurrently. Prerequisite: PUA 500. 3 credits- elective*

PUA 526. QUANTITATIVE METHODS FOR PUBLIC ADMINISTRATION. *Aimed at students and practitioners in public administration who are interested in how research methodologies and statistical techniques are relevant to social and political problems administrators will face in public agencies. It will also demonstrate the application of the knowledge of policy and administrative situations by illustrated examples, exercises, writing research reports, gathering, calculating, interpreting and analyzing statistical materials. Prerequisite: General Statistical Requirement. 3 credits-core*

PUA 527. ADMINISTRATIVE LAW. *Aimed at providing an understanding of the law concerning the powers and procedures of administrative action. Although federal agency law and procedures will be covered, attention will also be focused on agency procedures and judicial review in the Virgin Islands. 3 credits-core*

PUA 528. LABOR/MANAGEMENT RELATIONS. *Covers the general applicable concepts in the evolving field of public labor-management relations, recent developments in public employee relations, review of pertinent federal, state and local*

laws and court decisions, the art of labor negotiations and handling of public employee grievances; comparisons of labor relations in the private and public sectors. 3 credits- elective

PUA 531. GROUP PROCESSES AND LEADERSHIP. *Small and large group processes, including role theory, communication techniques, types of leadership, aspects of decision-making, group maintenance and development as ongoing functions of group dynamics. (Also listed as BUS 531). 3 credits- core*

PUA 532. GOVERNMENT, BUSINESS AND SOCIETY. *An analysis of the major issues with important ramifications for public and private administrators, such as environmental concern, equal opportunity requirements, unionism and collective bargaining, white collar crime, and ethics in government and business. (Also listed as BUS 532). 3 credits- elective*

PUA 533. PERSONNEL ADMINISTRATION. *A comprehensive review of the principles and practices of personnel administration. The course will cover the legal, professional and ethical standards of public and private personnel systems including: selection, motivation, labor relations, labor law, equal employment opportunity, merit systems and job performance evaluation. Students will learn the basic elements of job training classification, job enrichment and development, testing, human relations, disciplinary matters, and contract negotiation on the rights and duties of employees and managers. (Also listed as BUS 533). 3 credits- core*

PUA 534. BUDGET MANAGEMENT. *Covers all major aspects of budgeting: the public budget cycle and process; income and revenue, projection of receipts and expenditures; budget systems, objectives, outcomes, programs, activities and the line item budget. Emphasis will be on the role of the budget as the central tool of management planning, execution and control of public programs. Students will learn how to prepare a budget, balance accounts, control federal funds and other special funds. In addition, budget approval, administration and control will be examined. 3 credits- core*

PUA 535. PUBLIC PROGRAM PLANNING. *The design and management of governmental administrative systems. Special attention is given to systems theory, methods of systems analysis, communications, management controls and methods of program evaluation. 3 credits- elective*

PUA 536. SELECTED TOPICS IN PUBLIC ADMINISTRATION. *Includes areas of special and current interest in public administration. Individual topics will be announced at the beginning of each semester. Prerequisite: PUA 500. 3 credits- elective*

PUA 600. THESIS. *A comprehensive written research project in the field of the student's concentration, planned and executed under the guidance of a thesis committee and subject to its approval. Before credit is granted, the student must successfully orally defend the thesis before a review committee. Prerequisites: 15 graduate credits including PUA 500 and 526. 3 credits- elective*