

## UNDERGRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION AND PUBLIC POLICY

The Undergraduate Certificate in Public Administration and Public Policy provides students with a solid background in government, the policy-making process, and public administration. To earn the Certificate, students must hold a high school diploma or GED and complete four courses, for a total of sixteen credits.

### PUBLIC ADMINISTRATION (4 credits)

**Code: PADM20100**

This course will examine the growth, structure, role, and methods of local and federal bureaucracies and their impact on American government and society. It will introduce students to the subject of bureaucracy in American government and will survey the major areas of study in Public Administration, including the context of public administration, the meaning of federalism, and intergovernmental relations. In addition, the course will address organizational theory and behavior, decision-making, leadership, policy implementation, budgeting, personnel management, performance management, legal and regulatory constraints, ethics and accountability. Students will become knowledgeable about the roles and functions of public agencies and will acquire a grasp of current issues and controversies concerning public bureaucracies and public policy.

#### **Sections:**

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 1, 2010	Mondays	6:15pm-9:35pm	Murphy Institute: 25 West 43rd Street, 19th Floor

Class ends Monday, May 24

### GOVERNMENT, POLITICS AND THE POLICY-MAKING PROCESS (4 credits)

**Code: PADM21100**

This course will explore the policy-making process in a range of public institutions and will introduce students to the approaches, methods, tools, and techniques of decision making. The role of conventional political institutions as well as alternatives to conventional politics will be studied. In the process, students will identify official as well as unofficial political actors, including those in the executive, legislative, and judiciary branches of government; social and political activists; the media; and the public. Finally, the course will examine several models of the policy-making process.

#### **Sections:**

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 2, 2010	Tuesdays	6:15pm-9:35pm	Murphy Institute: 25 West 43rd Street, 19th Floor

Class ends Tuesday, May 25

**PUBLIC ISSUES AND PUBLIC POLICY** (4 credits)

**Code: PADM22100**

This course will provide an overview of the major problems facing American cities and will examine the federal, state, and local policies that address urban poverty and inequality. Students will explore a range of economic and social policies, including taxation, minimum wage, social security, immigration, education, the environment, crime, social welfare, discrimination, and civil rights. Students will also examine the political and intellectual debates over policy initiatives to regulate social and private life. Finally, students will discuss pluralist and elitist perspectives on public policy and policy debate. Readings will include diverse and sometimes clashing points of view and will often emphasize developments in New York City.

**Sections:**

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 3, 2010	Wednesdays	6:15pm-9:35pm	DCAS: 2 Washington Street, Room TBD

Class ends Wednesday, May 19

**RESEARCH SEMINAR ON PUBLIC POLICY** (4 credits)

**Code: PADM23100**

This course is a seminar in public policy analysis, including full class sessions as well as supervised independent research. The seminar will focus on a single topic, such as health care, housing, or criminal justice, which will change each semester. Using a task force model, students will survey the literature in the topic under consideration and work in teams to work on particular aspects of the social problem and policy. The task for each team is to identify, analyze and evaluate an existing policy or set of policies related to the selected topic. Students will develop criteria for evaluation and assemble data to support an argument concerning the viability and effectiveness of policies under examination. The goal for each task force is to recommend modifications or alternatives to existing policy that effectively address the needs and concerns of various constituencies and interest groups in the decision-making process. During the term, task force groups will make oral presentations, based on their research. Each group will present a final report that incorporates policy analysis and policy recommendations. In preparation for the task-force project, the seminar will provide an overview of the topic under examination and will review methodologies for policy analysis.

**Sections:**

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Jan. 28, 2010	Thursdays	6:15pm-9:35pm	Murphy Institute: 25 West 43rd Street, 19th Floor

Class ends Thursday, May 20



## ADVANCED CERTIFICATE IN PUBLIC ADMINISTRATION AND PUBLIC POLICY, LEVEL 1

The Advanced Certificate in Public Administration and Public Policy, Level 1 will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. To earn the Certificate, students must hold a bachelor's degree and complete four out of five courses, for a total of twelve credits.

### PUBLIC ADMINISTRATION (3 credits)

Code: PADM60100

Designed for students with a basic knowledge of public administration, this course will examine critical issues confronting government and public administration. Readings and discussions will cover a broad range of topics and will include comparisons of public and private bureaucracies as well as proposals for "reinventing" government. Students will analyze theoretical questions of public administration and will address the real-world experience of public sector employees, both managers and staff. Students will evaluate academic literature on current and future trends in public-sector labor relations, including material on performance management and the *Government Performance Results Act* as well as "post-bureaucratic" models of the public-sector workplace. In this process, students will examine such key managerial issues as evaluation of employee performance, motivation of employees, organizational justice, diversity management, training and staff-development, union-management relations, and collective bargaining. The course will conclude with a participatory workshop on managing in the public sector, in which students will draw on both their practical experience and the scholarly literature discussed in the course.

Sections:

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 3, 2010	Wednesdays	6:15pm-8:45pm	Murphy Institute: 25 West 43rd Street, 19th Floor

Class ends Wednesday, May 19

### SOCIAL AND ECONOMIC POLICY IN THE UNITED STATES (3 credits)

Code: PADM61100

This course will explore the economic and political aspects of critical social issues, discussing a range of policies and policy alternatives that address these issues at both the national and local levels. To provide a framework for these discussions, we examine the relationship between government, the economy, and the variety of policy approaches historically employed to address social issues. Students in the course will focus on specific urban issues such as poverty, welfare, housing, health-care, public education, and urban

crime. The course will conclude with an analysis of the public-sector labor force and the future of municipal unions. While the main focus of this course is on municipal issues and policies, students will examine both federal and local policies for economic growth, seeking to understand the relationships between national and local economic policy.

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 2, 2010	Tuesdays	6:15pm-8:45pm	Murphy Institute: 25 West 43rd Street, 19th Floor

Class ends Tuesday, May 25

### POLICY ANALYSIS (3 credits)

**Code: PADM62100**

This course will introduce students to theories and techniques of policy analysis and will help them acquire the basic skills necessary to do analytic work. The course will begin by defining policy analysis and the various social models that underlie differing analytic and evaluative frameworks. It will examine the institutions, interests, and forces that shape policy debate and affect "delivery" of policy initiatives. Students will explore several models of analysis and consider their limits as well as their strengths. They will explore the role of government in implementing public policy and allocating resources. In that process, students will address a key question: How do the interests of social groups combine with access to the political process to determine who gets what and when? Finally, students will examine case studies of public-policy analysis in three selected areas of study.

**Sections:**

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Feb. 1, 2010	Mondays	6:15pm-8:45pm	Murphy Institute: 25 West 43rd Street, 19th Floor

Class ends Monday, May 24

### RESEARCH METHODS SEMINAR (3 credits)

**Code: PADM65100**

This course examines research methods used to produce accurate data on a range of important public policy and public administration issues. Students will learn the importance of formulating research questions and how to frame them, the range of methodologies that can be employed and why and when to use them, and the tools of research methodology and how to utilize them. They will also learn how to analyze data in order to produce research reports in which conclusions are supported by reliable data. In this seminar, students will discuss the theoretical and operational issues critical to doing research and will develop tools and techniques for conducting both quantitative and qualitative research. Students will critique and evaluate specific research studies and will make presentations, posing questions for group discussion. Finally, students will develop an operational familiarity with computer-based programs for statistics and data analysis. Several class sessions will be scheduled in a computer lab for SPSS training.

<u>Start Date</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Jan.28, 2010	Thursdays	6:15pm-8:45pm	DCAS: 2 Washington Street, Room TBD

Class ends Thursday, May 20