

DEPARTMENT OF PUBLIC POLICY AND ADMINISTRATION

Business and Public Administration (bpa) (<https://catalog.csub.edu/general-information/csub-information/school-business-public-administration/>)

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<https://www.csub.edu/bpa/public-policy-and-administration> (<https://www.csub.edu/bpa/public-policy-and-administration/>)

Values, Mission, and Goal

Public Service Values

Accountability (Ethical and democratic values)
Effectiveness (Professional value)
Honesty (Ethical value)
Lawfulness (Democratic value)
Social justice (Human value)

PPA Mission Statement

The Department of Public Policy and Administration at California State University Bakersfield will foster and improve critical thinking, communication, leadership, management, and ethical reasoning for present and future managers in government, nonprofit, and health care organizations within the San Joaquin Valley. The critical skills learned from this curriculum will ensure that managers in the government, nonprofit, and health care sectors exercise governance in an inclusive and socially responsible manner.

Strategic Goals

1. The purpose of the PPA programs is to prepare competent, ethical and effective public, nonprofit, and health care managers and leaders to advance the public service.
2. Consistent with, and in addition to, established university academic performance and student conduct standards for undergraduates, those admitted, retained, and awarded degrees must possess and demonstrate academic and professional integrity in all activities to inspire public confidence and trust in public service. Students and applicants who violate academic integrity or professional ethical standards of behavior will be subject to the academic integrity procedures of the university. Such actions are, of course, subject to university review and appeal.
3. Undergraduate students without experience in public service or administration are required to complete a service-learning requirement.

Learning Outcomes

The learning outcomes of the BA can be found at <https://maindata.csub.edu/media/33736/download?inline>.

About Our Alumni

Our alumni serve in a variety of prestigious capacities, both locally and nationally. They include past and present county administrative officers

(CAO's); chief executive officers (CEO's) of hospitals, retirement centers, mass transit systems, and special economic development zones; CEO's of nonprofit organizations; policy specialists for elected officials at the national and local levels; presidents of private industry; presidents of state-wide professional associations; as well as elected public servants at the local and state levels. Other alumni enjoy professional careers in city management, special districts, social work organizations, criminal justice organizations (law enforcement and prison management), fire and public safety, and in the rapidly growing health care professions.

Public Administration majors must obtain advising before registering for classes. For information or an appointment with the Undergraduate Program Advisor, please contact Professor R. Steven Daniels (661) 654-2318 (BDC 116A) or BPA Student Services (661) 654-2326 (BDC 123A).

Courses

HCA 4250 U.S. Health Care System: Then and Now (3)

This course explores the development of the U.S. health care system in the social, economic, and political contexts. Students interested in careers in health care are encouraged to develop a frame of reference, which is provided through this introductory course.

Requisite(s): Prerequisite: sophomore standing or higher.

Typically Offered: Fall Odd Year

HCA 4260 Marketing in Health and Human Services (3)

This course focuses on aligning health and human services offerings with the demands of markets and the development of an organizational brand, in order to maximize consumer value and organizational competitive advantage. Explored are differences in services and product marketing, market analysis, and marketing strategies.

Requisite(s): Prerequisite: sophomore standing or higher.

Typically Offered: Fall Odd Year

HCA 4860 Internship in Health Care Administration (1-3)

Students are assigned to various agencies and work under joint supervision of supervisors and the course instructor. Prerequisites: permission of instructor. Department determines application and number of units. Offered on a credit, no-credit basis only. May be repeated up to a maximum of 3 units.

Repeatable for Credit: Yes, up to 3 units

Typically Offered: Fall, Spring, Summer

HCA 5050 Manage and Finance - The Delivery of Health Care (3)

This course explores the history, current impact and implications for the future of managed care from the management and patient perspectives. Course participants will have the opportunity to explore and discuss the dilemmas specific to a managed care environment and the roots of the transformation and the various challenges presented by the stages and the models for the financing and delivery of care.

Typically Offered: Spring

HCA 5140 History and Context U.S. Health Care (3)

This course is an in-depth exploration of the health care delivery system of the United States and the contemporary challenges to that system in delivering health care services. The purpose of the course is to foster a conceptual and contextual understanding of the system to prepare students for careers and the manager/administrator for active, reflective participation in the delivery of health care services

HCA 5260 Marketing in Health and Human Service (3)

This course focuses on aligning health and human services offerings with the demands of markets, in order to maximize customer / client value and organizational competitive advantage. Course components include: the nature of marketing function; differences in services and product markets and marketing; market analysis; elements of the tactical marketing mix; and marketing strategies.

HCA 5360 CQI in Health, Human Services, and Nonprofits (3)

This course introduces the student to quality initiatives and the specific concepts of organizational leadership and behavior, strategic management, workflow management, statistical process control, analytic techniques, and research strategies applicable to the quality improvement process. This course satisfies the PPA Department Applied Learning requirement through service learning.

Typically Offered: Spring

HCA 5770 Selected Topics in HCA (3)

In-depth study of selected topic or topics not covered in regular courses. Topics vary each term; prerequisites announced for each topic. May be repeated for credit with different topics up to a maximum of 6 units.

Repeatable for Credit: Yes, up to 6 units

HCA 6030 Research Methods in Administration (3)

The course examines quantitative and qualitative research design in public administration and health care management. Topics include selecting research topics, defining research questions, quantitative research design, qualitative research design, development of a literature review, measurement, and analysis. Students must develop a research proposal as the key work product of the class. Prerequisite: Classified standing.

Requisite(s): Classified standing.

HCA 6180 Health Policy & Policy Research (3)

This course addresses health policy issues from the public policymaking process perspectives. Explored are the stakeholders, policy networks, and policy impacts—including Medicaid, Medicare, S-CHIPs, and the PPACA. Types of policy research are introduced with a focus on the methods used, argumentation, and the stage of program evaluation.

Typically Offered: Spring

HCA 6610 Strategic Management in Health Care and Human Service (3)

This course explores the three components of strategic management: strategic thinking, strategic planning, and managing the strategic momentum. Activities are focused on student team assignments with community stakeholders and satisfies the PPA Department Applied Learning requirement through service learning. Prerequisite: Classified standing.

Requisite(s): Classified standing.

HCA 6620 Legal & Ethical Issues in Health Care (3)

This graduate seminar examines the legal and ethical issues that confront managers and administrators in health care and human service organizations. Explored will be the social, cultural, legal, economic and organizational values, paradoxes and dilemmas of our society and the laws, regulations, codes, standards and theories constructed to deal with these issues. Prerequisite: Classified standing.

Requisite(s): Classified standing.

Typically Offered: Spring

HCA 6850 Individual Graduate Study (1-3)

Supervised investigation of an approved project leading to a written report. Project selected in conference with instructor in the area of major interest; regular meetings to be arranged with instructor. Department determines application and number of units. May be repeated for credit up to a maximum of 3 units.

Repeatable for Credit: Yes, up to 3 units

HCA 6860 Internship (1-3)

An internship experience is required for all students that have not had supervisory level experience in the U.S. health care setting. Requirements of the course include at least 200 hours of supervised management level experience and leadership of an assigned project. This course is graded credit/no credit. May be repeated up to a maximum of 6 units.

Repeatable for Credit: Yes, up to 6 units

HCA 6980 Applied Research Project (3)

Candidates for the MSHCA degree must complete an applied research project in accordance with Title V of the California Administrative Code of Regulations. The purpose of this activity is to demonstrate competency acquired in the graduate program. This includes mastery of knowledge in the discipline and in the ability to use theory and method in the preparation of an applied research project. Prerequisites: HCA 5360; and Prerequisite or Corequisite: HCA 6030. Classified standing.

Requisite(s): Prerequisites: PPA 5360 or HCA 5360; and corequisite or prerequisite HCA 6030.

PPA 2000 Introduction to Public Service Professions (3)

This elective course introduces public service professions and serves as a foundation for students considering entry-level careers in the government, nonprofit and health care sectors. It is intended for students exploring the BAPA Major, Minor or Public Administration Concentration in Business.

Typically Offered: Fall, Spring

PPA 2008 American Government & Public Administration (3) 🇺🇸

This course examines the field of public administration. Topics include government and politics, intergovernmental relations, bureaucracy, financial management, and policy making and implementation. Prerequisite: GE A3. Satisfies general education requirement Area U.S. and California government portion of the American Institutions.

Requisite(s): Prerequisite: completion of GE A3

General Education Attribute(s): American Institutions-Govt, American Institutions-Govt, American Institutions-Govt, American Institutions-Govt, California State and Local Government, United States Constitution

Typically Offered: Fall, Spring

PPA 3000 Public Management & Leadership (3)

Introduces basic principles of responsible leadership, effective management, organizational change in public, nonprofit and health care management settings. Includes social science issues in: authority, motivation, organization behavior and leadership styles.

PPA 3408 Policy Networks (3) 🦋

This course is an introduction to the policy-making process. It examines the stages in the policy process (like agenda setting, policy adoption, policy implementation, etc.). The course also examines policy areas including economic policy, energy and environmental policy, crime and criminal justice, and welfare policy. Prerequisites: At least 45 units and completion of LD Area D. Satisfies general education upper division Area UDD and Theme S: Sustainability and Justice.

Requisite(s): Prerequisites: At least 45 units and completion of LD Area D.

General Education Attribute(s): Theme S: Sustainability & Just, Upper Division D

Typically Offered: Fall, Spring

PPA 4010 Analytical Methods in Administration (3)

This seminar provides an introduction to applied research for decision-making in government, health care and nonprofit agencies. The course covers experimental, quasi-experimental and non-experimental research designs, measurement, data collection, analysis, evaluation, and communication of findings. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

Typically Offered: Fall, Spring

PPA 4038 The Public Policy-Making Process (3) 🦋

This course examines major policy areas and public policy-making processes (including problem definition, agenda setting, policy formulation, legitimization, implementation, and evaluation) at the federal, state, and local levels. Prerequisite: Junior or higher and completion of GE A2. Satisfies the Graduate Writing Assessment Requirement.

Requisite(s): Prerequisite: Junior or higher and completion of A2.

General Education Attribute(s): Graduation Writing Assessment Requirement

Typically Offered: Fall, Spring

PPA 4190 Aging Services Administration (3)

This course focuses on the administration of aging services. It also surveys related policies at the national, state and local levels. There is special emphasis on services present in Kern County. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

PPA 4500 Contract Management (3)

This undergraduate course examines the principles, practices, and issues of contract management within government, nonprofit, health care and business organizations. The primary theme is a comprehensive review of the fundamentals of creating and managing the contract life cycle of small to large transactions. Students develop practical competencies in using contract management planning, development, implementation, monitoring, and close-out guidelines, as well as techniques relating to critical thinking, problem solving, and decision making. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

PPA 4620 Introduction to Emergency Management (3)

This course examines the issues surrounding emergency management. We will explore the four phases of emergency management (mitigation, preparedness, response, and recovery), the organization of emergency management, and the politics of emergency management. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

PPA 4650 The Principles and Practices of Supervision (3)

This course is structured to assist class members in better understanding the major themes, issues, and dynamics of the principles, methods, and policies that govern and impact executive level supervision strategies in the fields of public administration and health care management.

Requisite(s): Prerequisite: sophomore standing or higher.

PPA 4660 Public Human Resource Administration (3)

This course covers the full human resources life cycle as well as state and federal employment laws, and HR in union and non-union settings. Current HR trends, models, and methods are highlighted. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

Typically Offered: Spring

PPA 4680 Budgeting in Public Organizations (3)

This course provides students with basic concepts and practical experience of public budgeting in the United States. Budget issues at the federal, state, and local levels and in other public organizations will be presented. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

PPA 4690 Urban Planning & Public Policy (3)

This course introduces the student to the theory and practice of urban planning within the structure, functions, and demands of contemporary communities. Topics include the context, function, and legal aspects of land use controls, construction codes, mass transit, urban renewal, model cities, new towns, and related aspects of policy and programs implementation. Prerequisite: sophomore standing or higher.

Requisite(s): Prerequisite: sophomore standing or higher.

Repeatable for Credit: Yes, up to 5 units

PPA 4770 Selected Topics in Public Policy and Administration (3)

In-depth study of select topics not covered in regular courses. Topics vary each term; prerequisites announced for each topic. Prerequisite: sophomore standing or higher. Conducted as a seminar. May be repeated for credit with different topics up to a maximum of 20 units

Requisite(s): Prerequisite: sophomore standing or higher.

Repeatable for Credit: Yes, up to 20 units

PPA 4850 Individual Study (3)

Individual supervised projects or directed reading projects for students qualified to carry on independent work. Three units may be used to satisfy elective degree requirements. Note: To count for graduate elective credit and maintain graduate course standards, students must register for PPA 6850. Prerequisite: permission of instructor and department chair. Sophomore standing or higher. May be repeated for credit with different topics up to a maximum of 20 units.

Requisite(s): Prerequisite: sophomore standing or higher.

Repeatable for Credit: Yes, up to 20 units

Typically Offered: Fall, Spring

PPA 4860 Internship in Public Administration (1-3)

Students are assigned an internship site for supervised work on an assigned project. Completion of the course involves a formal evaluation by the host organization's sponsor. This course is graded credit/no credit and does not satisfy the requirements for an elective. Department determines application and number of units. Offered on a credit, no-credit basis only. May be repeated with different topics up to a maximum of 15 units.

Requisite(s): Prerequisite: sophomore standing or higher.

Repeatable for Credit: Yes, up to 15 units

Typically Offered: Fall, Spring

PPA 4908 Senior Seminar in Public Administration (3) 🇺🇸

This course examines the structure and environment of modern public bureaucracy and key administrative processes. Prerequisite: At least 90 units, completion of JYDR, PPA 2008, PPA 3000, PPA 4660 (or MGMT 3100), and PPA 4680. Satisfies general education requirement Senior Capstone.

Requisite(s): Prerequisite: At least 90 units, completion of JYDR; and PPA 2008, PPA 3000, PPA 4660 (or MGMT 3100), and PPA 4680.

General Education Attribute(s): Capstone

Typically Offered: Spring

PPA 5000 Survey of Public Administration (3)

This course examines the fundamental areas of public administration. A deep analysis is made of the essential theories, principles, structures, practices, and trends that affect American public service. This course may be taken as a senior elective with department approval.

Typically Offered: Fall, Spring

PPA 5020 Program Evaluation (3)

This course organizes students to evaluate government programs. This form of research provides knowledge of services, identifies the consequences of service interventions, and contributes information for policy decisions. Designated service-learning course. Prerequisite: PPA 4010 (grade of B or higher).

Requisite(s): Prerequisites: Completion of PPA 4010 with a grade of B or higher.

Typically Offered: Fall, Spring

PPA 5190 Management in Non-Profit Organization (3)

This elective seminar focuses on distinctive features of managing and governing nonprofit organizations. Drawing on current theories, concepts and real-world examples, this course helps students develop a comprehensive understanding of nonprofit management, and thus become effective organizational leaders and managers.

Typically Offered: Spring

PPA 5200 Fundamentals of Grant Writing (3)

Topics in this elective course include researching funding sources, developing a case for funding, identifying assessment strategies, and writing a grant proposal. Students will learn about grants in the context of wider fundraising strategies that support an organization's mission.

Typically Offered: Fall, Spring

PPA 5240 State, Local & Intergovernmental Management (3)

This seminar emphasizes state, local, and intergovernmental administration in the context of our constitutional and policy system. The course will examine how America's complex multi-layered government is coping with various policy issues like for example in the economic, environmental, and homeland security domains.

Repeatable for Credit: Yes, up to 6 units

Typically Offered: Spring

PPA 5300 Administration in Multicultural Settings (3)

This elective course explores effective management in multicultural contexts. The course examines what it means to be an inclusive and respectful public manager within the framework of the program's Public Service Values. The course will also examine organizational change strategies that align with such inclusive public management

PPA 5400 Leadership (3)

This course explores a range of leadership theories and practices. Leadership is a process of social influence in which one person can enlist the support of others to accomplish a common task. Topics include leadership self-assessment and development.

Typically Offered: Summer

PPA 5500 Contract Management (3)

This course examines the principles and practices of contract management within public organizations. It offers a comprehensive review of the fundamentals of creating and managing the contract life cycle. Students develop practical competencies in using contract management planning, development, implementation, monitoring, and close-out guidelines, as well as techniques relating to critical thinking, problem solving, and decision making.

PPA 5620 Emergency Management (3)

This elective seminar focuses on the field of emergency management and its interface with homeland security. The course surveys public and private sector responses to emergencies, disasters, and terrorism. The course will conclude with an emergency management/homeland security simulation.

PPA 5710 Seminar in Administration of Justice (3)

This elective seminar emphasizes research and field investigations of current justice administrative and policy problems, which cut across the total system. Topics may vary each term.

PPA 5770 Selected Topics in PPA (3)

In-depth study of selected topic or topics not covered in regular courses. Topics vary each term; prerequisites announced for each topic. May be repeated for credit with different topics up to a maximum of 9 units.

Repeatable for Credit: Yes, up to 9 units

PPA 6100 Public Human Resources Administration (3)

This course provides an in-depth study of the personnel and civil service systems in public organizations. Review of the methods of recruitment, promotion, discipline, and termination, as well as collective bargaining and labor relations are explored through case studies, discussion, and simulations. Prerequisite: Classified standing

Requisite(s): Classified standing and PPA 5000

PPA 6110 Public Finance and Budgeting (3)

This graduate seminar provides a survey of current public policies, principles, processes, and issues related to public, nonprofit, and healthcare finance and budgeting. Prerequisite: Classified standing

Requisite(s): Classified standing, PPA 4010 and PPA 5000

PPA 6520 Public Management and Organizational Change (3)

This graduate seminar provides an overview of key organizational theory and behavior theories impacting public, healthcare, and nonprofit organizations. Students will also have an opportunity to explore emerging issues through class discussions and research.

Requisite(s): Classified standing and PPA 5000

PPA 6530 Policy Analysis (3)

This integrating MPA graduate seminar explores qualitative and quantitative policy analysis theories, and decision-making methods. Selected contemporary policy areas such as energy, the environment, criminal justice, welfare, health care, and education are explored.

Prerequisite: Classified standing

Requisite(s): Classified standing and PPA 4010

Typically Offered: Spring

PPA 6770 Selected Topics in Public Policy and Administration (3)

In-depth study of selected topic or topics not covered in regular courses. Topics vary each quarter; prerequisites announced for each topic. Prerequisite: Classified standing. May be repeated for credit with different topics up to a maximum of 15 units.

Requisite(s): Classified standing.

Repeatable for Credit: Yes, up to 15 units

PPA 6850 Individual Graduate Study (1-3)

Supervised investigation of an approved project leading to a written report. Project is selected in consultation with an instructor in the area of major interest; regular meetings to be arranged with instructor. Needs Program Director's approval. Prerequisite: Classified standing. May be repeated for credit up to a maximum of 20 units

Requisite(s): Classified standing.

Repeatable for Credit: Yes, up to 20 units

Typically Offered: Fall, Spring

PPA 6860 Internship (1-3)

Internship experience is required for all students that are considered pre-service. Students are typically expected to complete 200 hours of supervised work on an assigned project. Completion of the course involves a formal evaluation by the host organization's sponsor. This course is graded credit/no credit and does not satisfy the requirements for an elective. Prerequisite: Classified standing. May be repeated up to a maximum of 15 units

Requisite(s): Classified standing.

Repeatable for Credit: Yes, up to 15 units

Typically Offered: Fall, Spring

PPA 6980 Master's Paper (3)

In this culminating experience class, students will complete an applied research paper. Students must demonstrate mastery of knowledge in the discipline and be able to integrate theories and methods learned in their MPA coursework. Students will take either this class or PPA 6990. Prerequisites: Advancing to candidacy and approval by the MPA Director. May be repeated for credit up to a maximum of 9 units.

Requisite(s): Prerequisites: Advancing to candidacy and approval by the MPA Director.

Repeatable for Credit: Yes, up to 9 units

Typically Offered: Fall, Spring

PPA 6990 Capstone Project (3)

In this culminating experience class, students will integrate and apply the knowledge they gained throughout their MPA course of study through a case study analysis. Cases present multi-dimensional organizational issues. Students' analysis should be guided by the MPA program's Public Service Values. This course is taken in the last semester of a student's MPA program. Students will take either this class or PPA 6980. Prerequisites: Advancing to candidacy and approval by the MPA Director. May be repeated for credit up to a maximum of 9 units.

Requisite(s): Prerequisite: Advancing to candidacy and approval by the MPA Director.

Repeatable for Credit: Yes, up to 9 units

PPA 7000 Continuous Enrollment (0)

Graduate students who have completed the majority of their coursework but have not completed their culminating experience or thesis may enroll in this 0-unit course for the purpose of maintaining continuous enrollment. Prerequisite: approval of the Program Coordinator.

Repeatable for Credit: Yes, up to 0 units

Typically Offered: Fall, Spring

Faculty

Faculty: C. Commuri, R. S. Daniels, P. Kraeger, T. Martinez, T. Pallitto, J. Sun, C. Tumilson