**PUBLIC ADMINISTRATION (PUBA)**

**PUBA 401. State and Local Governance. 3 Credits.**
Introduction to local/state public service, including: governmental institutions; ethics and public values; and core functions of administrative governance. Discussions led by MPA faculty with practicing public and nonprofit administrators.

*Gen Ed:* EE - Service Learning.

**Grading status:** Letter grade.

**PUBA 402. Promoting Change through the Nonprofit Sector. 1 Credit.**
Selected students have the opportunity to build on their experience of grant making to learn more about the nonprofit and philanthropic sectors. Students will follow up with the agencies receiving grants from the spring class and ensure completion of the activities required by the agreements through a reporting and site visit process.

**Requisites:** Prerequisite, HBEH 611.

**Grading status:** Pass/Fail.

**PUBA 635. Military Leadership and Public Service. 3 Credits.**
Leadership as taught and demonstrated in the military and how it translates to leadership in public service, including the interrelationship of the military and other public service and the transition of veterans to civilian leadership roles.

**Grading status:** Letter grade

**Same as:** PWAD 635.

**PUBA 709. Public Administration Institutions and Values. 3 Credits.**
This foundation course introduces students to the historical and contemporary social, economic, political, and ethical context of public administration and governance in the United States. Students gain an understanding of public institutions and values and develop skills for interpreting and critically evaluating American public service issues.

**Grading status:** Letter grade.

**PUBA 710. Organization Theory. 3 Credits.**
Provides a conceptual and experiential grounding in theories of management and organizational operation. Students learn how to analyze organizations and their environments from multiple perspectives. Students systematically examine important dimensions of organizational life: what motivates people, how decisions are made, challenges of diversity, conflict, and power dynamics.

**Grading status:** Letter grade.

**PUBA 711. Public Service Leadership. 3 Credits.**
Students learn about their leadership style and values, as well as strengths and weaknesses, with regard to public leadership at the personal, interpersonal, organizational, and community levels. Readings, assignments, and class activities focus on developing knowledge and skills necessary to lead successfully in public service settings.

**Grading status:** Letter grade.

**PUBA 719. Public Administration Analysis and Evaluation I. 3 Credits.**
First course in a two-course sequence introducing students to applied research design, data collection, data management, data analysis, and analytical reporting to allow them to conduct original research, be informed consumers of other research, and ultimately improve public program planning and evaluation decisions.

**Requisites:** Co-requisite, PUBA 720.

**Grading status:** Letter grade.

**PUBA 720. Public Administration Analysis and Evaluation II. 3 Credits.**
Second course in a two-course sequence introducing students to applied research design, data collection, data management, data analysis, and analytical reporting to allow students to conduct original research, be informed consumers of other research, and ultimately improve public program planning and evaluation decisions.

**Requisites:** Prerequisite, PUBA 719.

**Grading status:** Letter grade

**Same as:** POLI 725.

**PUBA 721. Professional Communications. 3 Credits.**
Prepares students to communicate clearly and effectively as public service leaders, which includes reading, listening, and thinking critically, writing and speaking clearly, concisely, and unambiguously; giving organized and convincing oral presentations; and using appropriate tools and tone in preparing oral and written communications for diverse audiences.

**Grading status:** Letter grade.

**PUBA 722. Federal Policies and Institutions. 3 Credits.**
The motivations of public agency officials, interactions between bureaucracies and other political actors, and alternative strategies to control bureaucratic power and discretion in making, implementing, and evaluating public policies.

**Grading status:** Letter grade

**Same as:** POLI 722.

**PUBA 723. Human Resource Management. 3 Credits.**
Students gain knowledge of the behaviors and practices of human resource management, as well as an overview of diversity and inclusion in public sector workforces. Class learning is both theoretical and experiential.

**Grading status:** Letter grade.

**PUBA 725. Collaborative Governance. 3 Credits.**
Required preparation, minimum of three undergraduate credit hours of American government. Explores contemporary thought on networks and governance and its place in public administration theory and practice. Examines processes and structures, and develops skills relevant to collaborative public management.

**Grading status:** Letter grade.

**PUBA 730. Governmental and Not-for-Profit Accounting and Reporting. 3 Credits.**
Teaches the principles of accounting and financial reporting in governmental and not-for-profit environment. Provides skills for analyzing the financial condition of governments and the efficiency and effectiveness of governmental programs.

**Grading status:** Letter grade.

**PUBA 731. Public Financial Management. 3 Credits.**
Introduces students to the basic principles of public finance and covers the fundamental areas of public financial management, including the operating and capital budgeting processes used to obtain and allocate public resources, the role of public debt, and the issuance of annual financial statements.

**Grading status:** Letter grade.

**PUBA 732. Economics for Public Administrators. 1.5 Credit.**
Develop an understanding of the relationship between government administration and microeconomic outcomes, as well as the effect of macroeconomic events on government budgets and service demands.

**Grading status:** Letter grade.
PUBA 733. Strategic Information Technology Management. 1.5 Credit.
This course provides public managers with the basic knowledge to successfully invest in and manage strategic information technology projects.
Grading status: Letter grade.

PUBA 734. Community Development & Revitalization Techniques. 3 Credits.
Community revitalization requires mastery of community development methods, the real estate development process, and public-private partnerships. Techniques include demographic trend analysis, stakeholder identification, government entitlement review, area and parcel analysis, market research, and pro forma financial analysis.
Grading status: Letter grade
Same as: PLAN 764.

PUBA 735. Community Revitalization Applied. 3 Credits.
Students apply their skills in business, planning, or public administration to actual community revitalization projects in North Carolina communities. Projects require an understanding of community development methods, the real estate development process, and public-private partnerships. Students will manage client relationships and learn how their skills contribute to solving community challenges.
Repeat rules: May be repeated for credit. 3 total credits. 1 total completions.
Grading status: Letter grade
Same as: PLAN 735.

PUBA 736. Advanced Budgeting & Financial Analysis. 1.5 Credit.
The purpose of the course is to assist students with further development of their skills, approaches, and philosophies in the functional areas of public budgeting and financial management. Requires students to analyze case situations in public organizations, identify possible solutions in response to their analysis, and justify final recommendations.
Grading status: Letter grade.

PUBA 737. Public Sector Labor Relations. 3 Credits.
This course explores the dynamics of labor relations in the public sector (local, state, and federal government). Includes an overview of current labor issues and both an arbitration and bargaining scenario. The course is designed for any student who might work in the public sector at any level.
Grading status: Letter grade.

PUBA 738. Managing Local Government Services. 3 Credits.
Students learn about the operations functions of local government. Each class will focus on a single local government department.
Students will understand techniques and tools used to manage local governments effectively, efficiently, and equitably. Students learn the current issues, management trends, and problems associated with each local government department function.
Grading status: Letter grade.

PUBA 739. Intergovernmental Relations. 1.5 Credit.
This course is designed to enhance the practical skills of future public administration practitioners in navigating our complex intergovernmental system and supporting elected officials and others in influencing the outcome of public policy issues, consistent with professional ethics guidance.
Grading status: Letter grade.

PUBA 740. Decision Analysis. 3 Credits.
Course will provide introduction to a process for systematically thinking about decisions and valuable techniques for analyzing decisions.
Students will learn how to construct models for decision making and how to use these models to analyze decisions.
Grading status: Letter grade.

PUBA 741. State Government. 3 Credits.
Course examines the legal, administrative, and organizational framework of state government and its interrelationship with federal and local governments. Topics include legal authorities, federalism, roles and responsibilities of the executive, legislative, and judicial branches, legislative process by which laws are enacted, state budget and revenues, influence of external factors.
Grading status: Letter grade.

PUBA 743. Diversity in Public Administration. 1.5 Credit.
The U.S. public sector workforce is increasingly diverse in race, ethnicity, gender, religion, socioeconomic status, sexual preference, physical and mental abilities, and gender identity. Increased workplace diversity requires a new knowledge base, which this course seeks to impart through thought-provoking readings, in-class exercises, and lively and respectful discussions.
Grading status: Letter grade.

PUBA 744. MPA Immersion. 1.5 Credit.
How do concepts learned in the classroom translate into real-world practice? The Carolina MPA Immersion Experience offers both online and on-campus students the opportunity to make this connection and learn from MPA faculty with expertise in government and non-profit administration. Held at the UNC School of Government, the course allows students and faculty to come together for three days to focus on a relevant topic in the field of public administration.
Repeat rules: May be repeated for credit; may be repeated in the same term for different topics; 1 total credits. 5 total completions.
Grading status: Letter grade.

PUBA 745. Professional Work Experience. 1.5 Credit.
Additionally, students will have to have completed the Professional Work Experience Practicum prior to enrolling in this course. The M.P.A. professional work experience consists of 10 weeks of full-time employment in a public agency or nonprofit organization. This course requires students to demonstrate and extend this learning experience within the context of public service leadership and management.
Requisites: Prerequisites, PUBA 709, PUBA 710, PUBA 719, PUBA 720, PUBA 721, and one additional core course from the following: PUBA 723, PUBA 731, or PUBA 760.
Repeat rules: May be repeated for credit.
Grading status: Letter grade.

PUBA 746. M.P.A. Portfolio. 1.5 Credit.
The purpose of the portfolio is for students to demonstrate and further develop their public service leadership potential through a collection of academic and professional products. Students take this course during their final semester, allowing them to integrate and build upon the core competencies of the program.
Requisites: Prerequisites, PUBA 709, PUBA 710, PUBA 711, PUBA 719, PUBA 720, PUBA 721, PUBA 723, PUBA 731, PUBA 760, and PUBA 745.
Repeat rules: May be repeated for credit.
Grading status: Letter grade.
PUBA 749. Ethical and Effective Public Administration. 1.5 Credit.
The role(s), function(s), and strategy of public administrators in the formulation, adoption, and implementation of public policies. Policy from the perspective of the policy maker; cases exploring the relationship of theories to actual policy processes.
Requisites: Prerequisites, POLI 210, 211, 212, 214, and 226.
Repeat rules: May be repeated for credit.
Grading status: Letter grade.

PUBA 751. City and County Management. 3 Credits.
Nature of city or county manager’s job: expectations of elected body, staff, public and professional peers. Examines contemporary issues in departmental operations that have significant effect on how manager’s performance is perceived.
Grading status: Letter grade.

PUBA 752. Productivity Improvement in Local Government. 3 Credits.
This course will acquaint students with the concept of productivity, its importance in the public sector, principal techniques used to improve productivity in local government, and barriers to productivity improvement initiatives.
Grading status: Letter grade.

PUBA 753. Performance Management in Local Government. 3 Credits.
The purpose of Performance Management in Local Government is to introduce students to how local officials measure the inputs, outputs, and outcomes of service delivery and how they use these performance data for making management and policy decisions. The course also includes how local officials use other types of data to information decision-making, including content analysis, benchmarking, financial condition analysis, and benefit-cost analysis.
Grading status: Letter grade.

PUBA 756. Nonprofit Management. 3 Credits.
Examination of the managerial challenges posed by nonprofit organizations and of techniques and practices used by managers of nonprofit organizations.
Grading status: Letter grade.

PUBA 757. Financial Management of Nonprofit Organizations. 3 Credits.
Provides basic financial skills for leaders of nonprofits, including bookkeeping fundamentals, interpreting financial statements, budgeting, cash management and investment, and legal compliance.
Requisites: Prerequisites, SOWO 517 and 570.
Grading status: Letter grade
Same as: SOWO 885.

PUBA 758. Navigating Nonprofit Local Government. 3 Credits.
This course is designed for graduate students who are seeking professional positions in local government or nonprofits. The overall objectives are to exchange information about issues of mutual concern to both nonprofits and governments.
Grading status: Letter grade.

PUBA 760. Law for Public Administration. 3 Credits.
Introduction to basic law subjects likely to be encountered in public administration. Topics include constitutional foundations, due process and equal protection, and First Amendment rights; property, contracts, employment, torts, criminal law, administrative law, and public ethics laws; and basic legal research, managing litigation, and working with lawyers.
Grading status: Letter grade.

PUBA 761. Local Government Law. 1.5 Credit.
Overview of key legal concepts affecting local government operations. Topics include relation to federal/state governments, legal structures, finance and regulatory powers, plus introduction to the legal system and analysis.
Grading status: Letter grade.

PUBA 762. Administrative Law Development and Applications. 3 Credits.
Addresses legal issues in the exercise of governmental power by federal, state, and local agencies in the United States. Topics include legislative and executive oversight, rule making, adjudication, and judicial review.
Grading status: Letter grade.

PUBA 763. Grant Writing and Evaluation. 1.5 Credit.
Nonprofit leaders and public officials rely on grants to help fund their grand plans. In this course you will learn the process of finding grants, how to prepare a grant proposal, and how to plan for and manage grant funds. This course will address some of the similarities and differences between the funding process from federal/state agencies and private foundations. May not be taken in addition to PUBA 764. On campus MPA students only.
Grading status: Letter grade.

PUBA 764. Grant Writing. 3 Credits.
This course is designed to acquaint students with the grant seeking process for not-for-profit and public sector agencies. Through a review of specific writing techniques, students will practice and learn how to produce proposals that are comprehensive, cogent, and accountable to the objectives of the grantor agency.
Grading status: Letter grade.

PUBA 765. Capital Budgeting and Finance. 1.5 Credit.
Analysis of alternative approaches to planning and administering the budgets and financial operations of public agencies. Extensive use of case materials.
Requisites: Prerequisite, PUBA 214.
Grading status: Letter grade.

PUBA 766. Mediation Skills for Public Organizations. 1.5 Credit.
Workshop-style course focuses on workplace and service provision conflicts to develop mediation skills; is comprised of short lectures, demonstration, and student practice of a mediation model/specific skill sets.
Grading status: Letter grade.

PUBA 769. Facilitation Skills for Public Sector Managers. 1.5 Credit.
Workshop-style course focuses on inter-organization and community settings to develop facilitation skills and is comprised of short lectures, demonstration, and student practice of facilitation strategies.
Grading status: Letter grade.

PUBA 770. Community Economic Development: Strategies and Choices. 3 Credits.
The goal of this course is to acquire a command of the fundamentals of economic development from the community’s perspective. This is done by reading and absorbing the theoretical literature on economic development from the fields of urban politics, planning, sociology, economics, political science, and sociology.
Grading status: Letter grade
Same as: POLI 770.
PUBA 771. Managing Economic Development. 3 Credits.
Emphasizes the practical application and implementation of various approaches to economic development. Students will apply tools/strategies by doing case studies and small group projects based on real-world scenarios faced by local practitioners.
Grading status: Letter grade.

PUBA 777. Technology & Community Engagement. 3 Credits.
This course is about understanding community engagement, about how to get people involved with, invested in, and informed about your organization, and learning how to identify, assess, and propose the tools that will help your organization use community engagement to further its mission.
Grading status: Letter grade.

PUBA 778. Strategic Information Technology Management. 3 Credits.
This course provides public managers with the basic knowledge to successfully manage technology projects and government information. The use of information technology has become an indispensable part of the public sector. Governments now use technology to communicate with citizens, disseminate information, and engage in digital democracy. This course is for oncampus MPA students. Students cannot take PUBA 777 in addition to this course.
Grading status: Letter grade.

PUBA 780. Special Topics in Public Administration. 1-3 Credits.
Seminar in selected areas of public administration. Topics will vary from year to year. May be repeated for credit.
Requisites: Prerequisite, permission of the instructor.
Repeat rules: May be repeated for credit; may be repeated in the same term for different topics.
Grading status: Letter grade.

PUBA 781. Directed Readings in Public Administration. 1-3 Credits.
Directed readings in a special field under the direction of a member of the graduate faculty.
Grading status: Letter grade.

PUBA 787. Applied Environmental Finance: How to Pay for Environmental Services. 3 Credits.
How can governments, communities, organizations, and businesses fund environmental services? This applied course reviews the diverse tools and strategies that environmental service providers use to pay for programs. The course will focus on environmental services related to: drinking water, wastewater, storm-water, watershed protection, energy efficiency, renewable energy, sustainability, and wetlands.
Grading status: Letter grade
Same as: PLAN 787, ENVR 787.

PUBA 900. Research in Public Administration. 1-15 Credits.