Elective Courses in Public Policy and Administration

**PPA 509-Seminar in Strategic Planning for Public Managers (3)**
Introduction to the theories and practice of strategic planning in public organizations. The course is designed to promote an understanding of the theories and approaches to strategic planning and help the student to acquire practical skills involved in strategic planning.

**PPA 510-Urban Environmental Governance (3)**
An examination of the challenges of environmental protection and resource management confronting urban governments. An emphasis is placed on comparative and historical perspectives.

**PPA 512-Urban Executive Management (3)**
Examines problems confronting today’s urban administrator and offers techniques for solving a variety of pressing problems. Subjects include managing in a local government setting issues such as public policy, planning, financial resources, personnel, and labor relations.

**PPA 514-Municipal Law for Administrators (3)**
Examination of major laws and legal issues affecting local government. Basic powers of cities including regulatory (police) powers, corporate (service) powers, taxation, and eminent domain.

**PPA 515-Administrative Report Writing (3)**
Preparation of written documents required of public administrators.

**PPA 517-Analytical Skills Development (3)**
Designed to develop or improve the skills needed to perform analytical work in the public sector. Emphasis is on the methods of analysis and evaluation used in public service organizations. Communication of results will also be covered.

**PPA 518-Microeconomics and Public Policy (3)**
Covers key principles of microeconomics such as supply, demand, and market processes. Provides extensive coverage of topics that concern public section decisions, such as public goods, externalities, welfare analysis, and cost-benefit analysis.

**PPA 521-Microcomputer Management for Public Administrators (3)**
Focuses on the design, development, and management of microcomputer systems and applications in public organizations. Course elements: analysis of critical concepts and issues relating to management of computer systems, and hands-on computer laboratory experience for design, and use of applications.
PPA 522-Automating Government Administration (3)
The use of computers to assist government management. Special emphasis on automation of services. Provides an introductory background in computers and their applications to government systems and files for non-computer specialists.

PPA 523-Urban Information Systems for Public Management (3)
Exposes MPA students to significant information technologies (Internet and GIS) impacting government management. This course will introduce students to the tools and techniques used to construct web pages and their appropriate usage. Students will also be exposed to the design, development, and use of GIS in public organizations.

PPA 524-GIS Management and Applications for Public Managers (3)
Introduces students to the management and applications of Geographic Information Systems (GIS) in the Public Sector. Covers the requirements for designing and managing GIS applications for solving public sector problems. Hands-on use of GIS and analysis of GIS cases.

PPA 525-Nonprofit Management (3)
Examination of principal characteristics, scope, and functional management areas (i.e., governance, fund development, board development, volunteer and staff management, intersectoral relations; budgeting) in American nonprofit organizations, with particular attention to the important roles of nonprofits in the delivery of health and human services.

PPA 533-Race, Inequality, and Public Policy (3)
Examines the multiple sources of ethnic, racial, gender, and class inequalities in the United States and how public policies have attempted to address these issues.

PPA 535-Intergovernmental Relations (3)
Study of the various types of financial and technical assistance to local public and quasi-public agencies; the strategies for locating and obtaining grant programs support; and the development of effective project systems for externally funded projects.

PPA 540-Grants Administration and Management (3)
Study of the various types of financial and technical assistance to local public and quasi-public agencies; the strategies for locating and obtaining grant programs support; and the development of effective project systems for externally funded projects.

PPA 542-Emergency Planning and Management (3)
Planning and management processes and issues involved in large-scale emergencies; the nature of natural and technological risk and emergency, with attention to public sector roles in contingency planning and response.
PPA 546-The Urban Crisis and the Public Administrator (3)
Survey of the history of urbanization, the literature of urban power relations and decision-making, and the dynamics of race relations in the urban environment. Major focus on extensive interface with urban agency representatives.

PPA 547-Local Government Economic Development Processes (3)
Discussion of the nature, goals and processes of locally based economic development programs. Definition of governmental incentives designed to maximize private investment. Explanation of property-related revenues from public and private perspectives.

PPA 550-Urban Transportation Policy and Planning (3)
Examines urban transportation activities and options for future. Analyzes local, state, federal policy; Los Angeles urban transportation development, transit proposals, new policies and activities.

PPA 554-Public Works Facilities and Urban Policy (3)
Provides a study of public infrastructure essential to urban communities. Focus given to water, wastewater, transportation, solid waste, public facilities, and schools.

PPA 560-Public Financial Management (3)
Focuses on financial planning, implementation and management control, financial reporting, and financial analysis used in public service organizations.

PPA 567-Basic Governmental Accounting (3)
Provides an introduction to unique characteristics of governmental accounting. Aspects of recording and reporting of financial transactions in public service organizations. Governmental auditing and financial condition analysis.

PPA 570-Negotiating Dynamics: Strategies and Skills (3)
Examination of negotiating strategies and skills based on tested use of power and psychological principles in negotiations. Different strategies and skills examined for negotiating under varying levels of cooperation and conflict.

PPA 571-Leadership Skills and Strategies in the Public Sector (3)
Leaders in urban governments, community based and non-profit organizations are challenged to move their bureaucracies toward solutions to complex problems. Examines administrative leadership, current approaches to organizational excellence, and their applicability in a variety of administrative settings.
PPA 575-Public Sector Employer-Employee Relations (3)
Analysis of prevailing practice and techniques of collective bargaining and its continuing impact on the economic, political, and organization structure in the public sector.

PPA 581-Government/Community Relations (3)
Investigation of relationship between governments and community based organizations, with particular attention to strategies for diagnosing problems and opportunities and prescribing courses of action in public policy where governments and nonprofits converge.

PPA 590-Special Topics in Public Policy and Administration (3)
An investigation of a special problem as defined by the instructor that is of current interest to the field of public policy and administration. Course may be repeated for a maximum of nine units with different topics.

PPA 597-Directed Studies (1-3)
Independent study in public policy and administration.

PPA 610-Seminar in Urban Affairs (3)
An interdisciplinary course gives students opportunity to develop expanded awareness of the interrelationships between various urban problems in the urban systemic environment.