

**COURSE DESCRIPTIONS**  
**Bachelor in Public Administration**

<b>GENERAL EDUCATION (32 credits required)</b>		
WRIT R100	Writing Across Contexts	This course develops essential writing skills across multiple contexts. Emphasizing clarity, organization, and audience awareness, learners will craft effective research summaries, descriptions, reports, and digital communications that meet the standards of higher education and workplace environments. Instruction includes strategies for critical thinking, research integration, and ethical use of sources, as well as techniques for revising and editing to produce polished, professional writing.
COMM R101	Intro to Communication Studies	Introduction to oral communication and communication theory. Course includes study of various communication models and situations and the processes and techniques that function within them. It also examines cultural, symbolic, and perceptual variants and their effects on the communications process.
STAT R101	Applied Statistics for Management	This course introduces students to the essential concepts and techniques of applied statistics, equipping them with the analytical skills needed to explore and interpret data in social sciences, sciences, and humanities contexts. Emphasizing practical application over theory, students will learn how to collect, analyze, and present data to support evidence-based decision-making and research. Topics include descriptive statistics, probability, hypothesis testing, correlation, regression, and data visualization using real-world examples from public policy, sociology, psychology, and cultural studies.
BIOL R110	Exploring Biology	An integrated study of a contemporary topic that introduces prospective majors to central themes for success. Integrated lab.
SOCI R101	Intro to Sociology	An introduction to the field of sociology with an emphasis on the study of social groups and how they influence human behavior and society.
DATA R170	Exploring Data	This course explores the use of various machine techniques to discover meaningful information in large data sets. Students will develop skills to explore, format, manipulate, analyze, predict, and visualize data. Students will use these skills to make predictions from a large data set. This course is for students who want to acquire skills to use machine learning to analyze big data.
POLI R245	Ethics & Public Policy	An examination of ethical theories and the ways in which ethical perspectives shape American public policy.
ECON R120	Intro to Economics	A course introducing the student to contemporary economic discourse, with an emphasis on the pricing mechanism, competitive and monopolistic markets, poverty and inequality, national income, and unemployment.

<b>MAJOR CORE (48 credits required)</b>		
PUPL R100	Introduction to Public Admin	This foundational course introduces students to the principles, structures, and processes of public administration in the United States. The course explores the role of public administration in shaping policy, delivering public services, and promoting accountability and ethical governance. Students will examine the historical development of the field, the interplay between politics and administration, and the impact of public managers on community outcomes.
DGTL R111	Spreadsheet Application	This course explores the fundamental concepts and provides intensive preparation in the use and application of electronic spreadsheets.
DGTL R112	Database Application	This course is an introduction to the popular database used in a wide variety of contexts, Microsoft Access.
POLI R150	Politics and Public Policy	An examination of the scope, nature, and outcomes, and political development of the American public policy process.

LDRS R200	Cross-sector Leadership	This course equips professionals with the knowledge and skills to lead effectively across diverse sectors, including non-profits, law enforcement, emergency management, and government agencies. Participants will explore the unique challenges and opportunities of collaboration, focusing on strategies for building trust, aligning goals, and leveraging resources in complex environments. Through interactive case studies, simulations, and applied projects, learners will develop practical leadership competencies that foster cooperation and innovation across organizational boundaries.
LDRS R201	New course Econ & Finance for the Public Sector	This course introduces fundamental concepts of economics and public finance as they apply to government and non-profit organizations. Students will explore how economic principles influence public policy decisions, resource allocation, and service delivery. Topics include supply and demand, market structures, budgeting processes, revenue generation, taxation, and financial management in the public sector. Emphasis is placed on practical applications, ethical considerations, and strategies for ensuring fiscal responsibility and transparency.
BUAD R227	Legal & Labor Foundations of Bus.	This course will integrate components from Business Law with Human Resource Management. The course is designed to give a foundation in the concepts of Business Law and HRM. Assignments and projects will apply the concepts learned including the selection of an organizational form, applicable legal requirements, hiring process, performance appraisal, and designing a comprehensive HRM plan for a hypothetical business.
SYDN R200	Introduction to Systems Design	This course introduces the foundational principles of systems design within the context of public administration. The course emphasizes how systems thinking and design can improve organizational efficiency, accountability, and service delivery. Students will explore the components of organizational systems, learn methods for analyzing workflows, and apply design strategies to create adaptive, integrated solutions for complex public-sector challenges. Practical exercises and case studies will help participants connect theory to real-world applications. SLOs
BUAD R364	Team Dynamics	An examination of the dynamics of team development and teamwork. Topics covered in this course will include, but are not limited to group theory, mission and goal development, team development, conflict management, problem solving and team leadership. Students will be required to demonstrate competency in team leadership through the development of a class project in team dynamics.
LDRS R300	New Course Emergency Management	This course provides an in-depth exploration of emergency management principles and practices within the context of public administration. The course emphasizes real-world strategies for preparing, responding to, and recovering from crises that impact communities and government operations. Students will examine the legal, ethical, and organizational frameworks that guide emergency planning, interagency coordination, and risk mitigation.
COMM R317	Professional Communication	The study and practice of communication theories, concepts, and skills as they apply to business and professional settings including interpersonal and group dynamics, written communication, business and professional presentations and meeting management skills.
PUPL R450	Analyzing Public Policy	An interdisciplinary study of the essential principles of thinking, analyzing, and communicating about contemporary problems in public policy for students interested in careers in policy-related fields.
SYDN R400	Systems Design for Management & Leadership	This course applies the principles and practices of systems design within organizational contexts, emphasizing its role in effective management and leadership. Students will learn how to analyze complex organizational systems, identify interdependencies, and design processes that align with strategic goals. Topics include systems thinking, organizational architecture, workflow optimization, and the integration of technology to support decision-making.

		Through case studies and applied projects, students will develop skills to design adaptive systems that foster collaboration, innovation, and resilience in dynamic environments.
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<b>ELECTIVES (12 credits required)</b>		
CJUS R101	Intro to Criminal Justice	An introductory analysis of the criminal justice system in the United States, its structure, processes, and problems.
CJUS R213	Criminal Law	A study of the criminal justice system at work in the courtroom setting, emphasizing the relationship between substantive criminal law, criminal procedure, and the rules of evidence. <ol style="list-style-type: none"> <li>1. Utilize rudimentary legal reasoning, element analysis and understanding of precedent to express verbally and in writing how to resolve legal and factual issues as they relate to the American (United States) version of the common law, adversarial, accusatorial legal system as they relate to Criminal Law.</li> <li>2. Compare and contrast developments in the common law tradition to modern American statutory criminal law.</li> <li>3. Identify legal issues in factual situations and explain in writing the appropriate criminal charges.</li> </ol>
CJUS R209	Research Methods in Public Affairs	An examination of the research methodologies and techniques used in the study of public policy and politics. The course emphasizes both qualitative and quantitative methods. The lab focuses on statistical applications.
HSRV R102	Introduction to Human Services	This course provides an overview of the field of human services and social welfare systems in the United States. Students will learn the knowledge, skills, ethics, and standards of human services professionals. The course looks at present conditions in the field and the primary populations served by human services professionals.
HSRV R375	Program Evaluation & Assessment	Program assessment incorporates collecting and analyzing data to evaluate its effectiveness and determine improvements. This course focuses on program evaluation theory, regulations, and practice and why it is important. Students will learn how to conduct an assessment and incorporate the results into modifications to the program and adjusting intervention strategies
POLI R201	State & Local Government	An examination of the politics, structures, and policies of American state and local governments.
COMM R260	Interpersonal Communication	An introduction to issues in interpersonal communication, examined from the perspective of communication competence. Using scientific concepts and theories, students will be asked to become critics of everyday conversation. Students will also use theoretical principles to improve personal effectiveness, appropriateness, and adaptability in conversing with others.
COMM R330	Small Group Communication	This course engages interdisciplinary concepts and works to guide understanding of the complex relationships among communication, social justice, health promotion, and health outcomes.
AMGL R210	Intro to Arts Management & Leadership	Introduces technical knowledge and practical skills required for managing an arts organization. Focus is on issues associated with founding a not-for-profit organization, including organizational planning, governance, staffing, programming, financial planning, fundraising, benchmarking, marketing, audience development, and assessment.
ENSC R270	Geo Information Systems (GIS)	An exploration of techniques for modeling environmental interactions using a specialized database management system known as Geographic Information Systems. GIS is a comprehensive set of tools for analyzing patterns, relationships, and trends across the landscape with applications in natural resource management, conservation biology, regional planning, and risk assessment.
ROA R216	Internship (60 hours)	A supervised placement at a work setting providing practical experience in a potential career field that requires application of academic knowledge and skills.

		These areas may include industry, government agencies, on-campus opportunities, and a variety of private enterprises.
ROA R416	Internship (120 hours)	A supervised placement at a work setting providing practical experience in a potential career field that requires application of academic knowledge and skills. These areas may include industry, government agencies, on-campus opportunities, non-profit organizations, and a variety of private enterprises.