

PUBLIC ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

Public Administration is the systematic study of politics, political institutions, and governmental processes by the application of scientific methods of analysis and critical examination. This discipline analyzes key political ideas, institutions, and issues both domestically and globally. Knowledge areas include public policy, political processes, public service values and ethics, leadership dynamics, team development, human resource management, public budgeting and finance management, information technology, statistical analysis, and decision-making. Program graduates will be able to assume entry-level positions in governmental and quasi-governmental agencies as well as a variety of non-profit organizations. Graduates of programs in public administration understand how political and governmental institutions make and implement decisions and the effects those decisions have on individual, group, and societal behavior. The analytical tools learned in these programs increases critical thinking and citizenship skills. The Political Science program at Ventura College has a special emphasis on globalization, service learning, and environmental issues. The discipline also incorporates the International Studies major. Graduates are qualified for a variety of positions in government and non-governmental institutions; graduates are prepared to enter further studies in various disciplines, including political science, law, journalism and business.

The Certificate of Achievement in Public Administration will enable students to become effective public administrators. Public administrators plan, lead, and control the work of organizations including governments, regulatory and law enforcement agencies, and public service departments. They implement public policies, set budgets, produce public goods and services, implement laws, and manage public resources such as people, money, equipment, information, and work processes. They work throughout government at the federal, state, and local levels as well as in community agencies, private not-for-profit organizations, planning and consulting firms, and private sector organizations.

This certificate program prepares students for entry level positions in the field of public administration or completion of a bachelor's degree in Public Administration, or related major, at a four-year university.

Course List

Course ID	Title	Units/ Hours
Required Core (10 units)		
BUS V31	Organization and Management	3
MATH V44 or PSY V04	Elementary Statistics Introductory Statistics for the Social and Behavioral Sciences	4
POLS V01	American Government	3
Total Required Core Units		10
Electives -- Select four (4) of the following courses (12 units)		
BUS V30	Introduction to Business	3
BUS V32	Human Resource Management	3
BUS V40	Organizational Behavior	3
BUS V44	Business English	3

or BUS V45	Business Communications	
CJ V01	Introduction to Criminal Justice	3
POLS V03 or POLS V04	Introduction to Political Science Introduction to Political Theory	3
POLS V17	Introduction to American Law	3
Total Elective Units		12

Total Required Units for the Certificate 22

Year 1		
Fall Semester		Units/Hours
BUS V31	Organization and Management	3
MATH V44 or PSY V04	Elementary Statistics or Introductory Statistics for the Social and Behavioral Sciences	4
POLS V01	American Government	3
Select one (1) course from Electives		3
Units/Hours		13
Spring Semester		
Select three (3) courses from Electives		9
Units/Hours		9
Total Units/Hours		22

Upon successful completion of this program, students will be able to:

- Students will demonstrate a basic understanding of theories, concepts and practices relevant to public administration and its sub-fields.
- Students will have acquired critical thinking and problem-solving skills that are applied in the public service realm.
- Students will demonstrate the appropriate skills to be able to administer public programs in their chosen subfield of public administration in particular public management, business administration, nonprofit management, and environmental administration.
- Students will assess their knowledge and experience of ethics and integrity in public service and reflect on ways to incorporate public service values in administering agencies, policies and programs.
- Students will demonstrate proficiency in clear oral and written communication by presenting succinct, well-organized materials and analysis tailored to the needs of their audience.