## DEPARTMENT GENERAL REQUIREMENTS  
**15**

- **BUS** 306  
  Professional Comm Practices **OR** 3  
- **ENGL** 304  
  Advanced Oral Communications 3  
- **CMPS** 300  
  IT for Managers **OR** 3  
- **BUS** 301  
  Computer Concepts & Apps in Bus. 3  
- **ENGL** 150  
  English Composition I 3  
- **ENGL** 151  
  English Composition II 3  
- **MATH** 150  
  OR 180, OR 190* 3  

*Math course level dependent upon results of placement exam.

General Requirement Replacement Options: In the event the student has already received transfer credit in one or more of the above courses, students may substitute with 300+ level School of Business courses per advisor approval.

## DEPARTMENT MAJOR REQUIREMENTS  
**12**

- **PADM** 210  
  Public Administration 3  
- **PADM** 211  
  Principles of Management 3  
- **PADM** 214  
  Public Budgeting and Finance I 3  
- **PADM** 301  
  Op Methods/Public Mgmt **OR** 3  
- **PADM** 303  
  Policy and Decision Analysis 3  

## ELECTIVES  
**12**

(300+ level School of Business courses, or as approved by advisor)

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**Minimum Credits for B.S. Degree** 120
Program Objectives

B.S. Capstone in Public Administration

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

1. Work well with others and with a demonstrated appreciation of individual differences and a sensitivity to diversity. 
   (Teamwork)
   a. Develop and demonstrate team building skills
   b. Manage a team to analyze a problem and achieve a goal.

2. Clearly communicate thoughts and ideas both verbally and in writing. (Communication)
   a. Demonstrate ability to present and evaluate ideas clearly in written form.
   b. Demonstrate ability to present and evaluate ideas in oral presentations.

3. Apply information technology tools and techniques to meet the needs and expectations of the workplace. (Information Technology)
   a. Develop and demonstrate a basic knowledge and understanding of microcomputers.
   b. Demonstrate ability to utilize software that is commonly used in industry.

4. Analyze, integrate and communicate complex information to facilitate management decision making. (Decision making/Problem solving/ Critical Thinking)
   a. Collect, organize, and use data to meet organizations needs
   b. Demonstrate critical thinking
   c. Demonstrate problem solving, quantitative and qualitative

5. Apply theory and practice in solving organizational problems. (Theory and Practice)
   a. Demonstrate ability to transition from planning to implementation
   b. Demonstrate a mastery of concepts and methods of use in the workplace
   c. Demonstrate a mastery of concepts and foundations necessary to initiate graduate study.