

College of Business and Public Administration

The College of Business and Public Administration prepares men and women for leadership positions in the private, public as well as non-profit sectors. The College has six academic departments: Accounting, Criminal Justice, Economics & Finance, Management, Marketing and Public Administration; and offers undergraduate degree programs in Accounting, Criminal Justice, Economics, Finance, Management, Marketing and Public Administration. The faculty, staff and students all participate in creating a supportive academic environment.
Dean, Alfred Ngome Ntoko, Ph.D.
Assistant to the Dean, Mr. Steve Vence
W-402B, (908) 737-4120

ACADEMIC DEGREES, PROGRAMS

- B.S. in Accounting
- B.A. in Criminal Justice
- B.A. in Economics
 - Business Economics Option
 - Teacher Certification Option
- B.S. in Finance
- B.S. in Management Science
 - General Business Option
 - International Business Option
 - Management Option
 - Quantitative Methods Option
- B.S. in Marketing
- B.A. in Public Administration

JOINT OR COMBINED PROGRAM

- B.A./M.P.A. Public Administration
- B.S./M.S. Accounting

DEPARTMENTS, FACULTY

Accounting

Bornstein, Capone (Chairperson), Carlsen, Comerford, Fraser, Okcabol, Schader, Stewart, Wailoo

Criminal Justice

Garcia, Lateano (Chairperson), Linn, McManimon

Economics and Finance

Anderson, Carreno, Condon, Griffith, Kempey (Chairperson), Kim, Saffer, Skoorka, Tully, Yamoah

Management

Abraham (Chairperson), Coughlin, Fenster, Fulop, Gursoy, Hiraoka, McGill, Melworm, Rhee, Torres-Baumgarten

Marketing

Ahlawat, Helliwell, Lemel (Chairperson), Vaccaro, Yucetepe

Public Administration

Ault, Donovan, Erickson, Farahi, Laudicina, Laury (Chairperson), Lederman, Moore, Sharp

Public Administration

Chairperson: Dr. Morgan M. Laury
Willis 311, (908) 737-4303

A career in public administration can be well paying, secure, and exciting. But more importantly, public administration offers a chance to make a difference. A degree in Public Administration is the first step for a career in the public or nonprofit sectors, including criminal justice, health care and state and local government management. Career opportunities in multinational corporations and regulated industries are among two emerging job markets for students with degrees in public management. In addition, with a background in public administration a student can develop the knowledge and skills necessary for establishing a successful career or entering graduate programs in a variety of other disciplines including law, planning, business, and government relations.

B.A. DEGREE IN PUBLIC ADMINISTRATION

Coordinator: Dr. Patricia Moore
W-311, (908) 737-4314

GE 1000 Transition to Kean 1

GENERAL EDUCATION 48-56

CORE REQUIREMENTS² 12³

ENG 1030 College Composition 3
MATH 1000 Algebra for College Students 3
COMM 1402 Speech Communication as Critical Citizenship 3
GE 2021 Research and Technology 3

DISCIPLINARY/INTERDISCIPLINARY DISTRIBUTION REQUIREMENTS

Humanities 9
ENG 2403 World Literature 3
Fine Arts or Art History 3
Philosophy or Religion 3
Foreign Languages 3
Music or Theatre 3
Interdisciplinary 3
Social Sciences 9
HIST 1000 History of Civic Society in America 3
ECON 1020 Principles of Economics 3
PS 2100 American Gov. and Politics 3

Science & Mathematics 10-12
MATH or CPS 3
Biology 3
Chemistry or Physics 3
Astronomy, Geology or Meteorology 3
Interdisciplinary 3

Health/Physical Education 2-3
ID 1225 Issues Contemporary Health 3

OR

Physical Education 2

CONCENTRATION³ 6-8

ADDITIONAL REQUIREMENTS 6

ACC 2200 Principles of Accounting I 3
ENG 3090 Bus Prof and Tech Writing 3

MAJOR REQUIREMENTS 36

Required Courses 24

PA 2000 Introduction to Public Administration 3
PA 2010 Management Challenges in Public Organizations 3
PA 3001 Management Information I: Technology and Info Systems 3
PA 3100 Policy Analysis in Governmental Systems-WE 3
PA 3110 Intergovernmental Relations-WE 3
PA 3200 Management Resources I: Budget and Financial Management in Government 3
PA 3300 Management Resources II: Human Resources in Government 3

Major Electives 12
(Four Public Administration Courses)

MAJOR CAPSTONE COURSE

PA 4000 Junior/Senior Transition Seminar 3

FREE ELECTIVES 28-33

50% at 3000-4000 level

TOTAL 124

¹ Required of all Freshmen and Transfers with fewer than 10 credits

² Additional 3 credit course paired with Reading may be required by placement testing

³ Not required of students with a second major, minor or collateral

MINOR IN PUBLIC ADMINISTRATION

REQUIREMENTS 18

REQUIRED COURSES 12

MGS 2120 Business Statistics
OR
PS 3550 Scope and Methods of Political Science 3
PS 2100 American Government and Politics 3

PA 2000 Introduction to Public Administration 3
PA 3110 Intergovernmental Relations-(WE) 3

ELECTIVES 6

Two courses in public administration, selected with advisement.

TOTAL 18

FIVE-YEAR COMBINED-ACCELERATED B.A./M.P.A. DEGREE (HONORS PROGRAM)

Coordinator: Dr. Craig Poulenez Donovan
W-311, (908) 737-4307

The combined accelerated Bachelor of Arts and Master of Public Administration Honors Program is an option for a limited number of students who can demonstrate their academic excellence, who show effective oral and written communication skills, and who are ready to work harder to get ahead faster. Success in the program requires a high degree of self-motivation, maturity, dedication and well-defined career goals. Applications are normally completed in the student's junior year. Beginning in their senior year, students enroll in a unique combination of undergraduate and graduate level courses that will qualify for both their undergraduate B.A. and graduate M.P.A. degree. Specific course requirements are described in a separate information and application packet available from the Department of Public Administration.

B.A. REQUIREMENTS

GE 1000 Transition to Kean 1

GENERAL EDUCATION 48-56

CORE REQUIREMENTS² 12³

ENG 1030 College Composition 3
MATH 1000 Algebra for College Students 3
COMM 1402 Speech Communication as Critical Citizenship 3
GE 2021 Research and Technology 3

DISCIPLINARY/INTERDISCIPLINARY DISTRIBUTION REQUIREMENTS

Humanities 9
ENG 2403 World Literature 3
Fine Arts or Art History 3
Philosophy or Religion 3
Foreign Languages 3
Music or Theatre 3
Interdisciplinary 3
Social Sciences 9
HIST 1000 History of Civic Society in America 3
ECON 1020 Principles of Economics 3
PS 2100 American Gov. and Politics 3

Science and Mathematics	10-12
MATH or CPS	3
Biology	3
Chemistry or Physics	3
Astronomy, Geology or Meteorology	3
Interdisciplinary	3
Health/Physical Education	2-3
ID 1225 Issues Contemporary Health	3
OR	
Physical Education	2

CONCENTRATION³ 6-8

ADDITIONAL REQUIREMENTS 6

ACC 2200 Principles of Accounting I	3
ENG 3090 Bus Prof and Tech Writing	3

FREE ELECTIVES 31-36
(50 % at 3000-4000 levels)

MAJOR REQUIREMENTS 33

REQUIRED COURSES 21

PA 2000 Introduction to Public Administration	3
PA 2010 Management Challenges in Public Organizations	3
PA 3001 Management Information I: Tech and Info Systems	3
PA 3100 Policy Analysis in Governmental Systems-WE	3
PA 3110 Intergovernmental Relations-WE	3
PA 3200 Management Resources I: Budget and Financial Management in Government	3
PA 3300 Management Resources II: Human Resources in Government	3

¹Required of all Freshmen and Transfers with fewer than 10 credits

²Additional 3 credit course paired with Reading may be required by placement testing

³Not required of students with a second major, minor or collateral

GRADUATE COURSE REQUIREMENTS FOR B.A.

REQUIRED COURSES 12

PA 5000 Fiscal Policy Processes	3
PA 5010 Public Bureaucracy	3
PA 5030 Analytical Methods	3
PA 5031 Quantitative Methods	3

ADDITIONAL GRADUATE REQUIREMENTS TO COMPLETE GENERAL PROGRAM MPA DEGREE 30

PA 5020 Politics, Policy and Public Management	3
PA 5040 Public Budgeting	3
PA 5050 Public Law	3
PA 5990 Research Seminar in Intergovernmental Relations	3

ADDITIONAL GRADUATE REQUIREMENTS TO COMPLETE HEALTH SERVICES ADMINISTRATION PROGRAM MPA DEGREE 30

PA 5810 Health Care Administration	3
PA 5820 Health Care Planning	3
PA 5825 Health Services Administration and Law	3
PA 5830 Health Services Marketing	3
PA 5850 Financial Management	3
PA 5990 Research Seminar in Intergovernmental Relations	3

FREE ELECTIVES

Two courses in Public Administration selected with advisement. 15

PA 5960 Graduate Internship	6
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**or two additional courses, if internship is waived

Please see Graduate Catalog for course descriptions.

PUBLIC ADMINISTRATION COURSES

REQUIRED COURSES

PA 2000 Introduction to Public Administration (3)

Emphasis on a systematic perspective in understanding the impact of social, economic and political forces (both national and international) in shaping the role and impact of public administration. Focus on the policy-making and policy-implementation process; importance of federalism and intergovernmental relations. Emphasis on the roles, functions and activities of public managers.

PA 2010 Management Challenges in Public Organizations (3)

Emphasis on an understanding of public organizations as interactive systems; individual and group dynamics; organizational, cultural and design; major theories of organization and management. Understanding of skills and competencies managers need to develop.

Prerequisite: PA 2000.

PA 3001 Managing Informational Technology and Information Systems in the Public Sector (3)

Introduction to the use of computers and information technology in government; familiarity with major activities and software packages; fundamentals of collecting and analyzing data.

Prerequisite: PA 2000 or permission of instructor.

PA 3100 Policy Analysis in the Governmental System (3)

Emphasis on the development of quantitative and qualitative skills in analyzing policy issues and in the evaluation of governmental programs; focus on the intergovernmental context as it affects the policy-making and policy-implementation process.

Prerequisites: PA 2000 or permission of instructor. Writing Emphasis Course

PA 3110 Intergovernmental Relations (3)

Review and analysis of intergovernmental relations (IGR) in the United States. Emphasis on interaction among officials and governmental units; examination of fiscal relationships, particularly the grants-in-aid process, and discussion of public policy implications of IGR.

Prerequisites: PA 2000 or permission of instructor. Writing Emphasis Course

PA 3200 Managing Resources I: Budgeting and Financial Management in Government (3)

Emphasis on understanding fundamental principles and processes involved in the acquisition and use of financial resources.

Prerequisite: PA 2000 or permission of instructor.

PA 3300 Managing Resources II: Human Resources in Government. (3)

Basic principles and processes involved in the management of human resources in the public sector.

Prerequisite: PA 2000.

PA 4000 Junior/Senior Transitional Seminar in Public Administration (3)

Introduction to the "real world" of public administration via intensive examination of problems and issues facing public managers; extensive interaction with practitioners; focus on understanding skills and practical administration.

Prerequisites: PA 2000 plus 15 credits in Public Administration; completion of at least 60 credits.

ELECTIVE COURSES

PA 2700 Health Care Systems in the United States (3)

Survey of the arena in which health care administration occurs, focusing on the relationship among the different provider institutions within the context of government and financial restrictions.

PA 3400 Critical Issues in Public Administration I and II (3)

Examination of important contemporary issues affecting the field and practice of public administration; identification of policy implementation and/or management trends of particular significance for the future. Choice of topics each semester will vary but will usually focus on domestic or social policy and management issues.

Prerequisite: PA 2000 or permission of instructor.

PA 3070 Administration of Public Policy (3)

Examination of the administrative policy making process, involving both policy formulation and policy implementation. The demands on administrators from various sectors of the political system for policy change as well as bureaucratic influence on legislative policy making are also considered.

Prerequisite: PA 2000.

PA 3350 Collective Bargaining (3)
 Analysis of collective bargaining as a social and political process within an economic framework, with special emphasis on employee association in the public sector.
Prerequisite: PA 2000 or permission of instructor.

PA 3380 Grantsmanship (3)
 Introduction to the intergovernmental grants process; examination of American intergovernmental relations and assistance structures; techniques for researching, planning, writing, packaging and lobbying grant and contract proposals.
Prerequisite: PA 3110 or permission of instructor. Writing Emphasis Course.

PA 3500 Administrative Law and Regulatory Policy (3)
 Delegation of powers, separation of powers, rule making by administrative agencies. The study of cases, which affect the administrative process and relate to the scope of judicial review.
Prerequisite: Permission of instructor.

PA 3700 The Manager as a Negotiator (3)
 This course will focus on the negotiation process that managers are required to engage in on a day-to-day basis, and will emphasize the communication skills that the manager must display if she/he is to be effective.

PA 4600 Honors Seminar in Public Administration (3)
 Intensive examination of a significant policy or management issue in public administration; using a laboratory format, students will work directly with a public official to research a problem or issue, develop alternative solutions, and present a report with their recommendations. Requires minimum 3.0 overall G.P.A. in the major and permission of instructor.
Prerequisites: PA 2000 plus 15 credits in Public Administration.

PA 4800, PA 4801 Internship (3,3)
 Supervised placement one or two days per week in a public agency, offering direct participation in public administration. Concomitant one-and one-half hour weekly seminar to integrate course knowledge with field experience.
Prerequisites: Six hours of Public Administration and permission of instructor.

PA 4810, 4811 Cooperative Education (12)
 Opportunity for students to obtain long-term experience in supervised public agency work linked to related academic seminars. Student works full-time (40 hours a week) during the full fall or spring semester and attends weekly seminar series on topics related to agency work.

PA 4990 Independent Study (3)
 Tutorial course for public administration majors, with required project reports. Periodic meetings, substantial research and reading required.
Prerequisites: Twelve hours of public administration. Open only to public administration majors who have made prior arrangements with a faculty member.