

Bachelor of Arts in Public Administration Minor in Ministry Administration

HBI University

Course Duration: 4 years

Credit Hours: 135



Program Description

The Bachelor of Arts in Public Administration at HBIU University is designed to provide students with the essential skills and knowledge required to excel in public service and governmental positions. This program focuses on public policy, administrative procedures, and leadership in government agencies while emphasizing ethical decision-making and public service values. Students will gain a comprehensive understanding of the structure and operation of governmental systems at the local, state, and federal levels, as well as develop the ability to manage public programs and services efficiently.

This program includes a focus on public sector leadership, organizational behavior, policy development, and community engagement, providing students with the tools to address public issues through effective leadership and administration. Students will also explore topics such as public budgeting, human resource management, and public relations in the context of governmental and nonprofit sectors. Graduates will be well-prepared to work in a variety of public administration careers, including government agencies, nonprofit organizations, and policy analysis roles.

The program also emphasizes public service ethics, focusing on accountability, transparency, and the integration of social responsibility in public administration.

Admissions Requirements

- High school diploma or equivalent
- Minimum GPA of 2.5
- Personal statement outlining career goals in public administration
- Two letters of recommendation
- Resume (if applicable)
- SAT/ACT scores (if applicable)

General Education Courses (30 Credit Hours)

Course Code	Course Name	Credit Hours
GEN 101	English Composition I	3
GEN 102	English Composition II	3
GEN 103	College Algebra	3
GEN 104	Introduction to Psychology	3
GEN 105	Introduction to Sociology	3
GEN 106	Public Speaking and Communication	3
GEN 107	Research Methods in Social Sciences	3
GEN 108	Ethics and Moral Reasoning	3
GEN 109	Leadership and Team Development	3
GEN 110	Introduction to Government	3

Core Public Administration Courses (45 Credit Hours)

Course Code	Course Name	Credit Hours
PA 201	Introduction to Public Administration	3
PA 202	Public Policy Analysis	3
PA 203	Organizational Behavior in Government	3
PA 204	Government Budgeting and Finance	3
PA 205	Public Personnel Management	3
PA 206	Public Sector Ethics and Accountability	3
PA 207	Public Relations and Media	3
PA 208	Strategic Planning in Public Administration	3
PA 209	Public Administration in Nonprofit Organizations	3
PA 210	Law and Public Administration	3
PA 211	Community Development and Engagement	3
PA 212	Public Service Leadership	3
PA 213	Public Health and Welfare Policy	3
PA 214	International Public Administration	3
PA 215	Internship in Public Administration	3

Elective Courses (15 Credit Hours)

Course Code	Course Name	Credit Hours
PA 301	Advanced Public Policy Analysis	3
PA 302	Environmental Policy and Administration	3
PA 303	Political Advocacy and Lobbying	3
PA 304	Urban and Regional Planning	3
PA 305	Ethics in Nonprofit Organizations	3

Capstone Project (15 Credit Hours)

The capstone project serves as a culminating experience, allowing students to apply public administration theory, policy development, and leadership principles in a final project.

Students will:

- Design a comprehensive public policy proposal addressing a current public issue.
- Develop a strategic plan for a government agency or nonprofit organization.
- Analyze public administration challenges in a specific area and propose actionable solutions.
- Present findings and recommendations through a formal report and presentation.

This experience ensures students graduate with practical expertise in public service, policy analysis, and public administration leadership.

Program Outcomes

Graduates of this program will:

- Gain expertise in public administration, policy analysis, and government operations.
- Develop skills in organizational behavior, financial management, and public service leadership.
- Apply ethical decision-making in public policy and governmental management.
- Conduct research on public policy challenges, government accountability, and community development.
- Implement effective leadership strategies, program management, and social responsibility in public service.

Career Outcomes and Potential Pay Scale

Career Path	Average Salary (Annual)
Public Administrator	\$60,000 - \$110,000
Policy Analyst	\$50,000 - \$85,000
Government Program Manager	\$65,000 - \$115,000
Nonprofit Executive Director	\$60,000 - \$120,000
Public Relations Manager	\$55,000 - \$100,000

