

## Public Administration (PA)

Contact the Economics, History and Political Science Department for further information.

(760) 744-1150, ext. 2412  
Office: MD-375

### Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

- Public Administration

### Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Public Administration

## PROGRAM OF STUDY

### Public Administration

This certificate program is designed for transfer into San Diego State University's program leading to a degree in Public Administration.

Assists in improving skills to take management positions and/or meet professional growth requirements in local government. Transfer students should consult the four year college or university catalog for specific requirements or see a Palomar College counselor.

In order to earn a certificate, students must achieve a minimum grade of 'C' in each of the certificate program courses.

## A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
ACCT 201	Financial Accounting	4
BUS 205	Business Communication	3
ECON 102	Principles of Economics (Micro)	3
MATH 120	Elementary Statistics	3
POSC 101	Intro to Politics/American Political Institutions	3
POSC 102	Intro to United States/California Governments	3
POSC 130	Introduction to Public Administration	3
<b>TOTAL UNITS</b>		<b>22</b>

## Public Works Management (PWM)

Contact Occupational & Noncredit Programs for further information.

(760) 744-1150, ext. 2284  
Office: AA-135

### Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

- Public Works Management - Level II

### Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Public Works Management - Level I
- Public Works Management - Level II

## PROGRAM OF STUDY

### Public Works Management - Level I

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County. Provides an overview for field personnel of the basic elements of the Public Works Industry and introduces students to administrative responsibilities and planning. This certification level prepares field personnel for "Lead Worker" positions. This is a cooperative program offered by Citrus, Palomar and Santiago Canyon Colleges in collaboration with and approved by the Maintenance Superintendents Association and American Public Works Association.

## CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
PWM 50	Introduction to Public Works	3
PWM 51	Street Construction and Maintenance	3
PWM 52	Asphalt and Portland Cement	3
PWM 53	Public Works Inspection	3
MATH 50	Beginning Algebra	4

### Electives (Select 3 units)

BMGT 101	Introduction to Management	3
BUS 125	Business English	3
BUS 138	Business Ethics	2
BUS 187	Project for Business	1
SPCH 115	Interpersonal Communication	3

**TOTAL UNITS** 19

### Public Works Management - Level II

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County. Introduces management and administrative concepts to field staff. Classes are designed to prepare Lead Workers for front line supervisory positions in the Public Works field. This is a cooperative program offered by Citrus, Palomar and Santiago Canyon Colleges in collaboration with and approved by the Maintenance Superintendents Association and American Public Works Association.

## A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
PWM 50	Introduction to Public Works	3
PWM 51	Street Construction and Maintenance	3
PWM 52	Asphalt and Portland Cement	3
PWM 53	Public Works Inspection	3
PWM 55	Public Works Administration	3
PWM 57	Plan Interpretation and Cost Estimating	3
PWM/WTE/ WWT 60	Supervision	3
CSIT 120	Computer Applications	3

### Electives (Select 2 courses)

BMGT 101	Introduction to Management	3
BUS 125	Business English	3
BUS 138	Business Ethics	2
BUS 187	Project for Business	1
MATH 56 or MATH 60	Beginning/Intermediate Algebra	6
SPCH 115	Intermediate Algebra	4
	Interpersonal Communication	3

**TOTAL UNITS** 27 - 33

## COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

### PWM 50 Introduction to Public Works (3)

3 hours lecture

Designed by the American Public Works and Maintenance Superintendents Associations in order to prepare public works and maintenance workers for lead and supervisory positions. Students will receive an introduction to techniques, materials and equipment used in public works, maintenance and repair projects.

### PWM 51 Street Construction and Maintenance (3)

3 hours lecture

**Recommended preparation:** MATH 15

Provides instruction on street construction and maintenance; including materials and methods, specifications, records and cost accounting systems, revenue sources and budget preparation. Other subjects include safety, drainage, equipment records and specifications, as well as public relations. Codes and industry standards that pertain to improvements and repair will be reviewed.