

# SPECIALIZATION IN COURT ADMINISTRATION



Qualified court administrators ensure that our state and federal courts run efficiently. Current demographic trends indicate a growing need for qualified personnel in this role. OU is the only institution in the state that has a NASPAA accredited MPA program with a court administration specialization.

## WHERE OUR ALUMNI ARE EMPLOYED

- 52nd District Court
- 16th Circuit Court
- Macomb County Friend of the Court
- 3rd Circuit Court
- Farmington Hills 47th District Court
- Michigan Supreme Court

## COMMON JOB TITLES

- Chief Probation Officer
- Court Administrator
- Justice Support Services Coordinator
- Court Clerk
- Program Coordinator
- Region 6 Administrator

### For information and personal advising:

Suzanne Rossi, MPA Program Coordinator  
(248) 370-4117 | [ssrossi@oakland.edu](mailto:ssrossi@oakland.edu) | [oakland.edu/mpa](http://oakland.edu/mpa)

## COURT ADMINISTRATION CONCENTRATION

40 Credits Total | Required Courses (28 Credits)

### MPA Courses:

- PA 5100 – Foundations of Public Administration (4)
- PA 6100 – Quantitative Methods in Public Administration (4)
- PA 6200 – Public Sector Information Systems Management (4)
- PA 5200 – Public Budgeting and Finance (4)
- PA 5300 – Human Resources Management in the Public Sector (4)
- PA 6300 – Program and Policy Evaluation (4)

### Court Administration Course:

- PA 5800 – Court Administration (4)

### Electives (8 Credits)

- PA 5040 – Intergovernmental Relations (4)
- PA 5110 – Law and Public Policy (4)
- PA 5120 – Law and Administration: Local Perspectives (2)
- PA 5130 – Law and Administration: State Perspectives (2)
- PA 5050 – Administrative Ethics (2)
- PA 6700 – Law Enforcement Leadership (4)
- PA 5150 – Contemporary Public Management Techniques (4)
- PA 5060 – Strategic Planning (4)
- PA 5070 – Risk Management (2)
- PA 5310 – Public Sector Employee Relations (4)
- PA 6800 – Advanced Court Administration (4)
- PA 5320 – Current Issues in Public Sector Human Resources Management (2 or 4)
- PA 5210 – Workshop in Budgeting (2)

### Capstone (4 Credits)

- PA 6950 – Internship (4) or
- PA 6996 – Master's Project (4)

## REQUIRED COURSE DESCRIPTIONS

### PA 5100 – Foundations of Public Administration (4)

Course focuses on the fundamental concepts of public administration, their origin and distinguishes between public and private and between government and administration.

### PA 6100 – Quantitative Methods in Public Administration (4)

Course examines quantitative methods for use in the public sector with an emphasis on data analysis for decision making and common computer techniques. Students must have the PA 522 prerequisite or permission of the instructor to enroll.

### PA 6200 – Public Sector Information Systems Management (4)

Course focuses on the essential tools for management decision making and program evaluation: data management, information retrieval, selected computer packages and report writing are covered.

### PA 5200 – Public Budgeting and Finance (4)

Course focuses on the process by which governments raise funds and allocate them among competing purposes. Course also examines relations between agencies and executive budget offices and between executive and legislative branches of government. Elements of budget preparation, defense and review under various systems, line-item, performance, program, programming-planning-budgeting system (PPBS) and zero-base budgets are presented.

### PA 5300 – Human Resources Management in the Public Sector (4)

Course studies human resources management in public agencies. Topics include the legal and political environment, managerial concerns and employee rights, and the problems of public employee collective bargaining.

### PA 6300 – Program and Policy Evaluation (4)

Course answers the question of how to judge the success of programs. Topics include problems of design, data collection and analysis to sort out causes and evaluate effects, cost-benefit analysis, and the organizational and political aspects of evaluation studies.

### PA 5800 – Court Administration (4)

Introduction to court administration examines and explains the field of court administration by reviewing its historical, cultural, economic and political aspects as well as future trends and goals.

## ELECTIVE COURSE DESCRIPTIONS

### PA 5040 – Intergovernmental Relations (4)

Course focuses on the conflicts and cooperation between, and among, national, state, and local governments. Illustrations are drawn from programs in social services, community development and regulation.

### PA 5110 – Law and Public Policy (4)

Course focuses on the impact of “the rule of law” concept on administrative policy, practice and decision making and examines the effects of existing procedural requirements on the exercise of administrative discretion, the role of the courts and the likely consequences of proposed “reforms.”

### PA 5120 – Law and Administration: Local Perspectives (2)

Course focuses on the relationships between local government and the legal system with special attention to: 1) legal constraints on administrative discretion; 2) tensions between corporation counsels or prosecutors and administrators; 3) civil vs. criminal procedures and their impact on local decision-making; and 4) federal/local and state/local relationships in the courts.

### PA 5130 – Law and Administration: State Perspectives (2)

Course focuses on state administrators and the legal system:

- 1) the roles of the administrative and agency hearing offices;
- 2) tensions between the administrative and agency hearing offices;
- 3) agencies and civil courts; and
- 4) agencies and the attorney general.

### PA 5050 – Administrative Ethics (2)

Course explores the ethical components of administrative decision making and activities in public and not-for-profit agencies. Specific topics include personnel decisions, service delivery procedures and measures of program performance. Course also serves as a forum for judging ethical behavior, to help understand how ethical considerations permeate all job-related activities and to assist ethical decision-making skills.

### PA 6700 – Law Enforcement Leadership (4)

Course examines past and present principles and theories of organization as they relate to law enforcement agencies. The structure and relationship among all levels of law enforcement institutions will also be examined, particularly for their effects on operations and outcomes.

### PA 5150 – Contemporary Public Management Techniques (4)

Course focuses on the application of contemporary public management techniques, managers as change agents, and leaders of quality improvement and excellence in the workplace. Strategies for implementing these programs are also examined.

### PA 5060 – Strategic Planning (4)

Course focuses on the theoretical and historical perspectives of strategic planning as well as components of a strategic planning model and leadership issues. Specific topics include: planning in nonprofit, health care, and public sector organizations’ environments, internal data assessments, developing and implementing operating plans, contingency plans, and practical issues associated with strategic planning.

### PA 5070 – Risk Management (2)

This course will provide a description of the concept of risk management in the public sector. Topics include: risk identification, loss control and safety, insurance and the law, loss prevention and evaluation, placement of insurance and financial responsibility.

### PA 5310 – Public Sector Employee Relations (2 or 4)

Policies and practices relating to employee relations and collective bargaining in the public sector.

### PA 6800 – Advanced Court Administration (4)

This course examines selected areas of the field of court administration in great detail. The course will build on the material covered in PA 540 Introduction to Court Administration. It will go in depth in the areas of personnel management, case management, budgeting, jury management and alternative dispute resolution.

### PA 5320 – Current Issues in Public Sector Human Resources Management (2 or 4)

Selected topics in human resources management, emphasizing state, county and local experiences. Topics can include: contract maintenance and compliance, merit systems, comparable worth, drug testing, employee assistance programs, affirmative action, mediation, arbitration and others as they emerge over time.

### PA 5210 – Workshop in Budgeting (2)

Basic principles of public sector budgeting from the perspective of a practitioner at the state or local level.

**OAKLAND  
UNIVERSITY**



Public Administration