

BACHELOR OF SCIENCE IN PUBLIC ADMINISTRATION AND POLICY

COLLEGE OF ARTS AND SCIENCES

PUBLIC SERVICE NEEDS YOUR TALENT.

You are interested in government and driven to help your community. Turn these passions into opportunities. A bachelor's degree from Kaplan University could be your key to pursuing a career in public administration or policy.¹

Our public administration program is designed to provide in-depth knowledge of the creation and implementation of public policy—knowledge frequently sought by government employers and those in related fields. As a part of our College of Arts and Sciences, this degree program offers a truly interdisciplinary education. And Kaplan University's online classes provide working professionals with flexibility and convenience.

WHAT'S INSIDE:

- ▶ Career Outcomes
- ▶ Curriculum Highlights
- ▶ Kaplan University Overview

To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.

A different school of thought.®



**KAPLAN
UNIVERSITY**

THERE IS A NEED FOR EDUCATED PUBLIC SERVICE PROFESSIONALS.

The need for educated public policy employees well versed in government process is on the rise. According to recent labor statistics, the demand for government services is projected to create an increase in public service positions.² Over the next 5 years, 530,000 vacancies are expected at the federal level, in addition to state, local, and private sector job openings.³ Skill development for these positions is also on the rise, meaning employers look for individuals with greater expertise. A bachelor's degree from Kaplan University could help you meet these rising expectations, as well as increase your earning potential.



PREPARE FOR A REWARDING CAREER IN PUBLIC POLICY.

A bachelor's degree from Kaplan University could help you stand out in industries where employers seek knowledgeable, educated candidates.¹ Earning a Bachelor of Science in Public Administration and Policy could qualify you for a range of government-related positions in both the private and public sectors.

Graduates could pursue a career in the following fields:

- Local, state, and federal government or government agencies
- Corporations and companies working with government
- Lobbying organizations
- Local and national nonprofit organizations and foundations
- Offices of state and federal senators, representatives, and political parties
- Independent agencies such as the U.S. Equal Employment Opportunity Commission, FDIC, and U.S. Information Agency
- Educational institutions and school districts
- Contracting and consulting firms

DAY-TO-DAY ACTIVITIES WILL VARY, BUT SOME OF THE TASKS THAT GRADUATES COULD PERFORM INCLUDE:¹

- Prepare correspondence and reports with recommendations to management
- Supervise staff involved in management activities
- Maintain relations with governmental jurisdictions, organizations, and associations
- Present statistical and narrative reports
- Gather, analyze, and interpret data

Career opportunities could include:

- Coordinator of government relations
- Risk manager
- Contract administrator or specialist
- Legislative or fundraising assistant
- Research and policy associate
- Health policy analyst
- Nonprofit program administrator
- Purchasing manager
- Assistant director of volunteer services



A STRONG CURRICULUM TO SUPPORT A PUBLIC SERVICE CAREER

Kaplan University's public administration and policy program is designed to provide students with an in-depth understanding of government processes and the creation and application of policy. The curriculum combines the legal aspects of public administration, government, and policy with interdisciplinary courses related to the field. Over the course of the program, students will have the opportunity to study the processes, methods, and tools used to create, implement, and evaluate policy. Students could develop specialized skills and gain knowledge they may need to pursue an array of government-related jobs in the public and private sector.¹

Course offerings include:

- Socially responsible leadership
- Public policy analysis
- Constitutional law
- The oversight and administration of public funds
- Finance and budgeting in the public sector
- Statistics
- Private and public sector partnerships
- Planning for economic growth and development
- Program evaluation
- Grant writing

Students will have the opportunity to study the following topics:

- Policy creation and analysis
- Development and management of a budget
- Fiscal responsibility
- Grant writing
- Communication, advocacy, and research methods
- Facilitating and managing change
- Collaboration between the public sector and private industry

Program Detail

Bachelor of Science in Public Administration and Policy

- Credit Hours: 180

Accelerated Master's Degree Option for Bachelor's Degree Students

Eligible students in this bachelor's degree program who want to continue on to pursue a master's degree within the School of Legal Studies or School of Criminal Justice, or the Master of Public Administration, may be interested in the accelerated master's degree option. Students complete graduate-level courses within this undergraduate plan of study. Once accepted to the master's degree program, students transfer in the graduate courses and matriculate into a shortened degree plan. This accelerated option allows students to complete both their bachelor's degree and master's degree in less time and at a lower cost than completing both programs separately. Speak to an Academic Advisor for more details upon enrollment in this bachelor's degree program.



HERE IS WHAT ONE FACULTY MEMBER HAD TO SAY

Anthony Fleming, MPA⁺

- Adjunct Instructor, Kaplan University

“A degree in public administration provides graduates with the academic background to pursue a career in a variety of disciplines; from leadership positions in government, to helping drive the agenda of nonprofit organizations, to making important contributions in private industry. [Graduates] could have the knowledge organizations are looking for to help deliver positive policy change and manage complex organizations.”

KAPLAN UNIVERSITY—A DIFFERENT SCHOOL OF THOUGHT[®]

THE KAPLAN COMMITMENTSM—EXPERIENCE KAPLAN UNIVERSITY WITH NO TUITION OBLIGATION.

At Kaplan University, we are committed to your education, your goals—you. And, as part of our pledge to help you succeed, we're announcing a whole new way to try a Kaplan University degree program for yourself with no tuition obligation.

It's simple. You'll attend real classes for real credits. After an introductory period, if you decide we're right for you, and you meet our academic standards and other requirements, you'll continue on. If not, your obligation ends there. There's no tuition cost or other financial obligation, except for the nonrefundable application fee.⁵

WHY KAPLAN UNIVERSITY?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- Personal Advisors to help you select the courses to meet your goals.
- Reduced tuition rates for active-duty service members and veterans.
- Scholarships for eligible Kaplan University students.
- A portfolio development course that could help translate your work and life experiences into college credit.⁶

Other Programs

In addition to this program, Kaplan University also offers:

- › Master of Public Administration
- › Bachelor of Science in Communication
- › Bachelor of Science in Psychology

IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer information, visit online.kaplanuniversity.edu/consumer_info.aspx.

¹ Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, the University does not guarantee that graduates will be placed in any job or eligible for job advancement opportunities. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

² Source: U.S. Department of Labor, Bureau of Labor Statistics, Career Guide to Industries, 2010-11 Edition, State and Local Government, Except Education and Health, on the Internet at www.bls.gov/oco/cg/cgs042.htm. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

³ Source: Our Public Service, Roadmap to Reform: A Management Framework for the Next Administration, on the Internet at www.ourpublicservice.org/OPS/publications/view-contentdetails.php?id=129. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

⁴ Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. This testimonial was solicited by Kaplan University.

⁵ Classes will count toward a student's degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period. The introductory period is five weeks, and begins on day one of the student's first academic term. If at any point during the introductory period a student chooses to opt out, he or she will have no other obligation to the University except for the application fee. Only available to new students; continuing students are not eligible. Additional terms may apply to international students and non-U.S. citizens.

⁶ Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

Note From Dean

The College of Arts and Sciences degree programs are created to meet the unique needs of all students. Whether students are interested in the flexibility of creating their own degree plan, applying previously earned college credit to earn their degree faster, or starting a degree from the beginning, the College of Arts and Sciences focuses on the needs of adult students in meeting their educational, career, and personal goals.



Sara Sander
Dean, College of Arts and Sciences



To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.