

Public Service A.S.

- Legal Case Management

Program Description

An Associate in Science degree in Public Service prepares students for entry-level administrative jobs in government or nonprofit organizations or for transfer to four-year institutions.

Employment Information

The program gives students an overview of public service, the laws governing public and/or nonprofit organizations and the financial and budgeting principles that distinguish public sector accounting practices from private enterprise. In addition, students learn the dynamics of working and negotiating constructively with employee and public interest groups and examine hot-button issues that administrators must be prepared to face in the increasingly competitive public sector. Students learn computer database and word processing skills essential for administrators in today's lean public/nonprofit organizations and have the option of gaining firsthand administrative experience through internships with area organizations or agencies. The Associate in Science degree in Public Service Legal Case Management option gives students basic knowledge and skill in how to work in the legal departments of organization and government agencies.

Degree Awarded

Associate in Science

For More Information

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General Education Courses

				37 Credit Hours	Date	Institution
<input type="checkbox"/>	ENGL	1113	English Composition I	3		
<input type="checkbox"/>	ENGL	1213	English Composition II	3		
	HIST	1483	U.S. History to 1865			
<input type="checkbox"/>	OR			3		
	HIST	1493	U.S. History Since 1865			
<input type="checkbox"/>	HUMN	2103	Masterworks of Western Culture (Ancient/Medieval)	3		
<input type="checkbox"/>	HUMN	2203	Masterworks of Western Culture (Modern)	3		
<input type="checkbox"/>	MATH	1513	College Algebra	3		
<input type="checkbox"/>	POLS	1113	American Government	3		
<input type="checkbox"/>	PSYC	1113	Introductory Psychology	3		
<input type="checkbox"/>	SPCH	1113	Introduction to Speech Communication	3		
<input type="checkbox"/>	SOC	2143	Sociology of Stratification	3		
<input type="checkbox"/>	Science		College level science (one must be a lab)	7		

Major Core Requirements

				21 Credit Hours	Date	Institution
<input type="checkbox"/>	PSER	1113	Introduction to Public Personnel Administration	3		
<input type="checkbox"/>	PSER	1123	Intro to Legal Case Management	3		
<input type="checkbox"/>	PSER	2023	Public Law	3		
<input type="checkbox"/>	PSER	2113	Alternative Dispute Resolution	3		
<input type="checkbox"/>	PSER	2213	Introduction to Public Service Organizations	3		
<input type="checkbox"/>	PSER	2223	Leadership and Group Dynamics	3		
	PSER	2333	Intro Public/Nonprofit Finance and Budget			
<input type="checkbox"/>	OR			3		
	PSER	3333	Pub Sector Budget and Resource Mgmt			

Support and Related Courses

Select 5-6 hours from the following:

				5-6 Credit Hours	Date	Institution
	CIS	1503	Microcomputer Applications-Microsoft Office			
<input type="checkbox"/>	OR			3		
			Higher computer skills course			
<input type="checkbox"/>	PSER	2051-3	Practicum	1-3		
<input type="checkbox"/>	POLS	2053	State and Local Government	3		
<input type="checkbox"/>	PSER	2453	Technical Problems - Public Service	3		

Total to Graduate

63 Credit Hours

Student Name: _____

CWID: _____

Counselor: _____

Catalog 2011-2012

PUBLIC SERVICE AS COURSE DESCRIPTIONS

***CIS 1503 MICROCOMPUTER APPLICATIONS-MS OFFICE**

Familiarizes the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, data base management systems, and may include graphics, data communications and desktop publishing. Familiarity with computer keyboard is recommended. Hands on computer instruction.

POLS 2053 STATE AND LOCAL GOVERNMENT

Organization, processes and functions of American state and local governments, their relationship to each other and to the national government. Prerequisite or co-requisite: POLS 1113.

PSER 1113 INTRODUCTION TO PUBLIC PERSONNEL ADMINISTRATION

Principles of communication, recruitment and selection of human resources; job classification performance appraisal. Prerequisite: [R] [W]

PSER 1123 INTRODUCTION TO LEGAL CASE MANAGEMENT

This course provides the student with a practical skills working knowledge of legal case management featuring such aspects of domestic law as premarital contracts, marriage, annulment, divorce, separate maintenance, custody, paternity, adoption, wage assignments, citations for contempt of court, preparation for trial exhibits, computations of child support, decrees and motions to modify divorce decrees. [R] [W]

PSER 2023 PUBLIC LAW

Basic legal tenets and procedures affecting public and/or nonprofit agencies. Prerequisite: [R] [W]

PSER 2051-2053 PRACTICUM

Variable course credit of one to three hours for on-site public/nonprofit sector work experience; requires a detailed work journal or written report approved by advisor and copies of work product completed on the job. Prerequisite: 36 hours of course work.

PSER 2113 ALTERNATIVE DISPUTE RESOLUTION

Introduction to resolution of disputes outside the traditional courtroom procedures, with an overview of this rapidly growing area in the law, including mediation and arbitration. [R] [W]

PSER 2213 INTRODUCTION TO PUBLIC SERVICE ORGANIZATIONS

Introduction to principles and problems of public administration, organizational theory, budgeting, motivation and management of human resources and the political environment. Course content is focused on leadership of public/nonprofit agencies. Prerequisites: [R] [W]

PSER 2223 LEADERSHIP AND GROUP DYNAMICS

Leadership and Group Dynamics is designed to empower public service majors with the skills to improve their leadership abilities. The course integrates research, case studies and classroom instructional technology that facilitate effective leadership in public/non-profit organizations. Prerequisites: [R] [W]

PSER 2333 INTRODUCTORY PUBLIC/NONPROFIT FINANCE AND BUDGET

Covers revenue sources, accounting principles and resource allocation for public/nonprofit agencies. Prerequisites: [R] [W]

PSER 2451-2453 TECHNICAL PROBLEMS – PUBLIC SERVICE

Variable course credit of one to three hours. Examines contemporary issues and problems influencing the formation of public policy and the roles of public/nonprofit agencies. Prerequisites: [R] [W]