



The Business Mastery Program for Public Service Professionals

About the Program

The new Business Mastery Program for Public Service Professionals began in January 2008. The program was developed by the UConn School of Business Executive Education Program in conjunction with a state-wide Public Service Consortium, a group of State agency representatives. The program is designed to deliver valuable management concepts and skills to professionals working in public service positions in State government or in municipal agencies. The two-course format offers Introduction to Management in the spring semester and Introduction to Business Law, Accounting, Finance, and Government in the fall semester. Participants can either earn 4 undergraduate or 3 graduate non-degree credits per course. The courses do not need to be taken sequentially; however, a certificate will be issued upon completion of both courses.

Courses

Introduction to Management (offered in the spring semester)

The introduction to management course is designed to provide students with a framework within which they can understand how managers and subordinates interact by focusing on the characteristics of individuals, groups, and individuals and groups within organizations. A section of the course also focuses on ethics in the workplace – principles, criteria, myths, and strategic ethical leadership. The final module in this course addresses labor relations topics including: managing unionized employees; the negotiation process; mediation; arbitration; just cause; and strategies for addressing discipline. The module also examines strategies for dealing with unions more effectively including responding to union grievances.

Introduction to Business Law, Accounting, Finance & Government (offered in the fall semester)

This course begins with an overview of the various types of employment law claims; discrimination and diversity; leaves of absence; drug and alcohol issues; privacy; workplace violence; and best practices for hiring, reviewing performance and disciplining and terminating employees. The second module presents a broad range of introductory accounting topics which will provide a basis for understanding key accounting principles and objectives. The participant should acquire the ability to read basic financial statements, and relate them to current real world events in the business realm and the public sector. The final module in this course will examine public policy, its effects on society, especially business, and how public policy is developed. The focus will be on Connecticut state government processes.

Information and Application available on-line at:

www.business.uconn.edu/publicservice

Time and Location

The 14-week courses will be offered in the spring and fall semesters based on the University's academic calendar. Classes will meet on Wednesday evenings from 5-8:00 p.m. at the Graduate Business Learning Center, 100 Constitution Plaza in Hartford (free parking is available in the attached parking garage).

Credit and Cost per Course

Each course for this program will earn either 4 undergraduate or 3 graduate non-degree credits.
4 undergraduate credits = \$1,244 per course in the fall 2008; as of spring 2009 the cost will be \$1,434*
OR 3 graduate credits = \$1,770 per course (Payment is due at the beginning of each semester.)

* The Board of Trustees and the Board of Governors for Higher Education reserve the right, at any time, to authorize changes.



"The information that I gained from this class I can directly apply at work on a daily basis. Some of the content has been the most invaluable information I received in my career. The professors were very supportive, inspiring and motivating."

Adele Frost
Case Manager
Department of Developmental Services

*Courses are subject to cancellation should enrollment fall below a minimum number of participants.