

GRADUATE COURSE DESCRIPTIONS

ADM 515 INFORMATION TECHNOLOGY CONCEPTS (3)

This course examines information systems in today's organizations. Managing computer resources will be discussed with emphasis on the way information technology is used to meet organizational needs.

ADM 521 APPLIED ADMINISTRATIVE CONCEPTS (3)

The course will address the administration and organizational behavior competencies required to be successful in the 21st century workplace. Emphasis is placed on managing and leading for high performance in today's dynamic, constantly changing work environment.

ADM 535 APPLIED RESEARCH METHODOLOGIES (3)

This course provides an opportunity for students to synthesize their studies and explore topics that relate to administrative and technical processes using research techniques. They are exposed to various tools and techniques for decision-making and applied research. Students undertake an in-depth review and critical analysis to begin a proposal for their capstone course on self-selected topics in the field of administration using qualitative and quantitative analysis presented in class.

ADM 545 VALUES AND ETHICS IN ADMINISTRATION (3)

This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in private and public administration decisions. The Judeo-Christian moral basis for the values and ethical practices in government and business today will be presented along with the legal requirements for complying with legislated ethical standards.

ADM 568 CHANGING ENVIRONMENT OF ADMINISTRATION (3)

This course addresses the impacts on administrative decision-making from external environments including the political, natural, international, technical and societal environments.

ADM 680 PROJECT MANAGEMENT (3)

This course examines the technical and administrative aspects of complex projects. Students will learn the project life cycle and tools and create functional and technical requirements to plan and control projects.

ADM 699 CAPSTONE: APPLIED PROJECT (3)

The Applied Project is a supervised capstone for the master's program. It is an independent, web-supported study with a graduate faculty mentor/instructor. The project is designed to build from knowledge gained during the program and to make connections between academic and professional work. Prerequisite: Successful completion of other coursework in the program.

HRD 646 DYNAMICS OF CHANGE AND PLANNING (3)

Examines how change that affects work related behavior takes place within organizations and individuals as a result of the intentional interventions of a change agent. Ways of obtaining both monetary funding and community/organizational support for innovative projects are examined.

HRD 648 WORK GROUP BEHAVIOR IN ORGANIZATIONS (3)

Emphasizes knowledge and skills necessary to build an effective team and team relationships to carry out a work related goal. Topics include person-to-person communication, small group processes, conferencing skills, networking, and coaching.

HRD 652 DIVERSITY IN THE WORKPLACE (3)

Explores the training and development of a culturally sensitive work force. Examines and explores innovative techniques for dealing with institutional "isms" (e.g., sexism, ageism, etc.), as they relate to management training, conflict resolution, career development, mentoring, performance appraisals, team-building, and peer rating methods.

PUB 503 THEORIES, PRINCIPLES, & PRACTICE OF PUBLIC ADMINISTRATION (3)

The course will focus on the classic writings that have framed the foundation of public administration over the past 120 years. The subject matter will be taught with application to current public administration practice as its principle objective.

PUB 535 APPLIED RESEARCH METHODOLOGIES (3)

This course provides an opportunity for students to explore research that relate to administrative and technical processes using various research techniques. Students undertake an in-depth review and critical investigation using qualitative and quantitative analysis. Students will be exposed to various tools and techniques appropriate to applied research and will develop a research design based on an instructor-approved topic. The research design may be used as a foundation for the capstone project.

PUB 545 VALUES AND ETHICS IN PUBLIC ADMINISTRATION (3)

This course is designed to create an awareness and sensitivity to the values and ethical issues inherent in public administration decisions. The importance of ethics in maintaining public trust in the context of representative democracies will be emphasized. Classic moral philosophies will be studied as the basis for the values and ethical practices in government today. In addition the legal requirements for complying with legislated ethical standards will be studied.

PUB 605 PUBLIC PROGRAM ANALYSIS AND EVALUATION (3)

Program analysis and evaluation is a seminar designed to examine the theory and practice of public program analysis as it is conducted in

complex political environments.

PUB 623 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR (3)

This course examines techniques for measuring and improving productivity in public organizations. Current and historical public management theories will be taught and analyzed.

PUB 635 LEADERSHIP IN PUBLIC PURPOSE ORGANIZATIONS (3)

Leadership is essential in any organization for it to be effective. This course will review the very special characteristics of leadership in public purpose organizations. Issues such as the impact of the political process on leadership, navigating media storms, leading and empowering employees, and maintaining a focus on public purpose will be addressed.

PUB 647 PUBLIC LAW AND ADMINISTRATION (3)

The role of public administrative law and procedure will be taught as it applies to both public and private decision-making. The effects of public administrative law and rule making will be presented along with the oversight provided by legislatures and public policy processes inherent in making and sustaining public policy.

PUB 650 PUBLIC/PRIVATE ENTERPRISE (3)

This course will review the scope of public/private enterprise structures in the United States. Further, it will review the scope of public purchasing, public/private partnerships, privatization of public services and contracting for public services from the private sector.

PUB 670 PUBLIC PLANNING AND CHANGE MANAGEMENT (3)

The classic management function of planning will be reviewed in its state and local government contexts. Emphasis will be placed on planning for change management applications to social equity and on strategic planning in public decision making.

PUB 699 CAPSTONE: APPLIED PROJECT (3)

The Applied Project is a supervised capstone for the master's program. It is an independent, web-supported study with a graduate faculty mentor/instructor and a professional in the field to guide relevance to current public administration practice. The project is designed to build from knowledge gained during the program and to make connections between academic and professional work.