

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 RESEARCH METHODOLOGIES (3)

In this course, students undertake an in-depth review and critical analysis of research topics using qualitative and quantitative methodologies. Upon this course completion, students will be exposed to various analytical and statistical paradigms, tools, and techniques for decision-making and research evaluation.

ADM/PUB 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 software tools to create functional, managerial, and organizational requirements to manage groups and plan & control projects.

ADM/PUB 699 CAPSTONE: APPLIED PROJECT (3)

This is a course in which students integrate and synthesize the learning experiences acquired in the program. Students plan and write a project by applying and integrating a variety of skills and knowledge covered in the curriculum. Prerequisite: ADM/PUB535

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 605 PUBLIC POLICY ANALYSIS AND EVALUATION (3)

This course is designed to examine the theory and practice of public policy analysis and evaluation as it is conducted in complex political environments by public sector agencies and organizations.

PUB 623 PRODUCTIVITY IMPROVEMENT IN THE PUBLIC SECTOR (3)

This course will provide information on the techniques for measuring and improving productivity in public organizations. Current management thought such as Total Quality Management (TQM) will be taught and analyzed for its potential in the public sector.

PUB 635 LEADERSHIP IN PUBLIC PURPOSE ORGANIZATIONS (3)

Leadership is essential in any organization for it to function effectively and productively. This course reviews 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 are addressed.

PUB 647 PUBLIC LAW AND ADMINISTRATION (3)

The role of public administrative law and procedure for 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 the public policy processes inherent in making and sustaining public policy through administrative law.

PUB 650 PUBLIC/PRIVATE ENTERPRISE (3)

This course reviews the scope of public/private enterprise structures in the United States. Furthermore, it examines the scope of public/private partnerships, privatization of public services, and contracting for public services from the private sector.

PUB 660 PUBLIC POLICY AND THE ADMINISTRATIVE PROCESS (3)

The classic confrontation between "politics" and "administration" will be examined in this course. The historical context of the "Good Government Movement" of the Nineteenth Century; the rise of the professions in public management; the issues of responsiveness and patronage will be taught and applications made to current state and local government administrative practice. The political process and public policy making will be examined.

PUB 662 NON-PROFIT ADMINISTRATION (3)

This course provides the student with an understanding of the role of non-profit organizations in the scope of public-private purposes. It examines the role of boards and staff, vision and mission, funding and accountability, excellence in operations and sustainability.

PUB 670 PUBLIC PLANNING AND GROWTH MANAGEMENT (3)

The classic management function of planning is reviewed in its state and local government contexts. Emphasis is placed on planning for growth