

# PUBLIC ADMINISTRATION (PADM)

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## **PADM 1--. PADM UPPER DIVISION. (1-10 Credits)**

Upper Level Coursework in Public Administration

**Level:** Professional Health Care, Undergraduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:** None

**Primary grade mode:** Transfer

**Schedule type(s):** Lecture

**Area(s) of Inquiry:** None

## **PADM 2--. PADM GRADUATE LEVEL. (0-10 Credits)**

Graduate Level Coursework in Public Administration

**Level:** Graduate, Professional Health Care

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:** None

**Primary grade mode:** Transfer

**Schedule type(s):** Lab, Lecture, Web Instructed

**Area(s) of Inquiry:** None

## **PADM 198. SELECTED TOPICS IN PUBLIC ADMINISTRATION. (3 Credits)**

Timely or innovative course in public administration. Not scheduled regularly.

**Level:** Non Degree Coursework, Professional Health Care, Undergraduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Students with a classification of Freshman or Sophomore may **not** enroll.

Graduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

## **PADM 200. HARKIN SEMINAR SERIES. (1-3 Credits)**

Courses within the Harkin Seminar Series are designed to provide students with increased exposure to specialized topics and current issues. The course may be repeated several times as long as the topic is not repeated.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

## **PADM 221. ORGANIZATIONAL PROCESSES AND ADMINISTRATIVE SYSTEMS. (3 Credits)**

Focus is on the management of individuals and groups in the ethical pursuit of organizational effectiveness. The course will emphasize theories and contemporary issues surrounding behavior of organizational members as individuals and as members of work teams. Also covered will be the roles, problems and tools of management through topics such as self-directed work teams, leadership, organizational design, organizational change and performance management. Prereq.: MPA 215 or its equivalent

**Level:** Graduate

**Prerequisite(s):** MPA 215

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

## **PADM 230. INDEPENDENT STUDY. (1-6 Credits)**

Advanced individual study or research under the supervision of the faculty.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Web Instructed

**Area(s) of Inquiry:** None

## **PADM 240. PUBLIC BUDGETING AND FINANCIAL MANAGEMENT. (3 Credits)**

An investigation of (1) financial institutions and practices, including budgeting public funds and the political constraints on their operation; (2) revenue sources, including taxation, charges and fees, and intergovernmental financial transactions; (3) financial management techniques such as the administration of government debt, idle cash, risk management, purchasing and management.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 245. PUBLIC POLICY. (3 Credits)**

An examination of the public policy process with an emphasis on developing the knowledge and analytical skills necessary to manage the design, implementation, and evaluation of public policies in public and nonprofit organizations. The course includes quantitative and qualitative strategies used to formulate and implement effective public policies and it will also cover performance and impact - based evaluation techniques.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 250. ADMINISTRATIVE EVIL. (3 Credits)**

The rancor and turmoil of the last few years underscores the need for a civil public discourse regarding policy and the relationship that our societal organizations (including governments, businesses and not-for-profits) have with citizens. Policy decisions, implementation and the bureaucracy that drives them weave throughout society including for profit and not-for profit entities and governments. In many cases, these policies have unintended consequences that may not be fully realized until they are implemented and in some cases after they have expired. In other cases, the policies themselves are designed to be somewhat obtrusive. This course explores the evolution and implications of public policies and their outcomes - both the intended and unintended.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Journalism & Mass Comm or Zimpleman College of Business colleges.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 270. FOUNDATIONS OF NONPROFIT ORGANIZATIONS. (3 Credits)**

This course (1) provides an interdisciplinary perspective on the historical, philosophical, and theoretical foundations, of the American nonprofit (or third, voluntary, or plural) sector; (2) includes an overview of the size, scope, and composition of the sector, as well as the political, economic, and social environments in which such organizations operate; and (3) offers students the opportunity to understand the sector's evolution, distinctiveness, and capacities.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Journalism & Mass Comm or Zimpleman College of Business colleges.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 273. NON-PROFIT MANAGEMENT. (3 Credits)**

Students examine the nonprofit sector's distinctiveness and capacities while addressing a broad spectrum of issues, strategies, and techniques related to management and leadership of nonprofit organizations. The course addresses challenges to effective nonprofit management in rapidly changing environments and includes nonprofit-specific perspectives on financial management, human resources management, revenue generation, and ethical obligations to organizational stakeholders.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Journalism & Mass Comm or Zimpleman College of Business colleges.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 280. MANAGING ACROSS SECTOR BOUNDARIES. (3 Credits)**

It is now commonly accepted that those elements that once distinguished the public, nonprofit and private sectors have become increasingly blurred. This course examines the resources, processes, techniques and organizational designs associated with conducting the people's business in public and nonprofit organizations and it is based on the learning experiences from the previous course work. The utilization of internal and external resources is a dynamic one and is central to effective management in the third millennium. Managers are presented with a number of real-life cases, problems, and vignettes and are expected to work as a team in resulting complex administrative and policy problems.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 281. PROGRAM EVALUATION AND MANAGEMENT. (3 Credits)**

Performance monitoring and evaluation are core activities of contemporary program management in nonprofit and public organizations. This course will development the skills necessary to understand and construct performance monitoring systems and evaluation strategies in the public and nonprofit sectors. The course will focus on four evaluation approaches and applications including need assessment, performance monitoring, impact evaluation and cost analysis.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 282. COMPARATIVE MANAGEMENT. (3 Credits)**

An explanation of basic bureaucratic and administrative theory augmented by the literature of reinvention, reengineering and entrepreneurialism. The course is predicated on the thesis that the public and nonprofit sector can be transformed from traditional organizations that are accountable and budget driven systems to those that are performance driven based, delayed and customer and results driven. Additionally, the course is complemented by focusing on the issues of public policy and management set within a global context where cultural and inter-cultural differences are well documented and heterogeneity and diversity are becoming common themes. Although the distinctive theme of the course will remain intact, the policy and administrative areas delineated for study and examination will vary from course to course. For instance, it might deal with sustainability, technology, reinvention for the nonprofit sector, and multiculturalism; or, crime and corrections, health care delivery systems, zero-emission production, and ecology and environment. This course requires a two-week foreign travel experience.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Journalism & Mass Comm or Zimpleman College of Business colleges.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 283. EXTERNAL RESOURCE DEVELOPMENT. (3 Credits)**

Nonprofit organizations have become an increasingly important and essential component of the social fabric that holds together civil society. Funding for these organizations is secured through programming that raises funds through donations and grants from private individuals, government, and for-profit organizations. The course considers effective methods in which external resources can be secured. Emphasized is a mission based, long-term, strategically planned resource development model. Additionally, the course covers tax-exempt laws for nonprofits, ethical concerns associated with cause-related marketing and research, resource management and allocation techniques, financial reporting, and leadership issues.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 285. COMMUNITY AND ECONOMIC DEVELOPMENT. (3 Credits)**

Examination of the policies and techniques employed by all levels of government and private development organizations in planning and stimulating economic growth and change.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 287. PUBLIC MANAGEMENT. (3 Credits)**

Designed to inform the professional practice of public administration, the course provides perspective on contemporary theories and practices that support professional public management. Current and emerging public issues will provide the setting for exploration and study.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

Enrollment limited to students in the Zimpleman College of Business college.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 288. HUMAN RESOURCE APPLICATIONS. (3 Credits)**

This course uses the case study methodology and other experientially based exercises to examine and analyze selected current issues in human resources management, such as organizational downsizing, cultural diversity, career development, training, reduction-in-force, cutback management, employee turnover and discharge, smoking in the workplace, telecommuting, employee leases, AIDS in the workplace, workplace homicide, daycare and elder care issues and other topics of enduring or contemporary concern to human resources management personnel. Course participants are given ample opportunity to make case presentations and become fully involved in the analysis and decision-making process associated with the management cases. Extensive emphasis is placed on using the resources of the group.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 289. URBAN GOVERNMENT & ADMIN. (3 Credits)**

A critical examination of the politics and management of contemporary American grassroots government including cities, counties and special districts and authorities. The main focus of the course is on the transformation of cities and their policy and administrative challenges.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 293. PUBLIC SERVICE INTERNSHIP. (3 Credits)**

The purpose of this 180-hour internship is to help students with limited or no work experience in the public or nonprofit sectors to integrate their coursework with real-world administrative work experience in governmental or nonprofit settings. By interaction with administrative professionals in the field, students develop new skills and gain practical, technical, and administrative competence in selected areas of public service.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None

**PADM 298. CURRENT ISSUES IN MANAGEMENT. (3 Credits)**

Special topics seminar. Topics vary.

**Level:** Graduate

**Prerequisite(s):** None

**Corequisite(s):** None

**Restrictions:**

Undergraduate level students may **not** enroll.

**Primary grade mode:** Standard Letter

**Schedule type(s):** Independent Study, Lecture, Web Instructed

**Area(s) of Inquiry:** None