PUBLIC ADMINISTRATION (PADM)

PADM 500  Topics in Public Admin  1 to 3 Credit Hours
A major topic or set of related topics in public administration will be examined in the course. For example, the topic one semester might be the "Classics of Public Administration." The topics may change and, therefore, it is possible to take the course more than once.
Restriction(s):
Can enroll if Class is Graduate

PADM 505  Intro to Pub & Non-Prof Admin  3 Credit Hours
This introductory course provides an overview of topics encountered in government or nonprofit administrator positions. Topics emphasized in the seminar include decision-making, finance, human resources, leadership, performance, accountability, organizational responsiveness, and strategic management.
Restriction(s):
Can enroll if Class is Graduate

PADM 507  Strategic Comm for Admin  3 Credit Hours
This Internet course addresses three levels of administrative communications - individual, group and organization - and examines the concepts and skills needed to be an effective communicator. Students will develop applications emphasizing goal-oriented communications and making strategic choices in content, structure, style and delivery. An emphasis is given to the design and best use of computer technologies such as Word and PowerPoint applications. The course also covers basic ethical and legal issues of workplace communications.
Restriction(s):
Can enroll if Class is Graduate

PADM 520  Leadership and Administration  3 Credit Hours
An overview and examination of the background and current practices and applications associated with substantive leadership and futures-oriented management of a variety of public service and nonprofit organizations.
Restriction(s):
Can enroll if Class is Graduate

PADM 522  Qlty and Prod in Serv Org  2 Credit Hours
Contemporary service organizations are concerned with improving their quality and productivity. What are the different approaches to accomplishing these ends? Subjects such as Total Quality Management and other approaches will be examined and utilized to suggest techniques to improve educational, public, and nonprofit organizations.
Restriction(s):
Can enroll if Class is Graduate

PADM 523  Administrative Law  3 Credit Hours
This class will focus on important legal and regulatory issues as they relate to public, education, and nonprofit organizations. It will consider the various court and administrative decisions which affect these. Numerous case situations will be used to facilitate the students' learning.
Restriction(s):
Can enroll if Class is Graduate

PADM 525  Consulting and Staff Dev  3 Credit Hours
This two-pronged program aligns the planning, design, and implementation of pre-service and in-service staff development programs for individuals and groups with an analysis and study of internal and external consultant roles and practices that help ensure proper development of personnel, processes and programs to enhance the organizational mission and desired outcomes.
Restriction(s):
Can enroll if Class is Graduate

PADM 527  PR for Nonprofit/Public Sector  3 Credit Hours
The seminar examines the interaction of bureaucracies and their communities. It is particularly concerned with citizen roles and involvement in governance and communications in education, public and nonprofit organizations. Concepts used include community power, pressure groups and organization culture and climate.
Restriction(s):
Can enroll if Class is Specialist or Graduate

PADM 530  Loc Govt for Teach/Admin  1 to 3 Credit Hours
At the seminar, teachers participate in interactive learning activities with local government staff members. Officials serve as resource people, not lecturers. Teachers experience each lesson through the eyes of their students. All participants provide complete lesson plans for each activity, making it easy to share favorites from the course/academy with colleagues. Teachers work on developing coordinated learning experiences in local government including field trips, case studies and class visits drawn from both school district and local government resource-bases.
Restriction(s):
Can enroll if Class is Post-baccalaureate NCFD or Post-baccalaureate Cert only or Graduate

PADM 540  Admin of Financial Resources  3 Credit Hours
Basic principles and actual practices of financial administration and accounting for state/local governments, public school systems and nonprofit organizations, particularly budgeting and financial reporting within the context of other organizational processes and political demands and/or requirements. As one of the MPA core seminars, the case method will be employed to illustrate issues and problems of financial administration.
Restriction(s):
Can enroll if Class is Graduate

PADM 541  Fund Accounting  3 Credit Hours
This seminar focuses on the goals, methods and issues associated with accounting for funds used in public agencies, school districts and nonprofit organizations. Included in the course is consideration of the preparation and use of financial statements, and Comprehensive Annual Financial Reports. A variety of other related topics will be covered such as managing debt, investments, and cash management practices.
Restriction(s):
Can enroll if Class is Graduate

PADM 548  Fundraising  3 Credit Hours
The course will analyze the role of fundraising and philanthropy for nonprofits. The class will examine issues such as the cultural, political and economic supports and constraints within which nonprofit organizations operate. Students will be able to enhance their fundraising skills and their knowledge of the fundraising practices of nonprofits.
Restriction(s):
Can enroll if Class is Graduate
PADM 560 Admin of Human Resources 3 Credit Hours
This seminar will examine human resource administration activities in public, educational, and nonprofit settings. Issues such as recruiting, selection, planning, performance appraisal, contracting and collective bargaining will be related to the overall administrative activities. Emphasis will be placed on the connection between human resource issues in public, educational, and nonprofit organizations.
Restriction(s):
Can enroll if Class is Graduate

PADM 561 Organization Dev and Theory 3 Credit Hours
Students will learn how organizations are structured and shaped, know what features of organizations vary and the parameters on which they vary, and be able to analyze, synthesize, and apply concepts to reduce organizational uncertainty, and to improve and regulate organization behaviors and outcomes. Attention will also focus on top-down and participatory administration in organizations, and change in public, educational, and nonprofit organizations and agencies.
Restriction(s):
Can enroll if Class is Graduate

PADM 562 Lab Relations in Serv Setting 3 Credit Hours
The seminar will consider the impact of collective bargaining on traditional human resource administration in public, education and nonprofit settings. It will also focus on developing an initial competency in the various activities associated with collective bargain situations.
Prerequisite(s): PADM 560 or EDB 560
Restriction(s):
Can enroll if Class is Graduate

PADM 564 Performance Appraisal 3 Credit Hours
Evaluating the performance of individuals in an organization is crucial to the motivation of the individual and the success of the organization. This class will consider the available methods for assessing performance of personnel in different public, educational and nonprofit settings. The different methodologies and concepts in the field will be utilized in the class.
Restriction(s):
Can enroll if Class is Graduate

PADM 580 Info Sys and Stats for Admin 3 Credit Hours
This course will introduce MPA students to descriptive and basic inferential statistics. Participants will use microcomputers and software to perform elementary statistical analyses and prepare presentation quality reports and graphics, making use of statistical information.
Restriction(s):
Can enroll if Class is Graduate

PADM 581 Strat Planning/Needs Assessmnt 3 Credit Hours
This course develops the strategic planning and needs assessment competencies of the participants. Emphasized in the course is the "cascade" process of information gathering involving interviewing, focus groups, and surveys as applied in strategic planning.
Restriction(s):
Can enroll if Class is Graduate

PADM 582 Policy Analysis & Development 3 Credit Hours
Policy formulation involves two different activities: 1) identifying and assessing alternative courses of action, i.e., deciding what, if anything, needs to be done about a problem; and 2) developing the policy, regulation or law that will carry an agreement in principle into effect. Both aspects of policy development will be covered in the course.
Restriction(s):
Can enroll if Class is Graduate

PADM 583 Program Evaluation 3 Credit Hours
This class will examine procedures for evaluating programs in public, education and nonprofit settings. The concern will be to examine the various techniques available to determine whether a program is doing what it was intended to do. Students will utilize various techniques in examining a variety of case situations.
Restriction(s):
Can enroll if Class is Graduate

PADM 585 Technology for Administrators 3 Credit Hours
This course will focus on the role of organizational administrators in the applications of technology within an organization, including policy development, personnel management, financial planning and budgeting, program planning and evaluation, training, and strategic planning.
Restriction(s):
Can enroll if Class is Graduate

PADM 586 Ethics in Public Pol & Admin 3 Credit Hours
This course critically examines ethical issues encountered by public administrators and policymakers. It examines ethical considerations related to managing people and other organizational resources and designing and implementing public policy. It seeks to help students identify, understand, and deal effectively with the ethical dimensions of leadership in the public and nonprofit sectors. (YR)
Restriction(s):
Can enroll if Level is Rackham or Graduate

PADM 560 or EDB 560

PADM 565 Assessment Seminar 1 to 3 Credit Hours
This "capstone" seminar involves the assessment of public administration degree candidates' knowledge, skills and abilities in core program areas. These core areas include administration of programs, finance and human resource administration, and leadership. Students will prepare and present portfolios of their work.
Restriction(s):
Can enroll if Class is Graduate

PADM 568 Directed Studies in Pub Admin 1 to 3 Credit Hours
This course will permit students to take subjects not currently offered in regular courses but within the capacity of existing or adjunct faculty. To be elected only with the permission of the program director and an instructor.
Restriction(s):
Can enroll if Class is Graduate

PADM 569 Internship 1 to 3 Credit Hours
Students who lack the necessary experience in responsible administration will be afforded the opportunity to gain the experience in the internship. The class and the number of hours will be arranged to fit the needs of the students the program coordinator believes are necessary.
Restriction(s):
Can enroll if Class is Graduate
Can enroll if Major is Public Administration

* An asterisk denotes that a course may be taken concurrently.

Frequency of Offering
The following abbreviations are used to denote the frequency of offering:
(F) fall term; (W) winter term; (S) summer term; (F, W) fall and winter terms; (YR) once a year; (AY) alternating years; (OC) offered occasionally