

# PUBLIC ADMINISTRATION (PADM)

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## **PADM 5301 Adv Methods of Social Rsrch**

This course introduces the student to the essentials of conducting social science research. Students will be introduced to the different dimensions of social research: ethics, theory, hypothesis testing, research design, sampling, measurement, and quantitative data analysis. Students will also become familiar with using SPSS, a common statistical software package. By the end of the course students will possess the foundation to begin applying this knowledge to real world applications - in academia, government, non-profit, or private industry. (Cross-listed with PSCI 5301) Prerequisites: CRIJ 3305, PSCI 3301, SOCI 3305, or similar undergraduate coursework in social scientific research methods, or permission of instructor.

## **PADM 5332 Program Evaluation**

This course is a broad introduction to the framework of program evaluation. It is designed to introduce students to the major concepts, approaches, methods, theories, and the processes in the field of program evaluation. In this course students will learn the primary tools and techniques of the evaluation process, as well as, the organizational and political context in which evaluators operate. Prerequisites: Graduate standing and PADM 5301 or equivalent, and PADM 5375, or permission from instructor.

## **PADM 5334 Administrative Law**

An in-depth analysis of the constitutional and legal foundations of public administration, as well as court decision rules, precedents, and practices as they relate to public organizations. Prerequisites: Graduate standing and PADM 5375, or permission from instructor.

## **PADM 5342 Organization Theory**

This course explores the evolution of organization theory, from classical to the modern with a main focus on public organizations. It is designed as a broad introduction to the structure and function of organizations. The primary focus is to equip students with organizational concepts and theoretical perspectives for public management. Prerequisites: Graduate standing and PADM 5375, or permission from instructor.

## **PADM 5344 Communication for Public Adm**

The study of communication challenges and strategies for public administration professionals. Compare communication demands placed on public organizations versus private corporations. Apply theories of public discourse and public service to specific cases. Prerequisites: Graduate standing and PADM 5375 or permission from instructor.

## **PADM 5362 Administrative Ethics**

Practicing ethics in government, including the philosophy of ethics, the role of ethics in public organizations, and applications of case studies to ethical problem-solving in public service as well as nonprofit organizations. Prerequisites: Graduate standing and PADM 5375, or concurrently with 5375.

## **PADM 5375 Surv of Pub Adm&Pub Affairs**

Theories of public organization, public service, and public administration are examined as they influence individual and group behaviors and decision making in public sector environment. Prerequisites: Graduate standing.

## **PADM 5377 Survey of Nonprofit Lead&MGT**

Through a fusion of best practices and nonprofit management research literature, this course provides an overview of nonprofit leadership including CEO/Executive Director management, volunteer leadership recruitment, selection, training, management, retention, including theories of motivation, leadership and ethics. It also provides a broad overview of the management of nonprofit organizations finances, financial development, legal requirements and the role of nonprofits in community and as a global phenomenon. Prerequisites: Graduate standing in the Master of Public Administration program at TAMU or graduation from a master's degree program from any accredited university.

## **PADM 5378 Human Resources Mgt in PADM**

This course examines the principles and practices of personnel administration in public bureaucracies. It includes the development of human resources management as a branch of knowledge and as a partner in the management of public organizations. Some of the key functions noted are personnel motivation, personnel recruitment and retention, bureaucratic subculture, organizational change, and political climate. Prerequisites: Graduate standing and PADM 5375 or concurrently with 5375.

## **PADM 5379 Philanthropy, Fund Raising NPO**

Methods of allocating financial resources in public bureaucracies are studied. Course covers relevant accounting procedures, statistical presentations of budgets, lobbying legislative bodies for budgetary resources, and the politics of agency funding. Prerequisites: PADM 5375.

## **PADM 5380 Prin & Politics of Public Budg**

Methods, norms, and practices of public budgeting and fiscal management are studied. Course covers the politics of budgeting, principles of public finance, and the analysis of fiscal management processes, procedures, and standards. Prerequisites: Graduate standing and PADM 5375.

## **PADM 5381 Grant and Contract Management**

This course presents hands-on training in grant writing and contract/grant management for nonprofit organizations. Including how to respond to grant solicitations, how prepare/present a grant/contract application and an overview of how to develop a program evaluation of grant/contract funded programs. This course includes a service learning component as students will research and produce a grant/contract proposal and application for a local nonprofit organization. Prerequisites: graduate standing in the Master of Public Administration program at TAMU or graduation from a master's degree program from any accredited university.

**PADM 5382 Public Policy Dev&Implem**

This course focuses on the public policy process in the United States, including agenda setting, policy formulation, implementation, evaluation, and termination. While the focus is on policy making at the national level, similar dynamics occur at the sub-national level. This course examines policy-making environment in the United States from a political, social, economic, and cultural context and covers selected substantive policy areas.

Prerequisites: Graduate standing and PADM 5375 or concurrently with PADM 5375.

**PADM 5383 Nonprofit Law and Process**

This course covers nonprofit law in the United States for nonprofit organizations. It includes the legal steps to form a nonprofit organization, reporting requirements, boards of directors' responsibilities, audit requirements and other legal obligations for nonprofit organizations.

Prerequisites: Graduate standing in the Master of Public Administration program at TAMU or graduation from a master's degree program from any accredited university.

**PADM 5385 Strategic Plan & Fiscal Admin**

This course provides hands-on-training in the development and management of a nonprofit strategic plan and strategic action plan including goal setting, development, and analysis. It will also provide an overview of budgeting, cost accounting, estimating income and expenses, financial reporting and ethical implications of managing financial resources for nonprofit organizations as they develop and implement their strategic plans. This course provides an opportunity for service learning as students will work with a local nonprofit organization to create a strategic plan that will be presented to the organizations' executive director and board of directors.

Prerequisites: Graduate standing in the Master of Public Administration program at TAMU or graduation from a master's degree program from any accredited university.

**PADM 5387 International Nonprofit Mgt**

This course deals with formation of nonprofits in nations other than the United States with special emphasis on Mexico and Central/South America. It may be taken as a for-credit course or as a continuing education course for no credit.

Prerequisites: graduate standing in the Master of Public Administration program at TAMU or graduation from a master's degree program from any accredited university; for continuing education, permission of instructor.

**PADM 5389 Lead for Perform in Nonprof Org**

This course will cover essentials in recruiting and hiring employees, employee development and evaluating employee performance as these issues particularly relate to nonprofit organizations in order to ensure optimum performance in a nonprofit organization.

Prerequisites: graduate standing in the Master of Public Administration program at TAMU or graduation from a master's degree program from any accredited university.

**PADM 5390 Special Topics in Public Adm**

Special topics relevant to public administration. May be repeated for credit when topic changes.

**PADM 5395 Project**

Individual supervision of a project paper, approved by student's advisor, to be undertaken at or near the end of student's classwork.

Prerequisites: Permission of instructor.

**PADM 5396 Internship**

Individual supervision of a project paper, approved by student's advisor, to be undertaken at or near the end of student's classwork.

Prerequisites: Permission of instructor.