

2016

Bachelor of Science Public Administration Course Descriptions 2016

Nova Southeastern University

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Bachelor of Science Public Administration Course Descriptions 2016

Course Descriptions

Full-Time professionals are available to discuss the B.S. in Public Administration curriculum with you in greater detail. Simply call 800.338.4723 or contact our [Office of Undergraduate Admissions](#).

ACT 2300 Managerial Accounting (3 cr.)

Integrates the accounting process with the planning, coordinating, and control functions of the business organization. Topics include strategic planning, tactical and operational decision making, budgeting, responsibility accounting, and performance measurement. Prerequisites: MATH 1030 or higher

ECN 2025 Principles of Macroeconomics (3 cr.)

This course is designed to acquaint the student with the tools and methodology utilized by economists to analyze how the macro economy functions in both the short and long terms. The course will begin with a study of how market systems and nonmarket systems address the problem of scarcity and unlimited wants. Theories of consumption, investment, the public sector and foreign trade will be developed to illustrate their role in determining the levels of output, employment and prices in both a closed and open economy. The role of Fiscal and Monetary Policies and their short and long run impacts as well as supply side economic theories will be followed by the study of investment in Human and Physical Capital and how these investments influence economic growth and development. The course will conclude with the study of international trade and finance and their impact on the domestic economy. Prerequisite: MATH 1040 or higher.

HS 3315 Human Services and Cultural Diversity (3 cr.)

This course will examine the role of cultural diversity in human services/helping professions and will allow students the opportunity to increase self-awareness with regard to worldviews and personal beliefs about diversity issues. Key aspects of cultural competency will be reviewed including its history, definitions, and selected conceptual models, in addition to its relevance and importance in the development and administration of human services organizations. Frequency: Every Fall and Winter.

MGT 4170 Organizational Behavior (3 cr.)

Organizational Behavior: Explores the interaction of individuals and the organization as a dynamic interplay that affects total organizational effectiveness. Topics include the role of effective communication in the organization, motivation, leadership and values. Prerequisite: MGT 2050.

PADM 2100 Principles of Management in Public Administration (3 cr.)

This is an introductory course focusing on fundamental public management theories, concepts, principles, and practices. The course provides an overview of the field at the state and local levels setting the stage for the program's curriculum. Topics are taken from a variety of subject areas from across the discipline. Students are challenged to explore and evaluate techniques for structuring and resolving managerial problems in public organizations. Prerequisite: COMP 1500, POLS 1010 and POLS 2100.

PADM 3000 Public Policy (3 cr.)

This course focuses on the public policy process in the United States and how potential ideas for government action are translated from concepts into reality. In addition to providing a basic overview of the processes of policy formulation and implementation, this course introduces some of the major stakeholders and actors, both formal and informal, in the world of policymaking. This course examines the policy process at the national level as well as policy-making by state and municipal governments, and explores the political contexts in which policies are made, administered, analyzed, and challenged.

Prerequisite: PADM 1000

PADM 3100 Financial Accounting in the Public Sector (3 cr.)

Provides an introduction to financial accounting and its decision-making elements. Areas covered are the conceptual frameworks of accounting, fund accounting, and government financial statements and their components. Prerequisite: PADM 2100 and ACT 2300.

PADM 3200 Public Budgeting (3 cr.)

Public budgeting is the study of how scarce public resources are allocated among competing interests in a political environment. Though resource allocation decisions are essentially economic, fiscal policy decisions are made through public institutions and political processes. This course introduces students to the policies, procedures, and skills relevant to financial management in public sector organizations. The emphasis is on the practice of budgeting, financial reporting, revenue generation, capital budgeting, and debt management. The purpose of the course is to provide the knowledge and skills that all public administration students need as preparation for careers in public policy and management, and to provide a solid foundation for those who wish to study more advanced topics in government policy and finance.

Prerequisite: PADM 1000

PADM 3300 Public Sector Human Resource Management (3 cr.)

Human resource management personnel are actively involved in the selection, hiring, training, compensation, job analysis, and performance evaluation functions in public and nonprofit organizations. This course explores each of these functions in turn. Additionally, this course is an introduction to issues encountered by human resource management personnel in the public sector as they perform this vital work. This overview course provides students, future government employees, and future government managers with a foundation for developing human resource management skills and an appreciation for the fact human resource management involves much more than 'red tape' and 'pushing paper'. Prerequisite: PADM 2100.

PADM 4100 Data Driven Decision-Making (3 cr.)

Management is a continuous cycle of decision-making and evaluation. What actions should be taken? How should those actions be implemented? Who should take those actions and when? Were the actions effective? How can we improve? These questions must be constantly asked and answered. Accurate identification, collection, and analysis of proper data can enhance management's potential to make optimal decisions and produce desired outcomes. This course introduces students to methods for identifying, collecting and analyzing data and provides students hands-on opportunities to apply their analyses to decision scenarios related to operations management, strategic planning, and program evaluation. Prerequisite: PADM 2100 and MATH 2020.

PADM 4200 Planning, Zoning, and Development (3 cr.)

This course will cover the fundamentals of land use planning with an emphasis on sustainable development. A more complete course description will be developed by the department in collaboration with an expert in this area. Prerequisite: PADM 2100.

PADM 4500 Administrative Ethics in the Public Sector (3 cr.)

This course will provide students with an understanding of the core assumptions of the major ethical theories. Armed with this knowledge, students will evaluate ethical dilemmas in the public service, and analyze the role social and political forces play in shaping these dilemmas. Prerequisite: PADM 2100.

PADM 4880 Senior Seminar in Public Administration (3 cr.)

Public agencies have been referred to as "the fourth branch of government". Government agencies wield considerable power and influence in social affairs, yet there is no specific mention of them in the United States Constitution, or the constitutions and charters of most state and local governments. Classical theorists in public administration considered the "political" and "administrative" functions of government to be separate and distinct; elected officials "steered and navigated" while non-elected public officials "rowed"; "politics" was base and profane whereas "administration" was selfless, pure, and noble. Later scholars recognized many non-elected public employees are actively involved in policy-making and political activities. This course challenges students to evaluate the question of "legitimacy" of public agencies and public employees by considering the following questions: Do public agencies and non-elected public officials have a legitimate role in governance? Do policy-making and political activity by government employees undermine and circumvent the intent of our founding fathers and authority of our elected officials? Does autonomy of the public service function as a potential buffer against extreme political regimes, thereby serving to safeguard and preserve individual rights and liberties? Prerequisites: PADM 2600, PADM 3900, and 2 additional PADM 3000/4000 courses.

PADM 4950A Internship in Public Administration A (3 cr.)

This course is designed to provide students with an opportunity to integrate academic and experiential knowledge in the field of Public Administration. Students will be placed with an agency or organization, of their choice, related to the practice of public and nonprofit administration. All internship placements must be approved by the Academic Internship Supervisor before the commencement of the internship. Students will be required to complete a minimum of 140 hour contact hours at the internship placement site during the 16 weeks of enrollment. Prerequisites: (1) a minimum grade point average of 2.5 as calculated by NSU; (2) completion of 60 credit hours and PADM 3900; (3) an approved placement site prior to enrolling in the course; and (4) permission from the Department Chair.

TECH 1110 Technology in Information Age (3 cr.)

In this course, students work for mastery of basic computer application skills in file management, word processing, spreadsheet, charting, database, Internet research, and web authoring/publishing. In addition, students acquire a deeper understanding of technology as used by professionals in all information technology fields, current trends, ethical use of technology, and technology management. A challenge exam (passing score = 75 percent) is available for those students who believe they already possess these skills.

TECH 2130 Business Applications of Microcomputers (3 cr.)

This course covers the fundamental theories and applications of business programs for microcomputers that are useful in the small- to mid-size business environment. Accounting, relational database management, and information system management programs will be included. This is a computer laboratory course. Prerequisite: TECH 1110 or TECH 1111.

PADM 4950B Internship in Public Administration B (3 cr.)

This course is designed to provide students with an opportunity to integrate academic and experiential knowledge in the field of public administration. Students will be placed with an agency or organization, of their choice, related to the practice of public and nonprofit administration. All internship placements must be approved by the Academic Internship Supervisor before the commencement of the internship. Students will be required to complete a minimum of 140 hour contact hours at the internship placement

site during the 16 weeks of enrollment. Prerequisites: (1) a minimum grade point average of 2.5 as calculated by NSU; (2) completion of 60 credit hours and PADM 3900; (3) an approved placement site prior to enrolling in the course; and (4) permission from the Department Chair.

BHS 3100 Current Issues in Health Care (3 cr.)

This course discusses current issues and concepts regarding health care to prepare the student with the essential vocabulary and thought processes to understand and evaluate the legal, political and ethical challenges facing health care in the US.

BHS 3120 Introduction to Epidemiology (3 cr.)

The purpose of this course is to introduce the history and development of epidemiology in relation to public health and disease. Communicable, epidemic and endemic as well as social diseases will be discussed.

BHS 3150 Principle of Leadership (3 cr.)

This course will provide an overview of numerous leadership theories to prepare the student for a leadership role in Health Care. The course will critically analyze the differences between leadership and management

BHS 3151 Health Services Management (3 cr.)

This course will provide an overview of health care and general management to prepare the student for a managerial role in Health Care administration. Course topics include human resource issues and policy, personnel planning, staffing, development, coaching and training of employees.

BHS 3160 Health Policy (3 cr.)

This course provides the student with a broad understanding of Health Policy, how health care is organized, and how the practitioner can better work in the system. The focus will be on policy issues of population health and its determinants, access to care, and its impact on health. Students receive an introduction to key features in the US health care system, and will examine issues of rising health care costs and the quality of the care given. (Because there are a number of changes forthcoming as a result of recent legislation, some of the material presented this semester may change radically!).

BHS 4000 Cultural Competency in Health Care (3 cr.)

The purpose of this course is to develop competency and better understanding when confronted with issues related to culture, diversity and ethnically based customs, rituals, alternative health care choices, folk medicine, cultural structure and viewpoints and the practitioner's delivery of health care.

ENVS 3101 Introduction to Public Health (3 cr.)

This course provides an introduction to the concepts, values, principles, and practice of public health.

HS 1200 Introduction to Human Services Administration (3 cr.)

This course provides an overview of Human Services Administration as a profession. Emphasis is placed on providing familiarity with the roles and functions of Human Services workers/administrators and an examination of the factors necessary to enter the Human Services field. The course focuses on the history of helping, the human services movement, current issues related to human services, managed care, and models of service delivery. The ethical principles that guide the Human Services Administration profession will also be examined. Frequency: Every Fall.

HS 3120 Grant Writing and Management (3 cr.)

This course will introduce students to the purpose of grant writing and the basic components of a variety of grant applications/proposals. Students will learn how to identify an organization's needs, locate funding opportunities, access resources, and organize team members to create a competitive grant proposal. Emphasis will be placed on developing skills needed to read and understand application guidelines, and write a successful grant proposal. Students will also be introduced to post-award procedures and grant management, including evaluation and reporting. Frequency: Every Fall.

HS 3130 Nonprofit Leadership (3 cr.)

This course will equip students with a foundation in leadership through learning major leadership theories and their applications in the nonprofit sector. Students will build upon skills of decision-making, understand issues related to compliance, gain knowledge of the importance and function of community collaborations, and will be able to demonstrate ethical decision-making. Case studies that demonstrate challenges within nonprofit organizations will be discussed and analyzed. Frequency: Every Fall.

HS 3140 Fundraising and Philanthropy (3 cr.)

This course examines various funding streams of nonprofit organizations, including government sources, public and private foundations, corporations, and individuals. This course explores historical issues related to philanthropy in the United States and the role of philanthropy in the nonprofit sector. Students will develop an understanding of fundraising plans, which include strategies for identifying and building relationships with potential donors. Legal and ethical issues pertaining to fundraising will be discussed. Frequency: Every Winter.

HS 4250 Program Planning and Evaluation (3 cr.)

This course provides an overview of the competencies necessary to critically plan, implement and evaluate human service programs. Relevant program evaluation models are reviewed and a primer of quantitative and qualitative research methods is provided. Data collection techniques and the ethics and standards of evaluation practice are also covered. Social and human service trends relevant to program planning are also addressed in order to assist in the development of human service programs to meet future societal needs. Frequency: Every Winter.

HRM 3100 Managing Conflict and Change (3 cr.)

Examines the impact of conflict, stress and change on the workplace and the quality of work life. Topics include the myriad of stressors and their effect as well as the selection of appropriate interventions and responses.

HRM 4200 Organizational Development and Change (3 cr.)

Applies behavioral science knowledge and practices to help organizations improve the quality of work life and experience strategies for achieving change. Prerequisite: HRM 4160.

PADM 2200 Leadership of Public Organizations (3 cr.)

This course exposes students to definitions and conceptualizations of organizational leadership with emphasis on leadership of public bureaucracies. Theories of leadership are examined to identify the skills, qualities and characteristics commonly attributed to the effective leader. Leadership will be examined and linked to various organizational contexts including power, gender, personality, culture, and development. Differences in leadership roles in public and private sector organizations are also explored. Prerequisite: PADM 1000.

PADM 4400 Public Sector Labor Relations (3 cr.)

This course explores public sector collective bargaining and labor relations. Topics include the historical background of collective bargaining, current bargaining practices, labor and management bargaining strategies, and contract maintenance. Students will participate in simulated collective bargaining negotiations. Prerequisite: PADM 2300.

PSYC 3070 Stress Management (3 cr.)

This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which vulnerability is exposed to stressors, and the resulting behavioral symptoms. Prerequisites: PSYC 1020 or 1020H.

PSYC 3480 Industrial/Organizational Psychology (3 cr.)

Survey of psychology as applied to work emphasizing a general knowledge of industrial/organizational psychology as well as its application to the solving of real-world problems. Discussion of personnel decisions, organizational training, organizations and their influence on behavior, job satisfaction, job design, and organizational development, human factors, and environmental stressors on workers. Prerequisite: PSYC 1020 or 1020H.

BSMP 3130 Environmental Economics (3 cr.)

This course explains and provides an overview of relevant economic concepts, such as markets, environmental valuation, risk, and trade. The second part of the course uses these concepts in understanding and developing policy responses to some of the major environmental issues of our time, such as climate change, marine pollution, and the loss of biodiversity.

BHS 3145 Principles of Environmental Health (3 cr.)

This course will introduce students to the principles of environmental health and their importance to human populations. Some of the topics covered include Environmental Quality, Occupational Health, Vector-borne and Pandemic Diseases, and Hazardous Materials Management, and the regulations promulgated to manage each.

BSMP 3260 Resolving Environmental and Public Disputes (3 cr.)

(Offered through the School of Humanities and Social Sciences) This course focuses on the theoretical bases, practical applications, process orientations, and actual intervention into complex multiparty, multi-issue public disputes regarding management of the coastal zone. The emphasis is on social/environmental interactions and sources of political and economic conflict over human health environmental protection and natural resource scarcity.

ENVS 3100 Environmental Issues (3 cr.)

Environmental Issues is designed to teach students that most of today's issues in environmental science are highly controversial and that advocating a policy stand on an environmental concern requires the balancing of the pros and cons of an issue. Several current areas will be introduced in an unbiased manner. The students will gain experience taking sides and debating issues by presenting objective perspectives on environmental topics. Prerequisites: BIOL 1040, ENVS 1100, or ENVS 1200.

ENVS 4300 Industrial Ecology (3 cr.)

This course will apply concepts of sustainability and sustainable development to analyze human activity, including manufacturing, agriculture, resource exploitation, consumption, and population growth. The goal is to prepare the student for inevitable reductions of resources due to limits of environmental

carrying capacity, economic feasibility, and social justice. The course will emphasize analysis and modeling of human activities and environmental problems, development of sustainable solutions, and written and oral communication of results. Prerequisite: CHEM 1500 or CHEM 1300 or CHEM 1300H and ENVS 1100 or BIOL 3200.

LGST 3350 Environmental Law and Policy (3 cr.)

This course analyzes environmental quality in terms of law and policy. Specific public policy issues are surveyed to develop alternative approaches for dealing with ecological problems and for illustrating the power of public opinion. This course also provides an understanding of the norms and institutions that comprise national and international environmental law. Specific topics considered include air pollution and protection of the atmosphere, hazardous waste, endangered species, the global commons, and laws of the sea. Statutes, regulations, and judicial decisions are emphasized to provide an overall analysis of environmental law. Prerequisite: COMP 2000, COMP 2010, or COMP 2020 or COMP 2000H.

SOCL 3600 Environmental Sociology (3 cr.)

This course examines the relationships between societies and the physical environment in the U.S. and at the global level as well as the ways in which environmental problems are also social problems. It will explore materialism, technology, development, population, and environmental activism and attitudes including the pivotal role that social inequality plays in relation to environmental problems. Prerequisites: SOCL 1020 or ENVS 1100 or ENVS 1200

BSMP 3210 International Integrated Coastal Zone Management (3 cr.)

The focus is on the international dimensions of integrated coastal zone management. Students will first examine the major "big picture" issues affecting the world's coastal areas and oceans, and will examine seven case studies that will help to bring alive the grave problems of mismanaging coastal and economic resources.

BSMP 3220 Marine Biosecurity (3 cr.)

This course provides an overview of marine biosecurity through the investigation of concepts, regulatory approaches, assessment and management of marine invasions. The syllabus includes a conceptual and historical introduction to marine invasion biology, global perspectives on biological invasions, pathways of invasion, exclusion methods and assessment and management.

BSMP 3230 Maritime and Port Security (3 cr.)

Port and Maritime operations and associated facilities and infrastructure collectively challenge the security of nations and the global economy. Technology alone cannot secure ports and shipping, nor can adding additional security procedures, physical barriers, or additional manpower fully mitigate the risk. What will work is an integrated, carefully planned approach that incorporates the best elements of technical, physical, procedural and information security disciplines into a comprehensive strategy.

BSMP 3240 Ocean and Coastal Law (3 cr.)

A hodgepodge of laws and approaches apply to the oceans and coasts. Today a great period of legal adjustment is in motion as many living systems collapse, bearing social and economic consequences. This course is about how law copes with emerging science and policy.

BSMP 3350 Marine Ecotourism (3 cr.)

Students gain insight into the organization and delivery of ecotourism as a product. The course focuses on the social, economic and environmental benefits and costs associated with tourism. An independent

research project will allow students to explore a tourism research topic of their choice in more detail (subject to instructor approval).

BSMP 3360 Marine Protected Areas (3 cr.)

Lectures will address the logic of Marine Protected Areas (MPA) and their advantages and disadvantage. The science of MPA will be presented as well an overview of traditional approaches to fisheries management.

GEOG 2075 Geographical Information Systems (3 cr.)

Geographical Information Systems is an introductory survey course that gives the student a comprehensive introduction to the basic design principles of data-based management systems for the capture, analysis, and display of spatial data.

GEOG 3050 Applied Geographic Information Systems (3 cr.)

The course will explore applied topics in GIS including: GIS database development, Web-based GIS applications, spatial and 3-D analysis, and model development. This course builds on basic principles and applications developed in GEOG 2075, and will prepare students from various disciplines to use advanced GIS analytical tools in project development. Prerequisite: GEOG 2075

GEOG 3075 Geospatial Field Methods (3 cr.)

This course teaches students to geo-reference field observations, photos, and data for analysis and reports. Students are introduced to geospatial technology, including Global Positioning System (GPS), mobile Geographic Information System (GIS) tools, and basic GIS for field data gathering. The course consists of lecture, computer laboratory, student presentations, and field trips for data collection. This course is designed for students from diverse disciplines interested in using geospatial technology in their studies, research, and career. Prerequisite: GEOG 2050 or GEOG 2075.

GEOG 4050 Space-Borne and Aerial Image Processing (3 cr.)

This course is designed to introduce students to the principles of satellite and aerial remote sensing and to teach methods for analysis and interpretation of digital imagery. Students will explore digital image processing of color satellite imagery used for monitoring soil, vegetation and water resources. In addition, the integration of GIS technology with remote sensing will be discussed. Students will also be exposed to the latest developments in airborne and satellite remote sensing technology and how it enhances decision making in science, engineering, emergency management and agriculture. Students who take this course will gain essential training towards a career in the natural resource, urban planning, emergency management, or intelligence communities. Prerequisite: GEOG 2075

COMM 3200 Principles of Public Relations (3 cr.)

This course focuses on the nature, role, and scope of public relations on national and international levels. Topics introduced are organizational behavior and the ways in which it is shaped, public relations ethics, public relations practice in private and public arenas, emphasizing management and public relations strategy. Prerequisites: COMM 2040 and COMP 2000 or COMP 2010 or COMP 2020 or COMP 2000H.

MGT 3020 Business Communications (3 cr.)

Examines the strategies of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and resume preparation. Prerequisite: COMP 1500.

PSYC 2330 Interpersonal Communication (3 cr.)

Study of human communications, interpersonal relationships, and the impact of communication on behavior. Topics include verbal and nonverbal behavior, development of relationships, and conflict management skills. Experiential learning included.

SPCH 3120 Speech Communication for the Professions (3 cr.)

Emphasis on public communication skills required of the person in business and/or professional settings. Topics include business interviews, public speaking, presentation aids, listening, team communication, and cultural diversity in the workplace.

WRIT 2100 Introduction to Professional Writing (3 cr.)

This course provides an introduction to the writing and research practices active in the field of professional writing. Students will examine the various approaches to language, writing, and research active in professional communities and explore them in their own original works. Prerequisite: COMP 1500 or COMP 1500H.

WRIT 2200 Civic and Community Writing (3 cr.)

This course examines the relationships between academic and community writing. Students will explore the history of literacy practices and civic discourses. Students engage in service learning projects in their local community by partnering with local organizations to address local needs. Prerequisite: COMP 1500 or COMP 1500H.

WRIT 3150 Business Writing (3 cr.)

This course focuses on techniques for effective communication in global business environments. Students learn various strategies for writing letters, memos, proposals, electronic communication, and other types of writing in the workplace. Prerequisite: COMP 2000 or COMP 2000H or COMP 2020.