Master of Public Administration Degree

Nonprofit Organization & Management Concentration
40 Credits Total

Required Courses
28 Credits

MPA Courses:

- PA 601—Foundations of Public Administration (4)
- PA 620—Quantitative Methods in Public Administration (4)
- PA 621—Public Sector Information Systems Management (4)
- PA 653—Public Budgeting & Finance (4)
- PA 654—Human Resources Management for the Public Sector (4)
- PA 655—Program & Policy Evaluation (4)

Non-Profit Organization & Management Course:

- PA 510—Nonprofit Organization & Management (4)

Electives
8 Credits from:

- PA 503—Intergovernmental Relations (4)
- PA 511—Fundraising & Philanthropy (4)
- PA 535—Economic Development: Theory & Practice (4)
- PA 548—Administrative Ethics (2)
- PA 603—Contemporary Public Management Techniques (4)
- PA 610—Strategic Planning (4)
- PA 631—Grants: Politics & Administration (2 or 4)
- PA 634—Risk Management (2)
- PA 644—Current Issues in Public Sector Human Resources Management (2 or 4)

Capstone - 4 Credits

PA 658—Internship (4) *or* PA 690—Master's Project (4)

Making Leaders. Making Decisions. Making a Difference.

MPA at Oakland University www.oakland.edu/mpa

Required Course Descriptions

- **PA 601—Foundations of Public Administration (4)** Course focuses on the *fundamental concepts of public administration, their origin and development. Distinguishes between public and private and between government and administration.*
- **PA 620—Quantitative Methods in Public Administration (4)** *Course examines quantitative methods for use in the public sector with an emphasis on data analysis for decision making and common computer techniques. Students must have the PA 522 prerequisite or permission of the instructor to enroll.*
- **PA 621—Public Sector Information Systems Management (4)** *Course focuses on the essential tools for management decision making and program evaluation: data management, information retrieval, selected computer packages and report writing are covered.*
- **PA 653—Public Budgeting & Finance (4)** *Course focuses on the process by which governments raise funds and allocate them among competing purposes. Course also examines relations between agencies and executive budget offices and between executive and legislative branches of government. Elements of budget preparation, defense and review under various systems, line-item, performance, program, PPBS and zero-base budgets are presented.*
- **PA 654—Human Resources Management in the Public Sector (4)** *Course studies human resources management in public agencies. Topics include the legal and political environment, managerial concerns and employee rights, and the problems of public employee collective bargaining.*
- **PA 655—Program & Policy Evaluation (4)** *Course answers the question of how to judge the success of programs. Topics include problems of design, data collection and analysis to sort out causes and evaluate effects, cost-benefit analysis, and the organizational and political aspects of evaluation studies.*
- **PA 510—Non Profit Organization & Management (4)** *Course focuses on the fundamentals of nonprofit organization and management as well as the differences between the nonprofit and the for-profit and public sectors. Specific topics include: board and staff relations, management theories, leadership styles, human resource development, financial management, planning and accounting, marketing, public relations and ethical issues, case studies and specific management techniques.*

Elective Course Descriptions

- **PA 503—Intergovernmental Relations (4)** *Course focuses on the conflicts and cooperation between, and among, national, state, and local governments. Illustrations are drawn from programs in social services, community development, and regulation.*
- **PA 511—Fundraising & Philanthropy (4)** *Course focuses on the issues of fundraising and philanthropy in the nonprofit sector. Case studies of nonprofit fundraising from a variety of nonprofit organizations are discussed. Specific topics include: sources of funding, government, public and private foundations, corporate giving and individual contributions, ethics and values in fundraising, strategies and techniques of fundraising.*
- **PA 535— Economic Development: Theory & Practice (4)** *Students will understand the democratic process and political context within which economic development occurs. Current local economic development strategies are examined with special attention given to the political process involved and the economic developer's relationships with elected executives, legislatures, the judiciary, the business community, media and interest groups.*
- **PA 548—Administrative Ethics (2)** *Course explores the ethical components of administrative decision making and activities in public and not-for-profit agencies. Specific topics include personnel decisions, service delivery procedures and measures of program performance. Course also serves as a forum for judging ethical behavior, to help understand how ethical considerations permeate all job-related activities and to assist ethical decision-making skills.*
- **PA 603—Contemporary Public Management Techniques (4)** *Course focuses on the application of contemporary public management techniques, managers as change agents, and leaders of quality improvement and excellence in the workplace. Strategies for implementing these programs are also examined.*
- **PA 610—Strategic Planning (4)** *Course focuses on the theoretical and historical perspectives of strategic planning as well as components of a strategic planning model and leadership issues. Specific topics include: planning in nonprofit, health care, and public sector organizations' environments, internal data assessments, developing and implementing operating plans, contingency plans, and practical issues associated with strategic planning.*
- **PA 631—Grants: Politics & Administration (2 or 4)** *Course examines the grant process from the varying perspectives of the granting agencies, the requesting agencies, the institutional offices responsible for compliance and the ultimate recipients.*
- **PA 634—Risk Management (2)** *This course will provide a description of the concept of risk management in the public sector. Topics include: risk identification, loss control and safety, insurance and the law, loss prevention and evaluation, placement of insurance and financial responsibility.*
- **PA 644—Current Issues in Public Sector Human Resources Management (2 or 4)** *Selected topics in human resources management, emphasizing state, county and local experiences. Topics can include: contract maintenance and compliance, merit systems, comparable worth, drug testing, employee assistance programs, affirmative action, mediation, arbitration and others as they emerge over time.*