



## **MAS Course Descriptions FDU Vancouver**

### *Core Administrative Competency Courses (3 courses/9 credits)*

#### **MADS 6600**

##### **Theory and Practice of Administration**

Introduction to issues of administration of public, private & not-for-profit organizations. Cases are used to analyze the relation of theory to practice and to illustrate the direct practical relevance of theoretical models to administrative action.

#### **MADS 6602**

##### **Personnel Administration**

This course provides an overview of personnel administration, focusing on a unified human resources administration program, including the integration of human resources planning, job analysis, employee selection, training, performance evaluation and compensation administration.

#### **MADS 6604**

##### **Ethics and Public Values**

This course focuses on the ethical dimensions of the personal and professional judgments of public sector administrators. Cases are used to examine the ethics of public service organizations and the moral foundation of public policy.

### *Core Analytic & Decision-Making Competency Courses (2 courses/6 credits)*

#### **MADS 6601**

##### **Financial Administration**

Analysis of the concepts and principles used in the financial administration of the public, private and not-for-profit sector. This includes the key elements of accounting, budgeting, planning and control, auditing, and their integration into a comprehensive administrative control system, including issues of systems design and implementation.

#### **MADS 6610**

##### **Organizational Decision Making**

Examination of processes in organizational decision making; the state of theory; research and applications for the practicing administrator. Topics include administrative style and decision making, problem discovery and diagnosis, the search for solutions, evaluation and choice, group

decision-making, decision aids and support systems and risk analysis.

### *Capstone Course (3 credits) (taken after completion of 24 credits)*

#### **MADS 6612**

##### **Seminar Strategic Management**

Approaches to formulating strategies that enable public, private, and not-for-profit organizations to adapt to changing social, technological, economic and political conditions. Strategic management from the administrator's perspective. Development of long-range organizational strategies. Topics include forecasting, goal setting, environmental scanning, implementation of organizational strategies and strategic management and public policy.

\*Taken as the last or next to last course after completion of at least 24 credits.

### *Specialization Courses*

*\*Students required to choose 4 courses/12 credits*

#### **Qualify for either Administrative or Analytic/Decision-Making Competencies**

The specializations and corresponding courses noted below will be available to students in Vancouver.

#### *Computer Security & Forensic Administration*

Choose any four courses:

MADS 6605 – Principles of Information Systems

MADS 6637 - Computer Systems Seizure & Examination

MADS 6638 - Computer Security Administration

MADS 6639 - The Forensic Expert

MADS 6677 - Planning for Change in Information Technology

MADS 6697- Current Issues in Cyber Forensics (formerly MADS 6611 -SpecialTopics)

MADS 6700 – Global Technology Project Management

MADS 6701- Special Topics: Intro. To Computer Network Security

MADS 6735 - Introduction to Countermeasures for Malware

#### *Emergency Management Administration*

Choose any four courses:

MADS 6617- Emergency Management & Safety Administration

MADS 6633 - GIS and Emergency Administration

MADS 6634 - Community Threat Assessment & Risk Analysis

MADS 6636 - Global Preparedness for Catastrophic Emergencies

MADS 6648 - Disaster Recovery & Organizational Continuity

MADS 6715 -Global Terrorism & Emergency Management Preparedness

#### *Global Health & Human Services Administration*

Choose any four courses:

MADS 6628 - Building Strategic Partnerships

MADS 6642- Global Health & Human Services Systems

MADS 6643 - Community Needs Assessment & Qualitative Analysis for Health & Human Services

MADS 6644 - Law, Ethics & Policy for Health & Human Services

MADS 6645 - Marketing Social Change

MADS 6718- Special Topics: Lifestyle Modification for Community Leaders

MADS 6753 -Special Topics: Elder Care Law

### *Global Leadership & Administration*

Choose any four courses:

- MADS 6606 - Administrative Leadership in Complex Organizations
- MADS 6609 - Productivity & Human Performance
- MADS 6615- Global Leadership
- MADS 6618- Leadership Plus
- MADS 6628 - Building Strategic Partnerships
- MADS 6653 - Global Citizenship Seminar
- MADS 6658 - Leadership: Global Advanced Scholarship/Practice
- MADS 6661 - Managing Organizational Change
- MADS-6675- Optimum Leadership-
- MADS 6706 - Collaborative Leadership
- MADS 6709- Special Topics: Creativity, Change & 21st Century Leaders
- MADS 6717 - Special Topics: Leading out of the Mainstream

### *Global Technology Administration*

Students are required to take the following two courses:

- MADS 6605- Principles of Information Systems
- MADS 6700 - Global Technology Project Management

Choose any two courses:

- MADS 6618 - Leadership Plus
- MADS 6638 - Computer Security Administration
- MADS 6677 - Planning for Change in Information Technology
- MADS 6696 - Special Topics: Building Effective Teams

### *Human Resources Administration*

Choose any four courses:

- MADS 6608- Organizational Communication & Conflict Resolution
- MADS 6609 - Productivity & Human Performance
- MADS 6620- Human Resources Systems: Approaches & Techniques for the Modern Workplace
- MADS 6661 - Managing Organizational Change
- MADS 6662 - Customer Service

## **MAS Specialization course descriptions:**

### **Computer Security & Forensic Administration**

#### **MADS6605**

#### **Principles of Information Systems**

This course provides an overview of the role of information systems in the administration of public, private, and not-for-profit organizations by presenting an integrated view of administration, information and systems concepts into a unified framework. Topics include information systems development, design implementation and evaluation strategies.

#### **MADS 6637**

### **Computer Systems Seizure and Examination**

This analytic course will cover the appropriate protocols for seizure of computer systems and their examination in cases of internet or computer fraud, terrorism, child pornography, internet sex crimes, and other high tech crimes or violations of organization rules and regulations. It will explore the use of technology to retrieve data, and copy data on computers and on websites without disturbing the original data/site. It will study essential protocols needed to ensure the integrity of the data from the investigation process through prosecution or administrative disciplinary procedures.

### **MADS 6638**

#### **Computer Security Administration**

This course will introduce the basics of computer security (confidentiality, message integrity, authenticity, etc.) and investigate ways to prevent hackers from accessing websites. Encryption processes and firewall protection may not be enough for someone who wants to access data maintained on your computer system. The course will analyze formal criteria and properties of hardware, software, and database security systems, and will determine ways to improve overall site and system security. Additional topics to be reviewed include: formal specifications, verification of security properties, security policies that includes hardening a site and preventing an intrusion, detection of an intrusion and how to react to such an intrusion, safeguards for systems, organizational training and protocols, and other methods for providing data security in this technological age will be reviewed and assessed.

### **MADS 6639**

#### **The Forensic Expert**

This analytic course will study what is necessary to become a forensic expert, the methods for preparing and presenting technical information in a courtroom or administrative hearing setting, and the use of technical and scientific witnesses in the area of high-tech crimes or violations of agency rules and regulations. Appropriate interaction with criminal justice agencies to develop internal security protocols will be emphasized. Individuals will learn how to trace security intrusions, what constitutes admissible proof, how to manage evidence, and how to develop proactive initiatives in this area.

### **MADS 6677**

#### **Planning for Changes in Information Technology**

New or upgraded information technologies affect many areas of the workplace. The first steps in the development of any automated system are to understand and document what is needed. This course introduces the terms and techniques of information technology requirements planning that help promote a smooth transition from manual procedures or old technologies to new automated tools.

## **MADS 6697**

### **Current Issues in Cyber Forensics**

This course will emphasize the use of computers and computer technology in investigating cases where computers or computer technology played a significant role. Techniques for safeguarding evidence, computer fingerprinting of suspected parties, and interacting with investigative authorities will be covered. Students will become familiar with core computer science theory and practical skills necessary to perform preliminary computer forensic investigations, understand the role of technology in investigating computer-based crime, and be prepared to deal with investigative bodies at basic levels. Students also learn various techniques that aid in preventing computer incidents and recovery from such events.

## **MADS 6700**

### **Global Technology Project Management**

The course addresses the role of the project manager and the project team at each phase of the project life cycle. It will educate the students about information technology project-management skills through hands-on exercises, interactive case studies, and relevant discussions with your peers.

## **MADS 6701**

### **Intro. To Computer Network Security**

This course will introduce the basics of computer network security for the professional or personal user. The course will include both theoretical and practical application processes to block unauthorized access, remove covert programs, and assess network vulnerabilities. In addition, it will provide mechanisms for strengthening computer network defenses from malicious users.

## **MADS 6735**

### **Introduction to Countermeasures for Malware**

This course will offer the basics of computer security countermeasures for the professional or personal user who encounters various types of malware such as spyware, phishing sites, spam, bots, root kits, viruses, key loggers, cookies, and hijackers. The course will include both theoretical and practical processes to block unauthorized access, remove covert programs, and assess network vulnerabilities. In addition, it will provide mechanisms for strengthening computer-network defenses from malicious users. This course will demonstrate to students how one can forensically copy a hard drive and run it in a virtual machine to examine the effects of the malware without changing the original hard drive.

## **Emergency Management Administration**

## **MADS 6617**

### **Emergency Management & Safety Administration**

Course will provide for an in-depth analysis of planning and administration for Emergency Management in the public & not-for-profit sectors; the need for emergency planning, recovering losses from FEMA & State agencies due to catastrophic events, identification and allocation of resources, incident command procedure, safety in the working environment, and Federal OSHA & State PEOSHA regulations. Students evaluate their environment and prepare a safety plan

that is presented to class.

### **MADS 6633**

#### **GIS and Emergency Administration**

This course will provide an overview of GIS applications at the administrative level of emergency management. Topics covered will include uses of GIS within the planning and mitigation phases, along with response and recovery assessments. Students will gain a valuable perspective on planning for and administering resources. A final course project will be assigned to include GIS budget, funding and implementation strategies relative to individual administrative roles.

### **MADS 6634**

#### **Community Threat Assessment & Risk Analysis**

An analytic course that is designed for public safety officers, elected officials & business community leaders for developing collaborative approaches to counter-terrorism and other security threats. Topics include vulnerability assessments, hazard mitigation, best practices, emergency planning, physical security surveys, networking of experts and community policing. Students will conduct a vulnerability assessment survey within their organization or community and present a comprehensive response plan.

### **MADS 6636**

#### **Global Preparedness for Catastrophic Emergencies**

This course examines various catastrophic emergencies and responses to such emergencies. Included are the following areas of concentration: emergency management, hazardous risk analysis, social dimensions of disaster, psychology of terrorism, counter-terrorism, weapons of mass destruction, bio-defense mobilization and cyber security.

### **MADS 6648**

#### **Disaster Recovery & Organizational Continuity**

This course examines the differences between accidents and disasters, the response for disasters, those “players” that will become involved in Disaster Response and Recovery, the disaster cycle and how we maintain our operations, whether civilian or military, to ensure Organizational Continuity. A key element in Disaster Recovery is the concept of isomorphism, where we have the opportunity for one organization to learn from the experiences of another organization and this course seizes the opportunity to fully capture what has been learned dealing with previous events. And finally, the fact that disasters cause massive social changes because of how we respond and adapt to these crises are milestones of attitudinal change in both our personal and professional lives. Disasters in our society will no doubt occur and this course provides participants the ability to step back, re-assess and review how we as individuals and governmental entities respond, recover and ensure the continuity of our organizations for the future.

**MADS 6715****Global Terrorism & Emergency Management Preparedness**

Terrorism and its impact on governmental, social, legal and financial organizations is the basis of this course. Various measures to stem the growth of terrorism and to prevent it through intelligence, legislation and international collaboratives will be fully explored.

**Global Health & Human Services Administration****MADS 6628****Building Strategic Partnerships**

Building strategic partnerships is key to organizational survival and success. The course will use case studies to explore the principles, approaches and motivations behind some of the most noteworthy collaborations forged by private & not-for-profit leaders.

**MADS 6642****Global Health & Human Services Systems**

Offered in the U.S. with the option of an international setting, this course includes a comparison of health and human services philosophy, concepts and practices. Policy decisions and politics of health and human services delivery mechanisms are discussed with special emphasis on problem analysis and strategies to address issues.

**MADS 6643****Community Needs Assessment & Qualitative Analysis for Health & Human Services**

Presents a framework for conducting and analyzing health and human services needs within the community. Designing projects, methods of collecting data, matching evaluation plans with community priorities, writing and evaluating proposals/ reports providing an essential foundation for planning initiatives.

**MADS 6644****Law, Ethics & Policy for Health & Human Services**

Examines health and human services within the context of law, ethics, policy, and the role of government and society. Provides a framework for analyzing policies in terms of social needs, work place diversity, and environmental issues in the context of exposure to liability and prevention of lawsuits.

**MADS 6645****Marketing Social Change**

Fundamental marketing concepts are applied to health and human services issues as a means to bring about social change. Attention is given to understanding the needs, wants and perception of the consumer in developing a social marketing plan, implementing it and evaluating its impact.

## **MADS 6718**

### **Special Topics: Lifestyle Modification for Community Leaders**

Leaders and managers face many workplace and life challenges that can lead to imbalance and conflict resulting in wrong decisions that affect the lives of many people. Everyone is living a stressful life leading to a depletion of energy, fatigue and even depression. This course will focus on achieving a healthier more fulfilling lifestyle to meet the demand of life and work. This course is designed to lead students to a new level of awareness and empower them to make the life changes needed for full engagement as leaders.

## **MADS 6753**

### **Special Topics: Elder Care Law**

Increases in elderly population have resulted in new and complex issues and concerns that impact everyone. These issues include making decisions for the elderly, care giving, maintaining self-sufficiency or assistive living accommodations, and home and estate planning. This course will explore topics such as informed consent, decision making capabilities, legal issues related to death and dying, privacy rights, geriatric services and funding, age discrimination and family law issues. In addition to lectures, the course will include case studies and discussions.

## **Global Leadership & Administration**

## **MADS 6606**

### **Administrative Leadership in Complex Organizations**

Analysis of leadership behavior and administrative activities. Examination of major theories of leadership and motivation, including trait, behavioral, situational and power-influence leadership theories and cognitive motivational principles for various levels of the formal organization.

## **MADS 6609**

### **Productivity and Human Performance**

Definitions and measurement of individual, team and organizational productivity, effectiveness and efficiency. Models for the analysis of organizational and individual productivity and productivity growth. Techniques for improving productivity.

## **MADS 6615**

### **Global Leadership**

Leadership theories of European and American theoreticians as well as the methods and practices of world organization leaders in government, private and not-for-profit organizations are studied, compared and discussed. Presenters are drawn from local governments and entrepreneurs who have created, innovated and implemented sweeping policy changes in the operation of government.

## **MADS 6618**

### **Leadership Plus**

Master the best principles practiced by great leaders of past & present. Topics include: creative



& innovative thinking, super conscious mental laws, the constant pursuit of professionalism, craftsman-like dedication to quality, building effective self-directed teams, creating an energized workplace, the habits of effective earning organizations, capitalizing on leverage and the art of identifying and designing a shared destiny.

### **MADS 6628**

#### **Building Strategic Partnerships**

Building strategic partnerships is key to organizational survival and success. The course will use case studies to explore the principles, approaches and motivations behind some of the most noteworthy collaborations forged by private & not-for-profit leaders.

### **MADS 6653**

#### **Global Citizenship Seminar**

Current workplaces are diverse in various aspects and have a mix of workers from different ethnic and cultural backgrounds. For leaders, managers, and supervisors to be effective, they must be aware of the diversity issues that impact their organization. This is increasingly important in a global context. Global Citizenship requires awareness of the challenges globalization presents. Special emphasis will be placed upon a study of leadership, ethical worldview, communications, and diverse sub-cultures presented from a global perspective along with political, social, and economic issues. Comparative studies of the different systems will be the focus of student coursework. The Global Citizenship Seminar will include various site visits designed to enhance the individual's understanding of the international issues that have a direct and indirect effect on current and long-term goals of an organization.

### **MADS 6658**

#### **Leadership: Global Advanced Scholarship & Practice**

The historical discourse on advanced learning has as its genesis work implemented in many Old World cities. This course will investigate the global history of educational institutions and models of scholarship. The topics included are: an overview of leadership; leadership as boundary spanning; diplomatic leadership as a behavior and an organizational auspice; impression management; interpersonal management; interpersonal communications in a multi-cultural world; and levels of government and relationships to the private sector. This course is intended to provide students with theoretical and practical applications of scholarship and leadership. In addition to the course material, students will experience the culture of one of the University's international partners.

### **MADS 6661**

#### **Managing Organizational Change**

This course provides an overview of the principles of organizational change in order to develop the knowledge skills and abilities to design and/or oversee basic change efforts. Understand the change process along with the tools to conduct basic change efforts. The ability to change is essential for health individual and organizational growth and development; but change is often resisted for a variety of reasons.

**MADS 6675**  
**Optimum Leadership**

This course will explore major theories and practices of scholars and philosophers with a focus on the tools and knowledge necessary for 21st-century leadership development. Principles will be extracted from major contributors in the field, including Drucker, Bennis, Burns, Heifetz, Zenger, Folkman, Kanter, Gardner, Pouzes, Vaill, Greenleaf, Kellerman, Lipmann-Bluman, Goleman, and others.

**MADS 6706**  
**Collaborative Leadership**

This course will investigate the concept of leadership exhibited by a group that is acting collaboratively to resolve issues that all feel must be addressed. Since the collaborative process insures that all people that are affected by the decision are part of the process, the course will explore how power is shared in the process and how Leadership is developed. (Cannot be used by BAIS students for degree completion (BAIS) or Transfer into MSHS Program)

**MADS 6709**  
**Special Topics: Creativity, Change & 21st Century Leaders**

Leaders of the 21st century can no longer deal just with change: they must be able to create, discover and invent new ways of thinking, new ways of dealing with great changes yet to come and new ways of building organizations. This course focuses on recognized leadership characteristics and skills that stimulate change: vision, communication, synergistic decision-making, motivation, talent development. Students will engage in highly interactive stimulations and other exercises that require willingness and ability to challenge convention, shift paradigms, communicate effectively, and challenge the status quo in order to develop unusual solutions to usual problems.

**MADS 6717**  
**Special Topics: Leading out the Mainstream**

This course includes an extensive analysis of paradigms and how they affect behavior and decision making by examining both sides of major issues on public and private policy, politics, global economy, environment, media, health, law, public safety, and ethics. Numerous guest speakers will present different views on current topics and events.

## **Global Technology Administration**

*Students are required to take the following two courses:*

**MADS 6605**  
**Principles of Information Systems**

This course provides an overview of the role of information systems in the administration of public, private and not-for-profit organizations by presenting an integrated view of administration, information and systems concepts into a unified framework. Topics include information systems development, design implementation and evaluation strategies.

## **MADS 6700**

### **Global Technology Project Management**

The course addresses the role of the project manager and the project team at each phase of the project life cycle. It will educate the students about information technology project-management skills through hands-on exercises, interactive case studies, and relevant discussions with your peers.

*Choose any two courses:*

## **MADS 6618**

### **Leadership Plus**

Master the best principles practiced by great leaders of past & present. Topics include: creative & innovative thinking, super conscious mental laws, the constant pursuit of professionalism, craftsman-like dedication to quality, building effective self-directed teams, creating an energized workplace, the habits of effective earning organizations, capitalizing on leverage and the art of identifying and designing a shared destiny.

## **MADS 6638**

### **Computer Security Administration**

This course will introduce the basics of computer security (confidentiality, message integrity, authenticity, etc.) and investigate ways to prevent hackers from accessing websites. Encryption processes and firewall protection may not be enough for someone who wants to access data maintained on your computer system. The course will analyze formal criteria and properties of hardware, software, and database security systems, and will determine ways to improve overall site and system security. Additional topics to be reviewed include: formal specifications, verification of security properties, security policies that includes hardening a site and preventing an intrusion, detection of an intrusion and how to react to such an intrusion, safeguards for systems, organizational training and protocols, and other methods for providing data security in this technological age will be reviewed and assessed.

## **MADS 6677**

### **Planning for Changes in Information Technology**

New or upgraded information technologies affect many areas of the workplace. The first steps in the development of any automated system are to understand and document what is needed. This course introduces the terms and techniques of information technology requirements planning that help promote a smooth transition from manual procedures or old technologies to new automated tools.

## **MADS 6696**

### **Building Effective Teams**

Establishing team work in an organization is not easy. This course provides students with a comprehensive overview of the team leadership skills that make and keep organizations competitive. Topics include: team fundamentals, managing by vision and principle, achieving

improvements in quality and productivity, setting goals and boundaries that change as the team matures, resolving common team problems.

## **Human Resources Administration**

### **MADS 6608**

#### **Organizational Communication & Conflict Resolution**

Theories and models of communications and communications media; barriers to effective communication and techniques for improving interpersonal, group and organizational communications. Sources of conflict at the individual, group and organizational levels; methods of conflict resolution.

### **MADS 6609**

#### **Productivity and Human Performance**

Definitions and measurement of individual, team and organizational productivity, effectiveness and efficiency. Models for the analysis of organizational and individual productivity and productivity growth. Techniques for improving productivity.

### **MADS 6620**

#### **Human Resources Systems: Approaches & Techniques for the Modern Workplace**

New approaches and techniques in human Resources systems go beyond theories and principles of personnel administration. A “hands-on” experience that utilizes case studies in each topic allows students to devise solutions. This course will use case studies, lectures, assigned readings, and recent rulings. State & federal court decisions that impact public & not-for-profit sector organizations will be thoroughly examined.

### **MADS 6661**

#### **Managing Organizational Change**

This course provides an overview of the principles of organizational change in order to develop the knowledge skills and abilities to design and/or oversee basic change efforts. Understand the change process along with the tools to conduct basic change efforts. The ability to change is essential for health individual and organizational growth and development; but change is often resisted for a variety of reasons.

### **MADS 6662**

#### **Customer Service**

Learn how to connect your organization with your customers. Train and develop your staff and customers for a shared learning environment. Communicate effectively through newsletters, surveys, instructor outreach meetings, videos, seminars, internet, e-mail & telephone. Exceed expectations through quality service, gaining trust & building a loyal customer base & civil coalition for a long-term & productive relationship.

*\*Specialization courses can change or new courses added per Petrocelli College*