



**TEXAS SOUTHERN UNIVERSITY
BARBARA JORDAN – MICKEY LELAND SCHOOL OF PUBLIC AFFAIRS
eMPA CERTIFICATE PROGRAMS**

The Texas Southern University eMPA Certificate Programs covers three areas each consisting of four 3-hour online courses. The students will acquire the skills necessary to effectively compete in the field of homeland security and emergency management, computers and information technology and e-governance with geographic information science applications, and non-profit management. The programs will provide individuals needing assistance the opportunity to make informed career plans and conduct successful job searches. Anyone employed in public and private career centers, community colleges, human resource offices of private companies, community and faith-based organizations, college career centers and military Career Transition Centers as well as those in private practice stand to benefit from one of the programs.

The eMPA Program will offer the following certificate programs:

- Non-profit Executive Management
- Computer Information Technology, e-Governance, and Geographic Information Systems
- Emergency Management and Homeland Security

The emphasis of the certificate program is to accentuate students' skills and abilities while in line with points of emphasis within each area. The effective accomplishment of the first nine hours will culminate in the with the PAD 705 – Topical Seminar/ Capstone. The seminar\capstone will allow students to demonstrate what has been gained by delivering a project in the form of a case study report, a webinar, an accepted and or publish paper, a conference presentation, or some other professional scholarly work depicting the focus area chosen for the seminar\capstone.

COST

The cost for the certificate programs is \$1,500 per 3-credit course. Additional costs will be required for the purchase of program textbooks. Textbooks should be purchased before the first day of class. Registration and payment are required prior to being considered registered for these courses. Registration and payment are required prior to being considered registered for these courses. A

PROGRAM COMMENCEMENT

The eMPA Certificate Program's starts a new cohort each Summer I, Fall, and Spring. The favored start date is Summer I so students can complete all requirements for the next year Spring graduation.

NON-PROFIT EXECUTIVE MANAGEMENT (*np*)

The eMPA online Certificate in Non-profit Executive Management consists of a total 4 classes (12 credits). In this certificate program, students will:

- Be introduced to the basic concepts, contributions, and limits of the main paradigms of organizational theory;
- Develop the capability of reflection and of understanding, designing, and managing organizations;
- Be introduced to capital budgeting, financial decision-making and valuation;
- Understand the sources of finance and financing problems associated with public projects;
- Learn successful advocacy strategies used by nonprofit leaders to advance their organization's mission for the public good;
- Learn the realm of what nonprofits can and cannot do;
- Learn to develop an advocacy strategy plan; and
- Learn to design and implement effective systems for motivating, managing, and rewarding people in a nonprofit environment.

PAD 507np – Seminar in Organizational Theory

This course promotes the investigation of the various relationships between organization and management in the public and private sphere. In general, the course's aim is to help students obtain in-depth understandings of organizations through good comprehension of central theoretical perspectives and paradigms. The class itinerary will focus on determinants of an organization's success, concentrating principally on structure and design issues, as well as external environmental factors that impact organizational structure and functioning. The primary objective of this course is to introduce the basic concepts, contributions, and limits of the main paradigms of Organizational Theories and help students to develop the capability of reflection and of understanding, designing, and managing organizations. The course emphasizes both the macro characteristics of organizations such as their structures, technology and environment, and internal processes such as organizational culture, managerial decision making, political games and conflicts. As a case study, students will study how the American Red Cross Association has built and sustained a strong leadership organization over the years and how essential these strategies have been in becoming one of the most success nonprofit organizations in the United States. Participants will examine the elements of effective nonprofit governance, the relationship of the board to the staff, and the respective roles and responsibilities in this leading organization, American Red Cross.

PAD 630np – Public Financial Management in Nonprofits

The course is an introduction to capital budgeting, financial decision-making and valuation. It includes the discussion of sources of finance and financing problem associated with public project. In addition, during the session student will be exposed to the process of integrating financial management into executive decision-making and addresses the struggle to match mission with financial resources. Topics that are covered in the course include, understanding the components of nonprofit financial statements, accounting for contributions, overview of federal awards and grants as well as financial accountability.

PAD 663np – Seminar on Advocacy in the Public Interest

Historically, nonprofit organizations have played a crucial role in influencing public policy, leading social movements, building coalitions, and organizing issue campaigns. This session highlights successful advocacy strategies used by nonprofit leaders to advance their organization's mission for the public good, highlights what nonprofits can and cannot do, and engages participants in developing an advocacy

strategy plan. Case studies involving nonprofits advocating in the behalves of the public will be investigated.

PAD 641np - Human Resources, Organizational Planning & Volunteer Management

This course involves the critical analysis of personnel and organizational structure and function, because one of the most important assets of any nonprofit organization is its human capital. Often many human assets are underutilized, such as, the skills, talents, and motivation of the people who deliver or support services, both staff and volunteer. In this assembly, participants learn to design and implement effective systems for motivating, managing, and rewarding people in a nonprofit environment. In addition, a well-managed volunteer program can propel a nonprofit organization to otherwise inconceivable levels of effectiveness and impact. This session shows what it takes to do this, while emphasizing research, planning, staffing and budget preparation.

Computer Information Technology, e-Governance, and Geographic Information Systems (*it*)

The eMPA online Certificate in Computer, Information Technology and e-Governance consists of a total 4 classes (12 credits). In this certificate program, students will:

- Be introduced to the basic concepts, contributions, and limits of the main paradigms of organizational theories;
- Develop the capability of reflection and of understanding, designing, and managing organizations within the information technology age;
- Learn the current practices of gathering data and performing an analysis of data with the use of computers;
- Learn the fundamental concepts of word processing, spreadsheets, and presentation development;
- Examine the assumptions which underlie developing culture's relation to technology and the relation between their own ethics and the values and ethics implicit in our uses of technology and information; and
- Be instructed concerning the need for the increased use of information technology and its importance to the public, private, and non-profit sectors.

PAD 507it – Seminar in Organizational Theory in the Information Technology (IT) Age

This course promotes the investigation of the various relationships between organization and management in the public and private sphere via the use of information technology. In general, the course's aim is to help students obtain in-depth understandings of organizations through good comprehension of central theoretical perspectives and paradigms. The class itinerary will focus on determinants of an organization's success, as it relates to management's mastery of information technology and computer application. The primary objective of this course is to introduce the basic concepts, contributions, and limits of the main paradigms of Organizational Theories and help students to develop the capability of reflection and of understanding, designing, and managing organizations within the information technology age. The course emphasizes both the macro characteristics of organizations such as their structures, technology and environment, and internal processes such as organizational culture, managerial decision making, political games and conflicts. In addition, this class addresses the use of IT and computers to carryout elements of project management. It requires a unique combination of management and technical skills. This course should teach students something about managing and management in the information technology age.

PAD 509it – Computer Application in Public Administration

This course focuses on current practices for gathering data and analysis with the use of computers. This is an intensive hands-on course intended to teach the student basic personal computer skills in a lecture/lab format using MS Office. The student will learn the fundamental concepts of word processing, spreadsheets, and presentation development. They will also be introduced and familiarize with other computer applications such as Microsoft development suite, internet usage and data analytics, GIS, and big data concepts.

PAD 663it – Seminar on Developing Societies: Computer Ethic in the Information Age

This course is an introduction to the major issues surrounding the use of computers in developing society, with a special focus on fields related to computer science and information technology management. The course will cover an analysis of major trends in emerging computer technology and their potential effects on work, leisure, government, and human relations. Students will examine the assumptions which underlie developing culture's relation to technology and the relation between their own ethics and the values and ethics implicit in our uses of technology and information. Selected developing countries will be selected as a case study.

PAD 705it – Topical Seminar: Managing Information Technology and e-Governance

In this course the student will develop an awareness of the issues and problems related to the field of Information Technology (IT) management and e-governance. The course will focus on IT organization, IT processes and IT control standards. Student will be instructed concerning the need for the increased use of information technology and its importance to the public, private, and non-profit sectors. Besides experiencing the technology impact and its leverage on public policy and administrative world, the protection and control of information and information assets will be emphasized and is the common perspective of this course. Topic such as cloud-computing, paper reduction legislation and governmental effort to conform to the information age will be covered in this course along with many others.

EMERGENCY MANAGEMENT & HOMELAND SECURITY (*hs*)

The eMPA online Certificate in Emergency Management & Homeland Security consists of a total 4 classes (12 credits). In this certificate program, students will:

- Be introduced to the basic concepts, contributions, and limits of the main paradigms of organizational theories;
- Develop the capability of reflection and of understanding, designing, and managing organizations;
- Learn the design and use of planning, budgeting and other information systems in the control and evaluation of programs;
- Discuss major issues in the domain of political economy of development;
- Be provided a foundation to analyze traditional and transitional societies, theories and practices of development change, and the role of bureaucracies in development, institutional building, public enterprises, technology assessment and transfer;
- Be given an overview of various threats to domestic security from terrorism, weapons of mass destruction, and other related risks and vulnerabilities; and
- Learn the role of government and private sector organizational performances, strategies, and systems, involved in protecting against and responding to natural and manmade threats.

PAD 507hs – Seminar in Organizational Theory

This course promotes the investigation of the various relationships between organization and management in the public and private sphere. In general, the course's aim is to help students obtain in-depth understandings of organizations through good comprehension of central theoretical perspectives and paradigms. The class itinerary will focus on determinants of an organization's success, concentrating principally on structure and design issues, as well as external environmental factors that impact organizational structure and functioning. The primary objective of this course is to introduce the basic concepts, contributions, and limits of the main paradigms of Organizational Theories and help students to develop the capability of reflection and of understanding, designing, and managing organizations. The course emphasizes both the macro characteristics of organizations such as their structures, technology and environment, and internal processes such as organizational culture, managerial decision making, political games and conflicts. As a case study, the course explores the relationships and interactions between various private-sector institutions and public-sector Homeland Security & Emergency Management organizations at the federal, state and local levels. It examines the specific roles, responsibilities, and vulnerabilities of private-sector entities in protecting critical infrastructure as well as in preventing, deterring, and responding to crises.

PAD 631hs – Government Budgeting and Financial Management

This course focuses on government budgeting and finance, which deals with public revenue and expenditure policies, financial management, and politics of the budgetary process. The course examines the design and use of planning, budgeting and other information systems in the control and evaluation of programs. Multi-project valuation techniques will be emphasized. In addition, students will be introduced to the theories, concepts, and practice of government budgeting and finance while being exposed to current issues and challenges in this field. Upon completion of this course, the students will have a working knowledge of government revenues, spending, and borrowing; the budget cycle and politics of the budgetary process; techniques of budgetary analysis; capital budgeting and debt management. It is intended that students will leave the course with a substantive understanding of the theory and practice of government budgeting and finance in the United States.

PAD 663hs – Seminar on Developing Societies

It is the goal of this course to discuss some of the major issues in the domain of political economy of development in order to provide a foundation for students to analyze traditional and transitional societies, theories and practices of development change, and the role of bureaucracies in development, institutional building, public enterprises, technology assessment and transfer. In addition, the course takes an in-depth examination of two societies, developed and developing and their chance occurrence of being at risk of terrorism involvement. The overall prodigy of terrorism and how it interrelates with complex motivations, ideologies, goals and tactics of various domestic and international terrorist groups is investigated. In addition, cultural, religious and economic influences on terrorism are also considered. Students will be encouraged to analyze selected groups in light of historical, contemporary and probable future acts of terrorism in hopes of cultivating a greater understanding of terrorism prevention, detection, response and investigation. Main topics of interest are state, political, & revolutionary terrorism, religious & apocalyptic violence, weapons of mass destruction, and terrorist tactics & targeting, practical counterterrorism strategies & approaches and the impact developing societies have on homeland security and emergency management.

PAD 705hs – Topical Seminar: Introduction to Homeland Security and Emergency Management

The course examines the key policies, practices, concepts and challenges confronting administrators and public servants in the field of Homeland Security & Emergency Management. An overview of various threats to domestic security from terrorism, weapons of mass destruction, and other related risks and vulnerabilities are addressed. The government and private sector organizational performances, strategies, and systems, involved in protecting against and responding to natural and manmade threats are examined. Using a case study approach, the course focuses on the managerial, political, legal and organizational issues related to crisis planning and response, the National Incident Management System, risk assessment and mitigation, communications and technology systems, medical and public health emergencies, and infrastructure protection.

Contact Information

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COMPLETION GUIDE AND SCHEDULE

eMPA Certificate Programs Matriculation Schedule			
	Non-Profit Executive Management (<i>np</i>)	Computer Information Technology, E-Governance, And Geographic Information Systems (<i>it</i>)	Emergency Management & Homeland Security (<i>hs</i>)
Summer I and II 1 required	PAD 507np – Seminar in Organizational Theory	PAD 507it – Seminar in Organizational Theory in the Information Technology Age	PAD 507hs – Seminar in Organizational Theory
Fall 2 required	PAD 630np – Public Financial Management in Nonprofits	PAD 509it – Computer Application in Public Administration	PAD 631hs – Government Budgeting and Financial Management
	PAD 663np – Seminar on Advocacy in the Public Interest		
	PAD 641np - Human Resources, Organizational Planning & Volunteer Management	PAD 663it – Seminar on Developing Societies: Computer Ethic in the Information Age	PAD 663hs – Seminar on Developing Societies
Spring 1 required	PAD 705np – Topical Seminar: Introduction to Homeland Security and Emergency Management	PAD 705it – Topical Seminar: Managing Information Technology and e-	PAD 705hs – Topical Seminar: Introduction to Homeland Security and Emergency Management