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# ALL COURSES

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## PROFESSIONAL STUDIES

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### **PS 3013: Professional Studies Seminar**

Prerequisite: Successful completion of general education English requirement or permission of instructor.

This course is designed to introduce students to the field of professional studies and to the Bachelor of Professional Studies degree. Topics include: overview of the professional studies degree; survey of current issues in the professions; professional competencies and skills; career and academic program planning; learning and communicating online; academic writing and APA.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 3023: Professional Communications**

Cross-listed: OL 3023 Professional Communications

Prerequisites: Successful completion of the general education English requirement.

This course introduces theories and practice of communication appropriate for a variety of professional settings. Course topics include, but are not limited to, communication, teamwork, business writing, technology, public speaking, conducting effective meetings, factors affecting communication, and challenges and opportunities for communication in the workplace. Students will work individually and as members of project groups to effectively carry out course learning objectives.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 3133: Principles of Personnel Management**

Cross-listed: OL 3133 Principles of Personnel Management

Prerequisite: Successful completion of the general education English requirement.

This course supports the needs of professionals whose career fields require competencies in the area of human resources/personnel management. The focus of the course is on the practical application, essential theories, and process of personnel management from the perspective of a generalist. Course content will include the essential aspects of recruitment, selection, training, legal rights and responsibilities, compensation and appraisal.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 3143: Applied Research**

Cross-listed: OL 3143 Applied Research

Prerequisite: Successful completion of the general education English requirement or permission of instructor.

In this course, students will learn the basic skills necessary to identify, define, research, and analyze complex organizational issues. Students will learn applied research fundamentals, including literature searches and analysis, needs assessment, data collection and management, sampling strategies, survey design and questionnaire development, proposal and report writing, and research ethics in organizations.

Note: This course must be taken as a prerequisite for OS/PS 4943 Applied Leadership Project unless waived upon advisor approval.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4143: Nonprofit Governance**

Cross-listed: OL 4143 Nonprofit Governance

Prerequisite: Successful completion of the general education English requirement.

This course examines the theoretical, philosophical, practical and ethical perspectives related to the effective management and leadership of nonprofit organizations in the twenty-first century. Upon completion of the course, the student will possess an understanding of 1) the historical development of the nonprofit sector, 2) the multiple rationales for the existence of the nonprofit sector, 3) the distinctive characteristics of nonprofit organizations, 4) the structures, processes and complexities of organizational governance shared by volunteer board members and professional staff, 5) the dynamic environment of the contemporary nonprofit organization, and 6) the current issues of importance to nonprofit decision makers.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4243: Adult Learning in Organizations**

Cross-listed: OL 4243 Adult Learning in Organizations

Prerequisite: Successful completion of the general education English requirement or permission of instructor.

This course provides an overview of adult learning in the context of the workplace. Students will explore the historical context of learning in the workplace, basic theories of instructional design and adult learning, frameworks and models of program planning in the workplace, learning interventions, and the overall relationship between lifelong learning and work.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4343: Community Development**

Cross-listed: OL 4343 Community Development

Prerequisite: Successful completion of the general education English requirement.

This course covers the basic principles and issues in community development in the United States. Topics include: the definition of community; community assessment; methods of planning and problem solving; community needs; community assets; and community activism; and evaluating community based organizations. Students will work individually and in groups to design a non-profit organization based on a community needs assessment. The focus will be on assessment, planning, leadership, financing, and evaluating a community-based organization.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4443: Professional Leadership**

Cross-listed: OL 4443 Professional Leadership

Prerequisite: Successful completion of the general education English requirement.

This course provides an overview of various leadership styles practiced by professionals in the public and private sector. The focus of the leadership skills identified will focus on the following competency areas: operations management, technology applications, facilities planning and management, human resource management, fiscal management, and organizational behavior.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4543: Workplace Supervision**

Cross-listed: OL 4543 Workplace Supervision

Prerequisite: Successful completion of the general education English requirement.

This course provides an overview of various leadership and supervisory skills practiced by professionals in the public and private sector. The leadership skills identified will focus on the following competency areas: communication, employee coaching, project management, business analysis, continuous improvement, and resource management and how they pertain to supervisors within the workplace.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4643: Organizational Globalization and Diversity**

Cross-listed: OL 4643 Organizational Globalization and Diversity

Prerequisite: Successful completion of the general education English requirement.

This course will discuss cultural (racial, gender, ethnic, religious) and global diversity in the workplace and classroom. Topics include cultural self-awareness, the impact of demographic changes and projections, issues in cross/intercultural settings, and theoretical perspectives of multicultural education. Applied strategies from personal, leadership, and management perspective will be explored.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4743: Organizational Change**

Cross-listed: OL 4743 Organizational Change

Prerequisite: Successful completion of general education English requirement.

This course is designed to provide students with both the conceptual framework and the practical skills needed to design, implement and evaluate effective organizational change. Uncertainty, complexity and rapidly changing organizational environments create the necessity for organizations to adapt in order to survive in the 21st century. Students will work individually or in groups to engage in various activities intended to illustrate or practice the skills involved in planning and implementing organizational change.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4843: Training and Organizational Development**

Cross-listed: OL 4843 Training and Organizational Development

This course is designed to introduce students to training and development in organizations. Students will learn about practical approaches and models to employee training, coaching, mentoring, and performance improvement in a workplace setting. Topics include strategic training, training design, training methods, evaluation, diversity training, and ethics.

Note: Participation in course requires access to a webcam or other video capture technology.

### **PS 4943: Applied Leadership Project**

Cross-listed: OL 4943 Applied Leadership Project

Prerequisites: Successful completion of general education English requirement, OL/PS 3143 Applied Research, and permission of the program advisor.

This course will provide an opportunity for the student to facilitate a process for identifying a specific problem in an actual industry or business environment relevant to the student's specialty area. The student will outline a formal plan of action for identifying the problem through the development of a needs assessment which identifies deficiencies or areas of improvement needed within the business. At the conclusion, the student will develop a strategic recommended plan of action based on the findings from the empirical research. The student will demonstrate presentation ability, appropriate leadership styles, critical thinking, and communications skills in a formal presentation of the strategic plan to the group responsible for implementing the strategies.

Note: Student must earn a grade of C or higher to enroll in OL/PS 4963 Organizational Leadership Capstone.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4951: Undergraduate Research in Professional Studies**

Offered: On demand

Prerequisites: Successful completion of the general education English requirement and departmental approval.

Advanced students carry out independent research activity relating to a significant problem in a major field of study. Supervised by faculty member. Formal report and presentation required.

Note: One to four credits depending on problem selected and effort made.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4952: Undergraduate Research in Professional Studies**

Offered: On demand

Prerequisites: Successful completion of the general education English requirement and departmental approval.

Advanced students carry out independent research activity relating to a significant problem in a major field of study. Supervised by faculty member. Formal report and presentation required.

Note: One to four credits depending on problem selected and effort made.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4953: Undergraduate Research in Professional Studies**

Offered: On demand

Prerequisites: Successful completion of the general education English requirement and departmental approval.

Advanced students carry out independent research activity relating to a significant problem in a major field of study. Supervised by faculty member. Formal report and presentation required.

Note: One to four credits depending on problem selected and effort made.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4954: Undergraduate Research in Professional Studies**

Offered: On demand

Prerequisites: Successful completion of the general education English requirement and departmental approval.

Advanced students carry out independent research activity relating to a significant problem in a major field of study. Supervised by faculty member. Formal report and presentation required.

Note: One to four credits depending on problem selected and effort made.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4963: Organizational Leadership Capstone**

Cross-listed: OL 4963 Organizational Leadership Capstone

Prerequisites: Successful completion of general education English requirement, permission of the department.

In this course, students develop an ePortfolio highlighting various competencies learned throughout the degree program. The course prepares students with the skills, knowledge, and ability to communicate a critical understanding of their work through the articulation of goals, critique, and self-assessment. The course introduces students to the portfolio development process and improves their ability to think critically and communicate more effectively while developing personal goals and mission statements, understanding personal leadership styles, researching career options related to their concentration or focused area of study, working collaboratively with other students, and engaging in critical inquiry of the role education and professional development plays in one's life.

Note: Student must earn a grade of C or higher.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4991: Special Problems in Professional Studies**

Prerequisite: Successful completion of the general education English requirement.

This course is designed to address current issues and topics relevant to professional disciplines in the workforce. Content will be determined by contemporary trends and timely issues.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4992: Special Problems in Professional Studies**

Prerequisite: Successful completion of the general education English requirement.

This course is designed to address current issues and topics relevant to professional disciplines in the workforce. Content will be determined by contemporary trends and timely issues.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4993: Special Problems in Professional Studies**

Prerequisite: Successful completion of the general education English requirement.

This course is designed to address current issues and topics relevant to professional disciplines in the workforce. Content will be determined by contemporary trends and timely issues.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.

### **PS 4994: Special Problems in Professional Studies**

Prerequisite: Successful completion of the general education English requirement.

This course is designed to address current issues and topics relevant to professional disciplines in the workforce. Content will be determined by contemporary trends and timely issues.

Note: Participation in the course requires access to a computer, the internet, and a webcam or other video capture technology.