

# LOCAL GOVERNMENT MANAGEMENT (LGM)

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## **LGM 507 Strategic Communication 1 Credit Hour**

This Internet course addresses three levels of administrative communications - individual, group and organization - and examines the concepts and skills needed to be an effective communicator. Students will develop written and oral applications emphasizing goal-oriented communications and making strategic choices in content, structure, style and delivery. An emphasis is given to applications in the Local Government context. The course also covers basic ethical and legal issues of work-place communications.

### **Restriction(s):**

Can enroll if Level is Graduate or Professional Development

## **LGM 509 Pub Relations and News Media 1 Credit Hour**

LGM 509 is presented in three modules that examine: (1) how the news media operates, (2) "Getting the news" and how to deal with these special constituencies in your community and (3) how to work with the news media as a primary channel of communication to reach residents with information or to influence public opinion. The course includes assignments designed to test your knowledge, improve your media relations skills and help you plan for both proactive and reactive situations involving the news media.

### **Restriction(s):**

Can enroll if Level is Graduate or Professional Development

## **LGM 511 Citizen Participation for LGM 1 Credit Hour**

Local Government Management 511 examines the concepts associated with public participation and develops skills needed by local government administrators in their interaction with the public. Course objectives include: 1) Improve the awareness and recognition of the public and some of the principles of citizen participation in local government. 2) Identify and explore different techniques for enhancing and increasing the public's participation in local government. 3) Increase the understanding of, and compliance with, the legal obligations of local government regarding public hearings and discuss techniques for maximizing the benefit derived from such hearings.

### **Restriction(s):**

Can enroll if Class is Post-baccalaureate NCFD or Graduate

## **LGM 512 Professionalism/Ethics for LGM 1 Credit Hour**

Local Government Management 512 examines the concepts and develops skills needed by local government administrators in ethical decision making and professional behavior. This one hour course encourages local government officials to continually cultivate personal integrity and to respond ethically to challenging situations. Given the recent abundance of ethical failures in government and business (from Watergate to Enron and beyond); and the increasing pressures of complex social and scientific dilemmas, it is essential that leaders see ethics as the greater part of expertise. The course will cover many of the ethical issues local officials encounter, and will analyze means by which local officials can respond ethically and professionally to difficult situations. Finally, the course will explore strategies for influencing a culture of high ethical and professional standards within organizations.

### **Restriction(s):**

Can enroll if Class is Post-baccalaureate NCFD or Graduate

## **LGM 541 LGM Finance I 1 Credit Hour**

Local Government Management 541 examines the concepts and develops skills needed by local government administrators in performing the budgetary and financial requirements of their local community. It identifies the characteristics of an effective budget development process. It also examines and provides guidance on essential financial practices such as managing cash and investments and debt management in the local government context. Course objectives include: 1) Improve the budget development process in your local community. 2) Assess your community's debt situation and develop strategies and policies addressing the local debt. 3) Know how to properly manage cash, revenue and cash disbursements including the management of investments.

### **Restriction(s):**

Can enroll if Class is Post-baccalaureate NCFD or Graduate

## **LGM 542 LGM Finance II 1 Credit Hour**

Local Government Management 542 examines the concepts and develops skills needed by local government administrators in performing financial requirements of their local community. It focuses on proper accounting and auditing practices and procedures and provides guidance on essential financial practices such as procurement policies and procedures, pension, and risk management in the local government context. Course objectives include: 1) Explain the purposes and requirements of accounting and auditing in local government. 2) Explain the purposes and requirements of local procurement procedures, pension plan(s) and risk management policies.

### **Restriction(s):**

Can enroll if Class is Post-baccalaureate NCFD or Graduate

\*An asterisk denotes that a course may be taken concurrently.

### Frequency of Offering

The following abbreviations are used to denote the frequency of offering: (F) fall term; (W) winter term; (S) summer term; (F, W) fall and winter terms; (YR) once a year; (AY) alternating years; (OC) offered occasionally