



Broward Community College

Course Outline

STATUS: A

COMMON COURSE NUMBER: PAD 2002

COURSE TITLE: Introduction to Public Administration

CREDIT HOURS: 3

CONTACT HOURS BREAKDOWN:

Lecture/Discussion 48

Lab

Other

Contact Hours/Week 3

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Corequisite: None

This introductory course examines the governmental context of public administration including political values, bureaucratic politics, leadership and intergovernmental relations; organizational theory including decision-making, organizational structure; and the administrative process including public personnel administration, budgeting, policy-making and governmental regulation. The objective of this course is to provide the student with an overview of public administration with an emphasis on the political context.

General Education Requirements - Associate of Arts Degree, meets Area(s):

General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES:

1. Conceptual Framework of Public Administration
2. Policy Process
3. Theory and Practice of Public Administration
4. Relationship between the Public Administrator and the Public
5. Constitutional Values and Public Administration

I. Course Overview:

Upon successful completion of this course, the students should be able to demonstrate an understanding of the basic concepts and key definitions in public administration, as well as a knowledge of the historical development of the field; analyze each step in the process of formulating and carrying out public policy; discuss the relationship between theory and practice in the discipline and discuss how what is learned in the course will apply to actual experience. In addition, the students should be able to identify the significance of the concept of the public good, especially as it relates to the role of the public administrator and to constitutional rights, and discuss the above concepts as they relate to specific case studies.

II. Units:

Unit 1. Conceptual Framework of Public Administration

General Outcome:

- 1.0 The students should be able to demonstrate an understanding of the conceptual framework of public administration including key definitions, basic concepts, and political settings.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Identify key terms in public administration relating to the public interest, the market, and regulatory activities, and distinguish between public administration and management of private enterprises.
- 1.2 Outline the development of public administration in the United States including the role of Congress, the President, and the judiciary in the history of public administration.
- 1.3 Define federalism and explain how federalism influences the environment of public administration, and explain fiscal federalism and how it functions.

Unit 2. Policy Process

General Outcome:

- 2.0 The students should be able to demonstrate knowledge of each aspect of public administration, organization, public personnel administration, budgeting, decision-making, and policy evaluation.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Identify the major characteristics of the bureaucracy including organizational theory, scientific management, human relations, the role of leadership, and political aspects.
- 2.2 Discuss the key aspects of public personnel administration such as the spoils system versus merit system, position classification and recruitment, political responsiveness, and constitutional rights of employees.
- 2.3 Outline the budgetary process and explain the role of the public administrator in each step.
- 2.4 Analyze the decision-making process and define the theories of decision-making such as the rational actor model and the bureaucratic politics model.
- 2.5 Analyze public policies according to the managerial, political, and legal perspectives.

Unit 3. Theory and Practice of Public Administration

General Outcome:

- 3.0 The students should be able to analyze the relationship between the theory behind public administration and the practice of public administration.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Discuss the extent to which theory fits practice and develop some explanations for the gap between theory and reality.
- 3.2 Explain the significance of regulatory policy as it relates to public administration.
- 3.3 Explain the tension between individual rights and the public interest.
- 3.4 Apply public administration theory to several case studies and discuss how each case study illustrates the principles of public administration.

Unit 4. Relationship between the Public Administrator and the Public

General Outcome:

- 4.0 The students should be able to demonstrate knowledge of the relationship between public administration and the public from the perspective of the public administrator, the client, the regulatee, and the citizen.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Explain the extent to which each citizen is affected by public policies.
- 4.2 Identify the tensions between bureaucratic culture and society and explain the ramifications of this tension for public administration.
- 4.3 Discuss the significance of the growing influence of government regarding individual freedom.
- 4.4 Describe the criteria upon which the public evaluates public administration.

Unit 5. Constitutional Values and Public Administration

General Outcome:

- 5.0 The students should be able to demonstrate an understanding of the relationship between constitutional values and public administration.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Define the relationship between administrative structure and constitutional structure and explain the significance of the collapsing of the separation of powers.
- 5.2 Describe the concept of legitimacy in public administration.
- 5.3 Identify key terms regarding the Constitution and public administration such as "absolute" rights, procedural due process, and equal protection.
- 5.4 Analyze the issue of ethics and accountability in public administration including the definition of corruption, the difficulties in overseeing the bureaucracy, and the role of management.