

NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY

PBS 100 - INTRODUCTION TO PUBLIC ADMINISTRATION (3 CR)

COURSE DESCRIPTION

Focuses on principles underlying public administration in federal, state, and local government. Examines the role of government, administrative and policy processes, organizational structure, basic problems of management, administrative responsibility, and the future of public administration.

Lecture 3 hours per week.

GENERAL COURSE PURPOSE

PBS 100 introduces the functions, structures, and context of public administration.

ENTRY LEVEL COMPETENCIES

No prerequisites or co-requisites. Students should be able to read and comprehend college level instructional materials.

COURSE OBJECTIVES

Upon completion of this course, the student should be able to;

- A. To understand public administration as both a discipline and profession.
- B. To understand the structure and organization of governments and the relationship of local, state, and federal governments.
- C. To understand how public policies originate, the role of public administrators in policymaking.
- D. To understand the cooperative relationship between government and private sector organizations.
- E. To understand organizational theories and behaviors, including decision making and leadership.
- F. To understand the legal and political factors influencing human resources management.
- G. To understand the legal and political factors influencing budgeting, finance, and the budgeting processes.
- H. To understand the policymaking process and accountability.
- I. To understand the challenges of public administration.

MAJOR TOPICS TO BE INCLUDED

I. The Nature and Context of Public Administration

- A. Definition of Public Administration
 - 1. Structures of local, state, and federal governments
 - 2. Principles of the Constitution
 - 3. Similarities and differences of public and private administration
- B. The Political System and Values
 - 1. Political values
 - 2. Administrative values
 - 3. "Reinventing government"
 - 4. Social change

- C. Bureaucratic Policies and Power
 - 1. Government organizations and organizational design
 - 2. Bureaucratic power and accountability
 - 3. Bureaucracy and democracy
 - 4. Federalism and intergovernmental relations
- II. Organizational Theory and Behavior
- A. Organizational theory
 - 1. Evolution of organizational models
 - 2. Centralization vs. decentralization
 - B. Decision Making
 - 1. Administrative decision-making
 - 2. Methods of decision making
 - 3. Political environment of decision-making
 - C. Leadership
 - 1. Context of bureaucratic leadership
 - 2. Models of leadership or style
 - 3. Challenges of public leadership
- III. Core Functions of Public Management
- A. Public Personnel Administration
 - 1. Structure of personnel systems
 - 2. Recruitment, selection, and placement of employees
 - 3. Evaluation, promotion, and training of employees
 - 4. Compensation
 - 5. Public employee organizations
 - 6. Public employee rights and responsibilities
 - B. Government Budgeting
 - 1. Government budgets and fiscal policy
 - 2. Budget approaches or models
 - 3. Decision making for budgets
 - 4. Politics of the budget process
 - 5. Managing government's debts
 - C. Public Policy and Management
 - 1. Policy making process: planning, analysis, implementation, and evaluation
 - 2. Standards for evaluations
 - 3. Quality improvement and "customer service"
 - 4. Administrative accountability
 - D. Government regulation and Administrative Law
 - 1. Rise and nature of government regulation
 - 2. Structures and procedures of regulatory bodies
 - 3. Politics of regulation
 - 4. Administrative law and rule making

IV. Public Administration and the Future

- A. Public Administration and Government
 - 1. Democracy and public administration
 - 2. Structures of intergovernmental organizations
 - 3. Citizen participation in administrative decisions
- B. Change in Public Administration
 - 1. Social and governmental change
 - 2. Citizen participation in administrative decisions
 - 3. Future prospects for administrative capacity