

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

 X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: POSC 130: Introduction to Public Administration

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

A survey of the key issues in public administration, urban planning, public personnel administration, and public safety with an emphasis on governmental structure and the public decision-making process as it pertains to the effectiveness of criminal justice policies, zoning, and land use considerations.

SPECIFIC COURSE OBJECTIVES:

The successful student will:

1. compare and contrast public and private administration.
2. analyze the structure of local government with emphasis on the council-manager form in order to gain an understanding of the relationship between politicians and administrators.
3. explain the concepts of organizational culture and mission as factors that contribute to an agency's organizational personality.
4. identify the essential responsibilities of supervision.
5. describe major styles of decision-making.
6. explain the importance of strategic planning so an organization can attain long-range goals.

7. apply the formal planning model by studying the actions of SANDAG, San Diego's regional planning agency.
8. develop strategies to build effective work teams.
9. describe and apply the cycle of public policymaking from agenda setting to program evaluation.
10. describe the varying interrelationships between public administrators and political leaders.
11. describe strategies public administrators use when working with the media and with NIMBYs.
12. describe the components of the budget process.
13. analyze and apply problem solving techniques to ethical dilemmas such as conflict of interest or favoritism.
14. identify career opportunities in local government administration through interaction with community leaders who will join the class throughout the semester.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. The differences between public and private management
 - A. Organizational mission
 - B. Management responsibilities
 - C. Reporting requirements
 - D. Accountability
- II. The council-manager form of government
 - A. Origins
 - B. Organization
 - C. Public policy consequences
- III. The essential responsibilities of supervisors
 - A. Planning
 - B. Organizing
 - C. Staffing
 - D. Guiding and influencing the work of others
 - E. Collecting information
 - F. Measuring progress toward goals
 - G. Reporting
 - H. Budgeting
- IV. Styles of decision-making
 - A. Rational comprehensive model
 - B. Organizational process model
 - C. Bureaucratic politics model
 - D. Chaos Theory
- V. Strategic planning

- A. Creating a vision
- B. Setting goals
- C. Devising plans of action
- D. Examples of local community planning

VI. Effective work teams

- A. The characteristics of effective teams
- B. The need for effective work groups
- C. Motivation within teams

VII. The public policy cycle

- A. Agenda-setting
- B. Policy formulation
- C. Policy adoption
- D. Policy implementation
- E. Policy evaluation
- F. Selected local policies analyzed

VIII. Public relations

- A. Building good relationships with politicians and lobbyists
- B. Building good relationships with the media
- C. Building good relationships with NIMBYs

IX. The budget process

- A. Components of the budget process
- B. Incremental budgeting
- C. Program budgeting
- D. Zero-based budgeting

X. Ethical issues

- A. Conflicts of interest
- B. Favoritism/Nepotism
- C. Dishonesty
- D. Theft

REQUIRED READING:

Moore, Mark. *Creating Public Value: Strategic Management in Government*. Cambridge: Harvard University Press, 2003.

North County Reader. A collection of recent articles on administration and public policy in the San Diego region taken from local newspapers and professional journals.

SUGGESTED READING:

Balanoff, Howard, ed. *Public Administration: Annual Editions*. Guilford, Connecticut: Dushkin Publishing Group, 2003.

- Benveniste, Guy. *Mastering the Politics of Planning*. Boston: 1989. Jossey-Bass Publishers, Inc. Boston, MA. 1989.
- Blair, George. *Government at the Grassroots*. Pacific Palisades: Palisades Publishers. 1991.
- Blanchard, K. and N. Peale. *The Power of Ethical Management*. New York: Fawcett Crest, 1988.
- Chandler, Ralph and Jack Plano. *The Public Administration Dictionary*. Santa Barbara, CA: ABC-CLIO, Inc. 2003.
- Cooper, T. *The Responsible Administration: An Approach to Ethics for the Administrative Role*. 3rd edition. San Francisco: Jossey-Bass, 1990.
- Ehrenhalt, Alan. (Ed.) *Governing: Issues and Applications from the Front Lines of Government*. Washington, D.C.: Congressional Quarterly Press, 2002
- Janis, I. *Groupthink*. Boston: Houghton Mifflin, 1982.
- Starling, Grover. *Managing the Public Sector*. 6th Ed. Belmont, California: Wadsworth Publishing Company, 2001.
- Schiffman, Irving. *Alternative Techniques for Managing Growth*. Berkeley, CA: Institute of Governmental Studies, 1990.
- Ury, William. *Getting Past No*. New York: Bantam Books, 1993.
- Wilson, James Q. *Bureaucracy: What Government Agencies Do and Why They Do It*. New York: Basic Books, 1989.

REQUIRED WRITING:

A three to five page paper on a local administrative or public policy issue (250 words per page) is required of each student. Three essay exams, varying 3 to 8 pages in length, are also required.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes. Students are expected to attend several local government meetings during the semester and conduct interviews of local public managers.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
 laboratory
 lecture-laboratory combination
 directed study

In addition to the lecture method, students will have the opportunity to discuss local issues with community leaders who will join the class at various times throughout the semester. Videos and slides of local issues will also be utilized.

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Students will be required to take four tests consisting of multiple choice and essay questions

- 4 exams at 20% each
- 1 written paper at 20%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: one

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Mary Ann Drinan, extension 2755

SIGNATURES ON FILE