

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

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

COURSE NUMBER AND TITLE: PWM 55 Public Works Administration

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS: 48

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None.

COREQUISITE: None.

RECOMMENDED PREPARATION: None.

SCOPE OF COURSE:

Provides an introduction to the organizational concepts used by the Public Works Department. Content includes typical organization, management concepts, political considerations, planning, financial management and public relations.

SPECIFIC COURSE OBJECTIVES:

Successful students will be able to:

1. Describe what "Public Works: means in general and specific terms.
2. Identify various municipal governmental organizations structures.
3. Identify the role of technology in the management of projects and people.
4. Identify basic theories of management and organization.
5. Understand the basic fundamentals of governmental finance, budget and how to manage a budget.
6. Understand the elements and strategies of negotiations.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Local Government
 - A. Public Works history and role in government
 - B. Managerial purpose and context

- II. Organizational Forms
 - A. Organizational management in Public Works
 - B. Relationships of staff and elected officials

- III. Financial Management
 - A. Budget development
 - B. Budget tracking and management
- IV. Negotiations
 - A. History and purpose of negotiations
 - B. Strategies for negotiations
- V. Communications
 - A. Steps in planning written communications
 - B. Editing, revising, and rewriting
 - C. Making powerful presentations
- VI. Land Use and Planning
 - A. Land development
 - B. Zoning
- VII. Human Relations
 - A. Hiring effective employees
 - B. Employee motivation
 - C. Employee discipline
- VIII. Public Relations
 - A. Working with the public
 - B. Importance of attitude
 - C. Steps to improve public relations
- IX. Time Management
 - A. Determining priorities
 - B. Mission statements

REQUIRED READING:

Management of Local Public Works. International City Management Association, 1986.

SUGGESTED READING:

Sigband, Norman B., David N. Batement. Communicating in Business. Scott, Foresman and Company, 1981.

REQUIRED WRITING:

Students will be required to write on various topics.

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.

Class may include one or more field trips.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

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): Quizzes and a final exam will be administered.

The course grading policy will be determined by individual instructors and may include the following:

- Exams
- Quizzes
- Research projects
- Writing assignments
- Classroom presentations
- Research papers
- Lab assignments
- Journal writing
- Classroom participation & discussion
- Homework

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

Yes No Number of times course may be taken for credit: 1

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

CONTACT PERSON: Director, Occupational and Noncredit Programs, Ext. 2286

SIGNATURES ON FILE