

COCONINO COMMUNITY COLLEGE

COURSE OUTLINE

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Status: Permanent

Date: June 8, 1992

A. Identification

1. Subject Area: Political Science
2. Course Number: POS 140
3. Course Title: INTRODUCTION TO PUBLIC ADMINISTRATION
4. Credit Hours: 3
5. Catalog Description:

Political context of American Public Administration, alternative frameworks for the analysis of the policy process in government agencies, the budgetary process, accountability and responsibility in government, bureaucratic politics, and administrative reform and reorganization. Three lecture.

B. Course Goals:

The purpose of this course is to cover the principles in the field of public administration, organization theory and bureaucracy. administrative dynamics, personnel administration, the regulatory process, fiscal and budgetary mechanics, and the politics-administration dichotomy. It discusses the concept of public interest and the Civil Service Act.

C. Course Outcomes:

At the end of this semester, the student will have knowledge of and understand:

1. Basic missions of agencies -- how well defined -- what specific limitations.
2. Major policy issues.
 - a. Posture of clientele groups.
 - b. Response of agency to conflicting demands
3. Significant changes in missions in response to environment.
4. character of service supplied.
 - a. Routine or unique.
 - b. Service, regulation, extractive or income contribution.
5. Extent and effectiveness of planning--evidence for it.
6. recent budgetary trends--upward, downwards and within budget categories.
7. Evaluations of performance.
8. Relationships vertically and horizontally within the agency relationship with the executive branch.
9. Character of the public service.
10. Principal agencies with which they must deal--dependencies and interdependencies.
11. relationships with the legislature and its committees.
12. Major clientele groups with which it interacts and their character.
13. relationships with public.
14. Extent of public attention--highly political or not.

D. Course Content:

Will include:

1. Introduction and Historical Overview: Lecture: Research Paper Organization
2. Historical Overview: Lecture: Five Periods of PA
3. Structure of Governmental Institutions: Lecture: Ecology of PA and Why Bureaucracy?
4. Structure of Governmental Institutions: Lecture: Bureaucratic Staying Power and Red Tape
5. Bureaucratic Structure and Politics: Lecture: Closed Models of Organizations
6. Bureaucratic Structure & Politics: Lecture: Open Models of Organizations, Differences between Open and Closed

7. Bureaucratic Structure & Politics: Lecture: The Synthesis of Open and Closed Models of Organizations and Theory Application
8. People in Organizations: Lecture: Administrative Man/Models; Do organizations change people?
9. Personnel Administration: Lecture: Types of Systems, History of PPA and the Civil Service
10. Budgeting: Lecture: History (BOB, OMB, PB, PPB, ZBB, MO)
11. Budgeting & Ethics: Lecture: Politics of Budgeting
12. Ethics: Lecture: Self: Public and Agency Interest