



COURSE OUTLINE

WINTER 2020

COURSE NAME: Public Administration
COURSE CODE: MGMT3313

COURSE DESCRIPTION

This course focuses on the practical implications of public administration and emphasizes the differences between the private sector and public sector management regimes. Public administration is examined at the federal, provincial, and local levels with particular focus on how government functions. Through historical, contextual, and theoretical perspectives an overview of public administration is given that includes policy activities and decision-making, governmental processes and structures, human relation issues, and performance measurement.

Course Credits: 3.00

Pre-requisites: COMM1101, MGMT1120

LECTURER INFORMATION

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LEARNING OUTCOMES

OUTCOME	UPON SUCCESSFUL COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO:
1	Compare and contrast public and private management fundamentals. The following concepts, skills, and issues are used to support this outcome: Relate existing government systems to historical and theoretical underpinnings. Distinguish public administration from other organizational structures. Categorize theories of organization related to public sector evolution including organizational humanism and new public management. Differentiate management techniques, constraints, and functioning between the private and the public sector.

OUTCOME	UPON SUCCESSFUL COMPLETION OF THIS COURSE, YOU WILL BE ABLE TO (continue...)
2	<p>Examine policy activities and decision-making.</p> <p>The following concepts, skills, and issues are used to support this outcome:</p> <p>Analyze political processes and policy decision-making.</p> <p>Explain the relationship between the bureaucracy and non-government actors.</p> <p>Clarify “public goods” concepts and “equity and efficiency “issues.</p>
3	<p>Interpret governmental processes and structures including government services delivery mechanisms.</p> <p>The following concepts, skills, and issues are used to support this outcome:</p> <ul style="list-style-type: none"> • Examine the relationship between the executive and the bureaucracy. • Contrast and compare departments, central agencies, crown corporations and independent regulatory agencies. • Contrast interdepartmental and intradepartmental relations. • Critique intergovernmental administration relations. • Explain the budgetary process of government. • Critique alternative service delivery models.
4	<p>Categorize human relation issues unique to the public sector.</p> <p>The following concepts, skills, and issues are used to support this outcome:</p> <ul style="list-style-type: none"> • Appraise the merit principle. • Analyze how managers use persuasion techniques in situations of varying authority directions. • Assess the career system perspectives in the public sector.
5	<p>Appraise the governmental performance measurement system.</p> <p>The following concepts, skills, and issues are used to support this outcome:</p> <ul style="list-style-type: none"> • Evaluate accountability issues including the use of performance measures. • Explain the government’s “bottom line” considerations. • Design a cost-benefit analysis.

STUDENT EVALUATION

OUTCOME	ACTIVITY DESCRIPTION	MARK DISTRIBUTION
1, 2, 3, 4 & 5	Discussions, Professionalism, Minor Assignments, Participation in Class Trips	10%
2, 3, 4 & 5	Major Assignments	30%
1, 2, 3, 4 & 5	Written Examinations	40%
3, 4 & 5	Written Quizzes	20%
TOTAL		100%

COMPLETION REQUIREMENTS

The minimum passing grade for this course is 50% (D). Please note, however, that minimum grades or Grade Point Averages (GPAs) – term or cumulative - required for transfer, good standing in a program, eligibility for graduation, or requirements for professional designation or professional examination exemption may be higher. Students are strongly encouraged to consult with their academic advisor for more details.

REQUIRED LEARNING RESOURCES

Paul Barker. (2008). Public Administration in Canada. (Brief edition.). Toronto: Thomson Nelson. ISBN: 0176251375.

STUDENT EQUIPMENT AND SUPPLIES

None

DELIVERY METHOD

This course will be taught using a variety of delivery methods, which may include face-to-face, online, or blended teaching platforms. Activities such as collaborative exercises/assignments, seminars, labs, discussion, audio/visual presentations, case studies, and practicums may be used to support learning.

STUDENT RESPONSIBILITY

Enrolment at NAIT assumes that the student will become a responsible citizen of the Institute. As such, each student will display a positive work ethic, assist in the preservation of Institute property, and assume responsibility for his/her education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

EQUITY STATEMENT

NAIT is committed to providing an environment of equality and respect for all people within the learning community, and to educating faculty, staff, and students in developing inclusive teaching and learning contexts that are welcoming to all.

WEEK	Week of	CHAPTERS	TOPICS
	Part One: Introduction to Public Administration		
1	06.01.2018	Chapter 1: Chapter 2:	What Is Public Administration? Values and Ethics in Public Administration
	Part Two: Theoretical Foundations		
2	13.01.2018	Chapter 3: Chapter 4:	Public Administration and Organization Theory: The Structural Foundation Public Administration and Organization Theory: The Humanistic Response and Beyond:
3	20.01.2018	Chapter 5:	Public Administration and Organization Theory: The New Public Management, Governance, and Beyond Examination #1 – 20%

	Part Three: Delivering Government Services		
4	27.01.2020	Chapter 6:	Government Departments and Central Agencies
5	03.02.2018	Chapter 7:	Crown Agencies
6	10.02.2018	Chapter 8:	Alternative Service Delivery Quiz #1 – 10%
7	17.02.2018		Reading Week
	Part Four: The Bureaucracy in the Political Process		
8	24.02.2018	Chapter 9: Chapter 10:	The Executive and the Bureaucracy Interdepartmental and Intradepartmental Relations
9	02.03.2018	Chapter 11: Chapter 12:	The Legislature and the Bureaucracy The Judiciary and the Bureaucracy
10	09.03.2018	Chapter 13: Chapter 14:	Intergovernmental Administrative Relations Nongovernmental Actors and the Bureaucracy Examination #2 – 20%
	Part Five: The Management of Organizational Resources		
11	16.03.2017	Chapter 15: Chapter 16:	The Management of Human Resources Representative Bureaucracy and Employment Equity
12	23.03.2018	Chapter 17: Chapter 18:	The Budgetary Process Management of Financial Resources
13	30.03.2018		Quiz #2 – 10%
14	06.04.2018		

Percentage	Letter Grade	Grade Point	Descriptor
90–100	A+	4.0	Outstanding
83–89	A	4.0	
80–82	A-	3.7	Excellent
77–79	B+	3.3	
73–76	B	3.0	
70–72	B-	2.7	Good
67–69	C+	2.3	
63–66	C	2.0	Satisfactory*
60–62	C-	1.7	
55–59	D+	1.3	
50–54	D	1.0	Marginal
0–49	F	0.0	Fail
0	WF	0.0	Withdraw Fail