Administrative Unit: History and Social Sciences Department

Course Prefix and Number: MGMT 311

Course Title: Public Administration and Policy

Number of Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: 0

Catalog Description: Examination of growth, structure, role, methods, and policy of the national bureaucracy and its impact in American government and society. Cross-listed as POSC 311. Prerequisite: POSC 111. Offered odd Fall.

Prerequisite(s)/Corequisite(s): POSC 111.

Text(s): Most current editions of the following:


Any public administration text providing adequate coverage of topics listed in the Topical Outline of the Master Syllabus.

Course Objectives:

- To survey major areas of study in Public Administration.
- To introduce the subject of bureaucracy in American government.

Measurable Learning Outcomes

- Identify major trends in the development and evolution of American bureaucracy.
- Explain the fundamental differences between public and private administration.
- Explain various contributions to the study of organizational theory made by Weber, Taylor, Bernard, and others.
- Demonstrate an understanding of various ways public personnel are hired and evaluate those methods.
- Explain the standard budgetary processes used by legislatures and bureaucracies in fulfilling their
public trust and identify different types of budgets.

- Explain the bureaucratic policy-making process via rule-making and other means.
- Identify various decision-making models used by public administrators.
- Explain the regulatory process employed by public agencies.
- Evaluate the various forms of agency structure.

Topical Outline (major areas of coverage):

A significant, intensive writing component is required for this course. This requirement may be satisfied by a single type-written paper of twelve pages in length or more, properly cited, or by multiple assignments of equivalent length.

- Study and evolution of public administration
- Organizational theory
- Scope and structure of the federal bureaucracy
- Federalism and intergovernmental relations
- Personnel administration and management
- Decision-making
- Policy-making and implementation of policy
- Budget making
- Congressional-agency relations
- Administrative law
- Deregulation

Recommended maximum class size for this course: 30

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

Prepared by: David Roebuck

Name ____________________________ Signature ____________________________

Date: March 8, 2006

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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