COCONINO COMMUNITY COLLEGE
COURSE OUTLINE

Prepared by: Katrina Rogers, Ph.D. Date: June 8, 1992
Status: Permanent

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.
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.
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
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
8. People in Organizations: Lecture: Administrative Man/Models; Do organizations change people?
12. Ethics: Lecture: Self: Public and Agency Interest