

## Faculty of Economics and Political Science

### Introduction to Public Administration

#### Information :

**Course Code :** PAD 101

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Faculty of Economics and Political Science

#### Instructor Information :

Title	Name	Office hours
Lecturer	Ayat Abdel Kader Basuoni Abou Seeda	5
Teaching Assistant	Lara Mohamed Mostafa Abdelrazik	
Teaching Assistant	Marwan Mahmoud Mohamed Mahmoud Amin	

#### Area Of Study :

This course introduces students to the basic principles and concepts of public administration and how it differs from business administration. It tries to analyze the connection between bureaucracy and civil society as well as politics and how public agencies operate in the society. The course covers strategic planning in relation to public policy. In addition, students study theories and practices concerning ethical issues. They are also exposed to diverse ethical dilemmas related to real practices in public service and are trained on how to take the right decision. The course also discusses budgeting as a government fiscal instrument. Students study skills required for administrative leadership as well as the administrative reform mechanisms.

#### Course Goals:

- Introduce basic concepts in public administration.
- Discuss the political context in public administration.
- Cover basic managerial issues in non-governmental organizations
- Highlight ethical issues in public service
- Introduce strategic planning in relation to policy making.
- Introduce budgeting.
- Define the concept of Good Governance
- Lay out concepts, methods and tools in human resource management in public organizations.
- Explore prospects of the impact of globalization on redefining the roles of government and civil society in public service.

#### Description :

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#### Course outcomes :

##### a. Knowledge and Understanding: :

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|-----|---|
| 1 - | Comprehend basic concepts and practices in public administration. |
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2 -	Identify the difference between business administration and public administration.
3 -	Define policy issues and creatively develop optimal alternative solutions.
4 -	Identify main pillars to institutionalize good governance.
5 -	Describe managerial practices in public service and non-governmental organizations.
<b>b. Intellectual Skills: :</b>	
1 -	Understand policy-making rationale.
2 -	Critically analyze case studies on administrative issues.
<b>c. Professional and Practical Skills: :</b>	
1 -	Examine the role of budgeting as a fiscal policy government instrument.
2 -	Analyze, debate and deal with ethical issues in public service.
3 -	Engage effectively in human resource management practices.
4 -	Explain key government reengineering mechanisms.
<b>d. General and Transferable Skills: :</b>	
1 -	Communicate effectively in a group.
2 -	Practice inquiry-based approach to get data and information.

<b>Course Topic And Contents :</b>			
<b>Topic</b>	<b>No. of hours</b>	<b>Lecture</b>	<b>Tutorial / Practical</b>
Introductory Lecture and Course Outline	3	1	
Introducing Public Administration: Definitions and Concepts	3	1	
Issue in Public Administration: a. Efficiency versus Responsiveness b. Bureaucracy versus Democracy c. Politics and Administration	3	1	
Intergovernmental Relation Working with Non-Governmental Organization	3	1	
What is public policy? a. Administrative organization (federal government) b. The policy process c. Types of policies d. Sources of bureaucratic power	6	2	
Ethical Issues of Administrative Accountability	3	1	
Midterm Exam		1	
Planning, policy Analysis, Implementation & Evaluation	6	2	
Budgeting & Financial Management	3	1	
Human Resource Management in Public Organizations	3	1	
Government Reengineering Mechanisms	6	2	
Final Exam		1	

<b>Teaching And Learning Methodologies :</b>
Data show and computer in lectures

Demonstration videos

Group discussion

Research Paper

**Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paper) D	30.00		To assess understanding, to assess theoretical background of the intellectual and practical skills and to assess theoretical background.
Final Exam	40.00	15	To assess knowledge and intellectual skills.
Midterm Exam	30.00	8	To assess professional skills.

**Periodicals :**

Beverly A. Cigler, A Sampling of Introductory Public Administration Texts, Journal of Public Affairs Education, Vol. 6, No. 1, Jan., 2000 (45-53). URL: <http://www.jstor.org/stable/40215466>