Macao Polytechnic Institute

School of Applied Sciences

Bachelor of Science in Computing

Module Outline

Learning Module	Introduction to Public Administration			Class Code	MSEL105
Pre-requisite(s)	NIL				
Medium of Instruction	English			Credit	3
Lecture Hours	45 hrs	Lab/Practice Hours	---	Total Hours	45 hrs

Description

This course provides an introduction into the fundamental areas of public administration, blending theory with practice in a way that helps students apply theoretical models to the real world. The complexities and breadth of the field and discipline of public administration are covered. Topics include: the definitions of the discipline, bureaucracy, organizational theory and behavior, public budgeting, personnel administration, public policy and ethics.

Learning Outcomes

After completing the learning module, students will be able to:

1. Understand the important role of Public Administration (D1p, ET1p)
2. Understand how public Administration can involve the daily life and in society (D1p, D2p, D3p, ET2p)
3. Describe basic knowledge of the theory (D1p, D3p, D5p, ET2p, ET3p)
4. Learning the practically application of Public Administration (D2p, D3p, D5p, ET5p, ET6p)

Content

1. Introduction   (3 hours)
    1.1 What is Public Administration?
    1.2 Political, Legal, Managerial and Occupational definitions

2. Public Policy and its Administration   (3 hours)
    2.1 What is Public Policy?
    2.2 The Policy-making process

3. The Machinery of Government   (3 hours)

Ver. 202201

14.3 Program Evaluation

15. The New Public Management (3 hours)
    15.1 Toward a Competitive Public Administration

Teaching Method

Lectures and tutorials, audio-visual aids, case studies, group discussion and presentation.

Attendance

Attendance requirements are governed by the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute". Students who do not meet the attendance requirements for the course will not be permitted to sit for the final and re-sit examination and shall be awarded an 'F' grade.

Assessment

This learning module is graded on a 100 point scale, with 100 being the highest possible score and 50 being the passing score.

Item	Description	AHEP3 LO	Percentage
Assignments	Class and home exercises	D1p, D2p, D3p, D5p, ET1p, ET2p, ET3p, ET6p	20%
Test	Understanding of class material	D1p, D2p, D3p, D5p, ET1p, ET2p, ET3p, ET6p	30%
Examination	3-hour written examination	D1p, D2p, D3p, D5p, ET1p, ET2p, ET3p, ET6p	50%
		Total Percentage:	100%

Students with an overall score of less than 35 in the coursework must take the re-sit examination even if the overall score for the course is 50 or above.

Students with a score of less than 35 in the final examination must take the re-sit examination even if the overall score for the course is 50 or above.

Students with an overall final grade of less than 35 are **NOT** allowed to take the re-sit examination.

Teaching Material(s)

Textbook(s)

1. Shafritz, Jay M. & Russell,E.W.(2017).*Introducing public Administration*. New York:Longman

Reference

Reference book(s)

1. Perry, James L. (1996). *Handbook of public administration*. San Francisco: Jossey-Bass.
2. Henry, Nicholas (2004). *Public administration and public affairs*. Upper Saddle River, N.J.: Pearson Prentice Hall.
3. McSwite, O.C. (2002). *Invitation to public administration*. Armonk, N.Y.: M.E. Sharpe.

Ver. 202201