

**Macao Polytechnic Institute**  
**School of Applied Sciences**  
**Bachelor of Science in Computing**

**Module Outline**

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

- 3.1 What is the Machinery of Government?
- 3.2 The Executive Branch Machinery
- 4. Intergovernmental Relations (3 hours)
  - 4.1 The Structure of Intergovernmental Relations
  - 4.2 Intergovernmental Management
- 5. Ethics, Values and Accountability (3 hours)
  - 5.1 Corruption in Government
  - 5.2 The Challenge of Accountability
- 6. Evolution of Management (3 hours)
  - 6.1 The Origins of Public Management
  - 6.2 The Evolution of Management Principles
- 7. Organization Theories. (3 hours)
  - 7.1 Scientific Management
  - 7.2 Bureaucracy
  - 7.3 Systems Theory
- 8. Organizational Behavior (3 hours)
  - 8.1 The Impact of Bureaucracy on Behavior
  - 8.2 Motivation
- 9. Performance Management (3 hours)
  - 9.1 Managerialism
  - 9.2 Empowerment
- 10. Leadership (3 hours)
  - 10.1 Defining Leadership
  - 10.2 Leadership Theories
- 11. Public Personnel Management (3 hours)
  - 11.1 The Personnel Function
  - 11.2 Public Sector Labor Relations
- 12. Social Equity (3 hours)
  - 12.1 What is Social Equity?
  - 12.2 Equal Employment Opportunity
- 13. Public Financial Management (3 hours)
  - 13.1 The Principles of Public Financial Management
  - 13.2 The Executive Budget Process
- 14. Program Audit and Evaluation (3 hours)
  - 14.1 What is an Audit?
  - 14.2 Types of Audit

### 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.

<b>Item</b>	<b>Description</b>	<b>AHEP3 LO</b>	<b>Percentage</b>
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%
<b>Total Percentage:</b>			<b>100%</b>

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.