STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

COURSE NUMBER – COURSE NAME
BSAD 207 – Public Administration

Created by: Button, David

Updated by:

School of Business and Liberal Arts

Department: Business

Semester/Year: Spring 2019
A. **TITLE:** Public Administration

B. **COURSE NUMBER:** BSAD 207

C. **CREDIT HOURS:** 3 credit hour(s) per week for 15 weeks

D. **WRITING INTENSIVE COURSE:** Yes ☒ No ☐

E. **GER CATEGORY:** None: ☐ Yes: GER
   *If course satisfies more than one: GER*

F. **SEMESTER(S) OFFERED:** Fall ☐ Spring ☐ Fall & Spring ☒

G. **COURSE DESCRIPTION:**
   This course is designed to provide students with an introduction to the field of public administration, including its practice, contemporary challenges and future trends. Public administration includes activities taken directly by government, or in partnership with others, to meet the democratically expressed needs of the public. These activities include policy design, implementation, evaluation of outcomes, and re-design or re-direction.

H. **PRE-REQUISITES:** None ☐ Yes ☒ If yes, list below:

   BSAD 100 Introduction to Business, or
   HSMB 101 Introduction to Health Services Management

   **CO-REQUISITES:** None ☐ Yes ☐ If yes, list below:
I. **STUDENT LEARNING OUTCOMES:** *(see key below)*

By the end of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Course Student Learning Outcome [SLO]</th>
<th>Program Student Learning Outcome [PSLO]</th>
<th>GER [If Applicable]</th>
<th>ISLO &amp; SUBSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the process of policy development and implementation</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO ISLO ISLO ISLO</td>
<td>Subsets Subsets Subsets Subsets</td>
<td></td>
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<tr>
<td>Describe why (and what) functions are reserved to the state</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>W Subsets Subsets Subsets Subsets</td>
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<tr>
<td>Describe the role of regulation and regulators in government and engage in development of regulations.</td>
<td>1-Comm Skills ISLO ISLO</td>
<td>W Subsets Subsets Subsets Subsets</td>
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<td>Distinguish between private and public administrative objectives</td>
<td>2-Crit Think ISLO ISLO</td>
<td>CA Subsets Subsets Subsets Subsets</td>
<td></td>
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<tr>
<td>Describe the role and workings of governmental bureaucracy</td>
<td>5-Ind, Prof, Disc, Know Skills ISLO ISLO</td>
<td>Subsets Subsets Subsets Subsets Subsets</td>
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**KEY Institutional Student Learning Outcomes [ISLO 1 – 5]**

<table>
<thead>
<tr>
<th>ISLO #</th>
<th>ISLO &amp; Subsets</th>
</tr>
</thead>
</table>
| 1      | Communication Skills  
Oral [O], Written [W] |
| 2      | Critical Thinking  
Critical Analysis [CA], Inquiry & Analysis [IA], Problem Solving [PS] |
| 3      | Foundational Skills  
Information Management [IM], Quantitative Lit./Reasoning [QTR] |
| 4      | Social Responsibility  
Ethical Reasoning [ER], Global Learning [GL], Intercultural Knowledge [IK], Teamwork [T] |
| 5      | Industry, Professional, Discipline Specific Knowledge and Skills |

*Include program objectives if applicable. Please consult with Program Coordinator*
J. APPLIED LEARNING COMPONENT: Yes ☑ No ☐

If YES, select one or more of the following categories:

☐ Classroom/Lab
☐ Internship
☐ Clinical Placement
☐ Practicum
☐ Service Learning
☐ Community Service

☐ Civic Engagement
☐ Creative Works/Senior Project
☐ Research
☐ Entrepreneurship
(program, class, project)

K. TEXTS:


L. REFERENCES:

M. EQUIPMENT: None ☑ Needed:

N. GRADING METHOD: A-F

O. SUGGESTED MEASUREMENT CRITERIA/METHODS:

Essays, Exams, and quizzes.

P. DETAILED COURSE OUTLINE:

Perspectives on the Administrative State, Past & Present
a. The growing role of govt in a western democracy
b. America's conflicted appreciation for the Admin State
c. Measures of Accountability
d. Balancing efficiency with mandate(s)

Core Concepts of Public Administration
a. Size, Scope & Forms of Government
b. What government does and how government does it
c. Implications for Public Administration
d. Public versus private administration
e. Policy execution versus formation

Authority, Hierarchy & Bureaucracy
a. Organizational structure (traditional and contemporary trends)
b. Administrative implications of hierarchy and authority (Gulick & Weber)
c. Systems Theory
d. Organizational culture  
e. Relationship between Principals & Agents  

Coordination, Culture & Conflict in Execution  
a. The evolving nature of the executive branch  
b. American systems of accountability (v. European models)  
c. Leadership of the Executive Branch (Brownlow Committee 1937)  
d. Interagency conflict  
e. Interagency coordination (both horizontal & vertical)  
f. Reorganization attempts  

Bureaucracy, Civil Service & Governmental Reform  
a. Reform in America  
b. Conflicting theories of downsizing, reengineering and delivery mechanisms  
c. International approaches to reform  
d. Rise of the Civil Service System  
e. Careerism in government  
f. Employee rights and obligations  

Decision Making, Planning, Budgeting & Control  
a. Importance of Budgets  
b. The Budget’s Dual Roles  
c. Approaches to budgeting  
d. Legislative Role  
e. The Budget Cycle  
f. Rise of Independent Financial Organizations  

Regulations and Regulators  
a. The Roots of Regulation  
b. Regulatory Procedure (Administrative & Adjudicatory)  
c. Regulation and the Courts  
d. Regulation of the Regulators  

de Tocqueville, Associations & Nonprofits  

Q. LABORATORY OUTLINE: None ☒ Yes ☐