

POL201 Fundamentals of Public Administration

Level: 2

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY SEMESTER

Synopsis:

This course covers the fundamentals of public administration, in particular the theory and practice of public administration. The course provides students with the necessary introduction on public finance and management, human resource management and fundamentals of public policy. The course will also acquaint students to ethics in the public service.

Topics:

- What is Public Administration and why does it matter?
- The Social and Political Context of Public Administration
- Organisational Theory and Public Administration
- Public Decision Making
- Politics and Public Administration: Bureaucracy
- The Budgetary Process and Public Management
- Programme Evaluation
- Public-Sector Leadership
- Public Service Ethics
- Technology and Public Administration: E-Government
- Public Service and Popular Culture
- The Future of Public Administration

Textbooks:

Holzer, M. & R. W. Schweser.: Public Administration: An Introduction. (eText) 3rd edition.
Routledge.

ISBN-13: 9780429018626

Wu, Xun, M. Ramesh, Michael Howlett and Scott A. Fritzen. 2017: The Public Policy Primer:
Managing the Policy Process (eText) 2nd Routledge.

ISBN-13: 9781317229926

Learning Outcome:

- Show knowledge of theories and concepts related to public administration.
- Analyse the relationship between politics and public administration.
- Compare and contrast the practice of public administration in different countries.
- Apply public administration concepts and theories to the Singapore context.
- Explain the importance of ethics in public administration.
- Discuss the challenges for public administration in view of the changing economic, societal and political landscapes.

Assessment Strategies (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	5
	PRE-CLASS QUIZ 2	5
	TUTOR-MARKED ASSIGNMENT 1	20
	TUTOR-MARKED ASSIGNMENT 2	20
Overall Examinable Components	Written Exam	50
Total		100

Assessment Strategies (Online Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-CLASS QUIZ 1	5
	PRE-CLASS QUIZ 2	5
	TUTOR-MARKED ASSIGNMENT 1	20
	TUTOR-MARKED ASSIGNMENT 2	20
Overall Examinable Components	Written Exam	50
Total		100