

Introduction to Public Administration
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Course Description

This course will offer a general overview of the field of public administration by drawing on recent developments in government operations at different levels in different countries. The course is expected to familiarize students with the basic theories, principles, concerns and methods of public administration that are important for the present-day citizens as well as public officials.

Course Objectives

Students will be able to:

- Understand the basics of public administration as a field.
- Identify ways in which public organizations differ from private organizations.
- Elaborate the role of government and Public Servants.
- Explain the consequences of policies based on scientific analysis
- Discuss the tools that modern public administrators use to pursue public goals, along with the pros and cons of those tools.
- Explain the major values that public administration has and illustrate how those affect the work of government.

Recommended Texts

1. Marc Holzer & Richard W. Schweser. (2015) *Public Administration: An Introduction*. Routledge
2. Owen E. Hughes. *Public Management and Administration An Introduction* Third Edition published by PALGRAVE MACMILLAN
3. Selected Case Studies and Papers to be assigned in the due course of time.

Evaluation Criteria

Please refer to the distribution of weightage for the Course "Introduction to Public Administration" below.

Quiz 1	10%
Quiz 2	10%
Quiz 3	5%
Quiz 4	5%
Survey Project Assignment	20%
Final term Exam	50%

Course Outline

Week	Topic	Text Chapter
01	<ul style="list-style-type: none"> • The Organization of Government and Public Administration <ul style="list-style-type: none"> ○ How is government organized? ○ How governments serve citizens ○ Key functions of government ○ The Era of Change 	Text 1 Chapter 1 Text 2 Chapter 1
02	<ul style="list-style-type: none"> • The Traditional Model of Public Administration • Organizational Theory and Management 	Text 1 Chapter 2 Text 2 Chapter 2

03	<ul style="list-style-type: none"> • The Concept of Public Management 	Text 2 Chapter 3
04	<ul style="list-style-type: none"> • The Role of Government <ul style="list-style-type: none"> ○ The Role of State in Public Service Provision ○ Public Enterprises (SOEs) 	Text 2 Chapter 4
05	<ul style="list-style-type: none"> • Managing Human Resources <ul style="list-style-type: none"> ○ Personnel and Performance Management ○ Cultivating and Maintaining a High-Quality Diverse Workforce ○ Creating a Quality Work Environment 	Text 1 Chapter 3 Text 2 Chapter 8
06	<ul style="list-style-type: none"> • Public Decision Making <ul style="list-style-type: none"> ○ Forms of Public Decision Making ○ Theoretical Models of Public Decision Making 	Text 1 Chapter 4
07	<ul style="list-style-type: none"> • Politics and Public Administration <ul style="list-style-type: none"> ○ Reform and Neutrality ○ The Reality of Bureaucratic Politics ○ Checking Bureaucratic Discretion 	Text 1 Chapter 5
08	<ul style="list-style-type: none"> • Intergovernmental Relations <ul style="list-style-type: none"> ○ Federalism ○ Interlocal Shared Governments ○ Intragovernmental and Intergovernmental Competition 	Text 1 Chapter 5
09	<ul style="list-style-type: none"> • Public Performance <ul style="list-style-type: none"> ○ The Importance of Knowledge Sharing and Training ○ Total Quality Management: Customer Focus and Responsive Public Organizations ○ Issues in Organizational Responsiveness ○ Measuring Performance to Improve Performance ○ The Role of Privatization in Government Performance. 	Text 1 Chapter 5
10	<ul style="list-style-type: none"> • Public Policy Analysis <ul style="list-style-type: none"> ○ The Process of Public Policy Making ○ Policy Making in Developing Countries 	Text 2 Chapter 6
11	<ul style="list-style-type: none"> • Impact Evaluation of Public Programs and Policies <ul style="list-style-type: none"> ○ Data Collection ○ Evaluation Design ○ Modern Day Practices 	Text 1 Chapter 8
12	<ul style="list-style-type: none"> • Public Budgeting <ul style="list-style-type: none"> ○ The Process of Budgeting ○ Types of Budgets ○ Where do governments get their money? 	Text 1 Chapter 9
13	<ul style="list-style-type: none"> • Public Sector Leadership <ul style="list-style-type: none"> ○ Prevailing Leadership Theories ○ Types of Leadership power 	Text 1 Chapter 10
14	<ul style="list-style-type: none"> • E-Government and Public Administration 	Text 1 Chapter 12

	<ul style="list-style-type: none">○ Technology and Public Organizations○ Knowledge Management○ Innovation and Adaptability	Text 2 Chapter 10
15	<ul style="list-style-type: none">● Public Administration in Pakistan<ul style="list-style-type: none">○ Challenges○ Opportunities	Selected Material
16	<ul style="list-style-type: none">● Class Presentations	