

Macao Polytechnic Institute

School of Business

Bachelor of Accounting

Module Outline

Academic Year 2020 / 2021 Semester 1

Learning Module	Introduction to Public Administration	Class Code	PADM0120-111		
Pre-requisite(s)	Nil				
Medium of Instruction	English			Credit	3
Lecture Hours	45hrs	Lab/Practice Hours	0 hr	Total Hours	45 hrs
Instructor	Dr. David Chan		E-mail	cbchan@ipm.edu.mo	
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Description

This course provides students with an overview of the field and profession of public administration. It offers a survey of social and historical environment of public agencies. Students will also be introduced with the characteristics and problems of bureaucracy in different political systems. Topics include: Public management; leadership and administration; distractive ethics; public personnel management; decision making and policy analysis; policy implementation; policy evaluation.

Learning Outcomes

Upon completion of this course, the students will be able to:

1. Explain the basic terminology, concepts, and theories used in the study and practice of public administration.
2. Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
3. Describe some of the personal and interpersonal talents needed by successful public managers.
4. Apply techniques derived from models and theories in public administration.

Management Program PILOs	CILOs
1. Integrate contemporary Management theories and business disciplines relevant to general business practices.	1
2. Apply critical thinking and logical analysis skills and techniques to resolve management issues.	3, 4
3. Utilize appropriate written and spoken forms to communicate effectively and professionally with stakeholders in various cultural environments.	3
4. Demonstrate leadership in a team and respecting the rights of others irrespective of their cultural background, race or gender in order to solve unpredictable problems in the field.	3
5. With the help of mathematical and statistical skills, utilize the latest empirical findings and academic studies to support the recommendation of business projects or reports.	4
6. Recommend an appropriate course of action by ethically examining economic, environmental, political, legal and regulatory contexts of global business practices.	2
7. Interpret and utilize Management information or business software for internal control, planning, performance evaluation, and coordination to improve efficiency and effectiveness in the business process.	4

Accounting Program PILOs	CILOs
1. Integrate the contemporary theories, principles of accounting and business disciplines relevant to general business practice.	1
2. Assess general business scenarios with mathematical and statistical skills.	4
3. Apply critical thinking and logical analysis skills and techniques to solve business problems.	
4. Interpret and analyze accounting information for internal control, planning, performance evaluation, and coordination to continuously improve business process.	2, 4
5. Apply accounting or business software for business analysis.	4
6. Develop queries to assess management information from database to improve efficiency and effectiveness.	4
7. Synthesize the latest requirement of international accounting and auditing standards in preparing financial statements and auditing reports.	
8. Utilize appropriate written and spoken forms to communicate effectively with stakeholders in various cultural environment.	1, 2
9. Recommend an appropriate course of action by ethically examining the economic, environmental, political, legal and regulatory contexts of global business practice .	3
10. Utilize the latest empirical findings and academic studies to support the recommendation of business projects.	4

Market Program PILOs	CILOs
1. Explain the core concepts, values and Skills	
- Students are able to apply the marketing principles, concepts, theories in analyzing the changing business environment.	1
2. Apply appropriate Tools and technologies	
- Students are able to demonstrate using related tools, technology and skills to	4

generate proposals and solutions.	
3. Proceed Lifelong learning	
- Students are able to apply self and independent learning to leverage learned knowledge in practical life.	
4. Adopt Leadership approaches	
- Students are able to develop collaborative groups, synergy teams in achieving objectives and shared goals.	3, 4
5. Demonstrate and practice Legal and Ethical Values	
- Students are able to identify professional ethics from broad business practices.	3, 4
6. Effective Communication Skills	
- Students are able to communicate and present ideas effectively.	
7. Critical Thinking	
- Students are able to apply self understanding and analysis of critical perspectives to issues in broad conditions for problem solving.	
8. Intercultural Competence	
- Students are competent to associate in a diversified social and global community.	2

Content

1. Personal Action in Public Organizations (3 hours)
Subtopic: Business vs. Public Administration , Issues in Public Administration
Explain the basic terminology, concepts, and theories used in the study and practice of public administration.
2. Political Context of Public Administration (3 hours)
Subtopic: State and Local Levels, Relationship to Legislative Bodies, Policy Implementation, Legislative Supervision, Relationships with the Judiciary
Explain the basic terminology, concepts, and theories used in the study and practice of public administration.
Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
3. Organizational Context of Public Administration (3 hours)
Subtopic: Intergovernmental Relations, Working with Nongovernmental Organizations, Management of Nonprofit Organizations
Explain the basic terminology, concepts, and theories used in the study and practice of public administration.
Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
4. The Ethics of Public Service (3 hours)
Subtopic: Ethical Problems and managing Ethics
Describe some of the personal and interpersonal talents needed by successful public managers.
Apply techniques derived from models and theories in public administration.
5. Budgeting and Financial Management (3 hours)
Subtopic: The Budget as an Instrument of Fiscal Policy, managerial Tool and aspects of Financial Management
Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
Apply techniques derived from models and theories in public administration.

6. The Management of Human Resources (3 hours)
 Subtopic: Hiring, Firing and Things In-Between and political Appointee-Career Executive Relations
 Describe some of the personal and interpersonal talents needed by successful public managers.
 Apply techniques derived from models and theories in public administration.
7. Planning, Implementation and Evaluation (3 hours)
 Subtopic: Planning, alternative Strategies and the Logic of Policy Analysis
 Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
 Apply techniques derived from models and theories in public administration.
8. Managing Organizational Dynamics (3 hours)
 Subtopic: Organizational Culture and postmodern Narratives on Management
 Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
 Describe some of the personal and interpersonal talents needed by successful public managers.
9. Reinvention and Reform of Organizations (3 hours)
 Subtopic: IT, human resources, innovation and performance, implementation issues in quality and productivity
 Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
 Describe some of the personal and interpersonal talents needed by successful public managers.
 Apply techniques derived from models and theories in public administration.
10. Personal Skills in Public Management (3 hours)
 Subtopic: Stress Management, Time Management, Creativity and Problem Solving, Models of Individual Decision Making, Power and Leadership
 Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
 Describe some of the personal and interpersonal talents needed by successful public managers.
11. Interpersonal Skills and Group Dynamics (3 hours)
 Subtopic: Communications, Delegation, Motivation, Conflict, Bargaining and Negotiation
 Interpret the public policy and its administration in political and cultural environment throughout the policymaking process.
 Describe some of the personal and interpersonal talents needed by successful public managers.
12. Group project presentation (3 hours)
 Subtopic: Project topics
 Training the students to apply the knowledge, principles, cases and statutes for exam problem solving
13. Group project review (3 hours)
 Subtopic: review project
 Revision of the application of the knowledge, principles, cases and statutes for project problem solving
14. Revision (3 hours)

Subtopic: all previous topics

Training the students to apply the knowledge, principles, cases and statutes for exam problem solving

15. Final Exam (3 hours)

Subtopic: all exam topics

Teaching Method

This course is delivered through a series of lectures which provide a detailed description of all the topics. The course materials are supplemented with multimedia resources such as videos and websites to support students' learning. A project-based strategy is employed to engage students in discussing the various issues in the public sector.

Attendance

Attendance during the course must meet the attendance stated in the "Academic Regulations Governing Bachelor's Degree Programmes of Macao Polytechnic Institute". Students who have less than the required attendance for the enrolled subject are not eligible to attend the final or Re-sit examinations and will be given an "F" as their final grade.

Assessment

Students will be assessed on the basis of a group project, and a final examination. The group project aims to evaluate the students' comprehensive understanding of the significant components in public administration. The grading criteria for the course are given as follows:

1. Group Project (presentation and written report)	50%
2. <u>Final Examination</u>	50%
Total	100%

Teaching Materials

Textbook

Nil

References

Robert B. Denhardt and Janet V. Denhardt (2013). *Public Administration -- An Action Orientation*, 7th edition. Palo Alto: Wadsworth.

Shafritz, J.M., Russell, E.W. & Borick, C.P. (201). *Introducing Public Administration*, (9e), U.S.A, Pearson Education.

Journal(s)

Nil

Website(s)

1. <http://www.macaolaw.gov.mo/>澳門法律網
2. <http://www.court.gov.mo/>澳門法院網站
3. <http://www.mp.gov.mo/>澳門檢察院
4. <http://aajs.newunion.net/>澳門法律及社會事務學會

Plagiarism Policy

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