Course Description:
This course concerns the hundreds of government agencies at federal, state, and local levels that are responsible for carrying out public policy. It concerns the management of these agencies – organizing the people and resources that make their on-going work possible. It also concerns the process of policy making that occurs in public agencies.

Students Learning Outcomes and Core Competencies:
This course will achieve the following general student learning outcomes for the Bachelor of Applied Technology program:
1. Assess the effects of the cultural, political, legal, technological, and economic forces that shape the global environment.
2. Apply oral, written, and electronic communication skills to effectively present and exchange information, including the use of management information systems, the internet and other applications to prepare and present reports.
3. Work effectively in a team-centered environment to accomplish shared goals and objectives.
4. Solve complex management problems utilizing critical thinking, research methodology, and problem solving techniques.

This course is an upper division course for students that have met the admission requirements for upper division courses. This course is designed to investigate the broad spectrum of public administration issues that managers face today and will face in the future.

The basic principles and concepts public administration will be presented in the lectures, class discussions, through the select readings and team case studies. This course uses the case analysis skills as the focus of learning.

This course will transfer to other community colleges and most four-year institutions in Texas.

Prerequisite: None

Text, References, and Supplies:
To be determined by the Instructor of record

Case Studies and Activities:
Will be provide to the student by the Instructor

Objectives:
Upon successful completion of the course the student will be able to:

<table>
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<tr>
<th>Competencies</th>
<th>Purpose and/or sample real life applications</th>
<th>Projects</th>
<th>Used throughout the course</th>
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<tbody>
<tr>
<td>Assess the effects of the cultural, political, legal, technological, and economic forces that shape the global</td>
<td>Prepare the student to understand who the major writers and their theories in the</td>
<td>Use critical thinking to analyze, synthesize and evaluate historical to present day changes in</td>
<td>Yes</td>
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</table>
### Student Contributions, Responsibilities and Class Policies:
Each student is expected to study at least three hours per week preparing for class, take an active role in lecture/discussion, meet assignment due dates, and conduct themselves in a businesslike manner in the class. Students are expected to exhibit professional behavior during scheduled class times and while in the lab.

### Evaluation of Students:
Performance will be measured by student testing and class participation as follows:

Semester course grade is determined as follows:

<table>
<thead>
<tr>
<th>Semester course grade is determined as follows:</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90%-100%</td>
<td>A</td>
</tr>
<tr>
<td>80%-89%</td>
<td>B</td>
</tr>
<tr>
<td>70%-79%</td>
<td>C</td>
</tr>
<tr>
<td>60%-69%</td>
<td>D</td>
</tr>
<tr>
<td>Less than 60%</td>
<td>F</td>
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A grade of W will only be given at the request of the student.

### Course Schedule:
This is a hybrid BAT class and will meet as agreed upon by the class and instructor. Assignments will be posted on the internet within the Discussion Board area for this course. This is NOT a flexible time course.

**Required Participation:**
For Online/Hybrid classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

**Attendance Policy:** Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

**Withdrawal Policy:**
Requests for withdrawal must be made using the College's accepted withdrawal methods. Students must complete an official withdrawal form either in person in the Student Services office, online or by written request. Midland College reserves the right to decline approval of a withdrawal request for any reason. Such reasons may include, but are not limited to: submitting incomplete information on the request, not submitting current contact information for the student, not resolving any questions concerning the authenticity of the document, disciplinary actions, outstanding debts, TSI liability, etc.

Students who withdraw and have outstanding debts in any area of the College will not be given clearance to re-enroll until these debts are paid. Students who receive warning notices concerning non-attendance may complete the withdrawal request portion of the notice and return it to Student Services. TSI Liable students must meet with Dean of Adult or Developmental Education before withdrawing from TSI classes.

The last day for withdrawal for each registration period is published in the catalog and the current course schedule. Online withdrawal requests must be made on or prior to the dates listed.

**Scholastic Dishonesty & Academic Misconduct:** Academic dishonesty includes cheating, fabrication, plagiarism, and facilitating academic dishonesty. Disciplinary options include, but are not limited to, suspension and dismissal. (See the Midland College Student Handbook for a complete explanation of college policy). [http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php](http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php)

**AMERICANS WITH DISABILITIES ACT (ADA):** Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

**Instructor Information:**
**Instructor Name:**
**Office:**
**Phone:**
**Email**
**Office Hours:**
*Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.*

**Division Information:**
Division Dean: Dr. Kennedy MHA176 432-685-6813
Program or Department Chair: Doug Johnson TC 116 432-685-4665
Division Secretary: Angelina Dolaptchieva MHA 176 432-685-6830

Last Updated 10/31/2016