

A large, faint, decorative oval placeholder with a scalloped border. Inside the oval, the text "YOUR logo here" is written in a large, light grey, sans-serif font, arranged in three lines: "YOUR", "logo", and "here".

E8: Contemporary Administrative Systems

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About this course manual

How this course manual is structured

The course overview

The course overview gives you a general introduction to the course. Information contained in the course overview will help you determine:

- If the course is suitable for you
- What you will already need to know
- What you can expect from the course
- How much time you will need to invest to complete the course.

The overview also provides guidance on:

- Study skills
- Where to get help
- Course assignments and assessments
- Activity icons
- Modules.

We strongly recommend that you read the overview *carefully* before starting your study.

The course content

This course consists of seven modules. Each module comprises:

- An introduction to the module content
- Module outcomes
- New terminology
- Core content of the module
- A module summary
- Assignments and/or assessments, as applicable



Resources

For those interested in learning more on this subject, we provide you with a list of additional resources at the end of this course manual; these may be books, articles or websites.

Your comments

After completing Contemporary Administrative Systems we would appreciate it if you would take a few moments to give us your feedback on any aspect of this course. Your feedback might include comments on:

- Course content and structure
- Course reading materials and resources
- Course assignments
- Course assessments
- Course duration
- Course support (assigned tutors, technical help, etc.).

Your constructive feedback will help us to improve and enhance this course.

Course overview

Welcome to Contemporary Administrative Systems

To successfully manage within the public service, we must first understand basic administrative principles that underpin the organisations we work within, as well as the larger context within which those organisations are situated. It is fashionable to claim that management is management, is management. But the reality is that the job of managing governments has a different purpose than managing in the private sector. The latter concerns itself with the bottom line: maximising profit. The former concerns itself with maximising the common good – which is a far more difficult concept to define. This course seeks to provide a basic understanding of the principles, context, tools and institutions of contemporary administrative systems.

Contemporary Administrative Systems – is this course for you?

This course is intended for people who need to understand basic administrative principles, the basic structures of government, basic tools, and the actors and forces (both within and outside the public service) that influence contemporary administrative systems. It teaches students how to use this knowledge to raise the standard of administration within their organisation.

Course outcomes



Outcomes

Upon completion of Contemporary Administration you will be able to:

- *explain* different theories of public administration.
- *explain* how the shift toward governance is changing the understanding of the theory and practice of public administration.
- *describe* how different legislative models structure power.
- *explain* how social capital and culture influence the practice of public administration.
- *describe* the various dimensions of globalisation and *assess* their impact on public administration.
- *describe* how New Public Management differs from traditional public administration and *assess* its impact.
- *compare* the different models for holding public servants and politicians to account.
- *describe* how various legislative strengthening activities strengthen institutions.
- *explain* how budgets are created, their role in a democratic system, and the mechanisms that provide oversight over them.

Timeframe



How long?

This course will take approximately 120 hours of study time.

Study skills



Study skills

As an adult learner your approach to learning will be different to that from your school days: you will choose what you want to study, you will have professional and/or personal motivation for doing so and you will most likely be fitting your study activities around other professional or domestic responsibilities.

Essentially you will be taking control of your learning environment. As a consequence, you will need to consider performance issues related to time management, goal setting, stress management, etc. Perhaps you will also need to reacquaint yourself in areas such as essay planning, coping with exams and using the web as a learning resource.

Your most significant considerations will be time and space i.e. the time you dedicate to your learning and the environment in which you engage in that learning.

We recommend that you take time now – before starting your self-study – to familiarise yourself with these issues. There are a number of excellent resources on the Web. A few suggested links are:

- <http://www.how-to-study.com/>

The “How to study” website is dedicated to study skills resources.

You will find links to study preparation (a list of nine essentials for a good study place), taking notes, strategies for reading text books, using reference sources, test anxiety.

- <http://www.ucc.vt.edu/stdysk/stdyhlp.html>

This is the website of the Virginia Tech, Division of Student Affairs.

You will find links to time scheduling (including a “where does time go?” link), a study skill checklist, basic concentration techniques, control of the study environment, note taking, how to read essays for analysis, memory skills (“remembering”).

- <http://www.howtostudy.org/resources.php>

Another “How to study” website with useful links to time management, efficient reading, questioning/listening/observing skills, getting the most out of doing (“hands-on” learning), memory building, tips for staying motivated, developing a learning plan.

The above links are our suggestions to start you on your way. At the time of writing these Web links were active. If you want to look for more go to www.google.com and type “self-study basics”, “self-study tips”, “self-study skills” or similar.



Need help?



Help

Is there a course website address?

What is the course instructor's name? Where can s/he be located (office location and hours, telephone/fax number, e-mail address)?

Is there a teaching assistant for routine enquiries? Where can s/he be located (office location and hours, telephone/fax number, e-mail address)?

Is there a librarian/research assistant available? Where can s/he be located (office location and hours, telephone/fax number, e-mail address)?

Is there a learners' resource centre? Where is it located? What are the opening hours, telephone number, who is the resource centre manager, what is the manager's e-mail address)?

Who do learners contact for technical issues (computer problems, website access, etc.)

Assignments



Assignments

There are two assignments for this course.

The assignments are to be submitted as per the following schedule:

Assignment 1

Due date: xxxxxxxx

Value: 20 per cent of the total assessment

Assignment 2

Due date: xxxxxxxx

Value: 20 per cent of the total assessment

Assessments



Assessment

Module discussion questions

Value: 20 per cent of the total assessment

At the end of each module, there are a series of discussion questions that represent the major learning activity for each module. Your institution will suggest how your responses to these questions will be assessed.

Final Examination

Value: 40 per cent of the total assessment

















The final examination will be an end-of-term examination consisting of case studies and application questions.

Getting around this course manual

Margin icons

While working through this course manual you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in activity; they have been included to help you to find your way around this course manual.

A complete icon set is shown below. We suggest that you familiarise yourself with the icons and their meaning before starting your study.

			
Activity	Assessment	Assignment	Case study
			
Discussion	Group activity	Help	Note it!
			
Outcomes	Reading	Reflection	Study skills
			
Summary	Terminology	Time	Tip