

Course Unit	Administrative Science		Field of study	Public Administration	
Bachelor in	Public Management and Administration		School	School of Public Management, Communication and Tourism	
Academic Year	2023/2024	Year of study	1	Level	1-1
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9165-315-1101-00-23				
Workload (hours)	162	Contact hours	T -	TP 60	PL -
			TC -	S -	E -
			OT 20	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Bernadete de Lourdes Bittencourt

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Understand different models of organizational framework.
2. Analyze models of organizational configuration.
3. Analyze human factor as element of organizations efficiency.
4. Enhance informal component of organizations.

Prerequisites

Not applicable

Course contents

The Study of Science Public Administration | Fundamentals of Public Management | Classic Traditions of Management Thought | Organizations Interventionist Perspective | Bureaucracy Theory | The Organizational Context | The Scientific Fields of Public Administration | The Dynamics of Administrative Science.

Course contents (extended version)

1. The Study of Science Public Administration
 - The Evolution of the Field
 - Evolution of Public Administration in Europe and USA
 - Teaching of Public Administration in Portugal
2. Fundamentals of Public Management
 - The Differences among Private Management
 - The Administrative Environment
 - The Political Action of Public Management
3. Classic Traditions of Management Thought
 - Taylor: Scientific Management
 - Scientific Work Management. Principles of Scientific Management
 - Fayol: Administrative Theory
 - The Luther Gulick Contribute: Public Administration Implications
4. Organizations Interventionist Perspective
 - Administrative Dynamic - Informal Organizations
 - Relationship Human Theory. The Hawthorne Experience. Organizations as Social Systems
 - Organizations and Groups Dynamic
 - Motivation and Leadership
 - Administration Neoclassic Theory
5. Bureaucracy Theory
 - The Bureaucracy by Weber
 - Bureaucracy Models
 - Bureaucracy and Normative Structure
 - Bureaucracy and Innovation
 - Lipsky and the Concept of "Street-level bureaucracy"
 - Defending the Bureaucracy
6. The Organizational Context
 - The Organizations and the Environment Variable
 - Studies of Burns and Stalker, Lawrence and Lorsch and Miles e Snow
 - Motivation and Satisfaction
 - The Human Factor and the Leadership
 - Dynamics and Structure of Formal Organizations
7. The Scientific Fields of Public Administration
 - Differences with Private Management
 - The Effects of Politics
 - Ethical Values of Public Administration
8. The Dynamics of Administrative Science
 - The Administrative Thoughts
 - The Art of the State
 - Governing Trade-off

Recommended reading

1. Bilhim, J. (2014). Ciências da administração. (1.ª ed.). Lisboa: ISCSP. ISBN: 978-989-646-087-7.
2. Bilhim, J. (2013). Teoria organizacional: estruturas e pessoas. (7.ª ed.). Lisboa: ISCSP. ISBN: 978-989-646-086-0.
3. Caetano, A.; Neves, J. & Ferreira, J. M. C. (2020). Psicossociologia das Organizações. (1.ª ed). Edições Sílabo, Lda. ISBN: 9789895611294.
4. Shafritz, J. (2016). Classics of public administration. Cengage Learning. ISBN-10: 1111342741.

Teaching and learning methods

Discussion and analysis of programmatic subjects with interpretation of real and practical situations.

Assessment methods

1. Continuous Evaluation - (Regular, Student Worker) (Final, Supplementary)

Assessment methods

- Intermediate Written Test - 30%
- Intermediate Written Test - 35%
- Practical Work - 35%

2. Final Exam - (Regular, Student Worker) (Final, Supplementary, Special)

- Final Written Exam - 100%

3. Incoming Students - (Regular) (Final, Supplementary)

- Practical Work - 100% (Analyze and discussion of 3 scientific papers)

Language of instruction

Portuguese, with additional English support for foreign students.

Electronic validation			
Bernadete de Lourdes Bittencourt	Claudia Cristina Silva Costa	Catarina Alexandra Alves Fernandes	Luisa Margarida Barata Lopes
14-10-2023	13-11-2023	13-11-2023	11-12-2023