





This Program explains the role of public administration in government and public office, and its role in the implementation of government policy and translating political decisions into the “reality” which citizens see every day. It covers the organization of government departments and agencies, the management of programmes designed to implement policy, and the behavior and responsibilities of ‘civil servants’ and officials who are responsible for those policies and programmes. It considers government decision making, how and why policies are developed, and analysis of them. It describes the duties of heads of city, county, regional, state and federal departments, such as municipal budget directors, HR administrators, city managers, census managers, state mental health directors, and cabinet secretaries.



## SUMMARY OF MAJOR TOPICS

### MAJOR TOPICS COVERED IN THIS DIPLOMA PROGRAM INCLUDE:

- The nature and roles of public administration in the world of changing public expectations.
- Public administration in the implementation of government policy and its affect on the daily lives of citizens.
- The institutional setting of public administration.
- Public administration organizational structures; central government.
- The public sector, the environment, “green” policies; gauging their impact and outcomes; implementation of environmental/green policies.
- The civil or public service: public administrators, duties and responsibilities.
- The correct behavior towards the public.
- Traditional roles of public servants, recent changes, the modern civil or public service.
- Economy, efficiency and equity in public administration.
- Human resource management: recruitment, training, remuneration, supervision and control.
- Promotion - vertical and horizontal - in public administration.
- Integration, continuity and change in public administration.
- Structure and functions of local administration.
- Duties and responsibilities of local administration officials, local government service, bureaucracies.
- Elected and employed officials, central government control.
- Financing the public sector, allocating resources for central and local administration, budgets and budgetary control, financial control, audits.
- Independent public bodies.
- Health and voluntary agencies.



## WHAT IS INCLUDED

Your CIC Fee includes:-

- Your enrolment/registration with Cambridge International College, and your own high-quality, professionally produced and illustrated comprehensive International CIC Core Study Publication.
- A detailed, professional 'Study & Training Guide' with full instructions on how to study to achieve success and gain top results. The Guide includes detailed advice on how to answer Tests and Examinations.
- Training Tests (which can be used as 'Past Papers/Questions') and Recommended Answers for them.
- The Final Examination sat under Invigilation/Supervision in your own area - full details, guidance and explanation of how your Examination will be arranged and how Invigilation is conducted will be provided when you register. Note, CIC arranges Examinations in over a hundred countries worldwide for thousands of Members every year; it is a flexible, straightforward process and will be arranged when YOU are ready to write your Examination. The prestigious Cambridge International College Diploma on successful completion of your Study & Training and on passing the Final Examination.
- Your personal page on CIC's Member Services website with access to results, dispatch details, advice and guidance, and more: [www.cambridgeinternationalcollege.co.uk](http://www.cambridgeinternationalcollege.co.uk)
- Regular information and news including: Newsletters with details of special offers and new Programs and much more; and Competition Forms; by email and post.
- Everything needed for your Study & Training success is included in the CIC Fee.



Additionally:

- Further Study and Training Advice, and Assistance is available before, during and after CIC Study & Training; Members may ask CIC's team of experienced Consultants for advice on further study and Programmes to improve career prospects and advancement.
- CIC's experienced and helpful staff can assist with numerous special requests, such as reference/recommendation letters and transcripts, and more, by post and email.



## RELATED COURSES

- Advanced Management & Administration Theory & Practice Diploma 12 months (flexible)
- Management & Administration Diploma 12 months (flexible)
- Administrative Management Honors (Higher) Diploma 21 months (flexible)
- Management & Administration (BAA) Baccalaureate 2 years (flexible)
- Corporate Strategy & Planning Mastery of Management Graduate Diploma One year (flexible)

## STUDY & CAREER DEVELOPMENT

The Program prepares men and women for employment and advancement, and to better conduct their current and future roles, in the public or civil service; they may become central or local government public administrators or employees working in departments and agencies at any levels of government. And because much of this understanding and knowledge is applicable to many areas of management and policy the careers available outside of public administration are also opened up.

Related and wider studies are offered by CIC in all aspects of management, administration, strategy and development, and this Program will be of benefit to those wishing to study public administration, government or politics with other institutions.