

# North Hennepin Community College

## BIT 2000: Public Administration for the Code Official

### A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: \*.\*

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

The course covers establishment and maintenance of a building inspection department and its relationship with other community departments. Typical problems of functions, duties, intra- and inter-department relations, personnel, budget, legislative, public relations, and records-keeping are discussed.

### B. COURSE EFFECTIVE DATES: 07/16/1997 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

1. Introduction to public administration and organizational structure
2. Defining what is effective public management
3. An overview of Human Resource Law
4. Developing effective working relationships
5. Applying innovative strategies in the public sector
6. Mastering the Budgetary process
7. Dealing with the media, legislative bodies, and interest groups
8. Shaping organizational goals and strategies

### D. LEARNING OUTCOMES (General)

1. Identify various structures of a governmental organization, the roles that people serve in, and stakeholders that code officials must be aware of. (PG 2)
2. Explain and understand the context and process of local government budgeting. (PG 2,5)
3. Create a budget document. (PG 2,4)
4. Describe financial control in budgeting. (PG 4)
5. Plan and pay for work done in a department. (PG 4)
6. Illustrate how to recruit and maintain an effective workforce. (PG 2,4)
7. Explain employee rights, benefits, and responsibilities. (PG 2,4,5)
8. Evaluate and manage difficult personnel issues. (PG 2,4)

### E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

**G. SPECIAL INFORMATION**

None noted