

FBLA HS Public Administration and Management[‡]

Public Finance (15 test items)

1. Explain the role of finance in the public sector
2. Describe the nature of budgets (FI:106, LAP-FI-106) (SP)
3. Explain the nature of operating budgets (FI:098) (SU)
4. Develop company's/department's budget (FI:099, LAP-FI-099) (MN)
5. Discuss the nature of public funding

Public Policy and Governance (30 test items)

1. Discuss the policy lifecycle
2. Explain principles of effective policy design
3. Analyze the effectiveness of public policies
4. Discuss factors that influence policymaking (e.g., civil engagement, advocacy, public discourse)
5. Discuss the role of policymaking in governance
6. Discuss the nature of law and sources of law in the United States (BL:067) (SP)
7. Describe the nature of legal procedure (BL:070) (SP)
8. Discuss the role of administrative law (BL:074) (SP)
9. Describe relationship among innovation, learning, and change (SM:094) (CS)

[‡] Sources: These learning outcomes are based on ICMA's Practices for Effective Local Government Leadership, MBA Research's National Business Administration Standards, Sigma's Principles of Public Administration, Texas A&M University's Introduction to Public Administration and Leadership, The Ohio State University's Introduction to Public Affairs and Public Management, the University of Florida's Introduction to Public Administration, and West Virginia University's Master of Public Administration Curriculum.

Communication (10 test items)

1. Explain the nature of effective written communications (CO:016) (CS)
2. Adapt written correspondence to targeted audiences (CO:203) (SP)
3. Write proposals (CO:062) (MN)
4. Discuss the importance of digital communication in the public sector (e.g., social media, the internet)

Public Sector Fundamentals (15 test items)

1. Determine the relationship between government and business (EC:008, LAP-EC-016) (CS)
2. Distinguish public administration from private sector management
3. Discuss the role of the public sector in society
4. Describe services provided by the public sector
5. Distinguish among government entities, non-profits, and private businesses

Public Management (20 test items)

1. Discuss the nature of human resources management (HR:410, LAP-HR-410) (CS)
2. Discuss the nature of managerial planning (SM:063) (SP)
3. Explain managerial considerations in organizing (SM:064, LAP-SM-064) (SP)
4. Describe managerial considerations in staffing (SM:065, LAP-SM-065) (SP)
5. Discuss managerial considerations in directing (SM:066, LAP-SM-066) (SP)
6. Describe the nature of managerial control (control process, types of control, what is controlled) (SM:004, LAP-SM-400) (SP)

Ethics (10 test items)

1. Comply with the spirit and intent of laws and regulations (BL:163, LAP-BL-163) (CS)
2. Explain the importance of ethics in the public sector
3. Discuss the concept of public accountability
4. Discuss conflicts of interest in the public sector

References

- ICMA. *Practices for Effective Local Government Leadership*. <https://icma.org/>
- MBA Research and Curriculum Center. *National Business Administration Standards*.
<https://www.mbaresearch.org/local-educators/teaching-resources/standards/>
- Sigma. *The Principles of Public Administration*. https://www.sigmaweb.org/en/publications/the-principles-of-public-administration_7f5ec453-en.html
- Texas A&M University. *Introduction to Public Administration and Leadership*.
<https://www.tamut.edu/faculty/syllabi/202280/80009.pdf>
- The Ohio State University. *Introduction to Public Affairs*. <https://glenn.osu.edu/2110-sample-syllabus>
- The Ohio State University. *Public Management*. <https://glenn.osu.edu/3500-sample-syllabus>
- University of Florida. *Introduction to Public Administration*. <https://polisci.ufl.edu/wp-content/uploads/sites/223/PAD-3003.pdf>
- West Virginia University. *Master of Public Administration Curriculum*. <https://wvstateu.edu/college-of-business-and-social-sciences/departments/public-administration/mpa-curriculum/>

LAP List

Objective #	LAP #*	LAP Title
FI:106	LAP-FI-106	Money Tracks (Nature of Budgets)
FI:099	LAP-FI-099	Build Your Game Plan (Developing a Company/Department Budget)
EC:008	LAP-EC-016	Regulate and Protect (Government and Business)
HR:410	LAP-HR-410	People Pusher (Nature of Human Resources Management)
SM:064	LAP-SM-064	Put It All Together (Managerial Organizing)
SM:065	LAP-SM-065	Dream Team Maker (Staffing)
SM:066	LAP-SM-066	Take Action (Managerial Directing)
SM:004	LAP-SM-400	Measure Up! (Managerial Control)
BL:163	LAP-BL-163	Laying Down the Law (Complying With the Spirit and Intent of Laws and Regulations)

* LAP #s subject to change