

Public Administration Major Course Description

Course Description

Core Courses:

PA 112 Introduction to Public Administration (3 Credits)

Introduction to public administration as a field of study, its development and its linkages with its environment. The course reviews various influential administrative concepts and theories from the classical and human relations schools to more recent approaches such as results-oriented management and the New Public Management. The course emphasizes the effects of these conceptual approaches on the practices of public administration. Some major topics are discussed in this course such as performance in public organizations and administrative discretion.

PA 233 Public Policy Process (3 Credits)

Provides substantive knowledge of the policy – making process, socio cultural conditions, and processes characterizing agenda setting, and the formulation, adoption, implementation and assessment of public policy. The course also teaches how to evaluate public policies using critical analysis of (1) those factors that impede or facilitate the design and implementation of public policies and programs, and (2) assumptions about and evidence of the appropriateness, effectiveness, and ethical merits of analytic methods as instruments for improving policy.

PA 255 Human Talent Management (3 Credits)

Policies and processes for dealing with governmental personnel, including staffing, personnel development, classification, performance appraisal, and equal employment opportunities, and the role it plays in our government and modern society. By the end of this course, the student should be familiar with the evolution of public service in the state of Kuwait; recruitment, selection, promotion, job classification and evaluation, compensation, performance appraisal and sanctions.

PA 388 Public Budgeting and Public Financial Management (3 Credits)

Examining the main concepts, issues and current developments in public financial management. Collecting, safeguarding, disbursing public funds, and understanding different budgetary systems, the elements of budget review and execution and various strategic and tactics employed by participants in the budgetary process. The course also discusses the concept of contract management.

PA 424 Public Management Information Systems (3 Credits)

This course is to provide student with basic knowledge needed to understand (PMIS) with special emphasis on designing and utilizing public information system including information resource and data base, communication network for administrative decision making in various government organizations. This course also focuses on improving the efficiency of public administration by fostering on electronic government and operating the public management information system.

PA 310 Research Methods in Public Administration (3 Credits)

This course develops student's practical skills in designing, collecting, and analyzing, using descriptive techniques and presenting data to address research questions. Students will learn how to select appropriate research techniques to use in different contexts, ethical issues and limitations. It introduces students to statistical procedures and computer skills used in the fields of public administration, management, and public policy to evaluate and manage programs and services. The course also develops the student's skills to assess the quality of research done by others.

PA 419 Governance and Leadership in Public Organizations (3 Credits)

This course introduces concepts of leadership and governance in various community, political, and administrative settings in organizations. Leadership theories for effective management and how they impact organizational change will be covered, in addition to the abilities and skills required to engage the legislative, judicial, and executive branches in achieving required changes.

PA 480 Internship in Public Administration (3 Credits)

The main objective of this course is to provide students with a practical experience in a public or nonprofit organization through on Job-Training. Students are trainee s for a period of 8 weeks, 6 hours per week; in organizations according to a plan designed by a faculty member in co-ordination with a responsible member of the organization (Field supervisor). Students are followed up weekly by the faculty member, and are asked to submit a fully documented report describing different aspects of their training activities under his supervision.

PA 490 Capstone Project (3 Credits)

This course focuses on the completion of student applied research skills and knowledge. Students will implement their research projects selecting appropriate research techniques, analyzing data, and making recommendations. The design of the Capstone is based on the concept of an applied research reflecting on the knowledge and skills developed in the entire program. Case study format or advanced statistical research will be used to write up the research upon approval of the seminar leader.

Elective Courses:

PA 366 Public Programs Evaluation (3 Credits)

The practice of program evaluation focuses on determining if policies or programs are effective in the society, which is a vital part in public service. The course discusses both quantitative and qualitative evaluation methods. Topics include Data collection, conduct of evaluation in organizational setting, performance measurement, and utilization of evaluation results.

PA 399 Ethics and Public Values in Public Administration (3 Credits)

Explores the ethical dimensions of public officials' personal and professional judgments, including conceptions of public trust, conflicting interests and values, ends and means, keeping promises, and social equity. Cases are used to consider ethics and values of public organizations.

PA 311 Management of Volunteer & Non-Profit Organizations (3 Credits)

This course examines the origins of NGOs, their unique structures, how they develop a sense of mission and manage programs and projects, board development, and financial management processes to generate and manage financial resources to sustain their projects and be accountable to stakeholders. The course also discusses the concept of disaster management.

PA 312 Administrative Law (3 Credits)

This course examines law-making procedures, statutory and the constitutional basis for delegation and separation of powers enabling government agencies to make rules, and the administrative adjudicatory process.

PA 313 Local Government (3 Credits)

This course discusses structures and administration of local government, as well as current issues in local governance, purposes of local government, how local councils are organized and administered, their powers and limitations, relations with the central government, and issues of public participation.

PA 315 Organizational Change (3 Credits)

This course addresses organizational structures of organizations and the behaviors within these organizations that impact their performance. The roles and responsibilities of management within organizations are addressed in this context and include the macro (organization-wide) perspective and micro (individual and team performance) perspective, with emphasis on understanding organizational values, mission, and vision; defining work to be carried out; and effectively delivering public services. Topics to be covered include the underlying theory, orientation, and application of key OD methods; the design and implementation of organizational interventions to move an organization from a current to a desired future state; and a learning organization.

PA 407 Special Topics in Public Administration (3 Credits)

This course deals with contemporary topics of special interests to the field of public administration which are not addressed in other courses. Some of those issues are: Transparency, Accountability and responsiveness, Corruptive practices in public administration, Privatization challenge to public administration, digital transformation, tax policy, the effect of Globalization on public administration and Administrative discretion.

PA 410 Administrative Reform (3 Credits)

The course examines political and institutional factors affecting reforms in public administrations, initiatives regarding the modernization of the comptrollership function of the state and performance-based management. Strategies of improving capacity and coordination among different levels of government to increase efficiency, equity, and sustainability of public spending. The success factors as well as the failures will be discussed.

PA 411 Policy Analysis for Public Decision Making (3 Credits)

This course introduces students to models for understanding and analyzing decision making, context, contents, outcomes, and consequences of public policy. Various analytical techniques will be emphasized during the course to assess/analyze policy effectiveness, efficiency, and responsiveness. The statistical, social, economic, and political tools and theories utilized in the field will be explored.

PA 417 Development Administration (3 Credits)

This course introduces students to causes of underdevelopment, and explores what executive administrators can do to help address them. The course emphasizes three areas: macro issues in development, analysis of specific policy sectors, and practitioner micro-skills.

PA 420 E- Government (3 Credits)

This course examines how governments around the world are deploying E-Government strategies. E-government refers to the broad spectrum of

information and communication technology-enabled processes that predominately use web-based technology to deliver government services, extend government service online, transform operational and bureaucratic procedures, and allow citizens to interact more directly with government.

PA 307 Business Ethics and Society (College Requirement)

The course focuses upon the exploration and analysis of the ethical, political, technological, social, legal, and regulatory environments of business. It is designed to investigate the broad spectrum of business & society and business ethics issues that managers face. As business organizations struggle to find their social and ethical identity in a business environment, managers are confronted with exceedingly difficult challenges in balancing their economic, legal, and ethical responsibilities to the variety of stakeholder groups. This course addresses these challenges from individual, organizational, managerial, and societal perspectives. Topics will include the role of corporations in society; the relationships between business and government; impacts of technological and social changes; as well as building relationships with a variety of stakeholders.