

Department Of Public Administration

Course Description

Course Number:

PA 112

Course Title:

Introduction to Public Administration

Contents:

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.

References:

- 1- Khan, Haroon A. **An Introduction to public Administration.** Lanham, Maryland: University press of America, 2008.
- 2- J. Steven Ott. E, W. Russell. **An Introduction to public Administration: A Book of Readings.** Longman. 2000.

Prerequisites:

None

Course Number:

PA 233

Course Title:

Public Policy Process.

Contents:

Provides substantive knowledge of the policy – making process, sociocultural 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.

References:

1. Kirkland, Thomas A. **An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making.** New York: M.E. Sharpe, 2005
2. Michael et. al , **Public Policy Analysis.** Bristol: University of Bristol, 2007

Prerequisites:

PA 112

Course Number:

PA 255

Course Title:

Human Talent Management

Contents:

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.

References:

1. Klingner, Donal and Others. **Public Personnel Management** .6th Edition Pearson:2009.
2. Pynes, Joan. **Human Resources Management for Public and Nonprofit Organizations**. New York: John Wiley & Sons, 2004.

Prerequisites:

PA 112

Course Number:

PA 307

Course Title:

Business Ethics and Society

Contents:

This course primarily focuses on the interactions between government, business and society. It analyzes the political, legal, economic, and social environments of business organizations. The course also discusses ethical issues facing business organizations and the corporate social responsibility. Other topics include government regulations of business, privatization, business and public policy, and management of environmental issues. This course is primarily for students enrolled in CBA.

References:

- Lawrence, A.T. & Weber, J. (2011). **Business and Society: Stakeholders, Ethics, Public Policy**, 13th Edition, McGraw – Hill / Irwin.

Prerequisites:

None

Course Number:

PA 310

Course Title:

Research Methods in Public Administration

Contents:

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.

Prerequisites:

PA 255 QMIS 220

Course Number:

PA 311

Course Title:

Management of Volunteer & Non-Profit Organizations

Contents:

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.

Prerequisites:

PA 112

Course Number:

PA 312

Course Title:

Administrative Law

Contents:

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.

Prerequisites:

PA 112

Course Number:

PA 313

Course Title:

Local Government

Contents:

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.

Prerequisites:

PA 233

Course Number:

PA 315

Course Title:

Organizational Change

Contents:

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.

Prerequisites:

PA 255

Course Number:

PA 366

Course Title:

Public program Evaluation

Contents:

The practice of program evaluation in the public sector is the focus of this course. Topics include both quantitative and qualitative evaluation methods. Data collection, conduct of evaluation in organizational setting, and utilization of evaluation results.

References:

1. Langbein, Laura, **Public Program Evaluation: A Statistical Guide**. New York: M.E.Sharpe: 2006
2. Vedung, Evert, **Public Policy and Program Evaluation**. New Jersey: Transaction Publishers, 1997

Prerequisites:

PA 202

Course Number:

PA 388

Course Title:

Public Budgeting and Public Financial Management

Contents:

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

References:

1. Rubin, Irene. **Public Budgeting: Policy, Process and Politics**. New York: M.E. Sharpe, Inc. 2008.
2. Nice, David. **Public Budgeting**. Wadsworth Learning: Belmont: Cengage learning, 2002

Prerequisites:

PA 112

Course Number:

PA 399

Course Title:

Ethics and Public Values in Public Administration

Contents:

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 the ethics and values of public organizations.

References:

1. Raymond W. Cox III, (Editor) **Ethics and Integrity in Public Administration: Concepts and Cases**, New York: M.E. Sharpe, Inc. 2009 .
2. Menzel, Donald C. **Ethics Management for Public Administrators: Building Organizations of Integrity**. New York: M.E. Sharpe, 2006.

Prerequisites:

Course Number:

PA 410

Course Title:

Administrative Reform

Contents:

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.

Prerequisites:

PA 255

Course Number:

PA 411

Course Title:

Policy Analysis for Public Decision Making

Contents:

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.

Prerequisites:

PA 233

Course Number:

PA 417

Course Title:

Development Administration

Contents:

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.

Prerequisites:

PA 233

Course Number:

PA 419

Course Title:

Governance and Leadership in Public Organizations

Contents:

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.

Prerequisites:

PA 233

Course Number:

PA 420

Course Title:

E- Government

Contents:

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.

Prerequisites:

PA 424

Course Number:

PA 424

Course Title:

Public Management Information Systems

Contents:

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.

References:

1. Jay D. White, **Managing Information in the Public Sector**, 2007. New York M.E. Sharpe, Inc.
2. Milner, Eileen M , **Managing Information and Knowledge in the Public Sector**, London, Biddles Ltd, 2000.

Prerequisites:

PA 233 &QMIS 240

Course Number:

PA 477

Course Title:

Special Topics in Public Administration

Contents :

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, the effect of globalization on public administration and Administrative discretion.

References:

Selected materials related to the topics from current literature.

Prerequisites:

PA 233 PA 255

Course Number:

PA 480

Course Title:

Internship in Public Administration

Contents:

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.

Prerequisites:

Completion of 111 credit hours and all PA core courses

Course Number:

PA 490

Course Title:

Capstone Project

Contents:

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.

Prerequisites:

Completion of 111 credit hours and all PA core courses
