

**BACHEROL DEGREE COURSE DESCRIPTION 2009/2010
DEPARTMENT OF PUBLIC ADMINISTRATION**

First: University Requirements (27 credit-hours)

a) Compulsory Courses: 12 credit-hours

Course Code	Course name	Credit-Hours	Pre-requisite
1501102	Communication Skills: Arabic Language (2)	3	-
1502102	Communication Skills: English Language (2)	3	-
1700100	National Education	3	-
1500100	Military Sciences	3	-

b) Elective Course: 15 credit-hours to be chosen from the following courses:

a. First Area: Human Science

Course Code	Course Name	Credit-	Pre-
1000101	Democracy & Human Rights	3	-
0401100	Islamic Culture	3	-
0402100	Islamic System	3	-
1702101	Islamic Civilization	3	-
0803100	Library & information Science	3	-
1132100	Sports and Health	3	-

b. Second Area: Economic and Social Science

1731100	Logic and Critical Thinking	3	-
1704100	Introduction to Social Sciences	3	-
1736100	Principle of Psychology	3	-
1723100	Archaeology of Jordan	3	-
1705100	Jordan Geography	3	-
1601105	Managerial Skills *	3	-

*** This course must not be taken by the students of the Business Faculty or else it will be nullified**

c. Third Area: Science and Technology and Agriculture and Health

0342100	Science and Society	3	-
0305100	Environment	3	-
0641100	Home Agriculture	3	-
0905100	Principles in Public Safety	3	-
0603100	Human Nutrition Principles	3	-
0630100	Agriculture in Jordan	3	-

c) General Requirements:

Course Code	Course Name	Credit-Hours	Pre-requisite
1501098	Arabic Language Exam	3	-
1502098	English Language Exam	3	-
1502099	English Communication Exam	3	-
1600150	Community Service	3	-
1901098	Computer Skills Exam	3	-

Second: Faculty Requirements (24 credit-hours)

Course Code	Course Name	Credit-Hours	Pre-requisite
1601102	Principles of Business Adm.	3	-
1602101	Principles of Accounting 1	3	-
1603211	Principles of Finance	3	1602101
1604201	Principles of Marketing	3	-
1605215	Principles of MIS	3	-
1606102	Modern Public Management	3	-
1607110	Principles of Microeconomics	3	-
1607150	Principles of Statistics	3	-

Third: Department Requirements (81 credit-hours)

a) Departmental Compulsory Courses: 60 credit-hours composed of:

Course Code	Course Name	Credit-	Pre-requisite
1606101	Organization Theories	3	-
1606103	Public Organizations Management	3	-
1606104	Research Methods	3	1607150
1606105	Administration in Islamic	3	-
1606200	Administrative Behavior	3	-
1606203	Public Finance Administration	3	-
1606204	Public Human Resources Management	3	-
1606205	Local Administration	3	-
1606206	Rules and Regulations	3	-
1606300	Management Control	3	-
1606302	Public policy formation and analysis	3	-
1606306	Planning and Budgeting	3	-
1606307	Ethics of Public Administration	3	-
1606308	Administrative decision – making	3	-
1606403	Public projects management	3	-
1606404	Development Administration	3	-
1606407	Quantitative Methods Analysis	3	-
1606409	Training in administration	3	-
1601444	Change and Crises Management	3	-
1602331	Governmental Accounting	3	1602101

b) Departmental Elective Courses: 21 credit-hours to be chosen from the following

Course Code	Course Name	Credit-	Pre-requisite
1606207	Management of Purchases and supplies Governmental	3	-
1606301	Organization Development	3	-
1606305	Administrative Leadership	3	-
1606400	Managing non-profit organizations	3	-
1606401	Managing By Excellence	3	-
1606402	Governance	3	-
1606406	Contemporary issues in Public	3	-
1606408	Public administration in Jordan	3	-
1606411	Customs Administration	3	-
1607250	Statistical Analysis	3	1607150
1605337	E-government	3	-
1601422	Knowledge Management	3	-
1601419	Total Quality Management	3	-
1607111	Principles of Macroeconomics	3	-

Courses Offered by the Department:

Course Code	Course Name	Credit-Hours	Pre-requisite
1606101	Organization Theories	3	-
1606102	Modern Public Management	3	-
1606103	Public Organizations Management	3	-
1606104	Research Methods	3	1607150
1606105	Administration in Islamic	3	-
1606200	Administrative Behavior	3	-
1606203	Public Finance Administration	3	-
1606204	Public Human Resources	3	-
1606205	Local Administration	3	-
1606206	Rules and Regulations	3	-
1606207	Management of Purchases and	3	-
1606300	Management Control	3	-
1606301	Organization Development	3	-
1606302	Public policy formation and analysis	3	-
1606305	Administrative Leadership	3	-
1606306	Planning and Budgeting	3	-
1606307	Ethics of Public Administration	3	-
1606308	Administrative decision – making	3	-
1606400	Managing non-profit organizations	3	-
1606401	Managing By Excellence	3	-
1606402	Governance	3	-
1606403	Public projects management	3	-
1606404	Development Administration	3	-
1606406	Contemporary issues in Public	3	-
1606407	Quantitative Methods Analysis	3	-
1606408	Public administration in Jordan	3	-
1606409	Training in administration	3	-
1606411	Customs Administration	3	-

Course Title **1606102 Modern Public Management**

Credit Hours 3

Prerequisite: (None)

This course is designed to give students the opportunity to understand the theoretical foundation of new public management, which includes: how the entrepreneurial spirit is transforming the public sector; partnerships with the private sector; transparency; privatization; result focused; citizen focused.

Course Title **1606101 Organization Theories**

Credit Hours 3

Prerequisite: (None)

This course studies organization theories which contributed to the development of organizational thought ; a comparison between the main schools ; studying organizations and environment conflict ; consultancy ; development and changing organizations.

Course Title **1606103 Public Organizations Management**

Credit Hours 3

Prerequisite: (None)

This course aims at introducing students to the administrative concepts in public organization, their nature of work, and their effectiveness as a development tool it also discusses problems facing managers and solutions, and skills needed for solving the problems of public organizations. Analysis of cost and benefit, distribution of resources, and methods of decision-making.

Course Title **1606104 Research Methods**

Credit Hours 3

Prerequisite: (1607150)

This course aims at providing the students with the principles and methods of scientific research in the administrative fields. Its substance covers methods of determining and analyzing problem or subjects of studies, data collection methods, data analysis, writing and documenting final reports in a scientific way.

Course Title **1606105 Administration in Islamic**

Credit Hours 3

Prerequisite: (None)

The objective of this course is familiarize student with administrative thought in Islam, characteristics, role in development administrative thought. It also discuss administrative processes (planning, organizing, staffing, financing, coordinating and controlling) in Islamic country, and explain administrative thought for Moslem thinkers like Il –Gazali Al- Mawardi. Ibn Taimiah and Ibn Khaldoon.

Course Title **1606200 Administrative Behavior**

Credit Hours 3

Prerequisite: (None)

This course aims to provide students with modern concepts in the field of administrative behavior. It focuses on the meaning of administrative behavior, its historical development as a field of study, and the role of behavioral sciences in providing it with the basic knowledge. It also discusses determinants of individual, group, and organizational behavior, as well as the functions and processes which constitute administrative behavior.

This course includes the following topics:

- Individual determinants of administrative behavior such as personality, motivation, perception, attitudes, and values.
- Group dynamics such as communication, decision making, leadership, and conflict resolution.

Administrative behavior at the organizational level such as organizational climate, culture, and organizational change.

Course Title **1606203 Public Finance Administration**

Credit Hours 3

Prerequisite: (None)

This course introduces the concept of public finance and the role and impact of government on economy and it includes allocation of resources, distribution of wealth and income, stabilization of the level of economic activity, and economic growth and development theories of government expenditures and revenues.

Course Title **1606204 Human Resources Management**

Credit Hours 3

Prerequisite: (None)

This course will explore the nature of human resource management as its becoming a vital strategic concern for most organizations today and focuses on the professionalism and career development of human resource managers themselves. Through providing a useful framework, this course will look at a contemporary view of human resource management and the important role this process plays in organizational effectiveness. Also, this course will discuss the goals of human resource management and its responsibilities at different kinds of organizations.

Course Title	1606205 Local Administration
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course focuses on the relation of local administration with public administration the objectives of local administration, decentralization, establishing of local councils, the relationship between central government and local councils, the role of local administration in development employment and finance of local administration and problems of local councils and reform methods.</p>

Course Title	1606206 Rules and Regulations
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>Pre This course will familiarize students with how rules and regulations are enforced and implemented in public institutions and how regulatory experts study the workload and simplification of procedures in existing public institutions. The course will also familiarize students with the division of labor, delegation of authority, and organizational mapping in public agencies.</p>

Course Title	1606207 Management of Purchases and supplies Governmental
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course is aimed at providing students with the basic knowledge of store management, government supplies and certain regulations that manage to preserve such public materials. Moreover the course emphasizes the control methods, purchasing transaction, formal records, and documents of supply management.</p>

Course Title	1606300 Management Control
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course aims to provide students with modern concepts and theories of administrative control. It discusses the meaning, objectives, importance, types, methods and stages of the control process. It also discusses recent trends in control over administration and gives special attention to administrative control systems in the field of public administration in Jordan, as well as some case studies and practical applications.</p>

Course Title	1606301 Organization Development
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>Organization development is an organizational improvement strategy that uses behavioral science principles and practices to increase individuals and organizations effectiveness. Therefore, this course aims to present a clear, comprehensive picture of organization development so that the students may acquire the knowledge and skills to manage change more effectively. Also, this course aims to help students and workers at different organizations function better in today's increasingly independent, complex, and competitive world.</p>

Course Title **1606302 Public policy formation and analysis**

Credit Hours 3

Prerequisite: (None)

This course aims at introducing students to the concepts of public policies, including theoretical and practical aspect concerning the formulation and analyzing. In addition it discusses the role of government in designing analyzing and implementing public polices, also political decision - making in terms of its formulation, procedures, models and obstructions.

Course Title **1606305 Administrative Leadership**

Credit Hours 3

Prerequisite : (None)

This course aims to provide students with modern concepts and theories of administrative leadership. It discusses the meaning, functions, and role of leadership in achieving performance effectiveness, and differences between leaders and managers. It includes models and styles of leaders such as authoritarian, participative and consultative styles of leaders, and strengths and weaknesses of each style. It also includes an in-depth and derailed analysis of leadership theories such as traits and skills theory, behavior theories, and contingency theories. Finally, it analyses modern approaches to leadership such as charismatic, transactional and transformational approaches, and contemporary issues of ethics, trust, and challenges facing today's leaders.

Course Title **1606306 Planning and Budgeting**

Credit Hours 3

Prerequisite: (None)

The aim in this course is to introduce to the students the theoretical and practical concepts of planning and budgeting and their importance. This course also includes discussing different kinds of plans, preparing plans, time-tabling of palms, financing plans, following up and evaluating plans, and financial control methods.

Course Title **1606307 Ethics of Public Administration**

Credit Hours 3

Prerequisite: (None)

This course aims to introduce the student to the main concepts of public management, as civil service through laws and regulation of Jordan civil service. Also it aims to discuss public management ethics which emphasis on responsibility and authority in management, and the necessary of training programs in values and ethics. These programs should emphasize the student to practical cases in some of developed and developing countries in the field of public management ethics.

Course Title	1606308 Administrative decision – making
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course aims at introducing students to decision making theory and its stages and principles. This course discusses decision making under certainty, risk and uncertainty conditions and also discusses the applications of mathematical tools in decision making. The course also includes the study of the ethical aspects of administrative decisions.</p>

Course Title	1606400 Managing non-profit organizations
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course is designed to provide the student with the opportunity to understand the theoretical foundation of the concept of management on non-profit organizations. The course will present a framework for understanding the role and function of non-profit organization, or the third sector, in comparison with the for-profit and public sectors. A particular focus will be on governance structure and leadership models for non-profits. In addition, the student will be familiarized with the importance of building strategic alliances across sectors. Which advance the mission of non-profit organization, and with contemporary challenges facing non-profit organizations.</p>

Course Title	1606401 Managing By Excellence
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course will familiarize students with the theoretical foundations of principles of management excellence in the public sector, such as: results-oriented customer focus; excellent performance measurement; reporting; and strengthening accountability, transparency, and performance. In addition, the course will acquaint students with some best practices and indicators around the world.</p>

Course Title	1606402 Governance
Credit Hours	3
	<p>Prerequisite: (None)</p> <p>This course focuses on the formal and informal actors involved in decision making and implementing them. Formal and informal structures set in place to reach decisions and implement them. Furthermore, participation, consensus, transparency, responsiveness, effectiveness and efficiency are some of the characteristics which aim to achieve good governance in the public sector.</p>

Course Title **1606403 Public projects management**

Credit Hours 3

Prerequisite: (None)

This course introduce the students to the public projects or ejectives, importance, and its laws and regulations, also it in cludes the following topics: public projects planning, various types of organizing and managing public projects, its finance, evaluation methods and controlling finally it includes the study of practical models especially in Jordan.

Course Title **1606404 Development Administration**

Credit Hours 3

Prerequisite: (None)

The aim in this course is to introduce the concept of development economic development , social development, political development and administrative development and to distinguish the difference between development administration and administrative development .

Course Title **1606406 Contemporary issues in Public Administration**

Credit Hours 3

Prerequisite: (None)

This course will acquaint students with various contemporary issues in public administration, such as how the ideas and mechanisms of public administration can be used as instruments of fostering socioeconomic development, and the relationship between scholars and practitioners

Course Title **1606407 Quantitative Methods Analysis**

Credit Hours 3

Prerequisite: (1607150)

This course emphasizes the understanding og the usages of quantitative analysis in the management domain for making better effective decisions. This course encompasses decision making theory, probability theory, linear programming, transportation and assignment.

Course Title **1606408 Public administration in Jordan**

Credit Hours 3

Prerequisite: (None)

This course aims to introduce the students the opportunity to become acquainted with the basic principles of central administration, corrective efforts, and administrative development in modernized Jordan. This course includes introducing the historical development of public administration in Jordan. Local organization of ministries and other central institutions; and public institutions: their aims and structure; in addition to other affecting environmental factors.

Course Title **1606409 Training in administration**

Credit Hours 3

Prerequisite: (None)

The purpose of this course is to acquaint students with the basic concepts and approaches to the training process in administration. It discusses the meaning and importance of training, the training process, training plans, designing training programs, types and techniques of training, and methods of evaluating training programs.

Course Title **1606411 Customs Administration**

Credit Hours 3

Prerequisite: (None)

This course aims to Provides students with the theoretical knowledge and practical skills in import and export service management and instills the values of accountability, service and integrity. The course prepares students for careers in the government service or as customs brokers.