

Study Plan
Faculty of Business
Master in Public Administration
(Thesis Track)

| | |
|-------------|------|
| Plan Number | 2015 |
|-------------|------|

First: General Rules & Conditions:

1. This plan conforms to valid regulations of the programs of graduate studies.
2. Specialties of Admission:
 - The First Priority: Bachelor's in: Public Administration
 - The second Priority: Bachelor's in: Business Administration, Accounting, Economics, Marketing, Finance, Political Science, Engineering, Information Technology, Management Information System, Pharmacy, Medicine, Nursing, and Agriculture.
3. Admission Policy:
 - Second Policy.

Second: Special Conditions: None

Third: Study Plan: Studying (33) Credit Hours as following:

1. Obligatory Courses (15) Credit Hours:

| Course No. | Course Title | Credit Hrs | Theory | Practical. | Pre/Co-requisite |
|------------|---|------------|--------|------------|------------------|
| 1606710 | Research Methods in Public Administration | 3 | 3 | ----- | 1601701 |
| 1606730 | Organizational Behavior | 3 | 3 | ----- | 1606750 |
| 1606740 | Public Financial Administration | 3 | 3 | ----- | ----- |
| 1606750 | Organization Theories | 3 | 3 | ----- | ----- |
| 1601701 | Applied Statistic for Business Administration | 3 | 3 | ----- | ----- |

2. Elective Courses: Studying (9) Credit hours from the following:

| Course No. | Course Title | Credit Hrs | Theory | Practical. | Pre/Co-requisite |
|------------|---|------------|--------|------------|------------------|
| 1606701 | Public Administration Theory & Practice | 3 | 3 | ----- | ----- |
| 1606720 | Personal Management | 3 | 3 | ----- | ----- |
| 1606705 | Local Administration | 3 | 3 | ----- | ----- |
| 1606718 | Development Administration in Jordan | 3 | 3 | ----- | ----- |
| 1606727 | Training in Administration | 3 | 3 | ----- | ----- |
| 1606729 | Public Service Ethics | 3 | 3 | ----- | ----- |
| 1606737 | Administration Decisions Making | 3 | 3 | ----- | ----- |
| 1606747 | Control in Public Administration | 3 | 3 | ----- | ----- |
| 1606754 | Organization and Methods | 3 | 3 | ----- | ----- |
| 1606756 | Organization Development | 3 | 3 | ----- | ----- |

3. Thesis: (9) Credit hours (1606799).

Study Plan
Faculty of Business
Master in Public Administration
(Non-Thesis Track)

| | |
|-------------|------|
| Plan Number | 2015 |
|-------------|------|

First: General Rules & Conditions:

1. This plan conforms to valid regulations of the programs of graduate studies.
2. The First Priority: Bachelor's in: Public Administration
 - The second Priority: Bachelor's in: Business Administration, Accounting, Economics, Marketing, Finance, Political Science, Engineering, Information Technology, Management Information System, Pharmacy, Medicine, Nursing, and Agriculture.
3. Admission Policy:
 - Second Policy.

Second: Special Conditions: None

Third: Study Plan: Studying (33) Credit Hours as following:

1. Obligatory Courses (24) Credit Hours:

| Course No. | Course Title | Credit Hrs | Theory | Practical. | Pre/Co-requisite |
|------------|---|------------|--------|------------|------------------|
| 1606710 | Research Methods in Public Administration | 3 | 3 | ----- | 1601701 |
| 1606720 | Personal Management | 3 | 3 | ----- | ----- |
| 1606727 | Training in Administration | 3 | 3 | ----- | ----- |
| 1606730 | Organizational Behavior | 3 | 3 | ----- | 1606750 |
| 1606740 | Public Financial Administration | 3 | 3 | ----- | ----- |
| 1606747 | Control in Public Administration | 3 | 3 | ----- | ----- |
| 1606750 | Organization Theories | 3 | 3 | ----- | ----- |
| 1601701 | Applied Statistic for Business Administration | 3 | 3 | ----- | ----- |

2. Elective Courses: Studying (9) Credit hours from the following:

| Course No. | Course Title | Credit Hrs | Theory | Practical. | Pre/Co-requisite |
|------------|---|------------|--------|------------|------------------|
| 1606701 | Public Administration Theory & Practice | 3 | 3 | ----- | ----- |
| 1606705 | Local Administration | 3 | 3 | ----- | ----- |
| 1606718 | Development Administration in Jordan | 3 | 3 | ----- | ----- |
| 1606729 | Public Service Ethics | 3 | 3 | ----- | ----- |
| 1606737 | Administration Decisions Making | 3 | 3 | ----- | ----- |
| 1606754 | Organization and Methods | 3 | 3 | ----- | ----- |
| 1606756 | Organization Development | 3 | 3 | ----- | ----- |

3. A comprehensive exam (1606798).

Course Description
Faculty of Business
Master in Public Administration
(Thesis/Non-Thesis Track)

| | |
|--|-----------------------|
| Public Administration Theory and Practice (1606701) | 3 Credit Hours |
| Prerequisite (-) | |
| This course discusses Public Administration as a field of study. It focuses on the concept of public administration, its goals, and its role in modern society, as well as new development and trends in management thought. It also discusses the practical aspects of public administration through the analysis of the administrative process and its functions such as planning, organizing, directing and control. The analysis also includes the environment of public administration and its implications in developing countries. | |
| Research Methods in Public Administration (1606710) | 3 Credit Hours |
| Prerequisite (1601701) | |
| An advanced study of research methods and techniques and their application in public administration. It discusses the concept and methodology of scientific research, its objectives, and its importance in public administration. It focuses design, data collection and analysis, documentation and writing of research reports. | |
| Personal Management (1606720) | 3 Credit Hours |
| Prerequisite (-) | |
| This course focuses on the study of different functions and mission of a human resource management department in a business organization, and how to integrate theoretical foundation with managerial practice. The course aim also at improving the managerial practices regarding the human elements, in the organizations in terms of their planning staffing, development , Evaluation, compensationetc. | |
| Organizational Behavior (1606730) | 3 Credit Hours |
| Prerequisite (1606750) | |
| An analytical study of individual and group behavior in administrative organizations, and the impact of organizational behavior on work performance. It discusses the concept and importance of organizational behavior, approaches to the study of organizational behavior, and contributions of the behavioral sciences to the development of the field of organizational behavior. It focuses on behavioral issues at three levels of analysis: the individual (personality, perception, attitudes and values, and motivation, the group (group dynamics, decision making, communication, and leadership and conflict management) and the organization (organization change and environment). | |

| | |
|--|-----------------------|
| Public Financial Administration (1606740) | 3 Credit Hours |
| Prerequisite (-) | |
| <p>An advanced study of financial administration in the public sector. It focuses on public expenditures and revenues, public debt management, and public budgeting. It discusses the theories and principles of public financial administration with the framework of public financial policies. It also analyzes the role of public financial administration and policies in promoting economic and social development. In addition to that selected topics and concepts in public financial administration are focused upon such as privatization and partnership. These are means of cooperation between the public and the private sectors.</p> | |

| | |
|---|-----------------------|
| Organization Theories (1606750) | 3 Credit Hours |
| Prerequisite (-) | |
| <p>An advanced study of the research and schools of thought which contributed to the development of modern organization theory. It includes a historical review and critical analysis of classical organization theory, human relations school, behavioral school systems theory, and an in-depth analysis of recent trends and modern concepts of organization theories.</p> | |

| | |
|---|-----------------------|
| Training in Administration (1606727) | 3 Credit Hours |
| Prerequisite (-) | |
| <p>This course is an advanced study of management training, with special emphasis on applications in the field of public administration. It focuses on the training process which includes the following: survey of training needs, determination of training types, designing training programs, selecting training methods, and evaluating training programs. The course also includes a discussion of training institutes and centers in the Arab World, and their role in administrative development.</p> | |

| | |
|--|-----------------------|
| Public service Ethics (1606729) | 3 Credit Hours |
| Prerequisite (-) | |
| <p>This course introduces the student to the main concepts of ethics in public organization, it aims to study and analyze the concept of responsibility and means and ways of achieving responsible Bureaucracy. This course aims to introduce student to the ways and means of preventing individuals from wrong doing and breaking laws and regulations. Finally, it deals with the role of the religious values ethics affecting the behavior of public servants.</p> | |

| | |
|--|-----------------------|
| Administrative Decision Making (1606737) | 3 Credit Hours |
| Prerequisite (-) | |
| <p>This course introduces the student to the process of management decision making its models and theories, and steps of the process. Also, this course includes decision making in large organizations, complicated and uncertainty. This course emphasizes on public organizations in Jordan through case studies and field studies.</p> | |

| | |
|---|-----------------------|
| Control in Public Administration (1606747) | 3 Credit Hours |
| Prerequisite (-) | |
| An advanced study of public management control and an examination of the concept of management control and its place in modern organizations. Also, it is an analytical study of the various means aiming at keeping the management function responsive and responsible. The course will also review the various methods of management control in Jordan. | |

| | |
|---|-----------------------|
| Organization Development (1606756) | 3 Credit Hours |
| Prerequisite (-) | |
| This course discusses the concept, importance, and dimensions of organization development. It focuses on theories, models, and approaches to organization development, and analyzes the process organization development. The course also explores organization development effort in Jordan, and the experiences of some ministries and government departments by the use of case studies and practical illustrations. | |

| | |
|--|-----------------------|
| Local Administration (1606705) | 3 Credit Hours |
| Prerequisite (-) | |
| This course covers the definition of the local administration, functions and goals, and established the formation of local councils and their staff, and sources of funding and organization of work and their role in the events of the overall development and its relationship with the central government. | |

| | |
|---|-----------------------|
| Development Administration in Jordan (1606718) | 3 Credit Hours |
| Prerequisite (-) | |
| This course deals with an analysis of the theories, concepts and trends in management development, including the objectives, problems, and the intellectual and practical issues of development in an orderly manner and comparative focus is on experiences and practical applications of the Jordanian experience in this area. | |

| | |
|--|-----------------------|
| Organization and Methods (1606754) | 3 Credit Hours |
| Prerequisite (-) | |
| This course covers the key concepts of organization and rule tactics, study and analysis of organizations through concepts, goals and procedures and organizational structures and methods of construction and reorganization of the organizations | |

| | |
|---|-----------------------|
| Applied Statistics in Business Administration (1601701) | 3 Credit Hours |
| Prerequisite (-) | |
| The objective of this course is to teach the student the practical aspects of statistics in business field. It concentrates on the quantitative methods of descriptive statistics , probability distributions and statistical inference, regression models, and statistical surveys. The goal of this course is making the application of statistics more effective in business field through the focus not only on statistical and mathematical methods, but also on statistical thinking and results interpretations. In this course, statistical software will be used in order to reduce the calculation process and improve the dealing with | |

statistical methods.