

1.	School	School of Business
2.	Department	Department of Public Administration
3.	Program title (Arabic)	الماجستير في الادارة العامة
4.	Program title (English)	Master in Public Administration
5.	Track	Non-Thesis Track

	Specialization #	Degree	Dep #	Faculty #	Year	Track
Plan Number	06		06	16	2015	Non-Thesis Track

First: General Rules & Conditions:

1. This plan conforms to be 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: or 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	3	3	-----	-----

	Theory & Practice				
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).

*notes

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 (-)	
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.	
Organization Theories (1606750)	3 Credit Hours
Prerequisite (-)	
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.	
Training in Administration (1606727)	3 Credit Hours
Prerequisite (-)	
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.	
Public service Ethics (1606729)	3 Credit Hours
Prerequisite (-)	
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 an breaking laws and regulations. Finally, it deals with the role of the religions values ethics affecting the behavior of public servants.	

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 (-)	
<p>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.</p>	

Organization Development (1606756)	3 Credit Hours
Prerequisite (-)	
<p>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.</p>	

Local Administration (1606705)	3 Credit Hours
Prerequisite (-)	
<p>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.</p>	

Development Administration in Jordan (1606718)	3 Credit Hours
Prerequisite (-)	
<p>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.</p>	

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.	