

Graduate Diploma in Public Administration

Program code: 106001

INTRODUCTION

The College of Business Administration offers a study program leading to the award of Higher Diploma in **Public Administration**. This program is intended to provide students with the skills they need to perform their administrative tasks efficiently.

PROGRAM REQUIREMENTS

24 TOTAL COURSE CREDITS (credits in parenthesis)

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| 1060-500 | Public Administration: Theory and Practice | (3) |
| 1060-505 | Research Methodology | (1) |
| 1060-510 | Public Policy Analysis | (3) |
| 1060-515 | Human Resources Management in the Public Sector | (3) |
| 1060-520 | Administrative Leadership in Governmental Organizations | (3) |
| 1060-525 | Public Finance and Public Budgeting | (3) |
| 1060-530 | Electronic Government | (3) |
| 1060-535 | Special Topics in Public Administration | (3) |
| 1060-540 | Graduation Project | (2) |

COURSE DESCRIPTION

1060-500: PUBLIC ADMINISTRATION THEORY AND PRACTICE CR: 3

(concepts, theories, and basic philosophy of public administration, evolution of public administration as an academic discipline and profession, new trends of public administration in view of new changes at the global level, and expectations of the role of government in society. Emphasis on the ecology of public administration in Kuwait in terms of the influence of political, economic, social, cultural, historical, and environmental factors on public administration in Kuwait.

1060-505: RESEARCH METHODOLOGY CR: 1

It introduces students to research methods which are essential for conducting theoretical and field research, term papers and reports including basic statistical concepts, techniques, and documentation of references according to scientific standards.

1060-510: PUBLIC POLICY ANALYSIS CR: 3

Importance of public policies and programs and their long term effects on the national economy, public policy cycle, public policy analysis, selected policy areas in public health, social security, higher education etc.

1060-515: HUMAN RESOURCES MANAGEMENT IN THE PUBLIC SECTOR CR: 3

Modern concepts and applications in human resources management in the government sector including job analysis, job description, job evaluation, performance evaluation, training, work relations, and career path planning. Application of human resources management in the Kuwait context.

1060-520: ADMINISTRATIVE LEADERSHIP IN GOVERNMENTAL ORGANIZATIONS CR: 3

Leadership concepts, importance of developing leadership skills for public administrators,

motivation and teamwork, organizational culture to enforce teamwork, innovative thinking, developing strategic vision, change management, conflict management, and crisis management. Cases from Kuwaiti administration and other countries.

1060-525: PUBLIC FINANCE AND PUBLIC BUDGETING
CR: 3

Public finance and related concepts with regard to procedures, methods, and the philosophy in preparing, executing, and controlling implementation of public budgeting. Various methods of managing public budgets in cases of deficits or surpluses. Various negotiation strategies with regard to budgeting. Cases from Kuwaiti public administration.

1060-530: ELECTRONIC GOVERNMENT
CR: 3

Importance of management information systems in performing public administration functions efficiently and effectively through decision support systems. New technological trends in MIS and E-government, necessary infrastructure for smooth transformation to E-government towards digital economy. Basic practical skills for E-government and office automation.

1060-535: SPECIAL TOPICS IN PUBLIC ADMINISTRATION
CR: 3

Special contemporary topics will be selected such as code of ethics, transparency, accountability, combating corruption etc.

1060-540: GRADUTION PROJECT
CR: 2

This project aims at helping students to apply the knowledge they earned throughout their study , by preparing a special field reports or work related problems which are important to Kuwaiti administration and national development.