



The Ministry of Higher Education

King Saud University

The Deanship of Graduate studies

## **The Master Program in Public Administration (*new plan*)**

**Department of Public Administration**

**College of Business Administration**

King Saud University

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### **Overview**

The Public Administration Department was established in 1977 (1397H) in the College of Administrative Sciences with the aim of developing administrative culture and skills of the specialists and practitioners in the field, and to highly qualify national cadres to efficiently manage public organizations. Initially, it started with a Bachelor program, and continued to provide its services for twelve years before starting its Master Degree in Public Administration in 1990 (2006H). Following the Restructuring of the College of Administrative Sciences, the Department became part of the newly established College of Business Administration; the Bachelor program was annulled, and the Department was limited to Graduate studies.

The Department has constantly strived to develop and update its programs and curricula in accordance with actual needs of the labor force market, and in line with the latest internationally accredited standards. For that purpose, it collaborated with other advanced and acknowledged programs worldwide. Today, The Department comprises a group of faculty members that have graduated from the top universities of the world. They have

enriched their field with notable researches that earned many of them the degree of professorship.

### **The program Vision:**

the program of Public Administration, leading to regional and global level in teaching and scientific research and community service.

### **The program mission**

Meet the needs of public sector professionals and a scientific and applied research to serve the scientific community and civil society.

### **The Program Objectives:**

1. To qualify public administration cadres capable of effectively and efficiently manage public organizations.
2. To advance the public administration knowledge through serious academic research programs.
3. To provide practical solutions to local administrative issues and obstacles.
4. To develop the local administrative culture in the Kingdom by domesticating world administrative skills and techniques.

### **Admission Requirements**

In addition to the admission requirements stipulated by the Unified Law Organizing the Graduate Studies in Saudi Universities, the admission to the program requires the following:

- 1 . A bachelor degree from an accredited university with the minimum GPA of “very good”. (The Department Council may, recommend and justify cases, admit candidates with a GPA of “good high” (.When the required number of applicants with a very good grade or higher is not completed)
- 2 .Practical experience in administration of no less than two years. .( with exception of the teaching assistant at the university after one year of appointment )
- 3 .To pass the necessary interviews decided by the Department.

### **Requirements for Obtaining the Degree:**

To achieve the Master Degree in Public Administration, a student must pass 42 hours with a GPA of no less than “very good”, according to the following details:

- (30) credit hours of compulsory coursework.
- (9) credit hours of core specialized coursework .
- (3) credit hours of elective coursework.

**The Title of the Degree:**

Master of Public Administration

**The General Outline of the Program**

<b>Compulsory Courses 30 Credit Hours</b>			
<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit hours</b>	<b>Total Credits</b>
PA (500)	Public Administration: Theory and Application	3	30 Credits
PA (513)	Human Resources Management	3	
PA (530)	Organizational Behavior	3	
PA (536)	Methods of Scientific Research	3	
QA (535)	Quantitative Analysis in Public Administration	3	
PA (540)	Finance and public budgeting	3	
PA (542)	Data Management and Decision Support	3	
<b>PA (545)</b>	Organizational Development	3	
PA (544)	The Ethics of Public Organization	3	

PA (599)	Research Project	3	
<b>Tracks` Courses (9 Credits for each track: The student can choose a track of the following):</b>			
<b>Human Resources Management (9 credit hours)</b>			
PA (546)	Civil Service and Saudi Administrative Law	3	
PA (548)	Performance Management	3	
PA (550)	Issues in Human Resources Management	3	
<b>Nonprofit Organizations (9 credit hours)</b>			
PA (549)	The Management of Nonprofit Organizations	3	9 Credits
MKT (547)	Marketing of Nonprofit Organizations	3	
PA (552)	Development and Management of Resources in Nonprofit Organizations	3	
<b>Local Administration (9 credit hours)</b>			
PA (560)	Comparative Local Administration	3	9 Credits
PA (559)	Regional Development	3	
PA (564)	Cities' Management and Urban Planning	3	
<b>Budget and Public Policies (9 credit hours)</b>			
PA (566)	Public Policies Analysis	3	9 credits
PA (568)	Public Programs' Planning and Assessment	3	
PA (569)	Topics in Public Policies and Budgeting	3	
<b>Leadership and Strategic Management (9 credit hours)</b>			
PA (571)	Strategic Management and Strategic Planning	3	
PA (572)	Administrative Leadership	3	
PA (574)	Crisis Management	3	
<b>Elective Courses (3 credit hours of courses other than core specialized courses)</b>			
PA (565)	Decision Making and Problem Solving	3	

PA (580)	Advanced Topics in Public Administration	3	3 credits
Eco (503)	Administration Economics	3	

### Main Teaching Plan ( 2013)

#### Master of Public Administration

#### First Semester:

Course Number and Symbol	Course Title	Credit Hours
PA (500)	Public Administration: Theory and Application	3
PA (536)	Scientific Research Methods	3
QA (535)	Quantitative Analysis in Public Administration	3
Total		9

#### Second Semester

Course Number and Symbol	Course Title	Credit Hours
PA (513)	Human re Resources Management	3
PA (530)	Organizational Behavior	3
PA (540)	Finance and public Budgeting	3
-----	Elective course	3
Total		12

#### Third Semester

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (542)	Data Management and Decision Support	3
PA (544)	The Ethics of Public Organization	3
<b>PA (545)</b>	Organizational Development	3
-----	Course from Other Tracks	3
Total		12

**Fourth Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
-----	Course from Other Tracks	3
-----	Course from Other Tracks	3
PA (599)	Research Project	3
Total		9

**Master of Public Administration (2013)**

**Teaching Plan - Human Resources Management track -1**

**First Semester:**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (500)	Public Administration: Theory and Application	3
PA (536)	Scientific Research Methods	3
QA (535)	Quantitative Analysis in Public Administration	3
Total		9

**Second Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (513)	Human re Resources Management	3
PA (530)	Organizational Behavior	3
PA (540)	Finance and public Budgeting	3
-----	Elective course	3
Total		12

**Third Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (542)	Data Management and Decision Support	3
PA (544)	The Ethics of Public Organization	3
<b>PA (545)</b>	Organizational Development	3
PA (546)	Civil Service and Administrative Law	3
Total		12

**Fourth Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (550)	Issues in Human Resources Management	3
PA (548)	Performance Management	3
PA (599)	Research Project	3
Total		9

**Master of Public Administration (2013)**

**Teaching Plan - Nonprofit Organizations track -2**

**First Semester:**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (500)	Public Administration: Theory and Application	3
PA (536)	Scientific Research Methods	3
QA (535)	Quantitative Analysis in Public Administration	3
Total		9

**Second Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (513)	Human re Resources Management	3
PA (530)	Organizational Behavior	3
PA (540)	Finance and public Budgeting	3
-----	Elective course	3
Total		12

**Third Semester**

Course Number and Symbol	Course Title	Credit Hours
PA (542)	Data Management and Decision Support	3
PA (544)	The Ethics of Public Organization	3
<b>PA (545)</b>	Organizational Development	3
PA (549)	The Management of Nonprofit Organizations	3
Total		12

**Fourth Semester**

Course Number and Symbol	Course Title	Credit Hours
MKT (547)	Marketing of Nonprofit Organizations	3
PA (552)	Development and Management of Resources in Nonprofit Organizations	3
PA (599)	Research Project	3
Total		9

**Master of Public Administration (2013)**  
**Teaching Plan - Local Administration track -3**

**First Semester:**

Course Number and Symbol	Course Title	Credit Hours
PA (500)	Public Administration: Theory and Application	3
PA (536)	Scientific Research Methods	3
QA (535)	Quantitative Analysis in Public Administration	3
Total		9

**Second Semester**

Course Number and Symbol	Course Title	Credit Hours
PA (513)	Human re Resources Management	3
PA (530)	Organizational Behavior	3
PA (540)	Finance and public Budgeting	3
-----	Elective course	3
Total		12

**Third Semester**



Course Number and Symbol	Course Title	Credit Hours
PA (542)	Data Management and Decision Support	3
PA (544)	The Ethics of Public Organization	3
<b>PA (545)</b>	Organizational Development	3
PA (560)	Comparative Local Administration	3
Total		12

**Fourth Semester**

Course Number and Symbol	Course Title	Credit Hours
PA (564)	Cities' Management and Urban Planning	3
PA (559)	Regional Development	3
PA (599)	Research Project	3
Total		9

**Master of Public Administration (2013)**  
**Teaching Plan - Budget and Public Policies track -4**

**First Semester:**

Course Number and Symbol	Course Title	Credit Hours
PA (500)	Public Administration: Theory and Application	3
PA (536)	Scientific Research Methods	3
QA (535)	Quantitative Analysis in Public Administration	3
Total		9

**Second Semester**

Course Number and Symbol	Course Title	Credit Hours
PA (513)	Human re Resources Management	3
PA (530)	Organizational Behavior	3
PA (540)	Finance and public Budgeting	3
-----	Elective course	3
Total		12

**Third Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (542)	Data Management and Decision Support	3
PA (544)	The Ethics of Public Organization	3
<b>PA (545)</b>	Organizational Development	3
PA (566)	Public Policies Analysis	3
Total		12

**Fourth Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (568)	Public Programs' Planning and Assessment	3
PA (569)	Topics in Public Policies and Budgeting	3
PA (599)	Research Project	3
Total		9

**Master of Public Administration (2013)**

**Teaching Plan - Leadership and Strategic Management track -5**

**First Semester:**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (500)	Public Administration: Theory and Application	3
PA (536)	Scientific Research Methods	3
QA (535)	Quantitative Analysis in Public Administration	3
Total		9

**Second Semester**

<b>Course Number and Symbol</b>	<b>Course Title</b>	<b>Credit Hours</b>
PA (513)	Human re Resources Management	3
PA (530)	Organizational Behavior	3
PA (540)	Finance and public Budgeting	3
-----	Elective course	3
Total		12

### Third Semester

Course Number and Symbol	Course Title	Credit Hours
PA (542)	Data Management and Decision Support	3
PA (544)	The Ethics of Public Organization	3
<b>PA (545)</b>	Organizational Development	3
PA (571)	Strategic Management and Strategic Planning	3
Total		12

### Fourth Semester

Course Number and Symbol	Course Title	Credit Hours
PA (572)	Administrative Leadership	3
PA (574)	Crisis Management	3
PA (599)	Research Project	3
Total		9

## The Program's Course Description

PA (500)	Public Administration: Theory and Application	3 (3+0)
Offers analytic research and intellectual discussion of theoretical and applied issues in public administration; the development of administrative thinking to fulfill the continuing need to regulate public administration's goals; its role in modern societies, and its relationship to individuals and communities; PA philosophical, social and applied alternatives to current issues; the relationships between these alternatives and their administrative implications and circumstances.		

PA (513)	Human Resources Management	3 (3+0)
Introduces the concepts and principles of human resources management in the organizations including the role of human resources management departments in dealing with human resources; the methods of providing qualified workforce, enhancing employees skills and incentives; offering a suitable work environment for the employees to perform their best; dealing with their issues and problems.		

<b>PA (530)</b>	<b>Organizational Behavior</b>	<b>3 (3+0)</b>
Studies human behavior in organizations and develops analytical skills in diagnosing and solving behavioral issues at work through the objective analyses of issues related to the perception and the personality; motivation and learning; creativity; values and tendencies; group dynamism; leadership; communication; organizational design and development; organizational culture.		

<b>PA (536)</b>	<b>Scientific Research Methods</b>	<b>4 (3+0)</b>
Advanced study in scientific research methods and means focusing on research design and related theoretical and practical issues; information gathering and information analyses using appropriate quantitative programs; reaching the correct conclusions.		

<b>QA (535)</b>	<b>Quantitative Analysis in Public Administration</b>	<b>3 (3+0)</b>
Revising quantitative concepts; the transformation and analyses of data; probabilities and alternatives analyses and testing of quantitative hypotheses; correlation ratios and functions and simple and multiple regressions; analysis of divergence and its application on suitable programs.		

<b>PA (540)</b>	<b>Finance and the General Budgeting</b>	<b>3 (3+0)</b>
A study of financial thought and the financial role of the government including general revenues and expenses; general budget sections and policies; the role of financial policies in meeting the general development targets; the general budget as a means of financial planning and financial oversight; methods of designing and implementing budgets.		

<b>PA (542)</b>	<b>Data Management and Decision Support</b>	<b>3 (3+0)</b>
Consist of an introduction to administrative data systems and the factors that have influenced their development and the tasks they play in informing managerial decisions ; computer data systems and data processing; data bases and data management; electronic tables and quantitative analyses; internet and e-government.		

<b>PA (544)</b>	<b>Ethics of Public organizations</b>	<b>3 (3+0)</b>
The study of the ethics of the public occupation; abiding by the ethics in government profession; the basic ethics for public employee; case-studies on how to confront ethical problems and issues that relate to workforce heterogeneity and to the improvement of productivity.		

<b>PA (545)</b>	<b>Organizational Development</b>	<b>3 (3+0)</b>
<p>The course introduces the strategies and skills necessary for the development of individuals and institutions; modes of change and creativity; the theories related to the development of the organization to enable continuing growth and adaptation to changing circumstances.</p>		

<b>PA (546)</b>	<b>Civil Service and Saudi Administrative Law</b>	<b>3 (3+0)</b>
<p>Introduces the Civil Service Law in the Kingdom and its executive by-laws; the rules that regulates the processes of selecting and appointing civil servants; the description and structures of civil professions; salaries and wages; training and promotion ; performance evaluation and vacations; and other issues related to the rights and duties of civil servants.</p>		

<b>PA (548)</b>	<b>Performance Management</b>	<b>3 (3+0)</b>
<p>The study of the individuals performance in organizations; the design and execution of performance management programs capable of developing and delivering standards of performance; training and consultations; diagnosing the problems of performance; the measurement of performance; problems of evaluating performance; employees feedback; the role of performance evaluation in human resources decision making.</p>		

<b>PA (550)</b>	<b>Issues in Human Resources Management</b>	<b>3 (3+0)</b>
<p>Discusses the current important issues in the field of Human Resources Management in the public sector, and studies issues and problems faced by the human resources management bodies in the Kingdom.</p>		

<b>PA (549)</b>	<b>The Management of Nonprofit Organizations</b>	<b>3 (3=0)</b>
<p>To provide the students with a clear conception about the role of the nonprofit organization in the society and their basic missions; how they are managed; charitable and volunteering work; in addition to the characteristics of managements in nonprofit organizations and the aspects of similarities and differences compared to public organizations.</p>		

<b>MKT (547)</b>	<b>Marketing of Nonprofit Organizations</b>	<b>3 (3=0)</b>
<p>This course focuses on the marketing activities of non-profit organizations and provide the students with a general conception about marketing and its role in helping nonprofit organizations achieve their goals; in addition to presenting them with marketing mechanisms; identity enforcement; contributions collection; organizing campaigns;</p>		

pointing out similarities and differences in marketing for nonprofit organizations and business oriented organizations.

<b>PA (552)</b>	<b>Development and Management of Resources in Nonprofit Organizations</b>	<b>3 (3+0)</b>
The course discusses the financial management of nonprofit organizations; the management sheet balance; management of endowments and resources in nonprofit organization; financial risk management, and public oversight bodies' requirements.		

<b>PA (560)</b>	<b>Comparative Local Administration</b>	<b>3 (3+0)</b>
An introduction to Comparative Local Administration; description of administrative structures in different countries; administrative change; pointing out the causes for differences and needs for change; administrative needs and problems faced by governments and their solutions.		

<b>PA (559)</b>	<b>Regional Development</b>	<b>3 (3+3)</b>
Introduces the theories, strategies, and approaches to regional planning and regional development; the relationship between the types of regional planning in every stage of regional development. The course ends with the study of different models of regional development in the world with emphases on development plans in the Kingdom of Saudi Arabia.		

<b>PA (562)</b>	<b>Cities' Management and Urban Planning</b>	<b>3 (3+0)</b>
The analyses of different aspects of Cities' Management such as planning and urban planning in their comprehensive concept so as to point out the initiatives and practices of public employees in the municipal sector; the revision of the processes and structures in local management; theoretical entries that represents the frameworks for government employees' practices.		

<b>PA (565)</b>	<b>Decision Making and Problem Solving</b>	<b>3 (3+0)</b>
Introduces the theories of decision making in administrative organizations; main methods of decision taking in large and complex organizations; ways and methods of administrative problem solving; knowing the mechanisms of decision making in Saudi management bodies through case studies and field research.		

<b>PA (566)</b>	<b>Public Policies Analysis</b>	<b>3 (3+0)</b>
Introducing the concept of public policies analysis as a structured methodical approach to		

government policies; different important aspects of public policies will be analyzed and discussed; training on policies devising and problem solving in the area public policies.

<b>PA (568)</b>	<b>Public Programs' Planning and Assessment</b>	<b>3 (3+0)</b>
Introduces the basic concepts of general programs' planning and assessment that relate to the public sector; discovers the importance of this field in improving and enhancing planning, the evaluation and the implementation of programs, their mechanisms and management.		

<b>PA (569)</b>	<b>Topics in Public Policies and Budgeting</b>	<b>3 (3+0)</b>
Studies the essential issues relating to government financial policies; their relationships to the general budget; the major political, economic, administrative and social factors that shape these policies and influence social priorities.		

<b>PA (571)</b>	<b>Strategic Management and Strategic Planning</b>	<b>3(3+0)</b>
Discusses the various concepts of strategic management, its developmental stages and relationship to strategic planning; the importance of strategic management in the rapidly-changing and increasingly complex environment; the necessity of dealing with unexpected changes; the requirements and nature of strategic management; the strategic thinking, planning and leadership; analyses of the local and overseas environments of strategic planning; the design of strategic direction and strategic vision and mission and goals; implantation and follow up plans; defining performance indices.		

<b>PA (572)</b>	<b>Administrative Leadership</b>	<b>3 (3+0)</b>
Introduces the basics of administrative leadership, its theories and development; the styles and types of today's leaderships; the role of administrative leadership in achieving goals; the importance of leadership in an organization; the differences between a leader and a manager; the skills necessary for the successful leader; analyses of current positions of leaders and the problems they face in the public sector.		

<b>PA (574)</b>	<b>Crises Management</b>	<b>3 (3+0)</b>
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The study of how to deal with the rapid changes and fluctuations in the current world with its: crises, catastrophes and emergencies as an important skill for specializing in public strategic administration; discussing the different notions of crises, disasters and emergencies, their types and developments; the different approaches and strategies to confront and deal with crises; skills required to surmount crises.

<b>PA 580</b>	<b>Advanced Topic in Public Administration</b>	<b>3 (3+0)</b>
Discusses and analyzes selected topics in the field of Public Administration focusing on presenting and discussing oral reports that are based on deep administrative readings.		

Eco 503	Administration Economics	<b>3 (3+0)</b>
Introducing the important economic relations in analyzing organizational behavior; analyzing short and long term demands; the role and consequences of government economic activities and government investment decisions; the main features of macroeconomics that are vital to organizations.		

<b>PA (599)</b>	<b>Research Project</b>	<b>3 (3+0)</b>
Helping the student to conduct deep studies of a given problem in the field of Public Administration under the academic supervision of a faculty member to guide the student during the different stages of the research project.		