## A COURSE MODULE DESCRIPTOR FORM

(Course Book)

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| Module Information |
| **Course Module Title** | **Public Administration**  |
| **ناونیشانی مۆدیۆل** |  **کارگێری گشتی** |
| **عنوان الوحدة** |  **ادارة العامة** |
| **Course Module Type** | Core | **Module Code** |  BA402PA |
| **Credits** | 3 | **Module Level** | **4th Grade** |
| **Semester of Delivery** | 2 | **Dept. Code** | BA |
| **College (Code)** | College of Administration & Economics |
| **Module Website (CMW)** | <https://ums.lfu.edu.krd/>  |
| **Module Leader (ML)** |  Ronyaz Hayyas Mahmood |
|  **e-mail** |  ronyaz.hayyas@lfu.edu.krd  |
| **ML Acad. Title** | Assistant Lecture | **ML Qualification** | Master |
| **ML ORCID** | <https://orcid.org/my-orcid?orcid=0000-0003-2657-5366>  |
| **ML Google Scholar Acc.** | [**https://scholar.google.com/citations?user=Jpcoek4AAAAJ&hl=en**](https://scholar.google.com/citations?user=Jpcoek4AAAAJ&hl=en) |
| **Course Module Tutor** | Ronyaz Hayyas Mahmood |
| **Module Tutor email** | ronyaz.hayyas@lfu.edu.krd  |
| **Date Approved** |  20/12/2022 | **Version Number** | 1.0 |

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| Relation with Other Modules |
| **Pre-requisites** | **N/A** |
| Module Aims, Learning Outcomes and Indicative Contents |
| Module Introductory Description |  This Model is extremely important for students because it make them familiar with the Public Administration, And it is the basic guidelines that organizations and managers should follow to successfully steer the employees towards a Organizational goal.The concept of Public Administration underpins all the activities described in this Model, and the aim of this Model is to provide a framework for what follows by defining the concepts of Public Administration, describing the difference between Public Administration and Business Administration and discussing its Scopes and Role and Importance’s. The Model continues with a review of the Functions Public Administration (POSDCORB) , and concludes with a discussion Public Administration in the age of Globalization and Liberalization |
|  Module Aims | The Public Administration objectives in general to introduce the student to the most important concepts, tools and different methods of Public Administration used in the field of Business Administration and how to Practice them. Therefore, the objectives of teaching Public Administration can be summarized as follows:1- Demonstrate an understanding Public Administration 2-Familiarity of the difference between Public Administration and Business Administration and Old and New Public Management.3- Clarify Scope of Public Administration.4- Clarify the Role and Importance of Public Administration. 5- Providing the student with the Functions Public Administration.6-Introduce the student to the Public Administration in the age of Globalization and Liberalization |
| Module Learning Outcomes | **At the end of course, students should:**1.Understand what is Public Administration? 2.Be familiar with the difference between Public Administration and Business Administration.3.Understand the Role and Importance of Public Administration.4. Discuss the Functions Public Administration.5. Be familiar with Public Administration in the age of Globalization and Liberalization |
| Learning and Teaching Strategies |
| **Strategies** | The module will be delivered to the students through the use modern technology, case study, reading material, flipped classroom, video and case analysis. The student-centered approach will be applied. The strategies to be implemented to target students learning outcome.  |

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| Module Delivery |
| **Structured workload (h/w)** | 2 h/w |
| **Unstructured workload (h/w)** |  |
| **Total workload (h/w)** | 2 hours |

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| Module Assessment |
| **A** | **Time/Number** | **Weight (Marks)** | **Week Due** | **Relevant Outcome** |
| **Class Participation** |  | 10% |  |  |
| **Activity Group** |  | 5% |  |  |
| **Quiz** |  | 5% |  |  |
| **Midterm** |  | 20% |  |  |
| **Final Exam** |  | 60% |  |  |
| **Total**  |  | 100% (100 Marks) |  |  |

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| Learning and Teaching Resources |
|  | **Text** | **Available in the Library?** |
| **Required Texts** | Bibliography1. Hill, K. (2017). *The Principles of Public Administration.* European Union: http://www.oecd.org/termsandconditions.
2. Mazur, S. (2020). *Public Administration in Central Europe: Ideas as Causes of Reforms.* East European: Routledge.
3. Perry, J., & Christensen, R. (2015). *Handbook of Public Administration.* JOSSEY-BASS.
4. Shafritz, J., Russell, E., Borick, C., & Hyde., A. (2015). *Introducing public administration.* New York: Taylor & Francis .
 | Available Online |
| **Recommended Texts** |  | Yes |
| **Websites** | <https://lfu.edu.krd/> |

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| **Delivery Plan (Syllabus)** |
| **Week**  | **Material Covered** |
| **Week 1** | **Chapter One: - AN INTRODUCTION TO PUBLIC ADMINSTRATION** The concept of Public Administration |
| **Week 2** | **Chapter One: - AN INTRODUCTION TO PUBLIC ADMINSTRATION**The difference between Public Administration and Business Administration |
| **Week 3** | **Chapter One: - AN INTRODUCTION TO PUBLIC ADMINSTRATION**Old and New Public Management |
| **Week 4** | **Chapter One: - AN INTRODUCTION TO PUBLIC ADMINSTRATION** Evolution of Public Administration |
| **Week 5** | **Chapter Two: - PUBLIC ADMINSTRATION** Scope of Public Administration |
| **Week 6** | **Chapter Two: - PUBLIC ADMINSTRATION** Role and Importance of Public Administration |
| **Week 7** | **Chapter Two: PUBLIC ADMINSTRATION** Characteristics of Public Administration |
| **Week 8** | Midterm  |
| **Week 9** | **Chapter Three: - Functions Public Administration (POSDCORB)** ‘P’ stands for planning  ‘O’ stands for organization  ‘S’ stands for staffing. |
| **Week 10** | **Chapter Three: - Functions Public Administration (POSDCORB)** ‘D’ stands for Directing ‘Co.’ stands for Co-ordination.  ‘R’ stands for Reporting  ‘B’ stands for Budgeting |
| **Week 11** | **Chapter Four: - Working of Bureaucracy**Weber’s Theory of Bureaucracy |
| **Week 12** | **Chapter Four: - Working of Bureaucracy** Decision Making - Herbert Simon |
| **Week 13** | **Chapter Four: - Working of Bureaucracy** The Human side of the Enterprise |
| **Week 14** | **Chapter Five: - Public Administration in the age of Globalization and Liberalization** Globalization, Liberalization  |
| **Week 15** | **Final Exam** |

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| Course Keywords |
| Public Administration, Government Administration, Public Management. |

### APPENDIX: (Help and Information)

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| Percentage to Grade Chart |
| Marks | Level | ئاست |
| 90 – 100  | Excellent | نایاب |
| 80 - < 90  | Very Good | زۆر باش |
| 70 - < 80  | Good | باش |
| 60 - < 70  | Medium | ناوەند |
| 50 - < 60  | Pass | پەسەند |
| 0 - < 50 | Fail | کەوتوو |