

**HIGHER DIPLOMA
IN PUBLIC ADMINISTRATION**

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

The program requirements are:

24 TOTAL COURSE CREDITS (credits in parenthesis)

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.