

Course No.	Course Title	Weekly Credit Hours	Prerequisite
PAD 100	Administration and Society	3	-
PAD 160	An Overview of Public Management	3	-
200	Research Methods	3	STAT 107
PAD 201	Organizational Behavior	3	BA101, BA102
PAD 262	Constitutional Law	3	PAD 160
PAD 270	Fundamentals of Public Finance	3	ECON 101
PAD 333	Tourism Administration	3	BA101, BA102
PAD 351	Manpower Planning & Development	3	BA101, BA102
PAD 360	Public Administration	3	PAD 160
PAD 361	Development Administration	3	BA101, BA102
PAD 362	Administrative Law	3	PAD 262
PAD 363	Islamic and Arab Administration	3	BA101, BA102
PAD 364	Public Budgeting Administration	3	PAD 270
PAD 369	Civil Service System in Jordan	3	PAD 160
PAD 370	Public Policy Analysis	3	PAD 360
PAD 371	Project Management and Evaluation	3	PAD 270
PAD 372	Computer Application in Public Administration	3	BA 230
PAD 375	Training	3	PAD 351
PAD 378	Tax Policies and Their Applications in Jordan	3	PAD 270
PAD 460	Comparative Public Administration	3	PAD 360
PAD 463	Local Administration in Jordan and the Arab World	3	PAD 362
PAD 465	Organizational Structure Design	3	PAD 360
PAD 469	Public Relations in Public Administration	3	PAD 201
PAD 470	Decision Making Theory	3	PAD 370
PAD 473	Public Health Administration	3	PAD 360
PAD 474	Public Enterprise Administration	3	PAD 360
PAD 475	Managerial Leadership	3	PAD 370
PAD 480	Current Issues in Public Administration	3	PAD 370
PAD 494	Research Project	3	Consent of Chairman



Yarmouk University
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COURSE DESCRIPTION (B.A.)

PAD 100 - Administration and society (3 Cr. Hr.)

A study of the role of Public Administration in society Topics covered include : Public Administration as an inter-disciplinary field and its relation with other sciences . the functions of planning . Organizing , staffing, directing, and controlling in a public setting, the difference between controlling in a public setting, the difference between public and business administration. This course is designed for students from outside the faculty of Economics as an elective University requirement.

PAD 160 - An overview of Public Management (3 Cr. Hr.)

This course covers a variety of subjects related to public management, including its definition, roles, organization, duties, its relations with other authorities, its role in public policy formulation and implementation, and in financial management and the public budget. Other topics covered by the course include identification of the developmental role of the central government in promoting the various productive sectors, the modern trends in decentralized systems and local government and the examination of the civil service system and the public office.

PAD 200 - Research methods (3 Cr. Hr.)

An introduction to various skills and concepts useful for research in Public Administration. Topics covered include research design, data collection, arrangement and presentation, statistical inference, estimation hypothesis testing and measures of association, survey methods and sample design. Throughout, students will be given problem assignments to gain practice in using these concepts and methods

PAD 201 Organizational Behavior (3 Cr. Hr.)

Behavior in formal organization, organization structure, behavioral patterns, authority, motivation, conflict, organization climate interpersonal communication.



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PAD 261 Constitutional Law (3 Cr. Hr.)

The concept of state and its development the main requisite the for establishing states ‘the relationship between the three branches of governments ‘ basic human and freedom rights.

PAD 270 Fundamentals of Public Finance (3 Cr. Hr.)

Definition of the field of public finance ‘ role of public finance in developing countries budget‘ public revenues and expenses‘ monetary policy and fiscal policy.

PAD 351 Manpower planning & Development (3 Cr. Hr.)

Manpower planning objectives‘ forecasting‘ auditing‘ manpower development‘ training versus development ‘ development strategies and organizational development.

PAD 360 Public Administrations (3 Cr. Hr.)

A study concerned with the identification and understanding of the foundations and the general principles of the administration. It also concerns the interface between the nature of the administration and its application in practice and the analysis of its problems in the society ‘ in addition to the development of the needed skills for handling the different administrative situations.

PAD 361 Development Administrations (3 Cr. Hr.)

Definition of development‘ general models of development‘ e role of Administrative in development ‘ bureaucracy and development.



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PAD 362 Administrative Law (3 Cr. Hr.)

A study concerned with the nature and the importance of the administrative law role in the government which takes care of the Public Administration and its specializations and various activities, in addition to its concern with legal impact and consequences either in dealing with the Public Administration in the government itself, or in dealing with the individual or the private organization.

PAD 363 Islamic and Arab Administrations (3 Cr. Hr.)

This course describes the foundation of a new state by the Holy prophet Mohammed (peace be upon him) and then traces the growth of the simple administrative institution of that seedling state into a formidable administrative machinery and describes how the new governmental offices were organized and developed. Special attention will be given to the contributions of Muslim thinkers to the development of management thought.

PAD 364 Public Budgeting Administrations (3 Cr. Hr.)

Concepts and structure of budgetary systems. The systems will be analyzed in terms of their roles in the allocation of fiscal resources, in the execution of decisions, and in influencing the role and structure of government institutions.

PAD 369 Civil service system in Jordan (3 Cr. Hr.)

A study about the nature and the importance of the civil service system in Jordan in addition to its impact on the public employees, and an evaluation of this system.

PAD 370 Public Policy Analysis (3 Cr. Hr.)

policy sciences, policy framework, policy strategies, different levels of policy-making, institutionalization of public-making, policy content and evaluation.

PAD 371 project Management and Evaluation (3 Cr. Hr.)

Definitions of project management and evaluation, the project environment, organizational concepts of project management, project authority, project control, project planning and control techniques.



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**PAD 372 Computer application in
Public Administration (3 Cr. Hr.)**

packages and their application in Public Administration
Personal computer and its components
statistical analysis programs. word processing program

**PAD 378 Tax policies and their
applications in Jordan (3 Cr. Hr.)**

their impact their importance their kinds
The fundamental principles of taxes
and their applications in Jordan in the economy

PAD 460 Comparative Public Administration (3 Cr. Hr.)

The purpose of this course is to offer an introduction to the comparative analysis
of systems to public administration the nation-states of today. It includes the
institutional arrangements for the conduct of large - scale administration in

and the characteristics and behavior of public administrators
Government
the ecology of administration with emphasis on the relation of administration
subsystem to the political system of which it is a part and to society in general.

**PAD 363 Local Administration in
Jordan and the Arab World (3 Cr. Hr.)**

ecology of local administration
Definition of local administration
problems of local administration in Jordan and the Arab world
administration

PAD 365 Organizational structure Design (3 Cr. Hr.)

The concept of organizational structure. their kinds and their characteristics
and factors that affect them and methods for their development.
their determinants

PAD 369 Public Relations in

the importance of Public Administration
The different concepts of public relations
and how to develop the social and ideological foundation of public relations
public relations inside and outside the organization.



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PAD 470 Decision Making theory (3 Cr. Hr.)

• An introduction to decision theory applied to administration problems
randomized decision • utility functions • mathematical and statistical games
• optional procedures • bays procedures • admissible procedures • functions
emphasis on governmental examples and case studies.

PAD 473 Public health Administration (3 Cr. Hr.)

coordination • different work pressures • The health environments of workplace
between submits and work risk and environment.

PAD 474 Public Enterprise Administrations (3 Cr. Hr.)

Administrative and financial • The concept of public enterprise from the legal
and • Administration dimensions. The advantages of using public enterprises
how to privatize them.

PAD 475 Managerial Leadership (3 Cr. Hr.)

This course aims at understanding the concepts of leadership, the courses of
leadership power, and the styles of leadership. It also discusses the different
modern approaches of leadership the traits approach, the behavioral approach,
and the situational approach. The course highlights the post industrial views of
leadership in the twenty first century. Finally, the course considers the
contributions of Arab Islamic thinkers in the leadership literature.

PAD 494 Research project (3 Cr. Hr.)

