

• وصف المواد المختصر (ماجستير الإدارة الحكومية):

Organizational Theory:

This course examines the main concepts of organizational theory. Topics include the organization, the organizational environment, the technological environment, and managing organizational processes.

Following successful completion of this course, students should be able to:

Understand basic challenges of organizational design.

- Understand how to design organizational structure: authority, control, specialization, and coordination.
- Demonstrate an appreciation of how to manage organizational culture and ethics.
- Demonstrate an understanding of the organizational environment.
- Demonstrate an appreciation of organizational design and technology.
- Understand how to manage organizational processes, including: learning, innovation and change, conflict, power and politics.

Strategic Management:

This course is designed to provide students with a comprehensive understanding of the business corporation by integrating the functional areas of business. The course reviews strategic management issues and topics like techniques of industry & competitive analysis, generic business strategies, building & defining competitive advantages, generic types of corporate strategies & the implementation of strategies.

Following successful completion of this course, students should be able to:

- Understand strategic management concepts, research & theories.
- Identify central issues and problems in complex, comprehensive cases; to suggest alternative courses of action; and to present well-supported recommendations for future action.
- Develop conceptual skills so that a student is able to integrate previously learned aspects of corporations.
- Demonstrate an understanding of the global economy and the Internet and their current and potential impact on business activities in any location.
- Develop an understanding of the role of corporate governance in strategic management.
- Develop the ability to analyse and evaluate, both quantitatively and qualitatively, the performance of the people responsible for strategic decisions.
- Bridge the gap between theory and practice by developing an understanding of when and how to apply concepts and techniques learned in earlier courses on marketing, accounting, finance, management, production, and information systems.

Strategic Human Resources Management:

This course provides an introduction to human resources management in the modern organization. Major functional areas of HR planning and employment, compensation, benefits, employee relations, training and

development, safety and security, and HR policies and procedures are covered. These functions are considered from the perspective of the Organization's goals and strategies. The role of technology in managing the HR function is also examined.

Course Overview: The objectives of this course are to:

- (1) provide a comprehensive introduction to human resources management;
- (2) develop expertise in the practices for the acquisition, development, performance and retention of essential human resources;
- (3) examine the impact of economic, legal labor market environment on human resources practices; and
- (4) demonstrate how effective human resource practices improve organizational performance.

e-Government:

Students will explore the importance and potential of information system in the public sector. This will be undertaken through a critical examination of the role of information planning and management, and of the appropriateness of different information systems and technologies. The module includes:

An Introduction to Information Systems in Public Sector Organizations; Information and Communication Technologies in the Knowledge Era; Knowledge and Decision Making; People and information in organizations; Types of Information Systems; Planning Information Systems; Information Systems Development; E-Government Strategy; E-Government services and applications; E-Government portals.

Public Budget:

A budget is spending plan, based on expected revenue that set priorities for the quantity and quality of services to be provided or the transfers to be made. It includes a revenue forecast, expenditure force acts and appropriations for continuing funding of existing projects and outlays for new projects, and a procedure for funding any deficit or allocating any projected surplus. Aline item budget sorts spending into categories; a program budget defines a group of related government activities and specifies the funds to be allocated to those activities. Performance budgeting, attempts to define outcomes. zero based budgeting, each agency or program prepares several decision packages, makes a decision about what to increase and what to leave the same.

Research Methods for Business:

The primary objective of this course is to explore a variety of research traditions and related methodological and epistemological issues. Topics covered include: doing social research; the role of power in research relationships; issues and challenges of quantitative, qualitative and mixed data; critical research practices and mixed methods approaches; current methodological issues as they pertain to their own research interests thereby providing each with the potential to knowledgeably justify and explain her or his chosen methodology and method.

Organizational Development and Change Management:

This course will examine change in the workplace from multiple perspectives. There will be a review of factors shaping today's workplace including three significant external drivers of change today: Technology; Globalization; and Company ownership. Discussions will consider various foundational issues in organizational change management including strategy, diagnosis, motivation, resistance, communication, interventions and sustainability.

Knowledge Management:

The goal of the course is to prepare students to become familiar with the current theories, practices, tools and techniques in knowledge management (KM). Topics covered include: Defining KM, learning organizations,

intellectual capital and related terminologies in clear terms and understand the role of knowledge management in organizations; history, concepts, and the antecedents of management of knowledge and describe several successful knowledge management systems; tools and techniques of KM for the stages of creation, acquisition, transfer and management of knowledge; Analyze and evaluate tangible and intangible knowledge assets and understand current KM issues; Evaluate the impact of technology including telecommunications, networks, and Internet/intranet role in managing knowledge.

Excellence and Total Quality Management TQM

Excellence and Total Quality Management are recognised as an important concept which cuts across all sectors of activities, be it in, public, parastatal and private sectors. The current trend is now to move towards a culture of excellence in all activities undertaken by any organization in order to minimise/eradicate wastes and non-value added activities It also deals with Excellence in public service; Performance Appraisal; reward management; Job Changes- Transfers; talent Management and Branding of employees. Absenteeism and Labour Turnover; Understanding Quality; Design for quality the meaning and principles of total quality Management (TQM); TQM models; Evaluation and Analysis; Implementation of TQM.

Project Management:

Topics covered include: project management framework; project integration; scope; project time management; project cost management, project monitor, control, and audit; project human resource management; project risk management; project quality management, project performance measurement; project procurement management; project communications management; professional responsibility (Ethics).

Organizational Behavior

This course introduces students to organizational behavior and its role in an organization, especially as an element of corporate strategy. It provides the concepts and techniques required for the effective organizational behavior and quality processes in any service or manufacturing organization. Emphasis is given to the strategic role of organizational behavior and to the design and coordination functions of managers to enhance competitive strategy. Selected quantitative techniques are covered, to enable students to analyze problems in organizational behavior and to make recommendations or decisions based on their interpretation of their analysis, and on other relevant considerations (behavioral, political, marketing, financial etc.). A series of case studies is used to provide simulated experience in organizational behavior in a wide variety of industries and situations, and field trips to operating businesses may be included.

Special Topics in Government Management:

This course introduces students to the latest special topics in Government Management and its best practices. Contemporary Issues in Government Management This course aims to introduce students with the prominent recent issues and concepts that emerged lately and which are relevant to government management this is done **through** introducing different contemporary issues with its comprehensive meanings. It also reviews the most Practise in it. It should cover the following topics: Globalization, Governance, Social responsibility enforcement law and the effect of technology on Government services and electronic change. The instructor will choose one of these topics after **consu** with students and according to their Specializations and their interests: Non-centralism and local Government, Local and sustained Development, His Majesty's Discussion Papers, **demecrative** Change, Transparency Crises Management and Rationalization of Government spending.

قضايا معاصرة في الإدارة الحكومية:

يهدف هذا المساق إلى تعريف الطالب بأبرز القضايا والمستجدات والمفاهيم التي ظهرت مؤخراً وذات العلاقة بالإدارة الحكومية من خلال طرح موضوعات متنوعة معاصرة بمفاهيمها الشمولية واستعراض أبرز الممارسات العالمية فيها، بحيث يغطي المواضيع الرئيسية التالية: العولمة؛ الحوكمة؛ التخصصية؛ المسؤولية المجتمعية؛ سيادة القانون؛ أثر التكنولوجيا في تقديم الخدمات الحكومية/ التحوّل الإلكتروني.

ويختار مدرس المادة موضوع أو أكثر من المواضيع التالية بالتشاور مع الطلبة وحسب اختصاصهم ومجالات اهتمامهم: اللامركزية والحكم المحلي؛ التنمية المحلية والتنمية المستدامة؛ الأوراق النقاشية لجلالة الملك المعظم؛ الدولة المدنية؛ التحول الديمقراطي؛ الشفافية والنزاهة والمساءلة؛ إدارة الأزمات؛ الهدرة (إعادة الهندسة)/ Reengineering؛ ترشيد الإنفاق الحكومي.

Planning Policies and Decision Support:

This course introduces students to the concept of public planning policies and their importance, its stages, and the different methods of implementing planning policies and decision support. This course covers these topics: introduction to public planning policies and decision support, stages of public planning policies and decision support, stakeholders of public planning policies and decision support, evaluation of public planning policies and decision support, post-implementation evaluation of public planning policies and decision support, public planning policies and decision support theories, analytical methods of decision support based on evaluation, key performance indices (KPIs) of decision support, monitoring-controlling-reviewing of decisions.

رسم السياسات واتخاذ القرارات:

يهدف هذا المساق إلى تعريف الطالب بمفهوم رسم السياسات العامة وأهميتها ومراحلها والأساليب المتبعة في رسم السياسات واتخاذ القرارات، ويغطي هذا المساق المواضيع الرئيسية التالية: مفهوم رسم السياسات العامة؛ مراحل رسم السياسات العامة؛ المشاركين في رسم السياسات العامة؛ تقييم السياسات وتحليل آثارها المتوقعة؛ نظريات اتخاذ القرارات؛ الأساليب التحليلية (Analytical) لاتخاذ القرارات؛ أساليب اتخاذ القرارات المبنية على التقييم (Judgmental)؛ مؤشرات الأداء (KPIs)؛ المتابعة والتقييم وقياس أثر السياسات والقرارات.