



Department of Public Administration
Program Specification
(Academic Year 2019/2020)

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Program Specification

(Year 2019/2020)

1. Basic Information:

1. Program Name: **Public Administration Program**
2. Program Type: **(Single)**
3. Department in charge of the program: **Public Administration**
4. Departments Sharing the Program: **Economics, Political Science, Political Mass Media.**
5. Program Verification: 3/10 /2006
6. Date of Program Specification Approval:
 - Department Council Approval: 9/2019
 - Faculty Council Approval: 18/9/2019
7. Program Coordinator: Dr. Aliaa Aref
8. Internal Reviewer of the Program: Dr. Salwa Thebet
9. External Reviewer of the Program:
 - Dr. Sherifa Sherif
 - Prof. Rina Williams, Assistant Professor of Political Science, University of Cincinnati

2. Specific Information:

1. General Program Aims:

By the end of the program graduates should be able to:

 - 1.1. Use the scientific method in thinking and problem solving. **(ARS 1.1)**
 - 1.2. Acquire and employ the knowledge and skills acquired in the field of public administration to serve the community and the surrounding environment positively. **(ARS 1.2)**
 - 1.3. Communicate effectively with Government organizations. **(ARS 1.3)**
 - 1.4. Interact with the latest developments and global variables and looking at the nature and impact of these developments and variables on the field of public administration **(ARS 1.4)**
 - 1.5. Develop professional knowledge and skills related to the field of public administration through continuing education. **(ARS 1.5)**

- 1.6. Participate in the public service with the commitment. (ARS 1.6)
- 1.7 Responsible of the work entrusted to him/her in accordance with the legal rules and ethical standards and professional. (ARS 1.6)
- 1.8 Use computers and information technology for course research and analyze public administration data. (ARS 1.7)
- 1.9 Link political, economic and social events. (ARS 1.8)
- 1.10 Use knowledge of public policy to understand reality. (ARS 1.8)
- 1.11 Understand the contemporary problems of local and regional public policy. (ARS 1.9)

2. Intended Learning Outcomes of the Program (ILOs):

2.1 Knowledge and Understanding:

By the end of the program graduates should be able to:

- 2.1.1 Discuss the concepts of public administration and public policies and their importance. (ARS 2.1)
- 2.1.2 Identify basic principles, theories, trends, and multiple schools of thought in public administration. (ARS 2.2)
- 2.1.3 Relate administrative and scientific sciences closely related to public administration and other social sciences. (ARS 2.3)
- 2.1.4 Identify research methods and analytical tools in public administration, public policies, methods of measurement and analysis. (ARS 2.4)
- 2.1.5 Describe the different forms and types of public institutions, their constituents, their sources and distinctive features. (ARS 2.5)
- 2.1.6 Understand the role of different institutions in the state. (ARS 2.6)
- 2.1.7 Explain the nature of relations between them in the different environments in which they operate, and how to judge them. (ARS 2.6)
- 2.1.8 Aware with recent developments and trends and local and international contemporary issues related to public administration. (ARS 2.7)
- 2.1.9 Know principles/rules of practices and ethics in the field of public administration. (ARS 2.8)

2.2 Intellectual Skills

By the end of the program graduates should be able to:

- 2.2.1. Choose suitable research methodology and different data analysis techniques in interpreting and criticizing national, regional international phenomena. (ARS 3.1)
- 2.2.2. Analyze public administration and policy issues by using critical thinking. (ARS 3.2)
- 2.2.3. Compare between different phenomena and link them to their causes. (ARS 3.2)
- 2.2.4. Criticize and discover strength and weakness of elements under discussion. (ARS 3.3)
- 2.2.5. Evaluate the data, analyze them and interpret its significance (ARS 3.4)
- 2.2.6. Discover innovative ideas and provide realistic solutions to various public administration problems so that decision makers can turn threats into opportunities. (ARS 3.5)
- 2.2.7. Express opinions using scientific approaches supported by evidence and participation in decision-making (ARS 3.6)

2.3 Professional and Practical Skills

By the end of the program graduates should be able:

- 2.3.1. Search for different sources of information and verify their credibility. (ARS 4.1)
- 2.3.2. Collect data and statistics, and be able to test the effect of political, social and economic indicators on public administration. (ARS 4.2)
- 2.3.3. Use realistic and scientific tools and approaches in managing crisis and solving problems. (ARS 4.3)
- 2.3.4. Communicate effectively and participate in public and community activities through employing and developing human and physical resources. (ARS 4.4)
- 2.3.5. Develop project management plan and set strategies, policies, and action plans. (ARS 4.5)
- 2.3.6. Contribute in decision making through the usage of different theoretical, legal, and leadership skills. (ARS 4.5)
- 2.3.7. Formulate visions and thesis and conducting studies that serve the decision-making process. (ARS 4.5)

- 2.3.8. Present and interpret reports in the field of public administration in a scientific way. (ARS 4.6)
- 2.3.9. Use and employ the results of research and studies in the development of work, improve performance levels and identify the beneficiaries of that information and research services and communicate with them. (ARS 4.7)
- 2.3.10. Apply the principles of controlling and performance evaluation. (ARS 4.8)

2.4. General and Transferable Skills

By the end of the program graduates should be able:

- 2.4.1. Use computers, multimedia and communication tools to assist in research, analysis, presentation and problem solving at the institutional level with high efficiency. (ARS 5.1)
- 2.4.2. Communicate with actors in areas related to public administration. (ARS 5.2)
- 2.4.3. Work in a team, and the able to deal with different trends, cultures or disciplines. (ARS 5.3)
- 2.4.4. Exchange and update of information through continuous self-learning. (ARS 5.4)
- 2.4.5. Manage time effectively. (ARS 5.5)
- 2.4.6. Use English languages fluently widespread at speaking and writing. (ARS 5.6).
- 2.4.7. Develop presentation skills (ARS5.7)
- 2.4.8. Manage himself effectively (ARS5.8)
- 2.4.9. Create and continuously improve the performance. (ARS 5.9)
- 2.4.10. Use technical terms relevant to the themes of the program. (ARS 5.10)

3. National Academic Standards for the Program

The Public Administration department has prepared academic reference standards for the program guided by the National Academic Reference Standards (NARS) for the Political Science program and the National Academic Reference Standards (NARS) for Business Administration program in 2009 (Annex No. 2) and approved from the Department Council on 13/7/2016 and from the Faculty Council on 20/7/2016.

4. Benchmark References:

4/1 NARS for Political Science

4/2 NARS for Faculty of Commerce/ Business administration

5. Structure of Program and Contents:

a. Program Length: 4 years (8 Levels full and spring semesters per level.

Summer semester is optional)

b. Program Structure

ARS	Program		مجالات المنهج
	النسبة (%)	عدد الساعات المعتمده	
% 65 - 60	63.8	90	العلوم التخصصية
% 20 - 18	19	27	علوم مساندة
%8 - 6	5.8	8	المشروعات البحثية
%5 - 4	3.6	5	تطبيقات (حاسب آلي)
% 8 - 6	5.7	8	متطلبات الجامعة (علوم مميزة)
%5-3	2.1	3	تدريب ميداني
	%100	141	الإجمالي

Credit Hours: Theoretical (141) Practical (4) Total Contact hours (145)

Total Credit hours (141)

Compulsory (83) Collateral (33) Elective (25)

1. University Requirements: (10) (7)%
2. Specialization Courses: (96) (68.1)% which Include:
 - o Faculty Requirements: (33) (23.4)%
 - o Department Courses: (51) {39 Compulsory, 12 Elective} (44.7)%
3. Collateral Courses: (18) (12.7)%
4. Research Based Courses: (9) (6.3)%
5. Field Training: (3) (2.1)%

6. Program Levels (In Credit Hours System):

First Level/ Freshman: Students should pass **37** Credit hours as follows:

Compulsory **35** Collateral – Elective **2**

Second Level/ Sophomore: Students should pass **35** Credit hours as follows:

Compulsory **12** Collateral **18** Elective **5**

Third Level/ Junior: Students should pass **36** Credit hours as follows:

Compulsory **18** Collateral **12** Elective **6**

Fourth Level/ Senior: Students should pass **33** Credit hours as follows:

Compulsory **18** Collateral **3** Elective **12**

7. Program Courses

University Requirements

a. Compulsory Courses (8 Credit Hours):

Course Code	Course Title	Credit Hours	Prerequisite
KET	Key English Test	2	-
PET	Preliminary English Test	2	KET
CSC 101	Introduction to Computer	2	Placement Exam
PSC 110	Human Rights	2	-

b. Elective Courses (4 Credit Hours):

Course Code	Course Title	Credit Hours	Prerequisite
PSY 101	Psychology	2	
SOC 101	Sociology	2	
ENV 101	Environmental Sciences	2	
SCT 101	Scientific Thinking	2	
BIT 310	Scientific and Report Writing	2	

Faculty Requirements

1- Faculty Compulsory Courses (27 Credit Hours):

Subject	Course Code	Course Title	Actual Hours		Credit Hours	Prerequisite
			Theoretical	Practical		
Law	LAW 100	Principles of Law	3	-	3	-
Economics	ECO 101	Principles of Economics I (Microeconomics)	3	2	3	-
Economics	ECO 102	Principles of Economics II (Macroeconomics)	3	2	3	-
Mathematics	MTH 101	Introduction to Mathematics	3	-	3	Placement Exam
Political Mass Media	PMM 101	Introduction to Mass Media	3	2	3	-
Political Science	PSC 101	Introduction to Political Science I	3	2	3	-
Political Science	PSC 102	Introduction to Political Science II	3	2	3	-
Public Administration	PAD 101	Introduction to Public Administration	3	2	3	-
Statistics	STS 101	Introduction to Statistics	3	2	3	-
9 Courses			27	14	27	

2- Faculty Elective Courses (6 Credit Hours):

Subject	Course Code	Course Title	Actual Hours		Credit Hours	Prerequisite
			Theoretical	Practical		
Economics	ECO 205	Economic History of Egypt	3	-	3	-
Political Mass Media	PMM 204	Freedom of Information	3	-	3	-
Political Science	PSC 108	Society and Politics in Egypt	3	-	3	PSC 101/ PSC 102
	PSC 111	Modern History of the World: Different Paradigms	3	-	3	-
	PSC 112	Social Justice	3	-	3	-
Public Administration	PAD 202	Human Resources Management	3	-	3	PAD 101
6 Courses			18	-	18	

c. Compulsory Courses

Course Code	Course Title	Credit Hours	Weekly Hours			Level	Semester
			Theoretical	Practical	Tutorial		
PAD 200	Public Administration Theory	3	3	2	2	Second	Spring
PAD 202	Human Resources Management	3	3	-	3	Second	Spring
PAD 203	Comparative Local Systems	3	3	-	-	Second	Fall
PAD 300	Comparative Public Administration	3	3	-	-	Third	Fall
PAD 301	Public Policy Analysis	3	3	-	-	Third	Fall
PAD 302	Organization and Organizational	3	3	-	3	Third	Fall

	Behavior						
PAD 303	Local Development	3	3	-	-	Third	Spring
PAD 304	Administration and Politics in Egypt	3	3	-	-	Third	Spring
PAD 400	Public Projects Management and Organization	3	3	-	-	Fourth	Fall
PAD 401	Management of Public Finance	3	3	2	-	Fourth	Fall
PAD 402	International Public Administration	3	3	-	-	Fourth	Fall
PAD 403	Ethics of Public Service	3	3	-	-	Fourth	Spring
PAD 408	Administrative Sociology	3	3	-	-	Fourth	Fall
REM 201	Research Methodology	3	3	-	-	Second	Fall
REM 302	Specialized Writing	3	3	-	-	Third	Fall
REM 401	Honor Thesis	3	3	-	-	Fourth	Spring
16 Courses		48	48	4			

d. Collateral Courses

Course Code	Course Title	Credit Hours	Weekly Hours			Level	Semester
			Theoretical	Practical	Tutorial		
ECO 202	Money and Banking	3	3	-	-	Second	Fall
ECO 203	International Economics	3	3	-	-	Second	Spring
ECO 301	Public Finance	3	3	-	-	Third	Fall
LAW 201	International Public Law	3	3	-	-	Second	Spring
LAW 301	Administrative Law	3	3	-	-	Third	Spring
PMM	Public Opinion	3	3	-	-	Second	Spring

202							
PSC 200	Theory of Comparative Politics	3	3	-	-	Second	Fall
PSC 202	International Relations Theory	3	3	-	-	Second	Fall
PSC 302	International Organizations	3	3	-	-	Third	Fall
PSC 406	Egyptian Foreign Policy	3	3	-	-	Fourth	Spring
STS 311	Applied Statistics	3	3	-	-	Third	Spring
11 Courses		33	33	-	-		

8. Elective

Course Code	Course Title	Credit Hours	Weekly Hours			Level	Semester
			Theoretical	Practical	Tutorial		
CSC 302	Administrative Information Systems	3	3	-	-		
ECO 206	Environmental Economics	3	3	-	-		
ECO 406	Managerial Economics	3	3	-	-		
PAD 205	Administrative Evolution	3	3	-	-		
PAD 206	Management of Education Services	3	3	-	-		
PAD 207	Management of Health Services	3	3	-	-		
PAD 208	Management of Justice	3	3	-	-		
PAD 306	Management of Non- Governmental Organizations	3	3	-	-		
PAD 307	Management of Investment	3	3	-	-		
PAD 308	Management of Banks	3	3	-	-		

PAD 404	Contemporary Issues in Public Administration	3	3	-	-		
PAD 405	Management of Tourism Institutions	3	3	-	-		
PAD 406	Management of Legislative Councils	3	3	-	-		
PAD 407	Management of Foreign Aid	3	3	-	-		
PSC 210	Integrity and Good Governance	3	3	-	-		
PSC 303	Political Development	3	3	-	-		
REM 301	Simulations and Internships	3	3	-	-		
17 Courses		51	51	-	-		

6. Course Content:
 Course Code:
 Course Title:
 Course Content:

Refer to Course Specification Templates

(According to Regulation)

7. Requirements to Join the Program:

- Student would select his/ her field of study starting with second academic year after earning minimum of (30) credit hours including the introductory courses related to the chosen field of study.

8. Requirements for Graduation:

- Students must complete at least 141 total credit hours, given that the minimum letter grade in any course is "D" and the minimum Cumulative Grade Point Average (CGPA) is "C" to be awarded a Bachelor of Science Degree (B.Sc.).

9. Progression

Program Levels (In Credit Hours System):

First Level/ freshman: Students should pass **37** Credit hours as follows:

Compulsory **35** Collateral – Elective **2**

Second Level/ Sophomore: Students should pass **35** Credit hours as follows:

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Compulsory **18** Collateral **12** Elective **6**

Fourth Level/ Senior: Students should pass **33** Credit hours as follows:

Compulsory **18** Collateral **3** Elective **12**

10. Rules and Assessment Methods for Students in Program:

Method	Corresponding ILOs
1. Written (Midterm and Final Exams)	Knowledge and Understanding: Intellectual Skills:
2. Honor Thesis	Knowledge and Understanding: Intellectual Skills: Professional and Practical Skills: General and Transferable Skills:
3. In-class activities	Knowledge and Understanding: Intellectual Skills: Professional and Practical Skills: General and Transferable Skills:
4. Out-class activities	Professional and Practical Skills: General and Transferable Skills:
5. Internships	Intellectual Skills: Professional and Practical Skills: General and Transferable Skills:
6. Simulation Models	Intellectual Skills: General and Transferable Skills:

1. Assessment Methods for the Program:

Stakeholder Group	Method	Sample
1.Senior Students	Surveys	75%
2.Graduates	Surveys	50%
3.Business Community	Interviews	Sample representative of all sectors
4.External Reviewer	Reports	1-2 Reports
5.Staff (internal)	Reports	1-2 Reports

Program Coordinator and head of the department: Dr. Aliaa Aref

Signature: Aiaa Aref

Date: /9 /2019

Appendices

Appendix (1): ARS of public administration Program

Appendix (2): Matrix of Program Aims vs. ARS Attributes

Appendix (3): Matrix of Program ILO's vs. ARS Standards

Appendix (4): Matrix of Program Aims vs. Program ILO's

Appendix (5): Matrix of Program ILO's vs. Courses

Appendix (6): Courses Specifications

Appendix (1): ARS of public administration Program

المعايير القومية الأكاديمية المرجعية لبرنامج الإدارة العامة

1. المواصفات العامة لخريج برنامج الإدارة العامة :

يجب أن يكون خريج برنامج الإدارة العامة قادرا على:

- 1.1. استخدام المنهج العلمي في التفكير وحل المشكلات.
- 1.2. اكتساب وتوظيف المعارف والمهارات المكتسبة في مجال الإدارة العامة لخدمة المجتمع والبيئة المحيطة بشكل إيجابي.
- 1.3. التواصل والاتصال الفعال بالآخرين.
- 1.4. التفاعل مع المستجدات والمتغيرات العالمية واستشراف طبيعة وتأثير تلك المستجدات والمتغيرات على مجال تخصصه.
- 1.5. التعليم المستمر لتطوير المعارف والمهارات المهنية المرتبطة بمجال التخصص.
- 1.6. تفهم طبيعة وأهمية المشاركة في الخدمة العامة مع الالتزام وتحمل المسؤولية وإنجاز الأعمال المسندة إليه بما يتفق مع القواعد القانونية والمعايير الأخلاقية والمهنية.
- 1.7. استخدام الحاسب الآلي وتكنولوجيا المعلومات.
- 1.8. الربط بين الأحداث السياسية والاقتصادية والاجتماعية، وتوظيف المعرفة بعلم السياسات العامة لفهم الواقع.
- 1.9. تفهم مشكلات السياسة العامة المحلية والإقليمية الرئيسة المعاصرة.

2. المعرفة والفهم:

يجب أن يكون خريج برنامج الإدارة العامة لديه المعرفة والفهم للآتي:

- 2.1. مفهوم الإدارة العامة والسياسات العامة وأهميتهما.
- 2.2. المبادئ الأساسية، والنظريات، والاتجاهات، والمدارس الفكرية المتعددة في الإدارة العامة.

- 2.3. التكامل بين العلوم الإدارية والعلوم وثيقة الصلة بالإدارة العامة وغيرها من العلوم الاجتماعية.
- 2.4. مناهج البحث وأدوات التحليل في الإدارة العامة والسياسات العامة وأساليب القياس والتحليل.
- 2.5. الأشكال والأنواع المختلفة للمؤسسات العامة، ومقوماتها، ومصادرها والسمات المميزة لكل منها.
- 2.6. وظيفة ودور المؤسسات المختلفة بالدولة، وطبيعة العلاقات بينها في ظل البيئات المختلفة التي تعمل بها، وكيفية الحكم عليها.
- 2.7. التطورات والاتجاهات الحديثة والقضايا المعاصرة المحلية والدولية المرتبطة بمجال الإدارة العامة.
- 2.8. الممارسات والأخلاقيات المهنية في مجال الإدارة العامة.

3. المهارات الذهنية:

يجب أن يكون خريج برنامج إدارة عامة مكتسبا للمهارات الذهنية التالية:

- 3.1. اختيار المنهجية البحثية الملائمة لتحليل الظاهرة السياسية، والتمكن من الأدوات التحليلية.
- 3.2. استخدام التفكير الابتكاري في الاستدلال والمقارنة بين الظواهر وربطها بمسبباتها، وتأصيل المشكلات وقضايا الإدارة والسياسات العامة في إطارها المتكامل.
- 3.3. النقد والتمييز واكتشاف العناصر الإيجابية والسلبية في المسائل محل البحث.
- 3.4. التعامل مع الأرقام وتحليلها وتفسير مدلولاتها.
- 3.5. استنباط الأفكار الابتكارية، وتقديم حلول واقعية لمشكلات الإدارة العامة المختلفة بما يمكن صناع القرار من تحويل التهديدات إلى فرص.
- 3.6. عرض الأفكار ووجهات النظر بوضوح وإبداء الرأي بأسلوب علمي مدعم بالأدلة والموضوعية والمشاركة في صنع القرار.

4. المهارات المهنية والعملية:

يجب أن يكون خريج برنامج الإدارة العامة مكتسبا للمهارات المهنية والعملية التالية:

- 4.1. البحث عن مصادر المعلومات المختلفة، والتحقق من صدقها.

- 4.2 جمع البيانات والإحصائيات، والقدرة على تحليلها، وتفسير ما تعنيه أو تشير إليه أو تعكسه تلك الأرقام من مؤشرات سياسية واجتماعية واقتصادية على مجال الإدارة العامة.
- 4.3 استخلاص الحلول الواقعية للمشكلات والقضايا والأزمات باستخدام الأساليب العلمية.
- 4.4 التواصل الفعال، والمشاركة في الأنشطة العامة والمجتمعية من خلال توظيف الموارد المادية والبشرية وتنميتها والمحافظة عليها.
- 4.5 صياغة الرؤى والأطروحات والقيام بدراسات التي تخدم عملية صياغة القرار.
- 4.6 إعداد وعرض وتفسير التقارير في مجال التخصص بأسلوب علمي.
- 4.7 استخدام وتوظيف نتائج البحوث والدراسات في تطوير العمل وتحسين مستويات الأداء وتحديد الجهات المستفيدة من تلك المعلومات والخدمات البحثية والتواصل معها.
- 4.8 تفعيل أسس ومبادئ الرقابة وتقييم الأداء.

5. المهارات العامة:

يجب أن يكون خريج برنامج الإدارة العامة مكتسباً للمهارات العامة التالية:

- 5.1 استخدام الحاسب الآلي والوسائط المتعددة وأدوات الاتصال الماعدة في البحث والتحليل والعرض وحل المشكلات على المستوى المؤسسي بكفاءة عالية.
- 5.2 الاتصال مع الفاعلين في المجالات ذات الصلة بالإدارة العامة.
- 5.3 العمل الجماعي، والقدرة على التعامل مع أصحاب الاتجاهات أو الثقافات أو التخصصات المختلفة.
- 5.4 التنمية المعرفية وتبادل وتحديث المعلومات والتعلم الذاتي المستمر.
- 5.5 الإدارة الفعالة للوقت.
- 5.6 إجادة إحدى اللغات الأجنبية الرئيسية وواسعة الانتشار.
- 5.7 العرض والتقديم والحوار.
- 5.8 إدارة الذات والتعامل مع ضغوط العمل.
- 5.9 الابتكار والتطوير والتحسين المستمر في العمل.
- 5.10 استخدام المصطلحات الفنية ذات الصلة بموضوعات البرنامج.

توزيع نسب متطلبات البرنامج (تقريبية)

النسبة %	طبيعة العلوم	مسلسل
65 - 60 %	العلوم التخصصية	1
20 - 18 %	علوم مساعدة	2
8 - 6 %	المشروعات البحثية	3
5 - 4 %	تطبيقات الحاسب الآلي	4
8 - 6 %	علوم مميزة للمؤسسة	5
5 - 3 %	التدريب الميداني	6

- العلوم التخصصية: هي العلوم الأساسية الواردة في مجالات الدراسة وهي: النظرية السياسية والفكر السياسي، والنظم السياسية، والعلاقات الدولية، والإدارة العامة و يندرج تحت كل فرع عدد من المناهج أو الموضوعات التي ترتبط بالفرع الأساسي
- العلوم المساعدة: وهي العلوم الاقتصادية والقانونية والسلوكية والإحصاء.

Appendix (2): Matrix of Program Aims vs. ARS Attributes

Program Aims											المواصفات العامة للخريج: يجب أن يكون خريج قسم الإدارة العامة قادرا علي
1.1.	1.2.	1.3.	1.4.	1.5.	1.6.	1.7.	1.8.	1.9.	1.10.	1.11.	
	x				*					x	1.1. استخدام المنهج العلمي في التفكير وحل المشكلات.
			x		x				x		1.2. اكتساب وتوظيف المعارف والمهارات المكتسبة في مجال الإدارة العامة لخدمة المجتمع والبيئة المحيطة بشكل إيجابي.
	x					x	x				1.3. التواصل والاتصال الفعال بالآخرين.
								x			1.4. التفاعل مع المستجدات والمتغيرات العالمية واستشراف طبيعة وتأثير تلك المستجدات والمتغيرات على مجال تخصصه.
				x							1.5. التعليم المستمر لتطوير المعارف والمهارات المهنية المرتبطة بمجال التخصص.
		x									1.6. تفهم طبيعة وأهمية المشاركة في الخدمة العامة مع الالتزام وتحمل المسؤولية وإنجاز الأعمال المسندة إليه بما يتفق مع القواعد القانونية والمعايير الأخلاقية والمهنية.
x											1.7. استخدام الحاسب الآلي وتكنولوجيا المعلومات.
		x			x	x			x		1.8. الربط بين الأحداث السياسية والاقتصادية والاجتماعية، وتوظيف المعرفة بعلم السياسات العامة لفهم الواقع.
		x	x			x	x		x	x	1.9. تفهم مشكلات السياسة العامة المحلية والإقليمية الرئيسة المعاصرة.

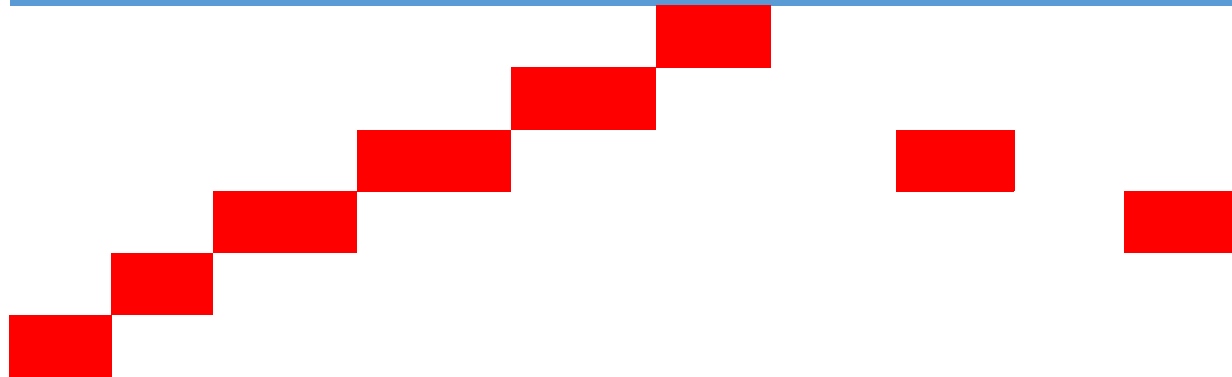
2.2. Intellectual Skills									
<i>Future university in Egypt</i> Faculty of Economics Department of Public Administration	2.2.1.	2.2.2.	2.2.3.	2.2.4.	2.2.5.	2.2.6.	2.2.7.	المعايير القومية الأكاديمية 4- المهارات الذهنية	
			√						3.1
					√		√		3.2
		√							3.3
					√				3.4
		√							3.5
	√								3.6
					√				3.7
	√								3.8

Appendix (3): Matrix of Program ILO's vs. ARS Standards

2.3 Professional and Practical Skills

2.3.1. 2.3.2. 2.3.3. 2.3.4. 2.3.5. 2.3.6. 2.3.7. 2.3.8. 2.3.9. 2.3.10.

المعايير الأكاديمية القياسية للإدارة العامة



4.1.

4.2.

4.3. المهارات

4.4. المهنية

4.5. والعلمية

4.6.

2.4 General and Transferable Skill										المعايير الأكاديمية القياسية الإدارة العامة	
2.3.1.	2.3.2.	2.3.3.	2.3.4.	2.3.5.	2.3.6.	2.3.7.	2.3.8.	2.3.9.	2.3.10.		
										5.1.	المهارات العامة
										5.2.	
										5.3.	
										5.4.	
										5.5.	
										5.6.	
										5.7.	
										5.8.	
										5.9.	
										5.10.	

2.1. Knowledge and Understanding										Program Aims
2.1.1	2.1.2.	2.1.3.	2.1.4.	2.1.5.	2.1.6..	2.1.7.	2.1.8	2.1.9.	2.1.10.	
										1.1
										1.2
										1.3
										1.4
										1.5
										1.6
										1.7
										1.8
										1.9
										1.10
										1.11
										1.12

Appendix (4): Matrix of Program Aims vs. Program ILO's

2.2. Intellectual Skills						
2.2.1.	2.2.2.	2.2.3.	2.2.4.	2.2.5.	2.2.6.	Program Aims
						1.1
						1.2
						1.3
						1.4
						1.5
						1.6
						1.7
						1.8
						1.9
						1.10
						1.11
						1.12

2.3 Professional and Practical Skills

2.3.1.	2.3.2.	2.3.3	2.3. 4..	2.3.5	2.3.6	2.3.7.	2.3.8	Program Aims
								1.1
								1.2
								1.3
								1.4
								1.5
								1.6
								1.7
								1.8
								1.9
								1.10
								1.11
								1.12

2.4 General and Transferable Skills

2.4.1.	2.4.2.	2.4.3.	2.4.4.	2.4.5.	2.4.6.	
						1.1
						1.2
						1.3
						1.4
						1.5
						1.6
						1.7
						1.8
						1.9
						1.10
						1.11
						1.12

2.1. Knowledge and Understanding

2.1. Knowledge and Understanding									Courses
2.1.1. Discuss the concepts of public administration and public policies and their importance.	2.1.2. Identify basic principles, theories, trends, and multiple schools of thought in public administration.	2.1.3. Relate administrative and scientific sciences closely related to public administration and other social sciences.	2.1.4. Identify research methods and analytical tools in public administration, public policies, methods of measurement and analysis.	2.1.5. Describe the different forms and types of public institutions, their constituents, their sources and distinctive features.	2.1.6. Understand the role of different institutions in the state.	2.1.7. Explain the nature of relations between them in the different environments in which they operate, and how to judge them.	2.1.8. Aware with recent developments and trends and local and international contemporary issues related to public administration.	2.1.9. Know principles/rules of practices and ethics in the field of public administration .	
									PAD 101
									PAD 202
									PAD 203
									PAD 300
									PAD 301
									PAD 302
									PAD 303
									PAD 304
									PAD 400
									PAD 401
									PAD 402
									PAD 403
									PAD 408
									REM 201
									REM 302
									REM 401
									ECO 202
									ECO 203
									ECO 301
									LAW 201
									LAW 301
									PMM 202
									PSC 200
									PMM 309
									PSC 302
									PSC 406
									STS 311
									CSC 302

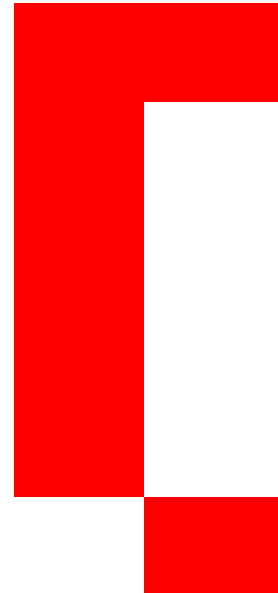
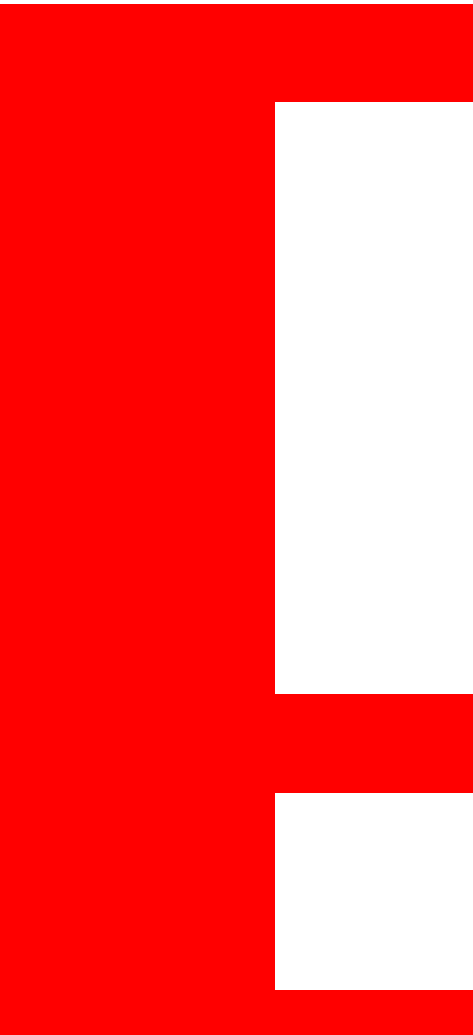
									ECO 206
									ECO 406
									PAD 205
									PAD 206
									PAD 207
									PAD 208
									PAD 306
									PAD 307
									PAD 308
									Pad 404
									PAD 405
									PAD 406
									PAD 407
									PSC 210
									PSC 303
									REM 301

2.2. Intellectual Skills

2.2. Intellectual Skills							
2.2.1.	2.2.2.	2.2.3.	2.2.4.	2.2.5.	2.2.6	2.2.7.	Courses
							PAD 101
							PAD 202
							PAD 203
							PAD 300
							PAD 301
							PAD 302
							PAD 303
							PAD 304
							PAD 400
							PAD 401
							PAD 402
							PAD 403
							PAD 408
							REM 201
							REM 302
							REM 401
							ECO 202
							ECO 203
							ECO 301
							LAW 201
							LAW 301

							PMM 202
							PSC 200
							PMM 309
							PSC 302
							PSC 406
							STS 311
							CSC 302
							ECO 206
							ECO 406
							PAD 205
							PAD 206
							PAD 207
							PAD 208
							PAD 306
							PAD 307
							PAD 308
							Pad 404
							PAD 405
							PAD 406
							PAD 407
							PSC 210
							PSC 303
							REM 301

2.3 Professional and Practical Skills										
2.3.1	2.3.2	2.3.3	2.3.4	2.3.5	2.3.6	2.3.7	2.3.8	2.3.9	2.3.10.	Courses
										PAD 101
										PAD 202
										PAD 203
										PAD 300
										PAD 301
										PAD 302
										PAD 303
										PAD 304
										PAD 400



PAD
401

PAD
402

PAD
403

PAD
408

REM
201

REM
302

REM
401

ECO
202

ECO
203

ECO
301

LAW
201

LAW
301

PMM

	202
	PSC 200
	PMM 309
	PSC 302
	PSC 406
	STS 311
	CSC 302
	ECO 206
	ECO 406
	PAD 205
	PAD 206
	PAD 207
	PAD 208
	PAD 306

2.4 General and Transferable Skills

											PAD 307
											PAD 308
											Pad 404
											PAD 405
											PAD 406
											PAD 407
											PSC 210
											PSC 303
											REM 301

2.4.1.	2.4.2..	2.4.3..	2.4.41.	2.4.5.	2.4.6..	2.4.7. s	2.4.8.	2.4.9.	2.4.10	Courses
										PAD 101
										PAD 202
										PAD 203
										PAD 300
										PAD 301
										PAD 302
										PAD 303
										PAD 304
										PAD 400
										PAD 401
										PAD 401
										PAD 402
										PAD 403
										PAD 408
										REM 201
										REM 302
										REM 401
										ECO 202
										ECO 203
										ECO 301
										LAW 201
										LAW 301

											PMM 202
											PSC 200
											PMM 309
											PSC 302
											PSC 406
											STS 311
											CSC 302
											ECO 206
											ECO 406
											PAD 205
											PAD 206
											PAD 207
											PAD 208
											PAD 306
											PAD 307
											PAD 308
											Pad 404
											PAD 405
											PAD 406
											PAD 407
											PSC 210
											PSC 303
											REM 301



Collateral 11 Courses

Compulsory 16

Elective 17

Course Specification 2019/2020

Future University in Egypt
Faculty of Economics and Political Science
Department: Economics

1- Basic Information			
Course Level: Sophomore (2 nd)	Course Title: Money and Banking	Course Code: ECO 202	Prerequisite: ECO 101/102
Specialization: Political Mass Media			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<ul style="list-style-type: none"> • Discussing the importance of money and banking to economic activity on both the national and international level. • Identifying the definition and functions of money, money supply and its determinants, demand for money as well as the use of monetary policy to achieve economic stability with special reference to Egypt as a case study. • Analyzing the evolution of commercial banking, deposit creation, the stock and bonds markets, and the reasons behind world financial crises. • Investigating the relationship between money and banking and Macroeconomic theory, concluding with the importance of money and banking in both international trade and finance.
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3- Intended Learning Outcomes:

By the end of the course, students should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Outline basic macroeconomic concepts and principles.</p> <p>3.1.2 Describe the different types of financial markets and the primary financial instruments.</p> <p>3.1.3 Define macroeconomic principles related to decision making in terms of money and banking such as the interest rate structure, expected rates of return, expected inflation, income and price effects.</p> <p>3.1.4 Identify the key means by which the economy can affect interest rates and in return the money market</p>
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	<p>and the bond market.</p> <p>3.1.5 Discuss the theoretical foundations and the importance of stock market efficiency.</p> <p>3.1.6 Explain simple mathematical, verbal and diagrammatic methods of analysis.</p> <p>3.1.7 Provide alternative policy responses focusing on contemporary macroeconomic policies while always referring back to some specific macroeconomic model.</p>
3.2) Intellectual Skills:	<p>3.2.1 Subdivide different macroeconomic and microeconomic methodological tools into mathematical and diagrammatical methods of analysis to explain issues related to the subject of money and banking.</p> <p>3.2.2 Analyze the characteristics of the financial system, focusing on the banking sector, the stock market, the bond market, and the FOREX.</p> <p>3.2.3 Link money and banking with other social branches both economic and non-economic to facilitate the decision making process.</p> <p>3.2.4 Interpret key macroeconomic principles to various practical and policy issues.</p> <p>3.2.5 Differentiate between the different types of banks, their activities and the recent trends towards international banking.</p> <p>3.2.6 Analyze financial crises, being able to identify the main sources and the policies and institutional reforms that have to be adopted to mitigate its adverse effects and prevent reoccurrence.</p> <p>3.2.7 Contrast different data analysis techniques in analyzing and interpreting international economic phenomenon such prose, tables, and graphs.</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Model calculations of rate of returns of primary financial instruments, present value of stocks and bonds, and expected inflation rates.</p> <p>3.3.2 Investigate monetary policy actions and their impact on the economy.</p> <p>3.3.3 Apply basic financial evaluations for company performance.</p> <p>3.3.4 Use both qualitative and quantitative skills in solving economic problems.</p> <p>3.3.5 Contribute in decision making by acquiring</p>

	important skills in numeracy, literacy, and information processing.
3.4) General and Transferrable Skills:	<p>3.4.1 Experience with conceptual frameworks effective for problem solving and decision making.</p> <p>3.4.2 Acquire analytical reasoning skills, numeric and clear effective communication skills.</p> <p>3.4.3 Work under pressure and as part of a team.</p> <p>3.4.4 Read and analyze financial news and reports including stock market prices, foreign exchange rate prices.</p>

4- Course Content:

	Main Topic	Credit Hours: 3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical 3 hrs/week	Tutorial 2 hrs/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials in the 1 st week	1	3.1.1			
2	Financial System and Money And Understanding interest rate	9 hrs	6 hrs	2-4	3.1.2- 3.1.3 3.1.4- 3.1.5 3.1.6	3.2.1 3.2.2 3.2.4	3.3.1 3.3.3 3.3.4	- 3.4.13.4.2 3.4.3- 3.4.4
3	Banking Operations	6 hrs	4 hrs	5-6	3.1.3 3.1.6	3.2.2 3.2.4 3.2.5	3.3.3 3.3.4	
5	Financial Supervisory and Regulatory Framework	6 hrs	4 hrs	7	3.1.6	3.2.2 3.2.4	3.3.2	3.4.3
4	Midterm Exam			8				
6	Money and Monetary Policy	6 hrs	4 hrs	9-11	3.1.6 3.1.7	3.2.1 3.2.3 3.3.4	3.3.2 3.3.4 3.3.5	3.4.1
7	Finance, Growth and Financial	6 hrs	4 hrs	12-13	3.1.1	3.2.1 3.2.6 3.2.7	3.3.4	3.4.4

	Crises							
8	Foreign exchange market	3 hrs	2 hrs	14	3.1.1	3.2.1 3.2.3 3.2.4 3.2.7	3.3.4	3.4.1 3.4.4
9	Final exam			15				
Total Number of Teaching Weeks: 13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	-3.1.2 3.1.1 -3.1.4 3.1.3 3.1.5- 3.1.6 3.1.7	-3.2.2 3.2.1 -3.1.4 3.2.3 3.2.5 3.2.6 3.2.7		3.4.1 3.4.2
2	Tutorials	√	-3.1.4 3.1.3 3.1.6	3.2.1 3.2.4 3.2.7	3.3.1- 3.3.3 3.3.4- 3.3.5	3.4.3- 3.4.4 3.4.2
3	Practical Lab Sessions	--				
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√	3.1.3	3.2.3	3.3.4	3.4.1- 3.4.3
5	Seminars	--				
6	Case Studies	√		3.2.2 - 3.2.5, 3.2.6		
7	Problem Solving	√	3.1.1- 3.1.4 3.1.7	3.2.4	3.3.4	3.4.1
8	Others (Specify)	--				

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	√	3.1.1- 3.1.2 3.1.3- 3.1.4 3.1.5- 3.1.6	3.2.1- 3.2.2 3.2.4- 3.2.6			8	30
2	Final Exam	√	3.1.1- 3.1.2 3.1.3- 3.1.4 3.1.5- 3.1.6 3.1.7	3.2.1- 3.2.2 3.2.3- 3.2.4 3.2.5- 3.2.6 3.2.7			15	40
3	Quizzes	√	3.1.6	3.2.1 3.2.5	3.3.1			30
4	Assignments	√	3.1.5 3.1.6	3.2.1- 3.2.2 3.2.5- 3.2.7 3.2.6	3.3.1 3.3.3 3.3.5	3.4.5		
5	Presentations					3.4.2 3.4.3 3.4.4		
6	Individual Projects							
7	Research and Reporting							
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	√	3.1.4 3.1.5	3.2.2 3.2.4	3.3.2	3.4.2 3.4.1		

7- List of Books and References:

Essential Text Books	Mishkin, F. S. (2016). The Economics of Money, Banking and Financial Markets (11 th ed.) Essex: Pearson.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Brandl, M. (2016). Money, Banking, Financial Markets and Institutions. Cengage Learning.
Online Web Sites	1- Central Bank of Egypt http://www.cbe.org.eg/en/Pages/default.aspx 2- International Monetary Fund https://www.imf.org/external/index.htm 3- Egyptian Knowledge Bank https://www.ekb.eg/ar
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Doaa Akl Ahmed

Department Head: Dr. Ahmed Salama

Date: 12 September 2019

Course Specification
2019/2020

Future University in Egypt
Faculty of Economics and Political Science
Department: Economics

1- Basic Information			
Course Level: Sophomore (2 nd)	Course Title: International Economics	Course Code: ECO 203	Prerequisite: ECO 101/102
Specialization:			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course aims at introducing students with international economics topics, starting with major theories related to International trade like absolute and comparative advantage, to Heckscher–Ohlin trade theory all the way to competitive advantage. It presents the idea of the Balance of Payments. The course also identifies different types of trade barriers and different forms of economic integration. It highlights the most prominent trade agreements. It introduces students to trade related international organizations. In addition, it explores the history and evolution of the International Monetary system and shed the light on the foreign Exchange market.
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3- Intended Learning Outcomes:

By the end of the course, students should be able to:

3.1) Knowledge and Understanding:	3.1.1. List the different stages of economic integration and analyze them on different regional integrations like the EU. 3.1.2. Identify the use of international trade theory to explain trade relations between countries.
3.2) Intellectual Skills:	3.2.1 Illustrate the components of the Balance of Payments. 3.2.2 Demonstrate the pros and cons of the different types of exchange rate regimes.
3.3) Professional and Practical Skills:	3.3.1 Apply the stages of the monetary system. 3.3.2 Discriminate between the different exchange rate regimes.

3.4) General and Transferrable Skills:	3.4.1 Enhance creative and critical thinkers. 3.4.2 Experience with conceptual frameworks effective for problem solving and decision making. 3.4.3 Acquire analytical reasoning skills, numeric and clear effective communication skills. 3.4.4 Work under pressure and as part of a team.
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4- Course Content:

	Main Topic	Credit Hours: 3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Tutorial 2 hrs/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory Lecture and Course Outline	3 hrs	No tutorials in the 1 st week	1				3.4.1 3.4.2
2	Trade Theories	6 hrs	6 hrs	2-3	3.1.2			3.4.3
3	Trade Agreements	6 hrs	4 hrs	4-5	3.1.1			3.4.3
4	Trade Barriers	3hr	2 hrs	6	3.1.1			3.4.3
5	Economic Integration	6 hrs	4 hrs	7	3.1.1			3.4.3
6	Midterm Exam			8				
7	The Monetary System	6 hrs	4 hrs	9/10			3.3.1	3.4.3
8	The Balance of Payments	6 hrs	4 hrs	11-12		3.2.1		3.4.3
9	Foreign Exchange Regimes	3 hrs	2 hrs	13		3.2.2	3.3.2	3.4.4
	The Forex Market	3hrs	2 hrs	14			3.3.2	3.4.4
	Final Exam			15				
Total Number of Teaching Weeks: 13								
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 - 3.1.2	3.2.1- 3.2.2		3.4.1- 3.4.2 3.4.3
2	Tutorials	√		3.2.1	3.2.2	3.4.1- 3.4.2 3.4.3
3	Practical Lab Sessions	--				
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√				3.4.4
5	Seminars	--				
6	Case Studies	√	3.1.1	3.2.1- 3.2.2	3.3.1- 3.3.2	
7	Problem Solving	√				3.4.2
8	Others (Specify)	--				
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	√	√	√			7	30
2	Final Exam	√	√	√			15	40
3	Quizzes	√	√	√				30
4	Assignments	√	√	√	√	√		
5	Presentations							
6	Individual Projects							
7	Research and Reporting							
8	Team Work							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
	Projects							
9	Practical Exam							
10	Others (Participation)							
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Salvatore, D. (2013), International Economics, Wiley, San Francisco, (10 th ed.).
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Krugman, P. R., Obstfeld, M. Melitz, M. (2017), International Economics: Theory and Policy, Pearson, (10 th ed).
Online Web Sites	1- World Bank: https://www.worldbank.org/ 2- International Monetary Fund: https://www.imf.org/external/index.htm 3- World Trade Organization: https://www.wto.org/ 4- Egyptian Knowledge Bank: https://www.ekb.eg/ar
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Doaa Akl Ahmed

Department Head: Dr. Ahmed Salama

Date: 12 September 2019

Course Specification
2019/2020

Future University in Egypt
Faculty of Economics and Political Science
Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Public Policy Analysis	Course Code: PAD 301	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course focuses on the concepts and practices in public policy analysis and its relationship with the relevant and interrelated disciplines. It presents the different phases of policy process. In addition, it sets out the different roles of both official and non-official actors in policy-making. Qualitative and quantitative analytical tools. Through case studies and simulation games, students learn how to apply public policy analysis approach on real-life multifaceted public issues. Students are trained to produce policy papers and policy briefs as these are considered to be effective tools to reach out for policy-makers.
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4- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Identify public policy-making process. 3.1.2 Define policy issues accurately. 3.1.3 Discuss different state and non-state actors in policymaking. 3.1.4 Explain public policy system.
3.2) Intellectual Skills:	3.2.1 Analyze public policy process rationale. 3.2.2 Criticize policy issues. 3.2.3 Develop creative optimal alternative solutions for policy problems.

3.3) Professional and Practical Skills:	3.3.1 Deal with public policy dynamic environment. 3.3.2 Use different methods and tools to create and analyze policy-relevant information. 3.3.3 Apply a proactive approach to prevent problems. 3.3.4 Engage effectively in policy-making. 3.3.5 Present and weigh conflicting interests. 3.3.6 Make decisions conforming to the political reality
3.4) General and Transferrable Skills:	3.4.1 Communicate effectively in a group. 3.4.2 Contribute in developing structured tools to collect information. 3.4.3 Recognize scientific tools to analyze data. 3.4.4 Provide soft skills through simulation and role playing.

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	N/A	1	3.1.4			
2	Introducing the Policy Process	3 hrs	N/A	2	3.1.1	3.2.1		
3	Elements of the Policy-Making System	3 hrs	N/A	3	3.1.1	3.2.1	3.3.4	3.4.3
4	Role of Official Actors in Public Policy	3 hrs	N/A	4	3.1.3	3.2.2	3.3.1	3.4.3
5	Role of Unofficial Actors in Public Policy	3 hrs	N/A	5	3.1.3	3.2.2	3.3.1	3.4.3
6	Agenda Setting	3 hrs	N/A	6	3.1.1	3.2.1	3.3.4	3.4.1
7	Policy Types, Policy Design and Decisions	3 hrs	N/A	7	3.1.2	3.2.2	3.3.2	3.4.3
8	Midterm Exam			8				

9	Public Policy in International Organizations	3 hrs	N/A	9	3.1.4	3.2.1	3.3.2	3.4.2
10	Policy Implementation	3 hrs	N/A	10	3.1.1	3.2.1	3.3.6	3.4.1
11	Public Oversight and Evaluation	3 hrs	N/A	11	3.2.1	3.2.3	3.3.3	3.4.4
12	Policy Papers	3 hrs	N/A	12	3.1.4	3.2.1	3.3.3	3.4.2
13	Policy Briefs	3 hrs	N/A	13				
14	Policy Advocacy and New Social Media	3 hrs		14				
15	Final exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		×
2	Tutorials	-				
3	Practical Lab Sessions	-				
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars	-				
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			7	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes	×	×	×	×			30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting								
8	Team Work Projects	×	×	×	×	×			
9	Practical Exam								
10	Others (Participation and Attendance)								
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

8- List of Books and References:

Essential Text Books	Thomas Birkland, An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making, 3 rd Edition, M.E. Sharpe, 2011.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	William N. Dunn, Public Policy Analysis: An Introduction, 4th Edition, Prentice Hall, 2007.
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	N/A

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Software Packages	N/A		

10- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Salwa Thabet & Dr. Nahed Arnoos

Department Head: Prof Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification 2019/2020

Future University in Egypt
Faculty of Economics and Political Science
Department: Political Mass Media

1- Basic Information			
Course Level: Sophomore – 2 nd	Course Title: Public Opinion	Course Code: PMM 202 – PMM 407	Prerequisite: PMM 101
Specialization: Political Mass Media			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>the course aims to study:</p> <ul style="list-style-type: none"> • theories of public opinion formation • public opinion research techniques • historical and contemporary political scenes • the effect of media forms on public opinion • public opinion is expressed in different public spheres, how it affected by culture, and how it impacts the governance • forces that shape public attitudes • culture of working in teamwork • public opinion is affected by culture • public opinion impacts the governance
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1- Identify basic concepts of public opinion 3.1.2- Discuss theories of public opinion formation 3.1.3- Identify forces that shape public attitudes
3.2) Intellectual Skills:	3.2.1- Assess historical and contemporary political scenes 3.2.2- Inspect how the media developments affect public opinion formation 3.2.3- Compare how public opinion is expressed in different public spheres
3.3) Professional and Practical Skills:	3.3.1- Conduct public opinion research 3.3.2- Conduct a critical evaluation of public opinion case studies
3.4) General and Transferrable Skills:	3.4.1- Use computers and the Internet in Public Opinion research

	3.4.2- Work in a team environment in researching and analyzing PO 3.4.3- Translate to and from other languages.
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4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical 3 hrs/week	Practical 0 hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	-	1	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1	3.4.2 3.4.3
2	The Meaning of Public Opinion	3 hrs	-	2-3	3.1.2 3.1.3	3.2.2	3.3.1	3.4.2 3.4.3
3	The History of Public opinion	3 hrs	-	4-5	3.1.3	3.2.1	3.3.1 3.3.2 3	3.4.2 3.4.3
4	Methods for studying Public Opinion	3 hrs		6-7	3.1.1 3.1.3	3.2.1 3.2.2	3.3.1	3.4.1 3.4.2 3.4.3
5	Midterm Exam			8				
6	Discussing final project: brainstorming and outlining	3 hrs	-	9	3.1.1 3.1.3	3.2.1 3.2.2	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3
7	Public Opinion and Democratic theory	3 hrs	-	10	3.1.1 3.1.3	3.2.1 3.2.2	3.3.1	3.4.2
8	Public Opinion and Policymaking	3 hrs	-	11	3.1.1 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.2 3.4.3
9	Mass Media Campaigning and Public Opinion	3 hrs	-	12	3.1.1 3.1.3	3.2.1 3.2.2	3.3.2	3.4.2 3.4.3
10	Presentation Skills and Public Opinion Research	3 hrs		13	3.1.1 3.1.3	3.2.1 3.2.2	3.3.2	3.4.1 3.4.2 3.4.3
11	Presentations	3 hrs		14	3.1.1 3.1.2	3.2.1 3.2.3	3.3.2	3.4.1 3.4.2 3.4.3
12	Final exam			15				
	Total Number of Teaching Weeks:12							
**	<ul style="list-style-type: none"> K.U.: Knowledge and understanding I.S.: Intellectual Skills 			<ul style="list-style-type: none"> P.P.S: Practical/Professional skills G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 3.1.2	3.2.1 3.2.2	3.3.1 3.3.2	3.4.2 3.4.3
2	Tutorials	N/A				
3	Practical Lab Sessions	N/A				
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√	3.1.1 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3
5	Seminars	√	3.1.1 3.1.2	3.2.1 3.2.2	3.3.1	3.4.2 3.4.3
6	Case Studies	√	3.1.1 3.1.3	3.2.2 3.2.3	3.3.1	3.4.1 3.4.2 3.4.3
7	Problem Solving	N/A				
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3			6	30
2	Final Exam	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3			15-16	40
3	Quizzes	N/A						
4	Assignments	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3		
5	Presentations		3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
6	Individual Projects		3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3			
7	Research and Reporting	N/A							
8	Team Work Projects	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3			
9	Practical Exam	N/A							
10	Others (Participation)	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2	3.4.1 3.4.2 3.4.3			
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Carroll J. Glynn and Susan Herbst . Public Opinion. Third Edition. Westview, 2015.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<p>Walter Lippman, Public Opinion, Greenbook Publications, 2010</p> <p>Andrew Perrin. "Social Theory and Public Opinion." <i>Annual Review of Sociology</i> 37 (2011). <i>JSTOR</i></p> <p>Other references: Vincent Price, Communication Concepts 4: Public Opinion, Sage Publications, California, 1992</p> <p>John Gray Geer, et al., Gateways to Democracy: An Introduction to American Government. Boston, MA: Wadsworth Cengage Learning, 2012</p> <p>Glasow, Priscilla, Fundamentals of Survey Research Methodology, MITRE Washington C3 Center, Virginia 2005</p>
Online Web Sites	Knowledge Bank Library of the University of Cincinnati
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Software Packages			

9- Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

External Reviewers: University of Cincinnati and Dr. Bassiouny Hamada

Course Instructor: Dr. Rasha El-Ibiary

Department Head: Prof. Miral AlAshry

Date: 12 September 2019



**Course Specification
2019/2020**

Future University in Egypt
Faculty of Economics and Political Science
Department:

• Basic Information			
Course Level: sophomore(2)	Course Title: Theory of Comparative Politics	Course Code: 200	Prerequisite: PSC 101/PSC 102
Specialization:			
Credit Hours: • Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<ul style="list-style-type: none"> • Addressing the prime approaches used today in studying political system; • Providing a thorough understanding of a wide range of concepts associated with the regional, international and domestic political affairs such as state, government systems • Analyzing how different practices by political systems of different natures, can have regional and international influences, in particular the position of the Arab region, while keeping Egypt at the center of attention.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1 Define the difference between types of governments and political systems 3.1.2 Discuss theory and practice in different chosen case studies. 3.1.3 Identify changes between democracy to non-democratic systems, or the other way around, and why and how they happen.
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3.2) Intellectual Skills:	<p>3.2.1 Explain why the political systems of the world's superpowers act in certain situations as they do.</p> <p>3.2.2 Combine theoretical to practical issues and analyze them.</p> <p>3.2.3 Analyze substantial regional and international issues and factors such as the current people revolts in different parts of the world, and be able to draw traits and trends</p> <p>3.2.4 Think of different scenarios, scenario building method, as opposed to those practiced by world leaders and political systems.</p> <p>3.2.5 Compare between different events and how different political systems or states reacted to them.</p> <p>3.2.6 Evaluate the performance of regional and international political actors to the Arab Spring, Ukrainian Uprisings and the like.</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Relate the different given case studies to regional and other international cases to understand the pro and cons of each experience.</p> <p>3.3.2 Illustrate a relatively strong understanding of current and historical events related to the chosen cases.</p> <p>3.3.3 Analyze how the stance of the Arab revolutions has impacted on regional and international calculations in theory and in practice.</p>
3.4) General and Transferrable Skills:	<p>3.4.1 manage time effectively</p> <p>3.4.2 communicate with others</p> <p>3.4.3 work in team</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs		1	3.1.1			
2	-Concepts , Theories and	6 hrs		2-3	3.1.2 3.1.3			3.4.1

	Methods -Theories of Comparative Politics							
3	-Research Designs in Comparative Politics -Regimes, Societies, and Institutions	6 hrs		4-6	3.1.1 3.1.2	3.2.1		
4	Midterm Exam			8	3.1.1 3.1.3	3.2.1 3.2.2		
5	-Party Systems and Electoral Systems. -Actors and Process	6 hrs		7-9	3.1.1	3.2.1 3.2.6		
6	-Social Movements and Revolutions	6 hrs		10-12		3.2.3	3.3.1 3.3.3	3.4.2 3.4.3
7	-Political Communication	3 hrs		13		3.2.2 3.2.3 3.2.4 3.2.5	3.3.1	3.4.2
8	-Comparative session and analytical feedback	3 hrs		14	3.1.2	3.2.1 3.2.3	3.3.1 3.3.3	3.4.1 3.4.2 3.4.3
9	Final exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	*	*	*		
2	Tutorials	-				
3	Practical Lab Sessions	-				
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	*	*	*	*	*
5	Seminars	-				
6	Case Studies	-				
7	Problem Solving	-				
8	Others (Specify)	-				
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	*	*	*			8	30
2	Final Exam	*	*	*			14-16	40
3	Quizzes		*	*				10
4	Assignments	*	*	*	*	*	3.4.1 3.4.3	10
5	Presentations							
6	Individual Projects							
7	Research and Reporting							

8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	*	*	*	*	*		10
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Gabriel A. Almond, G. Bingham Powell, Jr., Russell J. Dalton, and Kaare Strøm. Comparative Politics Today: A World View, 2015. (New York: Pearson Longman).
Course Notes	--
Extra Recommended Books	Danielle Caramani, Comparative Politics, Oxford, Oxford University Press, 2014.
Online Web Sites	
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common

knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Prof. Hassan Wageih

Department Head: Prof. Hassan Wageih

Date: 12 July 2019



**Course Specification
2019/2020**

Future University in Egypt
Faculty of Economics and Political Science
Department:

1- Basic Information			
Course Level: Sophomore	Course Title: International Relations Theory	Course Code: PSC 202	Prerequisite: PSC 101/PSC 102
Specialization: Political Science			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>The course aims at:</p> <ul style="list-style-type: none"> • Becoming aware of the modern theories of international relations • Comprehending and analyzing the domestic and international factors affecting international political and economic relations.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	<p>3.1.1 Define the contemporary IR theories and the historical factors which gave rise to them, such as realism, liberalism and others .</p> <p>3.1.2 Interpret current international events and relate them to the theories .</p> <p>3.1.3 Identify the importance and structures of international organizations.</p>
3.2) Intellectual Skills:	<p>3.2.1 Deepen the knowledge of international relations and interactions of states.</p> <p>3.2.2 Emphasize on understanding the challenges faced by the international community in the political and economic fields.</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Relate the historical events and IR theories to contemporary international issues such as the Great Power Competition, or the current events in the Middle East.</p>

	3.3.2 Employ the gained knowledge in the analysis of a variety of case studies.
	3.3.3 Illustrate the art of research and use of methodologies in essay writing.
3.4) General and Transferrable Skills:	3.4.1 Construct logical arguments about IR theories and events, with evidence to support the argument.
	3.4.2 Evaluate the sources of international news and their credibility.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Practical 1 N/A		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs		1	3.1.1	3.2.1	3.3.1	
2	Realist theories - part 1	3 hrs		2	3.1.1	3.2.1	3.3.1	3.4.1
3	Realist theories - part 2	3 hrs		3	3.1.2	3.2.2	3.3.2	3.4.1
4	Realist theories - part 3 + Liberal Theories Part 1	6 hrs		4-5	3.1.1	3.2.1	3.3.1	3.4.1
5	Liberal Theories Part 2	3 hrs		6	3.1.2	3.2.2	3.3.2	3.4.1
6	Midterm Exam			8				
7	Social theories - part 1	6 hrs		7-9	3.1.1	3.2.1	3.3.1	3.4.1
8	Social theories - part 2	3 hrs		10	3.1.2	3.2.2	3.3.2	3.4.1
9	International conflict – part 1	3 hrs		11	3.1.2	3.2.2	3.3.2	3.4.2

10	International conflict – part 2 + International law, organizations and human rights – part 1	6 hrs		12-13	3.1.3	3.2.1	3.3.1	3.4.2
11	International law, organizations and human rights – part 2	3 hrs		14	3.1.3	3.2.1	3.3.1	3.4.2
12	Final exam			15				
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				
			K.U.	I.S.	P.P.S.	G.T.S.	
1	Interactive Lectures including discussion	×	×	×		×	
2	Tutorials	×	×	×	×	×	
3	Practical Lab Sessions						
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×	
5	Seminars						
6	Case Studies	×	×	×	×	×	
7	Problem Solving						
8	Others (Specify)						
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			8	30	
2	Final Exam	×	×	×			15-16	40	
3	Quizzes	×	×	×			3	5	
4	Assignments	×	×	×	×	×	2-9	4	
5	Presentations	×	×	×		×	6	5	
6	Individual Projects								
7	Research and Reporting	×	×	×	×	×	13	5	
8	Team Work Projects	×	×	×	×	×	12	5	
9	Practical Exam								
10	Others (Participation)	×				×		6	
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Joshua S. Goldstein and Jon C. Pevehouse, International Relations (Ninth Edition), Pearson, New York, 2010.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	N/A
Online Web Sites	N/A
Others (Specify)	John Bew, The Real Origins of Realpolitik, The National Interest, March/April 2014, (40-52).

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		

Facility	Lecture	Lab	Admin
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Softwre Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Rania El Sebaie

Department Head: Prof. Hassan Wageih.

Date: 12 July 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Political Science

1- Basic Information			
Course Level: Junior (3 rd)	Course Title: International Organizations	Course Code: PSC 302	Prerequisite: PSC 101/ PSC 102
Specialization: Political Science			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>The course aims at:</p> <ul style="list-style-type: none"> • Becoming aware of the goals and functions of important international and regional organizations. • Comprehending and analyzing crucial challenges facing global governance and the effect of Great Power competition on the future of international organizations.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	<p>3.1.1 Define the historical and structural traits of international and regional institutions, such as the United Nations, the IMF, the World Bank, the European Union, the Arab League, the African Union and others .</p> <p>3.1.2 Grasp the current issues and challenges facing the international and regional organizations, such as; military conflicts, economic cooperation, revolutionary change, and others .</p> <p>3.1.3 Identify the future challenges facing global governance, like the future of Great Power competition, economic slowdown and environmental deterioration</p>
3.2) Intellectual Skills:	<p>3.2.1 Select the different methodologies and critical way of thinking.</p> <p>3.2.2 Compare and contrast the structures and functions of the international organizations.</p>

	3.2.3 Analyze the challenges faced by the international and regional institutions in Egypt, and abroad.
3.3) Professional and Practical Skills:	3.3.1 Explore the historical events and foundation of each international organization. 3.3.2 Apply the gained knowledge in the analysis of a variety of international, regional, political and economic case studies. 3.3.3 Use the different research techniques and methodologies in essay writing .
3.4) General and Transferrable Skills:	3.4.1 Construct logical arguments about the role of international organizations in current global challenges. 3.4.2 Evaluate the sources of international news and their credibility.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretic al 3 hrs/week	Practical 1 hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	N/A	1	3.1.1			3.4.1
2	The Global and Regional Governance	3 hrs			3.1.2		3.3.1	3.4.1
3	The UN and Its Specialized Agencies	9 hrs	N/A	3-6	3.1.2	3.2	3.3.2	3.4.1
4	Midterm Exam			8				
5	The IMF and World Bank part	6 hrs	N/A	7-9	3.1.2	3.2	3.3.2	3.4.1
6	The European Union	6 hrs	N/A	10	3.1.2	3.2.1	3.3.2	3.4.1
7	The Arab League	6 hrs	N/A	11	3.1.2	3.2	3.3.2	3.4.1

8	The African Union	3 hrs	N/A	12	3.1.2	3.2	3.3.2	3.4.1
9	The Future of Global Governance	3 hrs	N/A	13	3.1.2	3.2.1	3.3.2	3.4.1
10	Students' Presentations	3 hrs	N/A	14	3.1.3	3.2.1	3.3.3	3.4.1/3.4.2
11	Final exam		N/A	15	3.1.1/3.1.2	3.2.2/3.2.3	3.3.2	3.4.1
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars	×	×	×	×	×
6	Case Studies	×	×	×	×	×
7	Problem Solving					
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			8	30	
2	Final Exam	×	×	×			14-16	40	
3	Quizzes								
4	Assignments	×	×	×	×	×	5/7/12	10	
5	Presentations								
6	Individual Projects								
7	Research and Reporting	×	×	×	×	×	14	15	
8	Team Work Projects								
9	Practical Exam								
10	Others (Participation)	×				×	1-14	5%	
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Margaret P. Karns and Karen A. Mingst, International Organizations: The Politics and Process of Global Governance, 2 nd Edition, Lynne Rienner Publishers, 2013.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Clive Archer, International Organizations, Third Edition, Routledge, Oxon, 2001.
Online Web Sites	
Others (Academic Journal)	Toben Beck Jorgensen and Ditte-Lene Sorensen, Codes of Good Governance: National or Global Public Values? Public Integrity, Vol. 15, No. 1, Winter 2012, (71-95).

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Software Packages			

9- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Prof. Hassan Wageih

Department Head: Prof. Hassan Wageih

Date: 12 July 2019



Course Specification
2019/2020

Future University in Egypt
Faculty of Economics and Political Science
Department: Political Science

1- Basic Information			
Course Level: Senior	Course Title: Egyptian Foreign Policy	Course Code: PSC 406	Prerequisite: PSC 101/ PSC 102
Specialization: Political Mass Media			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>The course aims at:</p> <ul style="list-style-type: none"> • Learning the history of Egyptian international relations. • Understanding the Egyptian foreign policy decision making process, on the individual, domestic, international and global levels, with case studies from Egyptian history. • Illuminating the change and the continuity in Egyptian policies and policymaking. • Providing with the background and the perspective required to understand contemporary issues and future challenges for Egyptian foreign policy.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	<p>3.1.1 Define the processes and institutions relevant to foreign policymaking in Egypt.</p> <p>3.1.2 Discuss competing theories of international relations that relate to Egypt foreign policy as well as specific theories foreign policymaking, and explain how these theories help us understand Egyptian foreign policy</p>
3.2) Intellectual Skills:	<p>1) Evaluate reports expressing their views and analyses.</p> <p>2) Use contemporary case studies to highlight the dynamics and complexities of foreign policy.</p>

	3) Deduce the role leaders' play in foreign policy decision-making.
3.3) Professional and Practical Skills:	<p>1) Discover the history and evolution of Egyptian foreign policy, the political and bureaucratic actors involved, the major frameworks for analyzing foreign policy decisions and the public sources of foreign policy.</p> <p>2) Illustrate the historical development of Egypt foreign policy, including key historical events that have shaped and were shaped by Egypt foreign policy, and apply this historical context to contemporary issues in Egypt foreign policy.</p>
3.4) General and Transferrable Skills:	<p>1) Explain the Egyptian foreign policy decisions, on the individual, domestic, international and global levels and apply them to the latest news, and analyze current events and forecast possible future decisions in Egyptian foreign policy using the tools that they have learned in this course.</p> <p>2) Support theoretical principles from international relations and foreign policy analysis to explain and understand why Egypt created and implemented specific foreign policy decisions.</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Practical N/A		K.U.	I.S.	P.P.S.	G.T.S.
1	A Historical Background: General Overview	3 hrs		1	3.1.1		3.3.1	
2	Determinants of Egyptian Foreign Policy	3 hrs		2	3.1.1		3.3.1	3.4.1
3	Phases of Egyptian Foreign Policy	12 hrs		3-6	3.1.2		3.3.2	3.4.1

4	Midterm Exam			8				
5	Egyptian Foreign Policy toward Key Middle East Players	12 hrs		7-11	3.1.2	3.2.2	3.3.2	3.4.2
6	Moving Forward: The Direction of Egyptian Regional Foreign Policy	9 hrs		12-14	3.1.2	3.2.2/3	3.3.2	3.4.2
7	Final exam			15				
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				
			K.U.	I.S.	P.P.S.	G.T.S.	
1	Interactive Lectures including discussion	×	×	×		×	
2	Tutorials						
3	Practical Lab Sessions						
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×	
5	Seminars						
6	Case Studies	×	×	×	×	×	
7	Problem Solving						
8	Others (Specify)						
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			7	30	
2	Final Exam	×	×	×			15-16	40	
3	Quizzes	×	×	×			3	5	
4	Assignments	×	×	×	×	×	2-5	10	
5	Presentations								
6	Individual Projects								
7	Research and Reporting	×	×	×	×	×	13	10	
8	Team Work Projects								
9	Practical Exam								
10	Others (Participation)	×				×		5	
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	N/A
Handouts	Abdul-Monem Al-Mashat ,The Regional Foreign Policy of Egypt: The Necessity of Moderation (Under Publication).
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	
Online Web Sites	Egybank
Others (Specify)	Chen Tianshe, Four Points toward the Understanding of Egypt's Foreign Relations, Journal of Middle Eastern and Islamic Studies (in Asia), Vol. 5, No. 1, 2011.

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Software Packages			

9- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Alaa El-Hadidi

Department Head: Prof. Hassan Wageih.

Date: 12 July 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Political Science / Public Administration

1- Basic Information			
Course Level: Sophomore (2 nd)	Course Title: International Public Law	Course Code: LAW 201	Prerequisite: LAW 100
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>In a rapid developing society, either within the national or the international sense, a student within the faculty of Economics and Political science, shall be aware of the basic principles governing International law and International relations, which is basically what this course aims to achieve. It deals with, inter alia, the definition of international law, the differentiation between public and private international law, the main sources of international law, the Vienna convention on the law of treaties, the definition and characteristics of a state, sovereignty and recognition of state, national borders, the succession of states, international responsibility, self-defense, intervention, preemptive wars, law of the sea, air law, space law and Antarctica. All of which, using different examples from international cases as developed by international courts, such as the International Criminal Court (ICC), International Court Of Justice (ICJ), International Criminal Tribunal for formal Yugoslavia (ICTY), European Court for Human Rights (ECHR), and developing case study skills with the students.</p> <p>Course Goals:</p> <ul style="list-style-type: none"> • Develop an understanding of the key concepts in the field of international public law.
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	<ul style="list-style-type: none"> Equip students with a legal framework through which they can view the state and its relations in political science.
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Program Intended Learning Outcomes (ILOS) by Code			
Knowledge and Understanding	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
2.1.1, 2.1.6, 2.1.4, 2.1.3	2.2.5	2.3.7, 2.3.4, 2.3.1	2.4.2, 2.4.3

3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1 Define social phenomena and their regulation from a legal perspective. 3.1.2 Recognize the interplay between legal rules and underlying social values.
3.2) Intellectual Skills:	3.2.1 Employ critical, logical and structured reasoning within the context of international public law. 3.2.2 Analyze selected international law case studies based on qualitative reasoning techniques.
3.3) Professional and Practical Skills:	3.3.1 Evaluate the strengths and weaknesses of law generally and public international law in particular as an instrument of social organization and control. 3.3.2 Apply the international law procedures for the pacific settlement of international disputes.
3.4) General and Transferrable Skills:	3.4.1 Appraise the communications skills of students so that they can present and argue in an academic manner. 3.4.2 Interpret more advanced concepts and cases in the field of law

4- Course Content:

	Main Topic	Credit Hours:3 hrs	Week No.	Course ILOs Covered by Topic(by ILO Code)
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		Theoretical 3 hrs/week	Practical 1 hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	N/A	1	3.1.1	3.2.2		
2	The Nature of International Law	3 hrs	N/A	2	3.1.2	3.2.2	3.3.1	
3	Sources of International Law	3 hrs	N/A	3	3.1.2	3.2.2	3.3.1	
4	Treaties	3 hrs	N/A	4	3.1.1	3.2.1	3.3.2	3.4.2
5	International Law and Municipal Law/Public and Private International Law	3 hrs	N/A	5-6			3.3.1	3.4.1
6	States, Recognition and International Law	3 hrs	N/A	5		3.2.2	3.3.1	3.4.2
7	Midterm Exam			7	3.1	3.2	3.3	3.4
8	International Organizations and Regimes	3 hrs	N/A	8-9		3.2.1		3.4.1
9	Individuals and International Law	3 hrs	N/A	10-12	3.1.2	3.2.1	3.3.1	3.4.1
10	International Conflict	3 hrs	N/A				3.3.2	3.4.2
11	Succession of States, International Responsibility, Self-defense, Intervention, Preemptive Wars, Law of	3 hrs	N/A	12-13	3.1.2	3.2.1	3.3.2	3.4.2

	the Sea, Air Law, Space Law and Antarctica							
12	The International Courts	3 hrs	N/A	14	3.1.1	3.2.2	3.3.2	3.4.2
13	Final exam		N/A	15	3.1	3.2	3.3	3.4
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	3.1.2	3.2.2	3.2.1	3.4.1
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	3.1.1	3.2.1	3.3.2	3.4.2
5	Seminars					
6	Case Studies	×	3.1.2	3.2.1	3.3.2	3.4.2
7	Problem Solving					
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	3.1	3.2	3.3	3.4	7	30	
2	Final Exam	×	3.1	3.2	3.3	3.4	15	40	
3	Quizzes								
4	Assignments	×	3.1.1	3.2.1	3.3.2	3.4.2	4/8/12	15	
5	Presentations	×	3.1.2	3.2.2	3.2.1	3.4.1	2-14	10	
6	Individual Projects								
7	Research and Reporting								
8	Team Work Projects								
9	Practical Exam								
10	Others (Participation)	×	3.1.2	3.2.2	3.2.1	3.4.1	1-14	5	
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Mark W. Janis, International Law, Fifth Edition, Aspen Publishers, 2008.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	
Online Web Sites	
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		

Facility	Lecture	Lab	Admin
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Shady El-Wakil

Department Head: Prof. Hassan Wageih

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior(3 th)	Course Title: Administrative Law	Course Code: law 301	Prerequisite: Law 100
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course discusses the relationship between "Economics and Political Science" and "Administrative Law" from a legal point of view, in an interactive atmosphere, introducing the dual court system, and identifying the jurisdiction of the Egyptian State Council and its historical development, laying down the main types of administrative activities, the general characteristics of administrative law, rules organizing the relationship among different administrative agencies, and the extent of the administration responsibility within a comparative approach
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4- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Explain the main theories of administrative law. 3.1.2 Distinguish the patterns practices of administrative law in developed and developing nations. 3.1.3 Illustrate the Egyptian administrative law.
3.2) Intellectual Skills:	3.2.1 Interpret different cases of law applications in political and economic matters. 3.2.2 Analyze different laws based on their contexts and motivations behind them.
3.3) Professional and Practical Skills:	3.3.1 Develop solutions for administrative law issues in Egypt. 3.3.2 Re-draw the shapes of laws and know how to face the challenges respectively. 3.3.3 Grasp the mechanisms that are needed to conduct reform in administrative law
3.4) General and Transferrable Skills:	3.4.1 Develop Independence and initiative skills. 3.4.2 Gain confidence and know how to work towards solutions

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs		1	3.1.2			
2	Administrative Law: Concepts and Theories	6 hrs	N/A	2-3	3.1.1	3.2.1	3.3.1	3.4.1

3	Issues and Mechanisms of Administrative Law Interpretation	12 hrs	N/A	4-6+7	3.1.2	3.2.2	3.3.3	3.4.1
4	Midterm Exam			8				
5	Analyzing Different Case Studies in Egypt	6 hrs	N/A	9-10	3.1.3	3.2.1	3.3.1	3.4.2
6	Challenges Facing Administrative Law	3 hrs	N/A	11	3.1.2	3.2.2	3.3.2	3.4.1
7	Possible Scenarios in Studying and Interpreting Administrative Law in Egypt	3 hrs	N/A	12	3.1.3	3.2.2	3.3.1	3.4.2
8	Administrative Law in Selected Developed Countries as Case Studies	3 hrs	N/A	13	3.1.2	3.2.1	3.3.3	3.4.2
9	Administrative Reform in Egypt: Challenges and Opportunities	3 hrs	N/A	14	3.1.3	3.2.1	3.3.2	3.4.2
10	Final exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes							
4	Assignments	×	×	×	×	×		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
5	Presentations	×	×	×	×	×	30	
6	Individual Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation and Attendance)	×						
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

8- List of Books and References:

Essential Text Books	Peter Leyland and Gordon Anthony, Textbook on Administrative Law, Eighth Edition, Oxford University Press, 2016.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> • Wilson M. Martin and Jennifer A. Blackburn. Administrative Law. <i>Mercer Law Review</i> Vol. 65, No.1, 2013. • John Paul Jones and Afsana Chowdhury, Administrative Law, <i>University of Richmond Law Review</i>, Vol. 47, No.1, 2012
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library: https://www.libraries.uc.edu/

Others (Specify)	<ul style="list-style-type: none"> Public service law no. 81 for 2016. Law regulating contracts concluded by public bodies no. 182 for 2018.
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9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages	N/A		

10- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Shady el Wakil

Department Head: Prof Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Economics

1- Basic Information			
Course Level: Junior (3 rd)	Course Title: Applied Statistics	Course Code: STS311	Prerequisite: STS101
Specialization: Economics, Political Science and Public Administration			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2-Specialized Information

2.1) Course Aim	<ul style="list-style-type: none"> Discussing the different statistical methods for data analysis. Identifying the suitable model for each case study. Analyzing the statistical model data according to the result reports. Investigating the real life application problems.
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3-Intended Learning Outcomes:

By the end of the course, students should be able to:

3.1) Knowledge and Understanding:	3.1.1 Understand and know the usefulness of probability in decision making. 3.1.2 State and follow the steps required in Estimation of parameters. 3.1.3 Select the right test statistic in each application 3.1.4 Identify the strength and weakness of each inference. 3.1.5 Define the key factors of the statistical problem in hand
3.2) Intellectual Skills:	3.2.1 Extract the confidence interval for each population parameter. 3.2.2 Appraise and analyze the hypothesis testing. 3.2.3 Analyze real economic situation using statistical methods and provide recommendations. 3.2.4 Interpret the results of a simple regression analysis and variables correlations
3.3) Professional and Practical Skills:	3.3.1 Work the proper statistical technique to a given problem. 3.3.2 Estimate the population parameters from the sample. 3.3.3 Calculate the trade-off between sample size and error.

	3.3.4 Practice decision making through hypothesis testing. 3.3.5 Interpret the statistical inference reports (statistical output).
3.4) General and Transferrable Skills:	3.4.1 Enhance creative and critical thinkers. 3.4.2 Experience with conceptual frameworks effective for problem solving and decision making. 3.4.3 Acquire analytical reasoning skills, numeric and clear effective communication skills. 3.4.4 Work under pressure and as part of a team.

4-Course Content

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical 3 hrs/week	Tutorial 1h/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Sampling Distributions and course outline	3 hrs		1	3.1.1			
2	Central Limit theory	3hrs	1h	2	3.1.1	3.2.1 3.2.2		
2	Large Sample Confidence Intervals	3 hrs	1h	3	3.1.3 3.1.5	3.2.1 3.2.2	3.3.1	
3	Hypotheses Testing (one population)	6 hrs	2h	4-5	3.1.2	3.2.1	3.3.1	
4	Hypotheses Testing (Two populations) Normal or Large Samples	3 hrs	1h	6+7	3.1.1	3.2.1	3.3.2	3.4.1
	Mid-term exam			8				
5	Hypotheses Testing (Two populations) Normal, Small Samples and unknown variances	3 hrs	1h	9		3.2.3 3.2.4	3.3.2	3.4.2 3.4.3
6	Comparing two population means (Paired Samples)	3 hrs	1h	10	3.1.4 3.1.3	3.2.4		3.4.1
7	Hypotheses Testing about population Variance(s)	3 hrs	3hrs	11	3.1.5	3.2.1	3.3.1 3.3.3	3.4.1 3.4.2

8	Hypotheses testing about more than two population means	3hrs	1h	12	3.1.3	3.2.3	3.3.2	3.4.2
9	Chi-square Tests and Contingency tables' Independence	9hrs	3hrs	13-14	3.1.1	3.2.1	3.3.1	3.4.2
10	Final exam			15				
Total Number of Teaching Weeks:14								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 -3.1.2 3.1.3 -3.1.4 3.1.5	3.2.1 -3.2.2 3.2.3 -3.1.4 3.2.4	3.3.1 3.3.2	3.4.1 3.4.2
2	Tutorials	√	3.1.3 -3.1.4 3.1.5	3.2.1-3.2.4	3.3.1-3.3.3 3.3.4-3.3.5	3.4.3- 3.4.4 3.4.2
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√	3.1.3	3.2.3	3.3.4	3.4.1- 3.4.3
5	Seminars					
6	Problem Solving	√	3.1.1-3.1.4 3.1.5	3.2.4	3.3.4	3.4.1
7	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	√	3.1.1-3.1.2 3.1.3-3.1.5	3.2.1-3.2.2			8	30
2	Final Exam	√	3.1.1-3.1.2 3.1.3-3.1.4 3.1.5	3.2.1-3.2.2 3.2.3-3.2.4			15	40
3	Quizzes	√	3.1.5	3.2.1 3.2.5	3.3.1			30

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
4	Assignments	√	3.1.5	3.2.1-3.2.2 3.2.4	3.3.1 3.3.3 3.3.5	3.4.3		
5	Presentations							
6	Individual Projects							
7	Research and Reporting							
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	√	3.1.4 3.1.5	3.2.2 3.2.4	3.3.2	3.4.2 3.4.1		
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Pracial / Professional Skills • G.T.S. : General and Transferable Skills 				

7-List of Books and References

Essential Text Books	David F. Groebner (et.al.), Business Statistics: A Decision-Making Approach International Edition, Pearson Education, Ninth Edition, 2014.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Applied Statistics for Business and Economics. Robert M. Leekley . CRC press 2014.
Online Web Sites	1- Egyptian Knowledge Bank https://www.ekb.eg/ar
Others (Specify)	

8 - Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√

Facility	Lecture	Lab	Admin
Learning Management System (Moodle)		√	
Software Packages			

9-Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism.

Course Instructor: Abd-Elnaser Saad

Department Head: Ahmed Salama

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Public Administration Theory	Course Code: PAD 200	Prerequisite: PAD 101
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	Public administration has developed more systematic patterns of inquiry about the substance of public organization behavior, public management, and public policy implementation. Students in this course learn about classical and contemporary theories and practices. They explore theories or approaches that are most promising as well as influential. The course sets out a detailed description of key theories in contemporary public administration and thus improves the reliability of knowledge and understanding of public administration. Theories like the politics - administration dichotomy, political control of bureaucracy, governance as well as public management are discussed and debated. In addition, students understand different forms of contracting, administrative operations, restructuring, efficiency and effectiveness and total quality control in public administration.
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4-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Identify different models and theories of public administration.</p> <p>3.1.2 Characterize the relation between politics and administration.</p> <p>3.1.3 Explain political control over administration.</p> <p>3.1.4 Discuss the role of administrators in policymaking</p>
3.2)Intellectual Skills:	<p>3.2.1 Analyze decision-making rationale.</p> <p>3.2.2 Criticize the relationship between politics and bureaucracy</p>
3.3)Professional and Practical Skills:	<p>3.3.1 Analyze the role of administration in policy-making.</p> <p>3.3.2 Interpret different managerial practices.</p> <p>3.3.3 Apply public management concepts and theories on case studies.</p> <p>3.3.4 Debate whether bureaucracies are out of control.</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Communicate effectively in a group.</p> <p>3.4.2 Participate in debates and simulation</p>

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials first week	1	3.1.1			3.4.1
2	Theories of the politics administration dichotomy	6 hrs	2 hrs	2-3	3.1.1 3.1.2	3.2.1	3.3.1	
3	Theories political control of	6 hrs	4 hrs	4-5	3.1.3	3.2.2	3.3.3	

	bureaucracy and governance						3.3.4	
4	Theories of Public Management, contracting, administrative operations	6 hrs	2 hrs	6+7	3.1.2	3.2.1 3.2.2	3.3.2 3.3.3	3.4.1
5	Midterm Exam			8				
6	Postmodern Theory, efficiency and effectiveness	6 hrs	4hrs	9+10 +11	3.1.3	3.2.1	3.3.3	
7	Decision Theory, and total quality control in public administration	6hrs	4hr	12-13	3.1.4	3.2.1 3.2.2	3.3.2	3.4.2
8	Research Presentations	3 hrs	2hr	14			3.3.1	3.4.1 3.4.2
9	Final exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials					
3	Practical Lab Sessions	×	×	×	×	×
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars					
6	Case Studies	×		×	×	×

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes	×	×	×			30	
4	Assignments	×	×	×				
5	Presentations	×	×	×				
6	Individual Projects							
7	Research and Reporting	×	×	×	×	×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation and Attendance)	×						
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

8- List of Books and References:

Essential Text Books	Frederickson, H. George and Kevin B. Smith, The Public Administration Theory Primer, Colorado: Westview Press, 2011.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Laurence E. Lynn, Jr., New Frontiers of Public Administration: The Practice of Theory and the Theory of Practice, Political Science & Politics, American Political Science Association, 2008. URL: https://www.apsanet.org/imgtest/PSJan08Lynn.pdf
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	Chris Ansell and Alison Gash, Collaborative Governance in Theory and Practice, Journal of Public Administration Research and Theory, Oxford University Press, Issue No. 18, 2007 (543-571). URL: http://sites.duke.edu/niou/files/2011/05/Ansell-and-Gash-Collaborative-Governance-in-Theory-and-Practice.pdf

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		

Facility	Lecture	Lab	Admin
Software Packages			

10- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Hanan Rezk

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Human Resource Management	Course Code: PAD 202	Prerequisite: PAD 101
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course focuses on the management of human resources practices; highlighting effective tools and methods that positively contribute to the basic success measures of the organization performance. This course seeks to provide students with required skills and tools for managing human resources in different types of organizations: governmental, nongovernmental, public, private, national as well as international. Topics like HR planning, recruitment and selection systems, training and development, performance management, promotion schemes, rewarding and incentive systems in organizational setting are on the top of this course priorities. Students get to understand how HR management practices in real-life organizations through application on case studies and field researches.
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Define human resource management and explain how HRM contributes to an organization's performance. 3.1.2 Identify the responsibilities of human resource departments. 3.1.3 Describe trends in the labor force composition and how they affect human resource management. 3.1.4 Explain how work flow is related to an organization's success. 3.1.5 Identify the elements of the selection process. 3.1.6 Define ways to measure the success of a selection method.
3.2)Intellectual Skills:	3.2.1 Determine how to plan an effective training program. 3.2.2 Critically analyze case studies on HR practices 3.2.3 Create solutions to problems related to HR responsibilities in the workplace.
3.3)Professional and Practical Skills:	3.3.1 Assess HR practices in Egypt. 3.3.2 Apply HR theories to practical cases in Egypt and internationally. 3.3.3 Interpret the activities involved in performance management. 3.3.4 Examine how to plan for human resources needed to carry out the organization's strategy. 3.3.5 Distinguish different ethical practices at workplace.
3.4) General and Transferrable Skills:	3.4.1 Communicate effectively in a group. 3.4.2 Provide tools to collect information. 3.4.3 Conduct interviews. inquiry-based approach to get data and information.

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials first week	1	3.1.1 3.1.2			
2	Managing Human Resources: a. Define HRM b. HR planning Human Resources & Company Performance c. Recruitment and selection systems d. Training and development. e. Performance management, promotion schemes	3 hrs	2 hrs	2	3.1.4 3.3.1	3.2.1 3.2.2	3.3.1 3.3.5	3.4.2 3.4.3
3	Trends in Human Resource Management: a. Change in Labor Force b. High Performance Work System c. Focus on Strategy d. Technological Change in HRM e. Change in the Employment Relationship	3 hrs	2 hrs	3	3.1.5 3.1.6	3.2.1	3.3.2 3.3.4	3.4.1 3.4.2
4	Job Analysis	3 hrs	2 hrs	4	3.1.5		3.3.4	3.4.1

5	Job Design HR Planning	3 hrs	2 hrs	5	3.1.1	3.2.2	3.3.3	3.4.1
6	HR management practices in real-life organizations	3 hrs	2 hrs	6	3.1.2	3.2.1	3.3.2	3.4.2
7	Mid-term Exam			7				
8	2 Recruiting Human Resources	3 hrs	2 hrs	8	3.1.2	3.2.2	3.3.2	3.4.2
9	Selection Process	3 hrs	2 hrs	9	3.1.4	3.2.1	3.3.4	3.4.1
10	Training: a. Training linked to organization's needs b. Training methods c. Implementing the training program	3 hrs	2 hrs	11	3.1.3 3.1.5	3.2.3	3.3.2 3.3.3	3.4.2 3.4.1
11	Performance Management: Rewarding and incentive systems in organizational a. Purposes of Performance Management b. Criteria for Effective Performance Management c. Methods for Measuring Performance d. Sources of Performance Information e. Errors in Performance Measurements f. Performance Feedback & Finding Solutions	6 hrs	2 hrs	12-13	3.1.2 3.1.5 3.1.6	3.2.1 3.2.2	3.3.1 3.3.3	3.4.1 3.4.2

	for Performance Problems							
12	Research Presentations	3 hrs	2 hrs	14	3.1.1	3.2.1	3.3.1	3.4.1
13	Final exam		2 hrs	15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×		×	
2	Tutorials	×	×	×		
3	Practical Lab Sessions	×		×	×	
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×			×	×
5	Seminars	×		×		×
6	Case Studies	×	×	×		×
7	Problem Solving	×	×	×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

7- Assessment Methods, Schedule and Grade Distribution:

No	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			7	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes	×	×	×				30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×		×			
6	Individual Projects	×	×			×			
7	Research and Reporting								
8	Team Work Projects	×		×		×			
9	Practical Exam								
10	Others (Participation, attendance)	×							
<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 				<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 					

8- List of Books and References:

Essential Text Books	Raymond A. Noe (et. al.), Fundamentals of Human Resource Management. 5 th Edition, New York: McGraw – Hill, 2013.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> • J. A. Buford and Lindner, J.R., Human Resource Management in Local Government: Concepts and Applications for HRM Students and Practitioners, 1st Edition, South-Western College Pub, Cincinnati, Ohio, 2002 . • Nicolas A. Valcik and Teodoro J. Benavides, Practical Human Resources for Public Managers: A Case Study Approach, CRC Press-

	<p>Taylor and Francis Group LLC, US, 2011</p> <ul style="list-style-type: none"> • Stephen Bach, HR and New Approaches to Public Sector Management: Improving HRM Capacity, Workshop on Global Health Workforce Strategy, World Health Organization: Department of Organization of Health Services Delivery, Geneva, Switzerland, 2001. URL: http://www.who.int/hrh/en/Improving_hrm_capacity.pdf
Online Web Sites	<p>Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb</p> <p>FUE E- Library https://www.fue.edu.eg/library/</p> <p>Cincinnati university library :https://www.libraries.uc.edu/</p>
Others (Specify)	<ul style="list-style-type: none"> • Benjamin J. Inyang, A Case for Performance Management in the Public Sector in Nigeria, International Journal of Business and Management, Vol. 4, No. 4, April 2009 (98-105). • URL: http://ccsenet.org/journal/index.php/ijbm/article/viewFile/1182/1135 • Fayza Z., A Case Study of Human Resource Practices in a Public Sector Silk Factory in Kashmir, International Journal of Business and Management Invention, Vol. I, No. 1, December 2012 (56-64). URL: http://www.ijbmi.org/papers/Vol%281%291/F115664.pdf

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√

Facility	Lecture	Lab	Admin
Learning Management System (Moodle)		√	
Software Packages			

10- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Salwa Thabet & Dr. Hanan Rezk – TA/Salma Shawky

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Comparative Local Systems	Course Code: PAD 203	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course introduces concepts of local systems, local government and local administration. It presents a comparative analysis of different local government systems to show their advantages and disadvantages. In addition, students in this course overview local government reforms in some developed countries to provide them with insights on the factors that have driven local government reforms and the effects of those reforms. Students study the contemporary trends in administrative decentralization. The course also describes the structure, funding functions and problems of local government in some selected countries with important application of local systems' problems and development in Egypt.
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and	3.1.1 Identify the relationship between control and local government
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Understanding:	<p>3.1.2 Define important concept such as local systems, local</p> <p>3.1.3 governance, and local administration, government accountability and responsiveness</p> <p>3.1.4 Learn the key peculiarities, structure, functions and problems of local governments.</p> <p>3.1.5 Observe the contemporary trend in administrative decentralization</p> <p>3.1.6 Investigate the concepts of "Reinventing the government" and " the new public management" from various case studies</p> <p>3.1.7 Identify funding functions of local systems and their problems in selected countries.</p>
3.2)Intellectual Skills:	<p>3.2.1 Compare different local administration reform efforts and the lessons learned from each case</p> <p>3.2.2 Distinguish between different local systems in developing and developed countries</p> <p>3.2.3 Analyze important problems facing local government in Egypt</p> <p>3.2.4 Examine major factors driving local government reforms</p> <p>3.2.5 Classify different effects of reform efforts in developing countries</p>
3.3)Professional and Practical Skills:	<p>3.3.1 Critically assess the advantages and disadvantages of different local systems.</p> <p>3.3.2 Apply introduced knowledge to propose effective procedures to serve local citizens better</p> <p>3.3.3 Report new elements that should be integrated in future reform plans drawing from the contemporary trends in administrative decentralization</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Communicate effectively in a group</p> <p>3.4.2 Develop analytical thinking skills</p>

4- Program Intended Learning Outcomes (ILOS) by Code:

Program Intended Learning Outcomes (ILOS) by Code			
Knowledge and Understanding	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
2.1.1	2.2.2	2.3.4	2.4.2
2.1.2	2.2.6	2.3.8	2.4.3
2.1.8			

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Conceptual Analysis of Local Government: Justification, purpose.	3 hrs	No tutorials first week	1	3.1.1 3.1.4 3.1.5	3.2.1	3.3.3	
2	The objectives of Decentralization, Environmental Conditions for the development of Local Government.	3 hrs	1.5 hrs	2	3.1.2	3.2.2	3.3.2	3.4.2
3	Decentralization, Governance and Democracy and the Structure of Local Government.	3 hrs	1.5 hrs	3	3.1.3 3.1.5	3.2.3	3.3.2	
4	-A framework for Comparing Local -Governance Local System in France	3 hrs	1.5 hrs	4	3.1.4 3.1.6	3.2.3	3.3.1	3.4.1
5	structure, funding functions and problems of local government: Local Systems in Britain and China c.Types of policies d.Sources of bureaucratic power)	3 hrs	1.5 hrs	5	3.1.5	3.2.1	3.3.1	3.4.2
7	Local System in the US	6 hrs	1.5 hrs	6+7	3.1.6			3.4.1
6	Midterm Exam			8				

8	Local System in Egypt, Structure, Process, and the Challenges of Reform	6 hrs		9+10-11	3.1.3	3.2.5	3.3.3	3.4.1
9	Local Administration Reform and Development Administration. New Public Administration and relevant concepts on Reinvention of Government, Accountability, Responsiveness.	3 hrs	1.5 hrs	12-14	3.1.5 3.1.6 3.1.7	3.2.4	3.3.2	3.4.2
10	Final exam			15				
Total Number of Teaching Weeks: 15								
**	<ul style="list-style-type: none"> K.U.: Knowledge and understanding I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> P.P.S: Practical/Professional skills G.T.S: General and Transferable Skills 			

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials	×	×	×	×	
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars					
6	Case Studies	×	×	×	×	
7	Problem Solving					
8	Others (Specify)					
**	• K.U. :Knowledge and Understanding			• P.P.S.: Practical / Professional Skills		

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
	<ul style="list-style-type: none"> • I.S. :Intellectual Skills 		<ul style="list-style-type: none"> • G.T.S. : General and Transferable Skills 			

8- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	× ×	× ×			8	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes	×	×	×		×			
4	Assignments	×							
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting	×	×	×		×			
8	Team Work Projects								
9	Practical Exam	×		×	×				
10	Others (Participation)	×							
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

9- List of Books and References:

Essential Text	N/A
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Books	
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> ○ Freed Harold Alderfer, Local Government in Developing Countries, New York: McGraw-Hill, 1964. ○ Royston Greenwood, "Changing Patterns of Budgeting in English Local Government", Public Administration, Vol. 61 summer 1983 (149-168). ○ Ferrel Heady, Public Administration: A Comparative Perspective. Florida: Taylor and Francis, 2001. ○ Samuel Humes, Local Governance and National Power. New York: Harvester Wheatsheaf, 1991. ○ Jamil E Jreisat, "Comparative Public Administration and Africa", International Review of Administrative Sciences, Vol. 76, No.4, 2010, (612–631). ○ Jamil E Jreisat, Comparative Public Administration and Policy, Colorado: Westview Press, 2002. ○ Linda Keen, Local Government Management: The Rhetoric and Reality of Change, Open University Press, 1998. ○ Desmond S. King and Jon Pierre (ed), Challenges to Local Government, London: Newbury Park: Sage Publications, 1990. ○ A.F. Leemans, Changing Patterns of Local Government, The Hague: International Union of Local Authorities, 1970. ○ James Mayfield, Local Government in Egypt, Cairo: The American University in Cairo Press, 1996. ○ Mick Moore, "Revenues, State Formation, and the Quality of Governance in Developing Countries," International Political Science Review / Revue internationale de science politique, Vol. 25, No. 3, The Nation-State and Globalization: Changing Roles and Functions. Les États nations et la globalisation: Roles et fonctions en mutation, Jul., 2004, (297-319). ○ Alan Norton, International Handbook of Local and Regional Government: A Comparative Analysis of Advanced Democracies. Aldershot, Hants, England; Brookfield, VT: Edward Elgar, 1994. ○ O. P. Dwivedi and Keith M. Henderson, Public Administration in World Perspective, Iowa: Iowa State University Press, 1990. (Chapter 2 Policy Developments and Administrative Changes in the Arab World). ○ Fumihiko Saito, Foundations for Local Governance: Decentralization in Comparative Perspective, Heidelberg: Physica-Verlag, 2008, (Chapter 1 Decentralization and Local Governance: Introduction and Overview). ○ United Nations, Innovations in Governance in the Middle East, North Africa, and Western Balkans. Making Governments Work Better in the Mediterranean Region, Department of Economic and Social Affairs, New York: United Nations Publication, 2007. <p>E. H. Valsan, (ed) Democracy, Decentralization and Development: Selected International Experiences. International Association of schools and Institutes of Administration, 2009.</p>

Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library: https://www.libraries.uc.edu/ The Annals of American Academy, Kjellberg, Francesco, "The Changing Values of Local Government", AAPSS, 540, July 2010, (40-50).
Others (Specify)	Morroe Berger, "Bureaucracy East and West", Administrative Science Quarterly, Vol. 1, No. 4, Mar., 1957, (518-529).

10- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer	√		√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

11- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ayat Abou Seada

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Third	Course Title: Comparative Public Administration	Course Code: PAD 300	Prerequisite: PAD 200
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	The global context, the information revolution, and democratization trends in many parts of the world are reshaping public organizations as tools of governance in modern society. This course presents an analytical approach to critical dimensions of modern governance. The field of comparative public administration has evolved in many directions ranging from the study of administrative inefficiencies, budgeting, public policy, and distribution of government power. In this course, students explore a variety of issues related to public administration systems of countries in a comparative perspective. The topics include: political culture and administration, personnel administration, bureaucratic structures, interactions between political institutions and public bureaucracy, new public management, and planning. Students also learn about the different approaches and theories used in studying the public administration within different environments then explore the application of these theories in a comparative context on case studies.
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

<p>3.1) Knowledge and Understanding:</p>	<p>3.1.1. Recognize the concept of public administration as "modern governance" and its role in the society.</p> <p>3.1.2. Explain the key elements of the public sector.</p> <p>3.1.3 Conclude related concepts such as: administrative inefficiency, budgeting process, public policy, new Public Management, and distribution of government power.</p> <p>3.1.4 Interpret different theories and approaches for studying public administration within different environments.</p> <p>3.1.5 Recognize the empirical nature of CPA.</p> <p>3.1.6 Illustrate the characteristics of an effective strategic model of CPA.</p>
<p>3.2) Intellectual Skills:</p>	<p>3.2.1 Analyze the succeeded models of public administration in an adaptive way that suits the Egyptian society.</p> <p>3.2.2 Evaluate the internal and external environment that affects public administration in various contexts.</p> <p>3.2.3 Compare between public administrations systems in different countries in a comparative perspective.</p>
<p>3.3) Professional and Practical Skills:</p>	<p>3.3.1 Apply knowledge to deal with the different types of societal problems that affect the performance of the administrative apparatus.</p> <p>3.3.2 Construct the vision and objectives of the CPA.</p> <p>3.3.3 Prepare suitable steps for reform and development of the public sector.</p>
<p>3.4) General and Transferrable Skills:</p>	<p>3.4.1 Develop analytical skills.</p> <p>3.4.2 Contribute effectively in a group.</p> <p>3.4.3 Develop communication and presentation skills.</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		We ek No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Public Administration : Political culture and administration	3 hrs	N/A	1	3.1.1	3.2.2	3.3.1	3.4.3
2	Comparative Public Administration : Purpose, Evolution and Scopes	3 hrs	N/A	2	3.1.5	3.2.1	3.3.3	3.4.1
3	Models (Approaches) of CPA & Riggs Model	6 hrs	N/A	3-4	3.1.6	3.2.1	3.3.1	3.4.1
4	Interaction Between political institution & Public bureaucracy & Bureaucratic structure	6 hrs	N/A	5-6+7	3.1.3	3.2.3	3.3.2	3.4.1
5	Midterm Exam			8				
6	Weidner Model for Developed and Developing Countries	3 hrs	N/A	9	3.1.2	3.2.3	3.3.1	3.4.2
7	New Public Management & Planning	6 hrs	N/A	10-11	3.1.4	3.2.1	3.3.2	3.4.1
8	Case Studies	6 hrs	N/A	12-13	3.1.2	3.2.2	3.3.1	3.4.1

9	Students' Presentations	3 hrs	N/A	14	3.1.3	3.2.2	3.3.2	3.4.3
	Final Exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %		
			K.U.	I.S.	P.P.S.	G.T.S.				
1	Midterm Exam (s)	×	×	×			8	30		
2	Final Exam	×	×	×			15	40		
3	Quizzes							30		
4	Assignments	×	×	×	×	×				
5	Presentations	×	×	×	×	×				
6	Individual Projects									
7	Research and Reporting									
8	Team Work Projects	×	×	×	×	×				
9	Practical Exam									
10	Others (Participation)	×								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 						

7- List of Books and References:

Essential Text Books	Jamil E. Jreisat, Comparative Public Administration. Westview Press, Co., 2002.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	N/A
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library

	UC Libraries https://libraries.uc.edu/
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Course Instructor: Dr. Hanan Rezk

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Public Policy Analysis	Course Code: PAD 301	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course focuses on the concepts and practices in public policy analysis and its relationship with the relevant and interrelated disciplines. It presents the different phases of policy process starting from problem recognition, policy formulation, implementation, evaluation and feedback impact. In addition, it sets out the different roles of both official and non-official actors in policy-making. Qualitative as well as some quantitative analytical tools widely applied in evaluating public policies are covered in this course. Through case studies and simulation games, students learn how to apply public policy analysis approach on real-life multifaceted public issues. Students are trained to produce policy papers and policy briefs as these are considered to be effective tools to reach out for policy-makers.
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4- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Identify public policy-making process. 3.1.2 Define policy issues accurately. 3.1.3 Distinguish different state and non-state actors in policymaking. 3.1.4 Explain public policy system.
3.2) Intellectual Skills:	3.2.1 Analyze public policy process rationale. 3.2.2 Criticize policy issues. 3.2.3 Develop creative optimal alternative solutions for policy problems.
3.3) Professional and Practical Skills:	3.3.1 Describe public policy dynamic environment. 3.3.2 Use different methods and tools to create and analyze policy-relevant information. 3.3.3 Apply a proactive approach to prevent problems. 3.3.4 Engage effectively in policy-making. 3.3.5 Present and weigh conflicting interests. 3.3.6 Make decisions conforming to the political reality
3.4) General and Transferrable Skills:	3.4.1 Communicate effectively in a group. 3.4.2 Contribute in developing structured tools to collect information. 3.4.3 Recognize scientific tools to analyze data. 3.4.4 Provide soft skills through simulation and role playing.

5- Course Content:

	Main Topic	Credit Hours:3 hrs		We ek No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	N/A	1	3.1.4			
2	Introducing the Policy Process	3 hrs	N/A	2	3.1.1	3.2.1		

3	Elements of the Policy-Making System	3 hrs	N/A	3	3.1.1	3.2.1	3.3.4	3.4.3
4	Role of Official Actors in Public Policy	3 hrs	N/A	4	3.1.3	3.2.2	3.3.1	3.4.3
5	Role of Unofficial Actors in Public Policy	3 hrs	N/A	5	3.1.3	3.2.2	3.3.1	3.4.3
6	Agenda Setting	3 hrs	N/A	6	3.1.1	3.2.1	3.3.4	3.4.1
7	Midterm Exam			7				
8	Policy Types, Policy Design and Decisions	3 hrs	N/A	8	3.1.2	3.2.2	3.3.2	3.4.3
9	Public Policy in International Organizations	3 hrs	N/A	9	3.1.4	3.2.1	3.3.2	3.4.2
10	Policy Implementation	3 hrs	N/A	10	3.1.1	3.2.1	3.3.6	3.4.1
11	Public Oversight and Evaluation	3 hrs	N/A	11	3.2.1	3.2.3	3.3.3	3.4.4
12	Policy Papers	3 hrs	N/A	12	3.1.4	3.2.1	3.3.3	3.4.2

13	Policy Briefs	3 hrs	N/A	13			
14	Policy Advocacy and New Social Media	3 hrs		14			
15	Final exam			15			
Total Number of Teaching Weeks:12							
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		×	7	30
2	Final Exam	×	×	×		×	15	40
3	Quizzes	×	×	×	×	×		30
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting							
8	Team Work Projects	×	×	×	×	×		
9	Practical Exam	×		×				
10	Others (Participation and Attendance)							
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

8- List of Books and References:

Essential Text Books	Thomas Birkland, An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making, 3 rd Edition, M.E. Sharpe, 2011.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended	William N. Dunn, Public Policy Analysis: An Introduction, 4th Edition,

Books	Prentice Hall, 2007.
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	N/A

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages	N/A		

10- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Salwa Thabet & Dr. Nahed Arnoos

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior (3 th)	Course Title: Organization & Organizational Behavior	Course Code: PAD 302	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This course is an analysis of human work behavior at the individual, interpersonal, team and organizational levels. It is a foundation course in individual and group behavior in organizations. It emphasizes on the development of interpersonal competencies to allow individuals to effectively work as professionals and managers in rapidly changing, diverse, team-oriented and technologically integrated global environment. This course trains students to design different organizational structures to different types of organizations with considering the factors that affect the process. It also pays an attention to the concept of authority and its patterns. It provides tools to understand and evaluate organizational behavior in accordance with three levels of analysis: individual, group and organizational processes. In addition, it emphasizes the difference between the authority and the responsibility. Topics covered included: personality and attitude, perception, motivation, leadership, communication, conflict, change, stress management, job and organization design, ethics, and decision making. It emphasizes how</p>
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	managers could utilize OB principles and techniques to achieve organizational effectiveness.
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Illustrating the challenges and opportunities for organizational behavior.</p> <p>3.1.2 Giving examples of improving quality and productivity through organizational behavior.</p> <p>3.1.3 Interpreting the foundations of organization structure.</p> <p>3.1.4 Explain the foundations of organization structure</p>
3.2) Intellectual Skills:	<p>3.2.1 Analyze Personality and value.</p> <p>3.2.2 Classify emotions and moods.</p> <p>3.2.3 Evaluate communication.</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Display the foundations behavior, and interpret the various aspects affecting individual; group and organizational behavior.</p> <p>3.3.2 Demonstrate motivation concepts and their usages.</p> <p>3.3.3 Evaluate leadership in the organization, and recognize the basic approaches & theories.</p> <p>3.3.4 Modify organizational change and development as well as their stimulants.</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Contribute effectively in a group.</p> <p>3.4.2 Develop interpersonal skills and able to create a positive environment at workplace.</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials first week	1	3.1.4	3.2.1	3.3.1	3.4.2
2	Introduction to OB	3 hrs	N/A	2	3.1.3	3.2.2	3.3.4	3.4.2
3	Diversity in Organizations	3 hrs	N/A	3	3.1.3	3.2.1	3.3.4	3.4.1
4	Personality and Value	3 hrs	N/A	5	3.1.1	3.2.1	3.3.1	3.4.2
5	Motivation Concepts (Authority) & Applications	3 hrs	N/A	6	3.1.4	3.2.2	3.3.1	3.4.1
6	Emotions and Moods	3 hrs	N/A	8	3.1.2	3.2.2	3.3.2	3.4.1
7	Midterm Exam			7				
8	Group & Individual Behavior	3 hrs	N/A	9	3.1.1	3.2.3	3.3.1	3.4.1
9	Understanding Work Teams	3 hrs	N/A	10	3.1.3	3.2.3	3.3.1	3.4.1

10	Communication & Stress management	3 hrs	N/A	11	3.1.3	3.2.3	3.3.4	3.4.1
11	Leadership & Decision Making	3 hrs	N/A	12	3.1.4	3.2.2	3.3.3	3.4.1
13	Foundation of Organization Structure & Organization design	3 hrs	N/A	13	3.1.4	3.2.3	3.3.4	3.4.2
14	Organizational Culture	3 hrs	N/A	14	3.1.1	3.2.1	3.3.1	3.4.2
15	Final exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×			8	30
2	Final Exam	×	×	×			15	40
3	Quizzes							30
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	×						
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
	• I.S.	Intellectual Skills						

7- List of Books and References:

Essential Text Books	Stephen P. Robbins and Timothy A. Judge. Organizational Behavior, 14th Edition, Pearson Higher Education, 2010.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Edwin A. Locke (ed), Handbook of Principles of Organizational Behavior, 2nd Edition, John Wiley & Sons, Ltd, United Kingdom, 2009. URL: http://robertdaigle.com/wp-content/uploads/2011/10/Organization-Behavior-Textbook.pdf
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√

Facility	Lecture	Admin
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Prof. Sherifa Sherif

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior (3 th)	Course title: Local Development	Course Code: PAD 303	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This course presents the world – wide used approaches to develop a local society on political, economic, and social levels. It also emphasizes the evolution of sustainable development and how it is applied by local government. It discusses the local agenda 21 as a global action plan for sustainable development and the characteristics of institutions involved in the process, and how to strategically plan and determine necessary policies for its application. It provides analysis of the different forms as well of decentralization and the character of the Egyptian local development</p>
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Describe and show understanding of sustainable local development.</p> <p>3.1.2 Conclude steps needed to form a strategic framework for local sustainable development.</p> <p>3.1.3 Explain how to formulate convenient policies and strategies for local development.</p> <p>3.1.4 Illustrating to which extend Egypt is applying local development agenda</p>
3.2) Intellectual Skills:	<p>3.2.1 Identify the importance of applying sustainable development globally.</p> <p>3.2.2 Analyze the sustainable development planning approach by local governments.</p> <p>3.2.3 Recognize the mechanism for applying decentralization.</p> <p>3.2.4 Identify different problems in implementing local development in Egypt and suggest solutions.</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Apply knowledge about sustainable local development to real life situations.</p> <p>3.3.2 Prepare strategic plan for sustainable development and determine necessary policies.</p> <p>3.3.3 Illustrate different forms of decentralization and recommend solutions to the Egyptian case.</p> <p>3.3.4 Construct policies and strategies for local development in Egypt.</p> <p>3.3.5 Uses practical solutions for obstacles to local development in different experiences and the Egyptian experience in specific</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Recognize how to develop ideas and implement strategies.</p> <p>3.4.2 Recognize how to exchange information and share meanings with others</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S	P.P.S.	G.T.S.

1	Introductory lecture and course outline of local development concept	3 hrs	No tutorials first week	1	3.1.1	3.2.1	3.3.1	3.4.1
2	Sustainable Local Development	6 hrs	N/A	2	3.1.1	3.2.2	3.3.2	3.4.1
3	Goals & Objectives of Local Development	6 hrs	N/A	3-4	3.1.3	3.2.1	3.3.2	3.4.2
4	the characteristics of the institutions involved in the process of local development	3 hrs	N/A	5	3.1.2	3.2.2	3.3.2	3.4.1
5	The Mechanism for Applying Decentralization	3 hrs	N/A	6+7	3.1.3	3.2.3	3.3.1	3.4.2
	Midterm			8				
6	Action Planning	3 hrs	N/A	9	3.1.2	3.2.1	3.3.4	3.4.2
7	Implementation	3 hrs	N/A	10	3.1.3	3.2.4	3.3.4	3.4.1
8	Monitoring and Evaluation	3 hrs	N/A	11	3.1.4	3.2.3	3.3.4	3.4.2
9	Strategic plan for sustainable local development	3 hrs	N/A	12	3.1.4	3.2.4	3.3.1	3.4.1
10	Local Development in Egypt	6 hrs	N/A	13	3.1.4	3.2.4	3.3.5	3.4.1
	Papers' Presentations	3 hrs		14	3.1.4	3.2.4	3.3.5	3.4.1
	Final Exam			15				

	Total Number of Teaching Weeks:12		
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		×	7	30
2	Final Exam	×	×	×		×	15	40
3	Quizzes							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
4	Assignments	×	×	×	×	×	30	
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	×						
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	N/A
Course Notes	<ul style="list-style-type: none"> • Sustainable local development agenda 21 for local development, UN, 1992. • Introduction to Sustainable Development: SD Gateway • http://www.sdgateway.net/introsd • Mary Pattenden, "Global Implementation of Local Agenda 21", International Council for Local Environmental Initiatives, • http://www.cardinalgoup.ca/nua/aif/aif03.htm • UNDP/ICLUI, The Role of Local Authorities in Sustainable Development, New York, April, 1995. • http://www.un.org/documents/ecosoc/cn17/1997/background/ecn171997-1.rpt1.htm • United Nations, Arab Republic of Egypt, Public Administration Country Profile, Division for Public Administration and Development Management (PADM), and Department of Economics and Social Affairs (DESA), February 2004. • Other handouts and readings as assigned

Extra Recommended Books	N/A
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ayat Abou Saeda

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior (3 th)	Course Title: Public Administration and politics in Egypt	Course Code: PAD 304	Prerequisite: PAD 200
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course explores the relationship between political and administrative systems in Egypt. It also emphasizes historical evolution of political administrative institutions as well as focuses on interactions between politics and administration in the context of the changing role of the state. It discusses the characteristics of the Egyptian regime and analytically investigates its impact on public administration. Students learn relevant requirements for raising the efficiency of the administrative system.
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2- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Recognize and show understanding of the relation between politics and administration. 3.1.2 Identify the public administration institutions as the accomplishing side of the Egyptian government. 3.1.3 Describe the Egyptian public administration within the context of its four major frames (political, legal, managerial, and occupational) 3.1.4 Identify key functions of the personnel management in the Egyptian public sector.
3.2) Intellectual Skills:	3.2.1 Analyze the principle features of Egypt's public administration profile. 3.2.2 Investigate the Egyptian local administration system and the concept of decentralization. 3.2.3 Examine different problems facing public administrators and apply scientific approaches to formulate proper solutions. 3.2.4 Analyze the budgeting process in Egypt.
3.3) Professional and Practical Skills:	3.3.1 Apply essential knowledge about productivity improvement in the Egyptian public sector to real life situations. 3.3.2 Evaluate the Egyptian government's recent efforts towards the application of contemporary concepts in public administration such as good governance and E-government. 3.3.3 Critically assess recent efforts of the Egyptian government to fight "corruption" and the main ethical concerns as they relate to the public administration in Egypt.
3.4) General and Transferrable Skills:	3.4.1 Learn how to manage time effectively 3.4.2 Communicate effectively in a group

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	1.The Relationship between Politics and Administration	3 hrs	N/A	1	3.1.1	3.2.2	3.3.3	3.4.1
2	2.Political Factors Affecting Public Administration	63hrs	N/A	2	3.1.2	3.2.1	3.3.1	3.4.2
3	3.Egypt's Public Administrative Profile	6 hrs	N/A	3-4	3.1.4	3.2.3	3.3.2	3.4.1
5	4.Budgeting Process in Egypt	3 hrs	N/A	5	3.1.2	3.2.2	3.3.1	3.4.2
6	5.Local Administration and Decentralization in Egypt	6 hrs	N/A	6+7	3.1.3	3.2.2	3.3.1	3.4.2
4	1 st Midterm Exam			8				
7	6.Evolution of Public Personnel Management in Egypt	3 hrs	N/A	9	3.1.1	3.2.1	3.3.2	3.4.1
8	7.Leadership in Egyptian Public Organizations	3 hrs	N/A	10	3.1.3	3.2.1	3.3.2	3.4.1
9	8.Public Administration and Contemporary issues related to Egyptian	6 hrs	N/A	11-12	3.1.3	3.2.2	3.3.1	3.4.2

Government Performance								
10.Ethic and Public Administration in Egypt	3 hr	N/A	13					
Final Exam			14	3.1.3	3.2.1	3.3.1	3.4.1	
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			8	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes							30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting	×	×	×		×			
8	Team Work Projects	×	×	×	×	×			
9	Practical Exam								
10	Others (Participation)	×							
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	N/A
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	N/A
Online Web Sites	N/A

Others (Specify)	N/A
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8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Amr Sukkar

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Public Projects Management and Organization	Course Code: PAD 400	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>There are powerful environmental forces contributing to the rapid expansion of project management approaches to problems and opportunities. This course focuses on providing students with the mechanisms and tools for effective project management through its four main phases: defining, planning, executing, and delivering. The course covers a wide range of public project management related topics: public projects selecting and prioritizing, initiation, set-up, design, feasibility studies, economic and fiscal impact, implementation, and evaluation. In addition, the course displays domestic and international cases of public projects for students to apply theory into practice.</p> <p>Course Goals:</p> <ul style="list-style-type: none"> • Provide an overview of the role of project manager and his/her interaction with the organization and different teams. • Establish strong understanding of putting
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	<p>together the different components of a project.</p> <ul style="list-style-type: none"> • Cover the major aspects of project control and closure.
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Identify the meaning and characteristics of a project.</p> <p>3.1.2 Recognize major aspects related to project planning.</p> <p>3.1.3 Describe the role of the project manager within the organization</p>
3.2) Intellectual Skills:	<p>3.1.4 Determine the detailed aspects of the complete cycle of the project.</p> <p>3.1.5 Criticize inspect conflicts facing project manager</p> <p>3.1.6 Analyze major steps needed to successfully manage the project till its end</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Apply the knowledge to put together a complete project plan.</p> <p>3.3.2 Assess the challenges that face the project manager within the organization as well as with the external stakeholders.</p> <p>3.3.3 Design the life cycle of a project</p> <p>3.3.4 Sketch a project activity schedule</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Contribute as a member of a team</p> <p>3.4.2 Develop self-learning and develop personal and leadership skills</p> <p>3.4.3 Recognize how to manage time effectively</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introduction: Projects in Contemporary Organizations	3 hrs	No tutorials first week	1	3.1.1	3.2.1		
2	Selecting Projects Strategically	3 hrs	N/A	2	3.1.2	3.2.1	3.3.1	3.4.2
3	prioritizing, initiation, set-up, design, feasibility studies, economic and fiscal impact, implementation, and evaluation.	6 hrs	2 hrs	4-6 +7	3.1.2	3.2.1	3.3.1	3.4.2
4	Midterm Exam			8				
5		6 hrs	2 hrs	8-9	3.1.2	3.2.1	3.3.1	3.4.2
6	??	6 hrs	2 hrs	10-12	3.1.2	3.2.1	3.3.1	3.4.2
7		3 hrs	1 hr	13	3.1.2	3.2.1	3.3.1	3.4.2
8		3 hrs	1 hr	14	3.1.2	3.2.1	3.3.1	3.4.2
9	Final exam			15				
Total Number of Teaching Weeks:15								
* *	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		×	7	30
2	Final Exam	×	×	×		×	15	40
3	Quizzes							30
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
	Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects	×	×	×	×	×		
9	Practical Exam							
10	Others (Participation and Attendance)	×						
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Jack R. Meredith and Samuel J. Mantel, Project Management: A Management Approach- Eighth Edition, 2017
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Project Management Body of Knowledge (PMBOK)
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library Cincinnati university library : https://www.libraries.uc.edu
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages	N/A		

9- Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Amr Sukkar

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Public Finance	Course Code: PAD 401	Prerequisite: ECO 301
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course analyzes the role of governments in the economy. It discusses various criteria for estimating public expenditures and various methods of raising required funds. It focuses on issues related to tax administration, public sector management as a source of public revenue, and management of public debt. The course also differentiates between fiscal centralization and decentralization as well as highlighting the Egyptian government budget.
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4- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Understand the main concepts and terms utilized in public budgeting and financial management.</p> <p>3.1.2 Comprehend government role in the economy and the nature of public goods.</p> <p>3.1.3 Recognize alternatives for taxation to finance government expenditures.</p> <p>3.1.4 Realize the problem of increasing public debt and its effects on the economy</p>
3.2) Intellectual Skills:	<p>3.2.1 Analyze and evaluate public budgeting and financial management.</p> <p>3.2.2 Relate public budgeting and financial management issues together.</p> <p>3.2.3 Evaluate the taxation policies and its economic analysis</p>
3.3) Professional and Practical Skills:	<p>3.3.1 Apply analytical explanation in addressing public budgeting and financial management issues.</p> <p>3.3.2 Use Cost-Benefit Analysis as a mean to ration government expenditure and government revenues.</p> <p>3.3.3 Examine the government expenditure policies and the distribution methods.</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Gain computer skills</p> <p>3.4.2 Enhance the usage of technology and management of information</p>

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials	1	3.1.1	3.2.1	3.3.1	3.4.2
2	Concepts of Financial Managing in Government Sector	3 hrs	N/A	2	3.1.3	3.2.2	3.3.1	3.4.2

3	Government Intervention and its Role in the Economy	3hrs	N/A	3	3.1.3	3.2.3	3.3.3	3.4.1
4	Government Expenditure Evaluation and Management	6 hrs	N/A	4-5	3.1.2	3.2.3	3.3.3	3.4.2
5	Tax Evaluation Criteria	3hrs	N/A	6	3.1.3	3.2.3	3.3.2	3.4.2
7	Government Revenues Analysis	3 hrs	N/A	7	3.1.2	3.2.3	3.3.3	3.4.1
6	Midterm Exam			8				
8	Alternative Means of Government Finance	3 hrs	N/A	9	3.1.3	3.2.1	3.3.1	3.4.1
8	Cost –Benefit Analysis	3 hrs	N/A	10	3.1.4	3.2.2	3.3.2	3.4.1
9	Government Budgeting	6 hrs	N/A	11-12	3.1.2	3.2.2	3.3.3	3.4.2
10	Government Debt Management	3 hrs	N/A	13	3.1.2	3.2.1	3.3.1	3.4.2
11	Principles of Financial Decentralization	3 hrs	N/A	14	3.1.1	3.2.2	3.3.3	3.4.2
9	Final exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×			8	30
2	Final Exam	×	×	×			15	40
3	Quizzes							30
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
7	Research and Reporting	×	×	×		×		
8	Team Work Projects	×	×	×	×	×		
9	Practical Exam							
10	Others (Participation and Attendance)	×						
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

8- List of Books and References:

Essential Text Books	David N. Hayman, Public Finance: A Contemporary Application of Theory to Policy, International Edition.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Jon Blondal, The Reform of Public Expenditure Management Systems in OECD Countries.
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb /FUE E- Library https://www.fue.edu.eg/library /Cincinnati university library : https://www.libraries.uc.edu
Others (Specify)	N/A

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages	N/A		

10- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ola Abdul-Monem

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Course Level: Fourth	Course Title: International Public Administration	Course Code: PAD 402	Prerequisite: PAD 300
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	International organizations activities are centered on the study of public administration. An international organization represents a forum of both practical experiences and theoretical analyses of experts in public administration worldwide and from all cultures. The course presents models of international public administration. It is interested in all questions related to contemporary public administration especially at the international level. The course provides students with required skills for executive and managerial careers in international organizations. Students learn administration of international organizations, including developmental activities, personnel for global responsibility, human resource management, effective policy-making, channeling information as well as communication. Students practice and evaluate decision making in different international organization through case studies and simulation games.
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Identify different types of international organizations. 3.1.2 Explain management tools and techniques in international organizations. 3.1.3 Recognize differences in organizational structure, workflow and internal regulations in international organizations. 3.1.4 Identify different reengineering techniques for reforming administrative structure and realize higher efficiency and effectiveness. 3.1.5 Outline the actual functions and behaviors required for effective management of international organizations and employees.
3.2) Intellectual Skills:	3.2.1 Develop the ability to analyze the management of international organizations 3.2.2 Analyze regional and global issues impact on managing international organizations
3.3) Professional and Practical Skills:	3.3.1 Differentiate between the different models of managing the international organizations. 3.3.2 Explain the nature of managing the international organizations. 3.3.3 Analyze different types of global issues that shape the new world management trends in international organization. 3.3.4 Follow international manager's decision making process through the functions of planning, organizing, leading, and controlling employees.
3.4) General and Transferrable Skills:	3.4.1 Communicate effectively in a group. 3.4.2 Distinguish the required skills for executive and managerial careers in international organizations through simulation games. 3.4.3 Develop problem-solving skills in managing international organization.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory Lecture and Course Outline	3 hrs	No tutorials first week	1	3.1.1	3.2.1 3.2.2	3.3.1	
2	Concepts and Orientation	3 hrs		2	3.1.3	3.2.1 3.2.2	3.3.3	3.4.2
3	The Global Issues That Shape the Nature of the International Organizations	3 hrs		3	3.1.3	3.2.1 3.2.2	3.3.1 3.3.2 3.3.3 3.3.4	3.4.3
4	Management of International Organizations (Theories)	3 hrs		4	3.1.4 3.1.5	3.2.1 3.2.2	3.3.3 3.3.4	
5	Management of International Political Organizations	3 hrs		5	3.1.4 3.1.5	3.2.1 3.2.2	3.3.1 3.3.2	
6	Management of International Economic Organizations (IMF, World Bank and World Trade Organizations)	3 hrs		6+7		3.2.1 3.2.2	3.3.1 3.3.2 3.3.3 3.3.4	
7	Midterm Exam			8				

8	The Required Skills for Executive and Managerial Careers in International Organizations	3 hrs		9	3.1.3 3.1.4 3.1.5	3.2.1 3.2.2	3.3.1 3.3.3	3.4.3
9	Communication and Networking for International Organizations	3 hrs		10	3.1.3 3.1.4 3.1.5	3.2.1 3.2.2	3.3.1 3.3.2 3.3.3	3.4.1
10	Evaluation of Decision Making in Different International Organizations Through Case Studies and Simulation Games	3 hrs		11-12	3.1.3 3.1.4 3.1.5	3.2.1 3.2.2	3.3.1 3.3.2	3.4.2
11	Administrative Reform in the International Organizations	3 hrs		13	3.1.3 3.1.4 3.1.5	3.2.1 3.2.2	3.3.1 3.3.2 3.3.3 3.3.4	
12	Papers Presentations	3 hrs		14				3.4.1 3.4.2 3.4.3
13	Final Exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving					
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		9	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes						30	
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
7	Research and Reporting	×	×	×		×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)							
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Jack R. Meredith and Samuel J. Mantel, Project Management: A Management Approach- Eighth Edition, 2017
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Project Management Body of Knowledge (PMBOK)
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages	N/A		

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Hanan Kofo

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Ethics of Public Service	Course Code: PAD 403	Prerequisite: PAD 301
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This course explores public service ethics as an applied discipline. It introduces students to historical traditions, relativism, teleology, deontology, intuitionism, and virtue theory. The course equips students with a set of rules, values and skills public servants and policy makers should have to take the right action in a particular situation. Students explore competing obligations that guide political actions inside and outside the government particularly when notions of what is good, just, and legitimate public policy are contested. Students have the opportunity to explore key aspects of professional ethics- conflict of interest, loyalty, duty, subordination. Students get to examine the underlying assumptions behind ethical responsibilities of public officials and government figures in democratic societies. The course further gives attention to the way in which institutional arrangements and reforms promote or inhibit moral choices and anticorruption strategies. It sets out a framework for analyzing ethical issues and making ethical decisions by exposing students to a wide range of case studies to examine different ethical issues from the point of view of various stakeholders.</p>
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Recognize historical traditions of public ethics 3.1.2 Illustrating the nature of conflicts in public administration 3.1.3 Explain the need for ethical codes
3.2) Intellectual Skills:	3.2.1 Analyze critically practical cases in public administration. 3.2.2 Evaluate the frame-work of ethical reforms. Develop a theme of ethical integration
3.3) Professional and Practical Skills:	3.3.1 Apply ethical dilemmas in providing public service. 3.3.2 Investigate issues on confidentiality; historical ethical theories; ethical integration; and ethical reform.
3.4) General and Transferrable Skills:	3.4.1 Develop recent information of current themes of public ethics codes. and reforms 3.4.2 Provide on-line and electronic resources to locate supporting governmental and public administration reports. 3.4.3 Develop article and book reviews.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	1. Introductory Lecture and Course Outline The Real World: Challenges and Ethics in	3 hrs	No tutorials first week	1	3.1.2	3.2.1	3.3.1	3.4.2

	Public Administration							
2	Why the Ethics in the Public Administration is Different from Ethics in the Private Sector?	3 hrs	N/A	2	3.1.1	3.2.1	3.3.2	3.4.1
3	What is Ethics: Historical Traditions: Relativism, Teleology; Deontology; Intuitionism; Virtue Theory; Combining the Great Historical Traditions into Unified Process	6 hrs	N/A	3-4	3.1.1	3.2.2	3.3.2	3.4.3
4	The Real World Revisited: The Unified Ethic; Codes of Ethics and professional Ethics Training; Ethical Energy and Reform		N/A	5	3.1.3	3.2.2	3.3.2	3.4.2
5	Making Choices: Ethical Dilemmas, Ethical Decision; Approaches to Decision Making; Perspectives on Ethical Decision Making	3 hrs	N/A	6+7	3.1.2	3.2.1	3.3.1	3.4.1
6	Midterm Exam			8				
7	Problems that May Arise and How to Analyze Them	6 hrs	N/A	9	3.1.2	3.2.1	3.3.1	3.4.2

8	Addressing Public Ethical Conflict by Means of Unified Ethic	3 hrs	N/A	10-11	3.1.2	3.2.1	3.3.1	3.4.2
9	Leadership Development and Moral Agency in Contemporary Governance	6 hrs	N/A	12-13	3.1.1	3.2.2	3.3.2	3.4.1
10	Perspectives on Contemporary Reform: Reinventing Government and the New Public Management	6 hrs	N/A	14	3.1.1	3.2.2	3.3.1	3.4.3
11	Final Exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×			9	30
2	Final Exam	×	×	×			15	40
3	Quizzes							30
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	×	×			×		
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
			<ul style="list-style-type: none"> I.S. :Intellectual Skills 					

7- List of Books and References:

Essential Text Books	D. Geuras, and C. Garofalo, Practical Ethics in Public Administration, 2nd Edition, Management Concepts, 2005
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> Cox III, W. Raymond (ed), Ethics and Integrity in Public Administration: Concepts and Cases, M. E. Sharpe Inc., 2009. T. W. Bluhm and A. R. Heineman, Ethics and Public Policy: Methods and Cases. Pearson, Prentice Hall, 2007. L. Pasquerella, G. A. Killilea, and M. Vocino (eds), Ethical Dilemmas in Public Administration, Praeger, 1996. Kathryn G. Denhardt, The Ethics of Public Service: Resolving Moral Dilemmas in Public Organizations, Greenwood Press, 1988.
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/
Others (Specify)	Journal of Public Administration and Policy Research http://academicjournals.org/journal/JPAPR/article-abstract/OEAB99617395

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	

Facility	Lecture	Admin
Data>Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ola Abdul-Monem

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Administrative Sociology	Course Code: PAD 408	Prerequisite: PAD 101
Specialization: Public administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course is derived from the idea that administrative sociology has considerably contributed to the development of public administration as a science and in practice. This course focuses on: organizations as social institutions, the relationship between sociology and public administration within the context of contemporary theories that consider human behavior as being dynamic, motivation, conflict, rational decision making, planning and innovation. It provides students with tools developed by sociology in order to understand administrators' decision-making and actions, where students recognize the role of attitudes, values, and goals in determining organization member behavior and organizational effectiveness. Students are exposed to a set of domestic and international case studies that highlight the social aspects of public administration. The development of administrative sociology in the light of the contemporary changes in political, economic, and social captures is a concern through this course as well.
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Illustrating both theoretically and practically all values and their beneficial consequences. 3.1.2 Explain the tools developed by sociology in order to understand administrators' decision-making and actions.
3.2) Intellectual Skills:	3.2.1 Identify a critical knowledge of the way in which administrative theories are formed and developed in intellectual and empirical contexts. 3.2.2 Analyzes how to interpret different case studies.
3.3) Professional and Practical Skills:	3.3.1 Apply the studied theories on any socio-administrative issue. 3.3.2 Recognize the practices of public administration through developing the human behavior.
3.4) General and Transferrable Skills:	3.4.1 Gain confidence and knowing how to work towards solutions. 3.4.2 Develop professional maturity and interpersonal skills.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1.	Relationship between Sociology & Public administration.	3hrs	No tutorials first week	1	3.1.1	3.2.1	3.3.1	3.4.1

2.	Organizations as Human and Social Systems	6hrs	N/A	2-3	3.1.1	3.2.1	3.3.1	3.4.1
3	Decision-Making and Power within Organizations	9hrs	N/A	4-6+7	3.1.2	3.2.1	3.3.1	3.4.1
4				8				
5	Organizations as Open Systems	6hrs	N/A	9	3.1.2	3.2.1 3.2.2	3.3.2	3.4.1
6	Organizations and Society	6hrs	N/A	10-11	3.1.2	3.2.1 3.2.2	3.3.2	3.4.2
7	Democracy and Organizations	3hrs	N/A	12	3.1.2	3.2.1 3.2.2	3.3.2	3.4.2
8	Case studies	3hrs	N/A	13	3.1.2	3.2.2	3.3.1	3.4.1
9	The development of administrative sociology	3hrs	N/A	14	3.1.2	3.2.2	3.3.1	3.4.2
10	Final exam			15				
Total Number of Teaching Weeks:12								

**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills
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5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
2	Final Exam	×	×	×			15	40	
3	Quizzes							30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting	×	×	×		×			
8	Team Work Projects	×	×	×	×	×			
9	Practical Exam								
10	Others (Participation)	×	×			×			
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Blaschke, Steffen. <i>Structures and dynamics of autopoietic organizations: Theory and simulation</i> . Springer Science & Business Media.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Grint Keith, <i>The Sociology of Work: Introduction</i> , Polity Press, UK, 2005. Wisdom in Public Administration: Looking for a Sociology of Wise Practice, <i>Public Administration Review</i> , Vol. 68, No. 4, 2008, pp. 709-721
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar

	FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Amr Sukkar

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification 2019/2020

Future University in Egypt
 Faculty of Economics and Political Science
 Department: Political Science/ Economics/ Public Administration/ Political Mass Media

1- Basic Information			
Course Level: Junior – 3 rd	Course Title: Research Methodology	Course Code: REM 201	Prerequisite:
Specialization: Department of Political Science/ Economics/ Public Administration/ Political Mass Media			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<ul style="list-style-type: none"> • Introduce the different methodological tools that needed to diagnose the political, economic, and social issue. • Develop the research and scientific thinking of students. • Enhance the writing skills. • Teach the citation and integrating ideas. • Learn how to write a research proposal. • Develop the research and learn how to write an academic research paper.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1- Identify complex research issues to communicate their scientific results clearly for peer review. 3.1.2- Describe the scientific and methodological tools.
3.2) Intellectual Skills:	3.2.1- Critically evaluate current research and propose possible alternate directions for further work. 3.2.2- Develop hypothesis and methodology for research.
3.3) Professional and Practical Skills:	3.3.1- Create academic proposal and research paper. 3.3.2- Apply the academic methods on the any political, economic, social issues or any case study.
3.4) General and Transferrable Skills:	3.4.1- Use computers and the Internet. 3.4.2- Work in a team environment. 3.4.3- Translate to and from other languages. 3.4.4- Understand the process of Methodological knowledge and technical know-how. 3.4.5- Gain confidence and know how to work towards solutions. 3.4.6- Develop writing, oral, teamwork and leadership skills

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical 3 hrs/week	Practical 0 hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introduction: Overview of the Course Requirements & Syllabus What is research?	3 hrs	-	1	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1	3.4.2 3.4.4
2	Introduction to research methodologies	3 hrs	-	2	3.1.2 3.1.3	3.2.2	3.3.1	3.4.2 3.4.4
3	Proposal Steps	3 hrs	-	3	3.1.3	3.2.1	3.3.1 3.3.2 3.3.3	3.4.2 3.4.3
4	Introduction and Research Problem	3 hrs		4-5	3.1.1 3.1.3	3.2.1 3.2.2	3.3.1 3.3.3	3.4.1 3.4.2 3.4.3
5	Research Hypothesis	3 hrs		6	3.1.1 3.1.3	3.2.1 3.2.3	3.3.1 3.3.2	3.4.2 3.4.3
6	Research Methods and Approaches	3 hrs	-	7-8	3.1.1 3.1.3	3.2.1 3.2.2	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3 3.4.4
8	Midterm	1.5 hrs		9				
9	Tools of Analysis: Quantitative and Qualitative Tools	3 hrs	-	10-11	3.1.1 3.1.3	3.2.1 3.2.2	3.3.2 3.3.3	3.4.2 3.4.4
10	Citations and References APA Style	3 hrs		12	3.1.1 3.1.3	3.2.1 3.2.2	3.3.2 3.3.3	3.4.1 3.4.2 3.4.4
11	Complete Proposal	3 hrs		13	3.1.1 3.1.2	3.2.1 3.2.3	3.3.2 3.3.3	3.4.1 3.4.2 3.4.4
12	Presentations of Proposals	3 hrs		14	3.1.1 3.1.2	3.2.1 3.2.3	3.3.2 3.3.3	3.4.1 3.4.2 3.4.3 3.4.4
13	Final exam	2 hrs		15				
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 3.1.2	3.2.1 3.2.2		3.4.2 3.4.4
2	Tutorials	N/A				
3	applied Sessions	√	3.1.1 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3 3.4.4
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√	3.1.1 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3 3.4.4
5	Seminars	√	3.1.1 3.1.2	3.2.1 3.2.2	3.3.1 3.3.3	3.4.2 3.4.4
6	Case Studies	√	3.1.1 3.1.3	3.2.2 3.2.3	3.3.1 3.3.3	3.4.1 3.4.2 3.4.4
7	Problem Solving	N/A				
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3			9	30
2	Final Exam	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3			14-16	40
3	Quizzes	N/A						
4	Assignments	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.4		
5	Presentations	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.4		
6	Individual Projects	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.4		
7	Research and Reporting	N/A						
8	Team Work Projects	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.4		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
9	Practical Exam	N/A						
10	Others (Participation)	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.4		
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Somekh, Bridget and Cathy Lewin, <i>Research Methods in Social Sciences: A Guide for Students and Researcher</i> , Sage Publications Ltd, 2004.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Keith F. Punch, <i>Introduction to Social Research: Qualitative and Quantitative Approaches</i> , Sage Publications, London, 2013.
Online Web Sites	Knowledge Bank University of Cincinnati Library
Others (Specify)	FEPS FUE Manual: Steps of research Proposal. FEPS FUE Manual: Steps of Research Paper.

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Software Packages			

9- Plagiarism Policy:

<p>Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.</p> <p><i>Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.</i></p> <p>Refer to the instructor for more information about how to avoid plagiarism</p>

Course Instructor: Dr. Rasha El-Ibiary

Department Head: Prof. Miral AlAshry

Date: 12 September 2019



Course Specification 2019/2020

Future University in Egypt
Faculty of Economics and Political Science
Department: Political Mass Media

1- Basic Information			
Course Level: Junior – 3 rd	Course Title: Specialized Writing	Course Code: REM 302	Prerequisite: REM 201
Specialization: Political Mass Media			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<ul style="list-style-type: none"> • Address various writing modes and mechanisms that are best suitable for the message intended to evoke, nationally, regionally and internationally; • Comprehend the need to master and how to master different modes of writing according to the respective workplace, culture and audience; • Provide a sufficient application range in order to master both language and application methods of writing techniques for specialization fields such as economic reports, political analysis research, field studies memo, and the like.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1- Define the differences between various text writing, their pros and cons based on diverse situations. 3.1.2- Discuss the method is best used for the identified purpose and audience. 3.1.3- Identify the needs every research field has in order to choose a method or a combination or methods to research and write.
3.2) Intellectual Skills:	3.2.1- Combine different writing modes on the same topic to illustrate an opinion from different angles and using various techniques. 3.2.2- Choose the needs of the market place with respect to the up-to-date writing techniques in order to stay ahead and attract more audience and build a profound ground for your ideas.

	3.2.3- Select the best writing modes which are more suitable for certain audiences and topics rather than others.
3.3) Professional and Practical Skills:	3.3.1- Relate between current affairs in the field chosen, and the best writing methods. 3.3.2- Employ academic knowledge and practice into writing various forms of texts. 3.3.3- Illustrate a profound understanding of the techniques and tricks best used to shed light on the prime message intended behind the text written.
3.4) General and Transferrable Skills:	3.4.1- Use new techniques in order to always stay ahead in terms of writing abilities. 3.4.2- Use translation from topic to others. 3.4.3- Work in a team group.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical 3 hrs/week	Practical 0 hr/week		K.U.	I.S.	P.P.S	G.T.S
1	Introductory lecture and course outline	3 hrs	-	1	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1	3.4.2 3.4.3
2	Differences between academic and different forms of professional writing	3 hrs	-	2	3.1.2 3.1.3	3.2.2	3.3.1	3.4.2 3.4.3
3	Memos and Report Writing	3 hrs	-	3-4	3.1.3	3.2.1	3.3.1 3.3.2 3.3.3	3.4.2 3.4.3
4	Review Writing	3 hrs		5-6	3.1.1 3.1.3	3.2.1 3.2.2	3.3.1 3.3.3	3.4.1 3.4.2 3.4.3
5	Composing and Editing	3 hrs		7	3.1.1	3.2.1	3.3.1 3.3.2	3.4.2 3.4.3

					3.1. 3	3.2. 3		
6	Midterm Exam			8				
7	Editing and Composition	3 hrs	-	9-10	3.1. 1 3.1. 3	3.2. 1 3.2. 2	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
9	CV writing and Cover Letter	3 hrs	-	11	3.1. 1 3.1. 3	3.2. 1 3.2. 2 3.2. 3	3.3.1 3.3.2	3.4.2 3.4.3
10	Letters and Correspondence	3 hrs	-	12-13	3.1. 1 3.1. 3	3.2. 1 3.2. 2	3.3.2 3.3.3	3.4.2 3.4.3
11	Abstracts and Summaries	3 hrs		13	3.1. 1 3.1. 3	3.2. 1 3.2. 2	3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
12	Final exam			14				
Total Number of Teaching Weeks:12								
*	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 3.1.2	3.2.1 3.2.2		3.4.2 3.4.3
2	Tutorials	N/A				
3	Practical Lab Sessions	N/A				

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√	3.1.1 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
5	Seminars	√	3.1.1 3.1.2	3.2.1 3.2.2	3.3.1 3.3.3	3.4.2 3.4.3
6	Case Studies	√	3.1.1 3.1.3	3.2.2 3.2.3	3.3.1 3.3.3	3.4.1 3.4.2 3.4.3
7	Problem Solving	N/A				
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3			6	30
2	Final Exam	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3	15-16	40
3	Quizzes	N/A						
4	Assignments	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S	G.T.S			
5	Presentations	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3			
6	Individual Projects	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3			
7	Research and Reporting	N/A							
8	Team Work Projects	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3			
9	Practical Exam	N/A							
10	Others (Participation)	×	3.1.1 3.1.2	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3			
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Handouts provided by the instructor on Moodle
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<p>Joyce Kupsh and Rhonda Rhodes. Report Writing: A Survival Guide, The Foundation for Any Report. Xlibris, 2015</p> <p>Anne Eisenberg. Effective Technical Communication, Second Edition. McGraw Hill International Editions, 1993</p> <p>Carrie Hannigan (et. al.), Kaplan Technical Writing: A Comprehensive Resource for Technical Writers at All Levels, 2nd Ed., Kaplan Publishing, New York, 2010.</p> <p>Darrel Christian, Sally Jacobsen and David Minthorn, The Associated Press Stylebook a Briefing on Media Law, Basic Books, New York:2009</p>
Online Web Sites	<p>Knowledge Bank</p> <p>Library of the University of Cincinnati</p>

Others (Specify)	
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8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Rasha El-Ibiary

Department Head: Prof. Miral AlAshry

Date: 12 September 2019



Course Specification 2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Political Science/ Economics/ Public Administration/ Political Mass Media

1- Basic Information			
Course Level: Senior – 4 th	Course Title: Honor Thesis	Course Code: REM 401	Prerequisite: REM 201 / REM 302
Specialization: Department of Political Science/ Economics/ Public Administration/ Political Mass Media			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<ul style="list-style-type: none"> • Draw the relationship between using quantitative and qualitative methods in the same and different research topics. • Address the most appropriate and feasible data gathering techniques to evoke the message intended from the research. • Become at ease with respect to using and being exposed to different forms of information. • Construct an academic research up to the national, regional and international level.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1- Define different ways of conducting quantitative and qualitative research. 3.1.2- Discuss the need to combine methods for the purpose of a more comprehensive research. 3.1.3- Identify the needs of the surrounding community as well as the regional and international current affairs, based on which to choose the gap to fill using the research.
3.2) Intellectual Skills:	3.2.1- Combine theoretical and practical skills in the analysis of the honor thesis. 3.2.2- Explore new analytical methods to maximize the outcome of the honor thesis and the learned courses throughout the previous academic years. 3.2.3- Analyze and construct new ideas, as well as expressing one's stand point methodologically and academically.

3.3) Professional and Practical Skills:	3.3.1- Relate to previously conducted research in the desired field of interest and define the intended gap to fill. 3.3.2- Apply academic knowledge in a respective field of research or a trans-disciplinary perspective and sharpen the chosen idea or topic using that knowledge. 3.3.3- Illustrate the ability to use various data gathering techniques and analytical tools to pool knowledge and get the optimal academically profound research possible under the given circumstances.
3.4) General and Transferrable Skills:	3.4.1- Think of mechanisms to elaborate on ideas critically and constructively. 3.4.2- Evaluate the different stages of conducting the honor thesis and their needs. 3.4.3- Compare chosen topic to other similar researches conducted nationally, regionally and internationally to sharpen the edge of the honor thesis.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical 3 hrs/week	Practical 0 hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introduction: Overview of the Course Requirements & Syllabus What is research?	3 hrs	-	1	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
2	Quantitative and Qualitative Data Gathering Techniques	3 hrs	-	2	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
3	How to relate the Chosen Methodology to the Data Gathering Technique	3 hrs	-	3	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
4	First Round of Proposals for Discussion and Rework	3 hrs		4-5	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
5	Field research: Dos and Don'ts	3 hrs		6	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3

6	Follow Up	3 hrs	-	7	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
7	Midterm	1.5 hr		8	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
8	Follow Up	3 hrs		9-10	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
9	Follow Up	3 hrs	-	11	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
10	Exchange of Experiences between Students	3 hrs		12-13	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
11	Exchange of Experiences between Students	3 hrs		14	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
12	Final Exam	2 hrs		15	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 				

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3		3.4.1 3.4.2 3.4.3
2	Tutorials	N/A				
3	applied Sessions	√	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
5	Seminars	√	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
6	Case Studies	√	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
7	Problem Solving	N/A				
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3			9	30
2	Final Exam	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3			14-16	40
3	Quizzes	N/A						
4	Assignments	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3		
5	Presentations	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3		
6	Individual Projects	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3		
7	Research and Reporting	N/A						
8	Team Work Projects	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3		
9	Practical Exam	N/A						
10	Others (Participation)	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3		
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Pat Bazeley, Qualitative Data Analysis: Practical Strategies, Sage Publications, London, 2013.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Keith F. Punch, Introduction to Social Research: Qualitative and Quantitative Approaches, Sage Publications, London, 2013.
Online Web Sites	Knowledge Bank University of Cincinnati Library
Others (Specify)	FEPS FUE Manual: Steps of research Proposal. FEPS FUE Manual: Steps of Research Paper.

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)		√	
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ghada ElNashr

Department Head: Prof. Miral AlAshry

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior (3 th)	Course Title: Administrative Information System	Course Code: CSC 302	Prerequisite: N/A
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course deals with applications of specialized software on different administrative systems, quantification of administrative phenomena and its application on both local and central levels. In addition, students study information creation, dissemination and sharing, problems solving approach to IS, problem analysis, basic IS applications, organizational systems, knowledge work systems, information support systems
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Explain concepts and processes used in doing business. 3.1.2 Describe specialized software on the different administrative systems
3.2) Intellectual Skills:	3.2.1 Analyze security issues and networks; internets, intranets and extranets; business models and e-commerce. 3.2.2 Evaluate quantification of administrative phenomena and its application on both local and central levels
3.3) Professional and Practical Skills:	3.3.1 Apply information systems on modern business organizations, including transaction processing system. 3.3.2 Combine and use different administrative and technical skills through the application of specialized software on the different administrative systems.
3.4) General and Transferrable Skills:	3.4.1 Develop needed skills for problem solving approach to information system. 3.4.2 Develop innovation skills and technical know-how

4- Course Content:

	Main Topic	Credit Hours:3 hrs		We ek No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Course Outline and Introduction on Business Information Systems	3 hrs	No tutorials first week	1	3.1.1	3.2.1	3.3.1	3.4.1
2	E-Business: How Businesses Use Information Systems	3 hrs	N/A	2	3.1.1	3.2.1	3.3.1	3.4.2
3	E-Business: How Businesses	6 hrs	N/A	3-4	3.1.2	3.2.2	3.3.1	3.4.2

	Use Information Systems							
4	Achieving Competitive Advantage with Information Systems	3 hrs	N/A	5	3.1.2	3.2.2	3.3.2	3.4.2
5	Problem solving approach to IS	3 hrs	N/A	6+7	3.1.1	3.2.2	3.3.1	3.4.1
	Midterm Exam			8				
6	Basic IS application	3 hrs	N/A	9	3.1.2	3.2.1	3.3.2	3.4.1
7	Applications of specialized software on different administrative systems	3 hrs	N/A	11	3.1.2	3.2.1	3.3.2	3.4.2
8	Enterprise Applications	3 hrs	N/A	11	3.1.2	3.2.2	3.3.1	3.4.1
9	E-Commerce	6 hrs	N/A	12	3.1.1	3.2.1	3.3.1	3.4.1
10	Digital Markets	3 hrs	N/A	13	3.1.2	3.2.1	3.3.1	3.4.2
11	Digital Goods	3 hrs	N/A	14	3.1.1	3.2.1	3.3.2	3.4.2
12	Final exam			15				
	Total Number of Teaching Weeks:12							
**	<ul style="list-style-type: none"> K.U.: Knowledge and understanding I.S.: Intellectual Skills 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> P.P.S: Practical/Professional skills G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes						30	
4	Assignments	×	×	×	×			
5	Presentations	×	×	×	×			
6	Individual Projects							
7	Research and Reporting	×	×	×	×			
8	Team Work Projects							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
9	Practical Exam							
10	Others (Participation)	×	×			×		
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Kenneth Laudon and Jane P. Laudon. Management information systems: managing the digital firm. 12th ed. Boston: Prentice Hall, 2012. Print
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Vladimir Simovic, Case Study: an Information System Management Model, Management Information Systems, Vol.7, No.1, 2012.
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	

Facility	Lecture	Admin
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Rafaat Radwan

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Economics

1- Basic Information			
Course Level: Sophomore (2 nd)	Course Title: Environmental Economics	Course Code: ECO 206	Prerequisite: ECO 101/102
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course focuses on the relationship between the environment and the economic behavior of individuals and groups using microeconomic analytical tools. It includes a clear definition on environmental economics; it also introduces different methods of project impact on the environment with a special focus on cost-benefit analysis technique. It highlights the concepts of: externalities, standards, as well as different environmental policy techniques by governments with a special regard on the Egyptian case.
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3- Intended Learning Outcomes:

By the end of the course, students should be able to:

3.1) Knowledge and Understanding:	3.1.1. List the most pressing International and Global Environmental Issues. 3.1.2. Identify the basic tools used in Environmental Analysis. 3.1.3. Define the concepts related to the environmental
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	field. 3.1.4. Relate different environmental policies.
3.2) Intellectual Skills:	3.2.1 Point out the importance of sustainability. 3.2.2 Distinguish between the different market structures and their impact on the environment. 3.2.3 Outline the tradeoff between the present and the future in taking environmental decisions.
3.3) Professional and Practical Skills:	3.3.1 Apply Cost-Benefit analysis in assessing environmental projects. 3.3.2 Interpret the importance of developing sound environmental policies addressing current issues with a special reference to Egypt. 3.3.3 Compare and contrast different environmental programs.
3.4) General and Transferrable Skills:	3.4.1 Develop problem solving skills. 3.4.2 Enhance innovative and know-how skills working towards results. 3.4.3 Gain confidence to work towards solutions. 3.4.4 Develop a sense of responsibility towards society. 3.4.5 Experience with conceptual frameworks effective for problem solving and decision making. 3.4.6 Acquire analytical reasoning skills, numeric and clear effective communication skills. 3.4.7 Work under pressure and as part of a team.

4- Course Content:

	Main Topic	Credit Hours:3 hrs	Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week		K.U.	I.S.	P.P. S.	G.T.S.
1	Introductory Lecture and Course Outline (Chapter 1: The Big Picture)	3 hrs	1	3.1.1			
2	Chapter 6: Environmental Quality	3 hrs	2	3.1.2, 3.1.3	3.2.3		3.4.5
3	Chapter 2 and Appendix: Efficiency and Choice and	6 hrs	3-4	3.1.2	3.2.2	3.3.1	3.4.1 3.4.2

	Readings						3.4.3
4	Chapter 3: Market Failure	3 hrs	5	3.1.3 3.1.4	3.2.2	3.3.1	3.4.5
5	Chapter 10: Biodiversity and Valuation	3 hrs	6+7	3.1.2 3.1.3 3.1.4	3.2.1 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3
6	Mid-term Exam	3 hrs	8				
7	Chapter 5: Trade-offs and the Economy	3 hrs	9	3.1.1 3.1.3	3.2.1	3.3.1 3.3.3	3.4.1 3.4.2 3.4.3
8	External Readings: a. Designing Policy to Influence Consumers b. Standards (External Readings)	6 hrs	10	3.1.4	3.2.3	3.3.2	
9	Chapter 8: Sustainability	3 hrs	11	3.1.3	3.2.1		3.4.5
10	Chapter 9: Population, Poverty, and Economic Growth	3 hrs	12	3.1.3		3.3.2	3.4.5
11	Environmental Agencies and Major Problems in Egypt	3 hrs	13	3.1.1	3.2.3	3.3.2 , 3.3.3	3.4.4
12	Final Discussion and Papers Presentation	3 hrs	14				3.4.1, 3.4.2, 3.4.3, 3.4.6, 3.4.7
13	Final Exam		15				
Total Number of Teaching Weeks: 13							
* *	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 3.1.2 3.1.3 3.1.4	3.2.1 3.2.2 3.2.3	3.3.1 3.3.2 3.3.3	3.4.1 3.4.2 3.4.3 3.4.4 3.4.5 3.4.6 3.4.7
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	√			3.3.2	3.4.1, 3.4.2, 3.4.3, 3.4.6, 3.4.7
5	Seminars					
6	Case Studies					
7	Problem Solving	√				3.4.1, 3.4.2, 3.4.3, 3.4.5
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	√	3.1.1 3.1.2 3.1.3 3.1.4	3.2.1 3.2.2 3.2.3			8 30	

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %		
			K.U.	I.S.	P.P.S.	G.T.S.				
2	Final Exam	√	3.1.1 3.1.2 3.1.3 3.1.4	3.2.1 3.2.2 3.2.3			15	40		
3	Quizzes	√	3.1.1 3.1.3 3.1.4	3.2.3				30		
4	Assignments	√	3.1.4	3.2.3						
5	Presentations					3.4.1 3.4.2 3.4.3 3.4.6 3.4.7				
6	Individual Projects									
7	Research and Reporting									
8	Team Work Projects	√				3.4.7				
9	Practical Exam									
10	Others (Participation)									
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 						

7- List of Books and References:

Essential Text Books	Anderson, D. (2010). Environmental Economics and Natural Resource Management, Routledge, New York, (3 rd ed.).
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Tietenberg, T. and Lewis, L. (2017), Environmental and Natural Resource Economics, (11th ed.) Routledge, New York.
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar
Others (Specify)	P. Elefsiniotis and D. G. Wareham, "ISO 14000 Environmental Management Standards: Their Relation to Sustainability", Journal of Professional Issues in Engineering Education and Practice, July 2005 Shively, G., & Galopin, M. (2013). An overview of benefit-cost analysis. Frank Wijen and Rob van Tulder, Integrating Environmental and International Strategies in a World of Regulatory Turbulence, California Management Review, Vol. 53, No. 4, Summer 2011.

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Doaa Akl Ahmed

Department Head: Ahmed Salama

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Department of Economics

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Managerial Economics/Economics of Management	Course Code: ECO 406	Prerequisite:
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2-Specialized Information:

2.1) Course Aim/s	This course mainly aims to illustrate the application of economic theory and methodology as an alternative in managerial decisions. The purpose of this course is to provide students with a basic foundation of economic concepts and tools that have direct managerial applications. The course will sharpen analytical skills of students through integrating knowledge of economic theory with decision making techniques. The course will help students become more adept at designing and developing business strategy at firm level. Students should gain a rigorous understanding of competitive markets as well alternative market structures.
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3-Intended Learning Outcomes:

By the end of the course, students should be able to:

3.1) Knowledge and Understanding:	3.1.1. Demonstrate an understanding of the nature of the firm, its objectives, and problems related to profit maximization such as the agency theory, transactions costs, and risk and uncertainty. 3.1.2. Explain the factors affecting the demand for products, and the operation of these factors. 3.1.3. Illustrate an understanding of relationships between output and costs, and the factors underlying these relationships in both
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	<p>the short and long run, including diminishing returns and economies/diseconomies of scale.</p> <p>3.1.4. Show an understanding of market structure and its implications for different industries in terms of size of firm, pricing and other business practices.</p> <p>3.1.5. Apply the principles of microeconomics to managerial problems.</p>
3.2)Intellectual Skills:	<p>3.2.1. Analyze production functions and their underlying mathematical basis.</p> <p>3.2.2. Apply abstract economic models.</p> <p>3.2.3. Demonstrate an understanding of cost-volume-profit analysis and its implications.</p> <p>3.2.4. Develop an understanding of the theoretical pricing model and its assumptions</p>
3.3)Professional and Practical Skills:	<p>3.3.1. Understand economies of scale, diseconomies of scale, economies of scope, and cost complementarities, and how each affects the cost of production</p> <p>3.3.2. Explain the principal-agent problem and why different forms of compensation exist</p> <p>3.3.3. Understand the four basic market models of perfect competition, monopoly, monopolistic competition, and oligopoly, and how price and quantity are determined in each model.</p> <p>3.3.4. Understand why there is a role for the government to play in market economies</p>
3.4) General and Transferrable Skills:	<p>3.4.1. Experience with conceptual frameworks effective for problem solving and decision making.</p> <p>3.4.2. Acquire analytical reasoning skills, numeric and clear effective communication skills.</p> <p>3.4.3. Work under pressure and as part of a team.</p>

4-Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Practical 1hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials	1	3.1.5			
2	Market Equilibrium + Demand Theory	6 hrs	No tutorials	2-3	3.1.2 3.1.5	3.2.2	3.3.2	3.4.1
3	Consumer Behavior And Rational Choice	9hrs	No tutorials	4-6+7	3.1.2 3.1.5	3.2.2	3.3.2	3.4.1
4	Midterm Exam			8				

5	Production Theory	6 hrs	No tutorials	9	3.1.1 3.1.3 3.1.5	3.2.1 3.2.4	3.3.1 3.3.3 3.3.4	3.4.2 3.4.3
6	The Analysis Of Costs	6 hrs	No tutorials	10-12	3.1.1 3.1.3 3.1.5	3.2.1 3.2.3	3.3.1 3.3.3 3.3.4	3.4.2 3.4.3
7	Market Structure and Simple Pricing Strategies	3 hrs	No tutorials	13	3.1.1 3.1.4 3.1.5	3.2.1 3.2.3	3.3.1 3.3.3 3.3.4	3.4.2 3.4.3
8	Open Discussion and Revision Session	3 hrs	No tutorials	14	3.1.5	3.2.2		
9	Final exam			15				
Total Number of Teaching Weeks:13								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	√	3.1.1 3.1.2 3.1.3 3.1.4 3.1.5	3.2.1 3.2.2 3.2.3 3.2.4	3.2.1 3.2.2 3.2.3 3.2.4	3.4.1 3.4.2 3.4.3
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)					
5	Seminars					
6	Case Studies					

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
7	Problem Solving	√	3.1.1 3.1.2 3.1.3 3.1.4 3.1.5	3.2.1 3.2.2 3.2.3 3.2.4	3.2.1 3.2.2 3.2.3 3.2.4	3.4.1 3.4.2 3.4.3
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U.: Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	√	3.1.2 3.1.5	3.2.4			8	30
2	Final Exam	√	3.1.1 3.1.3 3.1.4 3.1.5	3.2.1 3.2.2 3.2.3 3.2.4			15	40
3	Quizzes	√	3.1.1 3.1.2 3.1.3 3.1.4 3.1.5	3.2.1 3.2.2 3.2.3 3.2.4	3.2.1 3.2.2 3.2.3 3.2.4	3.4.1 3.4.2 3.4.3		30
4	Assignments	√	3.1.1 3.1.2 3.1.3 3.1.4 3.1.5	3.2.1 3.2.2 3.2.3 3.2.4	3.2.1 3.2.2 3.2.3 3.2.4	3.4.1 3.4.2 3.4.3		
5	Presentations							
6	Individual Projects							
7	Research and Reporting							
8	Team Work							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
	Projects							
9	Practical Exam							
10	Others (Participation)	×	3.1.1 3.1.2 3.1.3 3.1.4 3.1.5	3.2.1 3.2.2 3.2.3 3.2.4	3.2.1 3.2.2 3.2.3 3.2.4	3.4.1 3.4.2 3.4.3		
**	<ul style="list-style-type: none"> • K.U.: Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7-List of Books and References:

Essential Text Books	Allen, W., Doherty, N., Weigelt, K., and Mansfield, E. (2013), Managerial Economics: Theory, Application and Cases. 8 th edition > New York.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Hirschey, M (2009), Fundamentals of Managerial Economics. 9 th edition. South-Western CENGAGE Learning (9 th edition).
Online Web Sites	
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√

Facility	Lecture	Lab	Admin
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9-Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Azza Mohamed Hegazy

Department Head: Ahmed Salama

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Administrative Evolution	Course Code: PAD 205	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This course concentrates on the evolution of public administration as an academic discipline. It retraces the history and evolution of the broad discipline as well as to compare between traditional and modern phases. Fundamentally, it presents the context of public administration: public administration as a discipline; bureaucracy; organizational theory and management; basics of public personnel administration; public budgeting; public policy; government performance; impact of ethics on public administration. In addition, it explores governance paradigm and cooperation between the government, civil society and business community in delivering public services as a core concern of modern public administration and good governance.</p>
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4-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Discuss the context of public administration. 3.1.2 Explain the grassroots evolution and development of public administration as a discipline. 3.1.3 Identify government operations, personnel management, budgeting, and public policy-making. 3.1.4 Express the importance of an ethical frame of public administration.
3.2)Intellectual Skills:	3.2.1 Analyze the context and parameters of public administration. 3.2.2 Assess the frame work of the bureaucracy. 3.2.3 Distinguish between different governmental and administrative systems.
3.3)Professional and Practical Skills:	3.3.1 Analyze the structure and the functions of the government. 3.3.2 Investigate issues on: personnel policies; emerging issues of concern for public administration; pathology of the bureaucracy; analysis of state budget.
3.4) General and Transferrable Skills:	3.4.1 Communicate recent information of current themes of public policy reforms. 3.4.2 Comprehend on-line and electronic resources to locate supporting governmental reports; state budget; and structures of ministries and cabinet. 3.4.3 Relate article and book reviews.

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory Lecture and Course Outline Understanding Public Administration: The accomplishing side of government.	3 hrs	No tutorials	1	3.1.1	3.2.1	3.3.1	
2	Studying Public Administration: An overview of the discipline	3 hrs	-	2	3.1.2	3.2.1	3.3.2	3.4.2
3	public administration as a discipline; bureaucracy;	3 hrs	-	3-4	3.1.1	3.2.2	3.3.2	3.4.1

4	Fundamentals of Organizational Theory and Management	3 hrs	-	5	3.1.4	3.2.3	3.3.1	3.4.1 3.4.3
5	Basics of Public Personnel Administration	3 hrs	-	6+7	3.1.3 3.1.4	3.2.1 3.2.2	3.3.2	3.4.2
6	Mid Term			8				
7	Public Budgeting	3hrs	-	9	3.1.3		3.3.1	3.4.2
8	Basics of Public Policy	3 hrs	-	10-11	3.1.3	3.2.2	3.3.2	3.4.1
9	Public Administration and Issues relating to Government Performance	3hrs	-	12-13	3.1.4	3.2.3	3.3.1	3.4.2
10	Ethics and Public Administration	3 hrs	-	14	3.1.4	3.2.1	3.3.2	
11	Final exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> K.U.: Knowledge and understanding I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> P.P.S: Practical/Professional skills G.T.S: General and Transferable Skills 					

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars					

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
6	Case Studies	×	×	×	×	
7	Problem Solving	×	×	×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×			8	30
2	Final Exam	×	×	×			15	40
3	Quizzes							30
4	Assignments	×	×	×	×	×		
5	Presentations	×			×	×		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
6	Individual Projects	×	×	×		×		
7	Research and Reporting							
8	Team Work Projects	×	×	×				
9	Practical Exam	×		×		×		
10	Others (Participation and Attendance)	×						
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

8- List of Books and References:

Essential Text Books	D. J. Green, Public Administration in the New Century: A Concise Introduction, Thomson Wadsworth, 2005.
Course Notes	<ul style="list-style-type: none"> - Journal of Public Administration http://jpart.oxfordjournals.org/ - Journal of Public Administration and Governance http://www.macrothink.org/journal/index.php/jpag
Extra Recommended Books	
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb /FUE E- Library https://www.fue.edu.eg/library Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	×		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

10- Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ola Abdul-Monem

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Education Services	Course Code: PAD 206	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course explains the concepts embodied in educational services. It covers school and university administration and different patterns of educational management. Students explore a selection criterion of administrative leaderships in the education sector. In addition, the course discusses capacity building and human resources development in academic institutions as well as the relationship between administrators and academicians. Students also learn to analyze public service reform impact on educational services.
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4-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 Identify the general importance of public services in different contexts.</p> <p>3.1.2 Recognize concepts related to school and university administration and different patterns of educational management.</p> <p>3.1.3 Explain the contribution of each theory to educational management.</p> <p>3.1.4 Outline key steps towards a successful management of schools.</p> <p>3.1.5 Recognize major aspects related to education and society.</p>
3.2)Intellectual Skills:	<p>3.2.1 Classify different theoretical frames for school leadership.</p> <p>3.2.2 Categorize major problems facing national education.</p> <p>3.2.3 Survey key steps needed to enhance education services.</p> <p>3.2.4 Appraise major contemporary trends in education</p>
3.3)Professional and Practical Skills:	<p>3.3.1 Apply the knowledge to put together a successful plan to manage an educational institute.</p> <p>3.3.2 Assess national efforts to enhance education services in Egypt.</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Communicate effectively as a team member throughout the course.</p> <p>3.4.2 Develop data collection skills.</p> <p>3.4.3 Learn how to manage time effectively.</p>

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introduction: Different Types of Public Services; The	3 hrs	No tutorials	1-2	3.1.1 3.1.2			3.4.1

	importance of education services; and various Forms of Education Services.		first week					
2	An overview of the Education Services Management	6 hrs		3-4	3.1.1 3.1.2	3.2.1	3.3.1	
3	Theories of Educational Management	6 hrs		5-6+7	3.1.3	3.2.2	3.3.3 3.3.4	
4	Midterm Exam			8				
6	General Themes: Education and Society: Education and Poverty, Education and the Political System, Education and Standard of living, Challenges facing education services in developing countries.	6 hrs		9-11	3.1.3	3.2.1	3.3.3	
7	Capacity building and human resources development in academic institutions; the relationship between administrators and academicians	6hrs		12-13	3.1.4 3.1.5	3.2.1 3.2.2	3.3.2	3.4.2
8	Analytical Perceptions and future scenarios on Education -Contemporary Issues on Education in Egypt	3 hrs		14	3.1.3	3.2.3	3.3.1	3.4.1 3.4.2
9	Final exam			15				

	Total Number of Teaching Weeks:15		
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials					
3	Practical Lab Sessions	×	×	×	×	×
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars					
6	Case Studies	×		×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			9	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes	×	×	×				30	
4	Assignments	×	×	×					
5	Presentations	×	×	×					
6	Individual Projects								
7	Research and Reporting	×	×	×	×	×			
8	Team Work Projects								
9	Practical Exam								
10	Others (Participation and Attendance)	×							
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 						

8- List of Books and References:

Essential Text Books	
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> • Caroline Krafft, Challenges Facing the Egyptian Education System, The Population Council, 2010 • Fatma H. Sayed, Transforming Education in Egypt: Western Influence and Domestic Policy Reform, AUC Press, Cairo, 2006.

	<ul style="list-style-type: none"> • Harry A. Patrinos(et. al.), The Role and Impact of Public Private Partnership in Education, The World Bank, March 2009 • Journal of Case Studies in Education (JCSE), http://www.aabri.com/jcse.html • Louisa Loveluck, Education in Egypt: Key Challenges, Chatham House, March 2012 • Mark Ginsburg (et. al.), Reforming Educational Governance and Management in Egypt: National and International Actors and Dynamics, Journal of Educational Policy Analysis Archives, Vol.18, No.5, March 2010 (1-53) • Research in Higher Education Journal (RHEJ), http://www.aabri.com/rhej.html • Tarik Taher, The Irresistible Rise of Academic Bureaucracy, The Guardian, March 30,2010 <p>Other readings and handouts as assigned</p>
Online Web Sites	<p>Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb</p> <p>FUE E- Library https://www.fue.edu.eg/library/</p> <p>Cincinnati university library :https://www.libraries.uc.edu/</p>
Others (Specify)	

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

10- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Hanan Rezk

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Health Services	Course Code: PAD 207	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This course provides an overview of health care system in Egypt. It focuses on the characteristics of this system together with the analysis of health care reform project in Egypt and discusses the major issues, opportunities and challenges that impact the cost, quality and access to health care in Egypt. The course emphasizes on understanding the historical context, how the Egyptian health care system developed and the significant policies and regulations that regulate health care organizations in Egypt in particularly and globally. Students are introduced also to financial, reimbursement, legal, marketing and strategic planning issues that are essential to manage health care facilities. In addition to interactive classes, students have the opportunity to visit hospitals, healthcare organizations and Institutions to gain insight and have opportunity to interact with experts to share experience and knowledge.</p>
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4-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Acquire the basic knowledge about health care management. 3.1.2 Understand the different health care systems and the organizational structure.
3.2)Intellectual Skills:	3.2.1 Analyze and improve the different health care strategies. 3.2.2 Solve the health care management issues through the exposition to different case studies tackle the administration issues.
3.3)Professional and Practical Skills:	3.3.1 Attain the practical skills on how to make a strategic report of a hospital. 3.3.2 Sketch planning of hospital strategy.
3.4) General and Transferrable Skills:	3.4.1 Recognize the soft skills including presentation, communication, teamwork and leadership skills. 3.4.2 Develop the abilities of Independence and initiative.

5- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Health Care Systems	3 hrs	No tutorials Office hour	1	3.1.1	3.2.1	3.3.1	3.4.1
2	Health Care Quality Concepts	3 hrs	1hrs	2	3.1.1	3.2.1	3.3.2	3.4.2
3	Defining Health Care Jobs	3 hrs	1hrs	3	3.1.1	3.2.2	3.3.1	3.4.1 3.4.2
4	Competitive Hospital Environments, Organizational Cultures and Healthcare	3 hrs	1hrs	4	3.1.2	3.2.1	3.3.2	3.4.1

	Organizational Structure							
5	Development of Strategic Health Care Plans	3 hrs	1hrs	4	3.1.1	3.2.1	3.3.1	3.4.2
6	Health Care Sector Reform	3 hrs	1hrs	5-6	3.1.1	3.2.1	3.3.1	3.4.1
7	Restructuring of Health Care Organizations	3 hrs		8	3.1.2	3.2.2	3.3.2	3.4.2
8	Midterm Exam			7				
9	Inter-Organizational Relationships	3 hrs	1 hrs	9	3.1.2	3.2.1	3.3.1	3.4.2
10	Accreditation of Health Care Facilities	3 hrs	1hrs	10	3.1.1	3.2.2	3.3.2	3.4.1
11	Introduction of Marketing for Health Care Facilities	3 hrs	1hrs	11	3.1.1	3.2.1	3.3.1	3.4.2
12	Applied Session One Day Orientation Course at One of the Private Hospitals in Cairo	3 hrs	1hrs	12	3.1.2	3.2.1	3.3.1	3.4.2
13	Second Applied Session for Reviewing Policy at One of MOH Hospitals	3 hrs	1hrs	13	3.1.2	3.2.1	3.3.2	3.4.2
14	Students' Presentations	3 hrs	1hrs	14	3.1.2	3.2.2	3.3.1	3.4.1 3.4.2
15	Final exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

6- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars					
6	Case Studies					
7	Problem Solving					
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

7- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes						30	
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
6	Individual Projects	×	×	×	×	×		
7	Research and Reporting							
8	Team Work Projects	×	×	×				
9	Practical Exam							
10	Others (Participation and Attendance)							
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

8- List of Books and References:

Essential Text Books	
Course Notes	
Extra Recommended Books	Mary Coulter and Stephen Robbins, Management, 10 th edition, Prentice Hall, 2009.
Online Web Sites	World Health Organization Periodicals Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	

9- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

10- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Hesham Abou-Al-Naga

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Justice	Course Code: PAD 208	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This Course aims to lay down the difference between the notion of “justice” and “law”. It deals with the organization and arrangements of courts and prosecution; selection of administrative leaderships in courts; achieving judiciary justice. The course also introduces principles relating to social justice, economical justice, moral justice, and political justice. Students explore the theory of justice as a social contract and get to realize the difference between what is “justice” and what is “law.”</p>
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Explain the nature of Justice. 3.1.2 Illustrate the principles relating to social justice, economical justice, moral justice, and political justice.
3.2)Intellectual Skills:	3.2.1 Identify and analyze the different forms of justice. 3.2.2 Differentiate between justice and law.
3.3)Professional and Practical Skills:	3.3.1 Apply the theory of justice on the different social issues. 3.3.2 Develop solutions to the different complicated cases.
3.4) General and Transferrable Skills:	3.4.1 Contribute in the problem-solving skills that needed to propose solutions for court system deficiencies. 3.4.2 Develop the writing skills and the ability to use the right expressions.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Legal Justice	6 hrs		1-2	3.1.1			
2	Principles Related to Trial	3 hrs		3	3.1.2	3.2.1	3.3.2	3.4.1
3	Judge's Role	3 hrs		4	3.1.1	3.2.2	3.3.1	3.4.1 3.4.2
4	Principles Related to The Judicial System as a Public Service	6 hrs		5-6-7	3.1.2	3.2.1	3.3.2	3.4.1
5	Midterm Exam			8				
6	Criminal Justice Process	3 hrs		9	3.1.2	3.2.1	3.2.1	3.4.1
7	Social Justice	6 hrs		10	3.1.1	3.2.2	3.2.1	3.4.1
8	Economic Justice	3 hrs		11	3.1.2	3.2.2	3.3.1	3.4.1
9	Moral Justice	6 hrs		12-13	3.1.2	3.2.1	3.3.1	3.4.1

10	Students' Presentations	3 hrs	1hrs	14	3.1.1	3.2.2	3.3.2	3.4.2
11	Final exam			15				
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×
5	Seminars					
6	Case Studies	×	×	×	×	
7	Problem Solving	×	×	×	×	
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			8	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes							30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting								
8	Team Work Projects	×	×	×					
9	Practical Exam								
10	Others (Participation)								
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	
Course Notes	<p>Handouts on: Principles related to the judicial system as a public service</p> <p>Justice Administration: An Introduction</p> <p>Justice Vs. Law</p>

Extra Recommended Books	N/A
Online Web Sites	Egyptian Knowledge Bank http://asrt.sci.eg/index.php/ekb FUE E- Library https://www.fue.edu.eg/library/ Cincinnati university library : https://www.libraries.uc.edu/
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Shady El-Wakil

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior	Course Title: Management of Non-Governmental Organizations	Course Code: PAD 306	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course provides the students with a comprehensive framework for the management of non-governmental organizations (NGOs). This framework includes the following elements: the concept of NGOs, the characteristics of NGOs, the philosophy and theories that support the existence of NGOs- based research topics. The managerial aspects of NGOs receive a considerable attention in this course through addressing: 1) issues of the work environment; 2) mission; 3) planning and program setting; 4) organizational structure; 5) approaches to revenue mobilization; 6) professionalism versus voluntarism; 7) administrative development and capacity building; and 8) development role of NGOs. This course also gives a particular interest to the status of NGOs in Egypt, its development and role, and different type of obstacles they confront
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Explain the concept of NGOs 3.1.2 Distinguish different types of NGOs according to the level of cooperation. 3.1.3 Describe the ecological nature of NGOs. 3.1.4 illustrating major theoretical frames for studying NGOs 3.1.5 Recognize the role of NGOs in the society. 3.1.6 Explain ethical principles of the Arabian NGOs. 3.1.7 Summarize different sources of funding NGOs Recognize the important role of NGOs networks. 3.1.8 Describe major features of NGOs in Egypt.
3.2) Intellectual Skills:	3.2.1 Analyze the contextual factors affecting local NGOs, 3.2.2 evaluate local community needs to determine the suitable steps for reform and development of NGOs activities in order to satisfy these needs. 3.2.3 analyze the contemporary role of multinational NGOs.
3.3) Professional and Practical Skills:	3.3.1 Apply knowledge to assess the sustainability of NGOs. 3.3.2 Recognize common problems facing NGOs in the Arab World. 3.3.3 Prepare an effective capacity building program for an NGO. 3.3.4 Apply knowledge to monitor and evaluate NGOs performance.
3.4) General and Transferrable Skills:	3.4.1 Recognize the contextual factors affecting local NGOs. 3.4.2 contribute effectively in a team. 3.4.3 Develop communication skills with local NGOs. 3.4.4 Manage time effectively.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introduction: The definition of NGOs	3 hrs	N/A	1	3.1.1	3.2.2	3.3.1	3.4.1
2	NGOs: Concepts and types	6 hrs	N/A	2-3	3.1.2	3.2.2	3.3.1	3.4.1
3	The Characteristics of NGOs	6 hrs	N/A	4-5	3.1.5	3.2.3	3.3.3	3.4.3
4	Philosophy & theories that support the existence of NGOs.	3 hrs	N/A	6	3.1.6	3.2.1	3.3.2	3.4.4
5	NGOs Networks & Developments of NGOs role.	6 hrs	N/A	7	3.1.7	3.2.2	3.3.3	3.4.4
6	Midterm Exam			8				
7	6.Capacity Building of the NGOs- With Special View on Egypt	3 hrs	N/A	9	3.1.8	3.2.2	3.3.2	3.4.2
8	Managerial Aspects of NGOs: Issue of work environment, mission, planning, organization structure.	3 hrs	N/A	10	3.1.3	3.2.1	3.3.1	3.4.1
9	Professionalism V.S Volunteerism	3 hrs	N/A	11	3.1.4	3.2.1	3.3.3	3.4.1
10	Approaches to revenue mobilization.	3 hrs	N/A	12	3.1.4	3.2.1	3.3.3	3.4.1

	8.The Multinational NGOs	6 hrs	N/A	13-14	3.12	3.2.2	3.3.3	3.4.2
11	Final Exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> K.U.: Knowledge and understanding I.S.: Intellectual Skills 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> P.P.S: Practical/Professional skills G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				
			K.U.	I.S.	P.P.S.	G.T.S.	
1	Interactive Lectures including discussion	×	×			×	
2	Tutorials						
3	Practical Lab Sessions						
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×	
5	Seminars						
6	Case Studies	×	×	×	×	×	
7	Problem Solving	×		×	×	×	
8	Others (Specify)						
**	<ul style="list-style-type: none"> K.U.: Knowledge and Understanding I.S. : Intellectual Skills 			<ul style="list-style-type: none"> P.P.S.: Practical / Professional Skills G.T.S.: General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
1	Midterm Exam (s)	×	×	×			8	30	
2	Final Exam	×	×	×			15	40	
3	Quizzes		×					30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting	×	×	×		×			
8	Team Work Projects								
9	Practical Exam								
10	Others (Participation)	×	×			×			
**	<ul style="list-style-type: none"> • K.U.: Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	N/A
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	N/A
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/

Others (Specify)	N/A
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8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Hanan Rizk

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior (3 th)	Course Title: Public Management of Investment	Course Code: PAD 307	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course concentrates on financial markets and their instruments, as well as investment strategies. It distinguishes between foreign direct investment (FDI) and foreign portfolio investment (FPI) highlighting administrative requirements for FDI in the Egyptian case as well as introducing different methods of portfolio diversification, optimization, risk and performance measurement, and risk management. Moreover, the course covers active fund management.
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<ul style="list-style-type: none">3.1.1 Explain basic structure of financial markets, direct and indirect finance.3.1.2 Recognize the importance of foreign direct investment FDI as the most important international capital flow.3.1.3 Explain the key objectives of FDI, the determinants to attract FDI, FDI and growth, international trade linkages and FDI and technology transfer.3.1.4 Recognize full knowledge on investment in Egypt, policies used, management criteria and different investment models.3.1.5 Illustrate the advantages and disadvantages of capital inflows and outflows.3.1.6 Illustrate the importance of investment in a country's economy.
3.2) Intellectual Skills:	<ul style="list-style-type: none">3.2.1 Analyze the characteristics of the financial system, focusing on investment strategies.3.2.2 Analyze investment with economic development, macroeconomics, international trade and other social branches to facilitate the decision-making process.3.2.3 Compare between bilateral and multilateral investment agreements.3.2.4 Analyze financial crises, being able to identify the main sources and the policies and institutional reforms that must be adopted to mitigate its adverse effects and prevent reoccurrence.3.2.5 Divide differences between investment strategies in developed and emerging countries.3.2.6 Evaluate different data analysis techniques in analyzing and interpreting international economic phenomenon such prose, tables, and graphs.
3.3) Professional and Practical Skills:	<ul style="list-style-type: none">3.3.1 Prepares different management schemes for different investment activities.3.3.2 Apply basic investment evaluations to understand country performance.3.3.3 prepare both qualitative and quantitative skills in solving economic problems.

	3.3.4 Contribute in decision making by acquiring important skills in numeracy, literacy, and information processing.
3.4) General and Transferrable Skills:	<p>3.4.1 Recognize conceptual frameworks effective for problem solving and decision making.</p> <p>3.4.2 Develop analytical reasoning skills, numeric and clear effective communication skills.</p> <p>3.4.3. Contribute to test the ability of students to work under pressure and as part of a team.</p> <p>3.4.4 Comprehend financial news and reports including stock market prices, foreign exchange rate prices.</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1-2	1.Introductory lecture and course outline On financial market & their instruments & investment strategies.	3 hrs	No tutorials first week	1	3.1.1	3.2.1	3.3.1	3.4.4
3	Private Capital Flows and Growth, IMF, Finance & Development	3 hrs	N/A	2	3.1.2	3.2.2	3.3.2	3.4.2
4	Determinants of FDI for Development, OECD text	3 hrs	N/A	3	3.1.3	3.2.5	3.3.2	3.4.1

5	FDI and Growth, OECD	3 hrs	N/A	4	3.1.2	3.2.2	3.3.2	3.4.4
6	FDI and Foreign Trade Linkages, OECD text	6 hrs	N/A	5-6+7	3.1.5	3.2.1	3.3.4	3.4.1
	Midterm Exam			8				
7	Difference between Foreign direct investment & Foreign portfolio investment	6 hrs	N/A	9	3.1.6	3.2.2	3.3.3	3.4.2
8	Introduce different methods of portfolio diversification, risk & performance & risk management	3 hrs	N/A	10	3.1.4	3.2.5	3.3.1	3.4.4
9	Modules of Investment in Egypt	3 hrs	N/A	11	3.1.6	3.2.6	3.3.1	3.3.4
10	Legal Framework of Investment in Egypt	3 hrs	N/A	12	3.1.4	3.2.1	3.3.2	3.4.1
11	Investment Management in Egypt	3 hrs	N/A	13	3.1.4	3.2.4	3.3.2	3.4.2
12	Administrative requirements for FDI in Egypt	3 hrs	N/A	14	3.1.1	3.2.3	3.3.4	3.4.2
	Final exam			15				
Total Number of Teaching Weeks:12								

**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills
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5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×			8	30

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %	
			K.U.	I.S.	P.P.S.	G.T.S.			
2	Final Exam	×	×	×			15	40	
3	Quizzes							30	
4	Assignments	×	×	×	×	×			
5	Presentations	×	×	×	×	×			
6	Individual Projects								
7	Research and Reporting	×	×	×		×			
8	Team Work Projects								
9	Practical Exam								
10	Others (Participation)	×	×			×			
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	Frederich Mishkin, The Economics of Money, Banking, and Financial Markets, 8 th Edition, Pearson, Boston, MA, 2007.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> • Foreign Direct Investment for Development, Maximizing Benefits, Minimizing Costs, OECD, 2002, Selected Chapters • International Monetary Fund, Finance & Developments, various issues on Foreign Direct Investment
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/

Others (Specify)	N/A
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8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Course Instructor: Dr. Alia Abdelhamid Morsy Aaref

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Junior (3 th)	Course Title: Management of Banks	Course Code: PAD 308	Prerequisite: ECO 202
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course explains the nature and main functions of the banking system, its regulatory and supervisory framework, as well as the role it can play in economic growth and development. It pinpoints various risks confronting the sector, and methods of mitigating and managing those risks. It emphasizes the critical role of central banks as regulatory and supervisory entities. In addition, the course covers monetary policy tools, both in the local and international markets; furthermore, it puts emphasis on global financial crises, their main sources, and policies adopted by different countries.
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<ul style="list-style-type: none">3.1.1 Explain basic structure, function, and types of the banking sector.3.1.2 Describe the current bank activities and supervisory institutional framework.3.1.3 Recognize economic principles related to decision making in terms of management of banks such as the interest rate structure, the rational expectation theory used, expected rates of return, expected inflation, income and price effects.3.1.4 Illustrate the key means by which the economy can affect interest rates and in return the money market and the international banking sector.3.1.5 Interpret the role of the central bank.3.1.6 Recognize bank risks, challenges, crises and alternative solutions to prevent such risks.3.1.7 Investigate simple mathematical, verbal and diagrammatic methods of analysis.3.1.8 Explain alternative policy responses focusing on contemporary macroeconomic policies while always referring to some specific macroeconomic model.
3.2) Intellectual Skills:	<ul style="list-style-type: none">3.2.1 Divide Subdivide different macroeconomic and microeconomic methodological tools into mathematical and diagrammatical methods of analysis to explain issues related to the subject of money and banking.3.2.2 Analyze the characteristics of the financial system, focusing on the banking sector, the central bank, international banking, banking tools, and bank crises.3.2.3 Link money and banking with other social branches both economic and non-economic to facilitate the decision-making process.3.2.4 Interpret key macroeconomic principles to various practical and policy issues.3.2.5 Compare between the different types of banks, their activities and the recent trends towards international banking.3.2.6 Analyze financial crises, being able to identify the main sources and the policies and institutional reforms that have to be adopted to mitigate its adverse effects and prevent reoccurrence.

	3.2.7 Evaluate different data analysis techniques in analyzing and interpreting international economic phenomenon such prose, tables, and graphs
3.3) Professional and Practical Skills:	<p>3.3.1 Model calculations of rate of returns of primary financial instruments, present value of stocks and bonds, and expected inflation rates.</p> <p>3.3.2 Apply an understanding of monetary policy and the impact it has on the economy.</p> <p>3.3.3 Display basic financial evaluations for company performance.</p> <p>3.3.4 Use both qualitative and quantitative skills in solving economic problems.</p> <p>3.3.5 Contribute in decision making by acquiring important skills in numeracy, literacy, and information processing.</p>
3.4) General and Transferrable Skills:	<p>3.4.1 Experience with conceptual frameworks effective for problem solving and decision making.</p> <p>3.4.2 Recognize analytical reasoning skills, numeric and clear effective communication skills.</p> <p>3.4.3 Develop the ability of students to work under pressure and as part of a team.</p> <p>3.4.4 Comprehend financial news and reports including stock market prices, foreign exchange rate prices</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	.1 Introductory lecture and course outline Part .2 One: Functions, Role, and Activities of Banking System	9 hrs	No tutorials first week	1-3	3.1.2 , 3.1.5 , 3.1.6	3.2.2, 3.2.1	3.3.3, 3.3.2	3.4.2

	<p>a. Functions, Role and Structure of the Banking System</p> <p>b. Banking Activities and Current Issues in Banking</p> <p>c. Types of Banking and International Banking</p>							
2	<p>Part .2 Two: Financial Supervisory and Regulatory Framework</p> <p>a. Government Policies and Regulations</p> <p>The b. Role of the Central Bank</p> <p>c. Banking Regulation and Supervision</p>	9 hrs	N/A	4-6+7	3.1.1, 3.1.2, 3.1.5	3.2.2, 3.2.7	3.3.3, 3.3.4	3.4.4
	Midterm Exam			8				
3	<p>Part .3 Three: Banking Performance</p> <p>a. Analyzing Bank Performance</p> <p>b. Banking Risks and Managing Risks</p> <p>c. Assessment of the Soundness of the Banking System—CAMELS</p>	9 hrs	N/A	9-10	3.1.7, 3.1.4	3.2.2, 3.2.7	3.3.4, 3.3.5	3.4.2, 3.4.4

4	Part .4 Four: Banking and Economic Growth and Development Access a. to Finance and Economic Growth b. Financial Intermediation for SMEs and Job Creation c. Implicati ons of the recent economic and political development in the Arab Region	12 hrs	N/A	11-14	3.1.4, 3.1.8, 3.1.3	3.2.7, 3.2.6	3.3.4, 3.3.5,	3.4.3
4	Final Exam			15				
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes						30	
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects	×	×	×	×	×		
9	Practical Exam							
10	Others (Participation)	×						
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Timothy W. Koch and S. Scott MacDonald, Bank Management, South Western Cengage Learning, USA. 2010.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> • David Scott. “Banks in Crisis: When Governments Take Temporary Ownership”. Crisis Response. World Bank, October 2009. • http://rru.worldbank.org/documents/CrisisResponse/Note9.pdf • Jonathan Kath. “Credit Rating Agencies: No Easy Regulatory Solutions”. Crisis Response World Bank, October 2009. • http://rru.worldbank.org/documents/CrisisResponse/Note8.pdf • Paul Volcker and Jacob Frenkel, “Financial Reform: A Framework for Financial Stability”. G30 2008. http://www.group30.org/pubs/recommendations.pdf • Sahar Nasr. “The Egyptian Banking System: Post January 25th Revolution” Cambridge Business and Economics Conference Proceedings, University of Cambridge, UK, June 2012. • Sahar Nasr and Douglas Pearce, SMEs for Job Creation in the Arab World: SMEs Access to Financial Services, Middle East and North Africa Department, Washington, D.C.: World Bank, January 2012. <p>Sahar Nasr. “State-Owned Financial Institutions: Do They Make It or Break It?” Oxford Business and Economics Conference, Oxford University, UK, June 2008. The World Bank, Finance for All: Policies and Pitfalls in Expanding Access, The World Bank, Washington D.C. 2008</p>
Online Web Sites	<p>Egyptian Knowledge Bank https://www.ekb.eg/ar</p> <p>FUE E-Library https://www.fue.edu.eg/library</p> <p>UC Libraries https://libraries.uc.edu/</p>
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Ahmed salama

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Contemporary Issues of Public Administration	Course Code: PAD 404	Prerequisite: PAD 200
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>1. Course Aim:</p> <p>This course defines and studies global policy issues. It explores the evolution of public administration. It also discusses the strategic management process as well as different structures of public administration. It provides analysis of the characteristics as well required for successful public leaders.</p>
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

<p>3.1) Knowledge and Understanding:</p>	<p>3.1.1 Identify the human resource management techniques within public sector.</p> <p>3.1.2 Explain the essential principle and requirement for the application of reinventing as reforming methodology.</p> <p>3.1.3 Identify steps for designing organizational structure applicable for public organizations.</p> <p>3.1.4 Recognize methods of motivating public employees.</p>
<p>3.2) Intellectual Skills:</p>	<p>3.2.1 Analyze strategic plans appropriate for public organization.</p> <p>3.2.2 Apply essential knowledge about management techniques to make full advantage of human resources.</p> <p>3.2.3 Analyze different mechanisms for motivating public employees and satisfying their needs in a manner that yield to the organizational goals realization.</p>
<p>3.3) Professional and Practical Skills:</p>	<p>3.3.1 Examine a wide range of global policy issues, and their main features.</p> <p>3.3.2 Illustrate the impact of "reinventing" upon government functions.</p> <p>3.3.3 Analyze the position of strategic management within public organizations.</p> <p>3.3.4 Apply different factors for improving public employees' performance.</p>
<p>3.4) General and Transferrable Skills:</p>	<p>3.4.1 Recognize how to manage time effectively.</p> <p>3.4.2 Comprehend how to exchange information and share meanings with others.</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs	No tutorials first week	1	3.1.1	3.2.1		
2	Reinventing	6 hrs	N/A	2-3	3.1.2	3.2.2	3.3.2	3.4.2
3	Strategic Management in Public Administration	6 hrs	N/A	4-5	3.1.1	3.2.3	3.3.3	3.4.1
4	Organizing Different Structures of Public Administration	3 hrs	N/A	6-7	3.1.3	3.2.3	3.3.3	3.4.2
5	Midterm Exam			8				
6	Motivation and Job Satisfaction	6 hrs	N/A	9	3.1.4	3.2.3	3.3.4	3.4.1
7	Public Leaders	6hrs	N/A	10-11	3.1.3	3.2.2	3.3.4	3.4.2
8	Communication in Public Administration	3 hrs	N/A	12-13	3.1.3	3.2.1	3.3.4	3.4.2
9	Official actors & non-official actors	3 hrs	N/A	14	3.1.1	3.2.3	3.3.4	3.4.1
10	Final exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		×
2	Tutorials					
3	Practical Lab Sessions	×	×	×	×	×
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×				
5	Seminars					
6	Case Studies	×		×	×	×
7	Problem Solving	×				
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes						30	
4	Assignments	×	×		×			
5	Presentations	×		×	×			

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
6	Individual Projects							
7	Research and Reporting	×	×		×			
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	×	×			×		
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	<p>Denhardt, Robert B. and Janet V. Denhardt, Public Administration: An Action Orientation, 5th Edition, New York: Harcourt College Publishers, 2006.</p> <p>Thomas Birkland, An Introduction to the Policy Process: Theories, Concepts, and Models of Public Policy Making, 3rd Edition, M.E. Sharpe, 2011.</p>
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	
Online Web Sites	<p>Egyptian Knowledge Bank https://www.ekb.eg/ar</p> <p>FUE E-Library https://www.fue.edu.eg/library</p> <p>UC Libraries https://libraries.uc.edu/</p>
Others (Specify)	<p>Ike Joe Nii Annang Mensah – Livingstone, "Communications In Administration: Advantages And Challenges For Effective Corporate Management", a paper presented at the Third (3rd) Induction Ceremony of the Association of Certified Chartered Economists (ACCE), Dec. 2010</p> <p>http://www.charteredeconomists.org/images/com.pdf</p>

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8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages		

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Course Instructor: Dr Ali el Habibi

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Tourism Institutions	Course Code: PAD 405	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course presents the criteria and goals of good management of tourist agencies, qualifications of administrative personnel, problems and solutions, and influence on public policy-making. Students analyze and explore how travel agencies can survive in competitive and changing environment; especially during periods of political and economic instability with special emphasis on the Egyptian case.
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	<p>3.1.1 explain the basic concepts and practices in tourism management.</p> <p>3.1.2 recognize the difference between different travel agencies and their functions.</p> <p>3.1.3 illustrate various tourism issues and their consequences, including but not limited to: political, environmental and socio-economic changes.</p>	
3.2) Intellectual Skills:	<p>3.2.1 Analyze different crisis and challenges through using qualitative and quantitative methods.</p> <p>3.2.2 Think critically of problem solving strategies for tourism issues.</p> <p>3.2.3 Analyze different consequences of tourism and provide recommendations.</p> <p>3.2.4 Evaluate the policy tools the governments use to influence the tourism activities.</p>	
3.3) Professional and Practical Skills:	<p>3.3.1 Accurately define the policy issues and creatively develop optimal alternative solutions.</p> <p>3.3.2 Prepares new approaches in management of tourism including advertisement.</p> <p>3.3.3 Apply the motivation for government involvement in the tourism markets.</p>	
3.4) General and Transferrable Skills:	<p>3.4.1 comprehend debate and deal with ethical issues in management of tourism.</p> <p>3.4.2 Develop oral and written communication skills.</p> <p>3.4.3 contribute in group discussions and respect the reasoned view of others.</p>	

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.

1	Introductory lecture and course outline	3 hrs	N/A	1				
2	2.Introducing Management of Tourism Institutions: Concepts and Ideas	3 hrs	N/A	2				
3	3. Issue in Management of Tourism :Institutions a. Efficiency versus Responsiveness b. Challenges and Crisis Management c. Politics and Administration	3 hrs	N/A	3				
4	4. Inter Tourism Institutions Relationships and Cooperation 5.Working with Governmental and Non-Governmental Organizations	3 hrs	N/A	4				
5	6.What is public policy? Administrative organization (federal government (the policy processes typeset policies	6 hrs	N/A	5-6-7				
6	Midterm Exam			8				
7	7.Ethical Issues of Tourism Institutions	3 hrs	N/A	9				

8	International Agreements							
9	Domestic, Regional and International Challenges for the Management Process Possible strategic mechanisms of dealing with the challenges and future of the Tourism Institutions in Egypt	6 hrs	N/A	10-11				
	Planning, policy Analysis, Implementation & Evaluation	3 hrs	N/A	12				
	Domestic, Regional and International Challenges for the Management Process Possible strategic mechanisms of dealing with the challenges and future of the Tourism Institutions in Egypt	6 hrs	N/A	13-14				
9	Final exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 					

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		×	8	30
2	Final Exam	×	×	×		×	15	40
3	Quizzes							30
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
7	Research and Reporting	×	×	×		×		
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	×	×			×		
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	William Reece, The Economics of Tourism, Upper Saddle River, N.J, Prentice Hall, 2010.
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	Eric Laws and Bruce Prideaux (et al), Crisis management in tourism. Cambridge: CABI, 2007
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	

Facility	Lecture	Admin
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Amr Sukkar

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Legislative Councils	Course Code: PAD 406	Prerequisite: PAD 101
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	The legislature is a distinct arm of state which acquires a high level of significance in a democracy. This course introduces legislative councils in different countries, their hierarchies, administrative structures, procedures and practices. It defines the selection process of different administrative staff. Students explore tools and mechanisms to enhance the productivity of parliamentary staff as well as their capacities in the spheres of administration, financial management, committee work and legislative process. This course focuses on the legislative branch in Egypt as a case study.
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3- Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Explain basic concepts and practices in the different spheres of the legislative councils in different countries. 3.1.2 Illustrate the differences between the different committees in the legislative councils
3.2) Intellectual Skills:	3.2.1 Analyze different mechanisms and understand how to evaluate them based on the case of study at hand. 3.2.2 evaluate new mechanisms for effective management of legislative councils.
3.3) Professional and Practical Skills:	3.3.1 Apply policy-making rationale in the legislative councils. 3.3.2 Engage effectively in human resource management practices.
3.4) General and Transferrable Skills:	3.4.1 Develop the innovation skills and knowing how to manage effectively the legislative councils. 3.4.2 Recognize the teamwork and leadership skills.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic (by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introduction of Concepts and Ideas	3 hrs	N/A	1	3.1.1	3.2.1	3.3.1	3.4.1
2	Main issues in the Management of Legislative Councils Hierarchies Structures Procedures & Practice	6 hrs	N/A	2-3	3.1.2	3.2.2	3.3.2.	3.4.2

	Surrounding concerns (domestically, internationally, regionally) different countries							
3	Intergovernmental Relations	3 hrs	N/A	4	3.1.3	3.2.3	3.3.3	3.4.1
4	Defining Legislative Councils? Management challenges The policy processes Types of policies Sources of bureaucratic power	6 hrs	N/A	5-6	3.1.2	3.2.2	3.3.1	3.4.2
5	Selection process of different administrative staff	3 hrs	N/A	7	3.1.1	3.2.2	3.3.4	3.4.2
6	Midterm Exam			8				
7	Planning, policy Analysis, Implementation & Evaluation Techniques	3 hrs	N/A	9	3.1.3	3.2.1	3.3.2	3.4.1
8	Overall Comparing between different Case Studies	6 hrs	N/A	10-11	3.1.4	3.2.3	3.3.3	3.4.1
9	Evaluation of Management Mechanisms	6 hrs	N/A	12	3.1.3	3.3.3	3.3.2	3.4.1
10	Legislative branch in Egypt	6 hrs	N/A	13-14	3.1.3	3.2.1	3.3.1	3.4.2
11	Final exam			15				
Total Number of Teaching Weeks:12								

**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•	<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills
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5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×			×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×		×
5	Seminars					
6	Case Studies	×	×	×	×	×
7	Problem Solving	×		×	×	×
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S. : Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		7	30	
2	Final Exam	×	×	×		15	40	

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
3	Quizzes						30	
4	Assignments	×	×	×	×	×		
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting	×	×	×		×		
8	Team Work Projects	×	×	×	×	×		
9	Practical Exam							
10	Others (Participation)	×						
**	<ul style="list-style-type: none"> • K.U.: Knowledge and Understanding • I.S.: Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	N/A
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	<ul style="list-style-type: none"> • Egyptian Parliament. Available at http://www.sis.gov.eg/Ar/Templates/Articles/tmpArticles.aspx?CatID=2083#.UxhfdOO1YoB • French Parliament. Available at http://www.pfwb.be/ • UK Parliament. Available at http://www.parliament.uk/about/how/role/customs • US Senate. Available at http://www.senate.gov/reference/reference_index_subjects/Rules_and_Procedure_vrd.htm
Online Web Sites	Egyptian Knowledge Bank https://www.ekb.eg/ar FUE E-Library https://www.fue.edu.eg/library UC Libraries https://libraries.uc.edu/

Others (Specify)	N/A
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8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages	N/A	

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Amr Sukkar

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Public Administration

1- Basic Information			
Course Level: Senior (4 th)	Course Title: Management of Foreign Aid	Course Code: PAD 407	Prerequisite: ECO 203
Specialization: Public Administration			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	This course differentiates between different types of Foreign Aid, it highlights both financial and technical aspects of managing foreign aid in donor and recipient countries, it identifies efficient management systems of foreign aid in terms of receiving, allocation, implementation, follow up and supervision. It emphasizes on foreign aid impact evaluation. The course also, tackles foreign aid development projects in Egypt: bilateral and multilateral cooperation.
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3-Intended Learning Outcomes

By the end of the course the student should be able to:

3.1) Knowledge and Understanding:	3.1.1 Recognize the basic theories and practices of foreign aid and development doctrine. 3.1.2 Interpret the differences in the aid conditionality for recipient countries. 3.1.3 Illustrating critical and comparative understanding of the objectives, principles and means of intervention of bilateral cooperation policies as well as multilateral assistance.
3.2)Intellectual Skills:	3.2.1 Analyze the consequences of policy initiations. 3.2.2 Evaluate the power relationships based on the donors and recipients of aid. 3.2.3 Analyze the programs of a number of bilateral and multilateral cooperation institutions and their outcomes.
3.3)Professional and Practical Skills:	3.3.1 Apply work for bilateral as well as multilateral institutions and for organs of national public administrations that deal with foreign aid. 3.3.2 Recognize issues and categorize the regional priorities of different bilateral cooperation policies and multilateral co-operation (IMF/World Bank).
3.4) General and Transferrable Skills:	3.4.1 Comprehend the negotiation, teamwork and leadership skills. 3.4.2 Develop problem as an opportunity to maximize the gains and outcomes.

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical	Practical		K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory Lecture and Course Outline	3 hrs	N/A	1	3.1.1	3.2.1	3.3.3	3.4.2
2	Different types of foreign Aid	3 hrs	N/A	2	3.1.2	3.2.1	3.3.2	3.4.1
3	Issues in Foreign Aid: a. Categorizing recipients	3 hrs	N/A	3	3.1.1	3.2.3	3.3.2	3.4.1 3.4.2

	b. Aid Providers c. Aid conditions							
4	The relationship between Foreign Aid, Economic Growth and Poverty Trap (“Does Aid Work?”)	3 hrs	N/A	4	3.1.3	3.2.2	3.3.2	3.4.1
5	Package of Using the Foreign Aid: Conditions Limitations Corruption	3 hrs	N/A	5	3.1.3	3.2.1	3.3.1	3.4.2
6	Aid Effectiveness / Politics of International Cooperation: Paris Declaration	3 hrs	N/A	6	3.1.2	3.2.1	3.3.2	3.4.1
7	Financial & Technical aspects of managing foreign aid	3 hrs	N/A	7	3.1.3	3.2.2	3.3.2	3.4.1
8	Midterm Exam			8				
9	Aid Criticism and Evaluation	3 hrs	N/A	9	3.1.2	3.2.1	3.3.1	3.4.2
10	Bilateral and Multilateral Relations for the Aid Package	3 hrs	N/A	10	3.1.3	3.2.2	3.3.2	3.4.1
11	Management systems of forge in aid (Receiving, allocation , implementation , follow up & supervision)	3 hrs	N/A	11	3.1.3	3.2.1	3.3.1	3.4.2
12	The EU Cooperation and Coherence Policy for Development	3 hrs	N/A	12	3.1.2	3.2.1	3.3.1	3.4.2

13	The U.S. Foreign Aid Policy	3 hrs	N/A	13	3.1.3	3.2.1	3.3.2	3.4.1
14	-Evaluation of the Current Situation of Egypt in Comparison to other Countries Genesis and evolution of bilateral and multilateral aid cooperation (Theory and practice of foreign aid) In Egypt	3 hrs	N/A	14	3.1.1	3.2.2	3.3.1	3.4.1
15	Final exam			15				
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 		•		<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	×	×		
2	Tutorials	×	×		×	
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	×	×	×	×

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
5	Seminars	×	×			
6	Case Studies	×		×	×	
7	Problem Solving	×		×		
8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 		

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	×	×		8	30	
2	Final Exam	×	×	×		15	40	
3	Quizzes						30	
4	Assignments	×						
5	Presentations	×	×	×	×	×		
6	Individual Projects							
7	Research and Reporting							
8	Team Work Projects	×	×	×				
9	Practical Exam	×						
10	Others	×	×			×		

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
	(Participation)							
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 					

7- List of Books and References:

Essential Text Books	
Course Notes	<p>Farah Abuzeid, "Foreign Aid and the "Big Push" Theory: Lessons from Sub-Saharan Africa." Stanford Journal of International Relations</p> <p>Bernt Berger and Uwe Wissenbach, EU-China-Africa Trilateral Development Cooperation: Common Challenges and New Directions. D.I.E. (German Development Institute) Discussion Paper, 21/2007.</p> <p>Harry G. Broadman, "China and India go to Africa": New Deals in the Developing World", Foreign Affairs, March-April, 2008.</p> <p>Craig Burnside and Dollar, David, "Aid, Policies, and Growth: Revisiting the Evidence," World Bank Policy Research Working Paper 3251, March 2004.</p> <p>Vu Minh Duc, "Foreign Aid and Economic Growth in the Developing Countries - A Cross-country Empirical Analysis." International University of Japan.</p> <p>European Union, "The European Consensus on Development: The Development Challenge", Official Journal of the European Union, 242, 2006.</p> <p>Paul Hoebink and Olav Stokke, "Introduction: European Development Policy at the Beginning of a New Millennium", in Perspectives on European Development Co-operation, edited by Paul Hoebink and Olav Stokke. London, Routledge, 2005.</p> <p>Lawrence Kiiza, "The Relationship between Aid and Economic Growth: What Aid Strategy Should the Government of Uganda Promote?"</p> <p>Aart Kraay, "Aid, Growth, and Poverty." The World Bank</p> <p>Lancaster, Carol, Foreign Aid, Diplomacy, Development, Domestic Politics. Chicago, University of Chicago Press, 2007.</p>

	<p>John D. Martinussen and Poul E. Pedersen, <i>Aid: Understanding International Development Cooperation</i>. London, Zed Books, 2003.</p> <p>Lawrence McMillan, "Foreign Aid and Economic Development." <i>School of Doctoral Studies (European Union) Journal</i></p> <p>Gelasi Mutahaba, "Foreign Assistance and Local State Building: The Case of Swedish Aid to Tanzania's Rural Water Supply", <i>European Journal of Development Research</i> 1, no. 1, pp. 108-123, 1990.</p> <p>Organization of Economic Cooperation and Development, <i>The Paris Declaration on Aid Effectiveness</i>, 2005.</p> <p>Ashok Kumar Pankaj, "Revisiting Foreign Aid Theories," Published by SAGE, 2005. http://www.sagepublications.com</p> <p>Santido Carlos, "Sisyphus in the Castle: Improving European Union Strategies for Democracy Promotion and Governance Conditionality," <i>European Journal of Development Research</i> 15, no. 1, pp. 1-26, 2003.</p> <p>Jeremy M. Sharp, <i>U.S. Foreign Assistance to the Middle East: Historical Background, Recent Trends and the Fiscal Year 2011 Request</i>. Washington D.C., Congressional Research Services, 2010.</p>
<p>Extra Recommended Books</p>	<p>Lidia Cabral, "Brazil Development Cooperation with the South: a Global Model in Waiting", Overseas Development Institute (ODI)</p> <p>Blog, July 22, 2010.</p> <p>http://blogs.odi.org.uk/blogs/main/archives/2010/07/22/brazil_south</p>
<p>Online Web Sites</p>	<p>Egyptian Knowledge Bank https://www.ekb.eg/ar</p> <p>FUE E-Library https://www.fue.edu.eg/library</p> <p>UC Libraries https://libraries.uc.edu/</p>
<p>Others (Specify)</p>	<p>Carol Lancaster, <i>Governance and Development: The Views from Washington</i>", <i>IDS Bulletin</i> 24, no. 1, pp. 9-15, 1993.</p> <p>Adrian Leftwich, "Governance, the State and the Politics of Development", <i>Development and Change</i> 25, no. 2, PP. 372-381, 1994.</p> <p>Olav Stokke, "Foreign Aid: What Now?" in <i>Foreign Aid Towards the Year 2000: Experiences and Challenge</i>, edited by Olav Stokke. London, Frank Cass, pp. 16-129, 1996.</p>

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Admin
White Board	√	
PC/Laptop	√	
Data-Show	√	
Laser Pointer	√	
Internet	√	
Printer		√
Copier		√
Learning Management System (Moodle)	√	
Software Packages		

9- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Mohamed Awad

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Integrity and Good Governance

Course Specification

2020-2019

Future University in Egypt

Faculty of Economics and Political Science

Department: Political Science

1- Basic Information			
Course Level: Sophomore	Course Title: Integrity and Good Governance	Course Code: PSC 210	Prerequisite:
Specialization:			
Credit Hours: - Theoretical: 3 - Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>This course defines the basic concepts of good governance, integrity, values, morals, ethics and corruption. Students discuss how individual conduct can be judged in terms of integrity. It explores the relationship between religion and integrity. The decisive roles of official and non-official actors in promoting integrity in organizations and society are defined. Students learn to analyze global rating indices for corruption and integrity and compare different developed and developing countries investigating key factors and tools to achieve integrity. In the course, students are exposed to cases that illustrate different types of integrity violations such as abuse of power, misuse and manipulation of information, discrimination, waste and abuse of organization resources. In addition, policy ethics are defined in relation to integrity of governance.</p>
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	<p>1 - Define what is considered ethical and who decides that 2 - Recognize key ethical theories such as virtue ethics, deontology, and teleology 3 - Describe various concepts such as morals, norms, values, virtues, misconduct</p>
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	<p>4 - Identify different contexts of good governance and ethics in public administration settings</p> <p>5 - Discuss the United Nations Convention against Corruption</p>
3.2) Intellectual Skills:	<p>1 - Analyze different complex situations in public organizations and how to determine the ethical decision making</p> <p>2 - Examine what works better and when: enforcing compliance, building trust, or promoting values</p> <p>3 - locate an authentic moral position as a future leader by learning how to provide constructive and respectful critique to current corrupted situations.</p>
3.3) Professional and Practical Skills:	<p>1 - Apply knowledge of transparency, sustainability, and accountability to the Egyptian context</p> <p>2 - Design an anti-corruption strategy appropriate to the Egyptian conditions</p> <p>3 - Employ structured ethical reasoning when faced with the real-life ethical dilemma</p> <p>4 - Interpret professionally different strategies used to make sense of ethical issues</p>
3.4) General and Transferable Skills:	<p>1 - Demonstrate teamwork skills among the peers</p> <p>2 - Develop self-learning mechanisms</p> <p>3 - Apply communication and leadership skills</p>

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Practical		K.U.	I.S.	P.P.S	G.T.S.
1	Introduction: Integrity and Good Governance	3 hrs		1				
2	Making Sense of Ethics: A decision making approach to Ethical Dilemmas: When do you	6 hrs	2 hrs	2-3	3.1.2 3.1.3	3.2.2		

	know a particular issue has ethical dimensions? How to recognize such dimensions? How to make sense of them and agree on positions or solutions?							
3	Understanding and Applying Classical Theories of Ethics	6 hrs	2 hrs	4-6-7		3.2.2 3.2.3		3.4.1
4	Midterm Exam			8				3.4.2
5	Who Decides "Public Interest"?	6 hrs	2 hrs	9			3.3.3 3.3.4	
6	Good Governance across the Globe	6 hrs	2 hrs	10-12	3.1.5	3.2.2		
7	Good Governance in Public Policy: Managing Conflicting Public Values	3 hrs	1 hr	13	3.1.4 3.1.3	3.2.3		
8	Absolutism, Particularism, and Relativism: Ethics Management across borders	3 hrs	1 hr	14		3.2.2	3.3.1 3.3.4	

9	Final exam			15			3.4.2
Total Number of Teaching Weeks:12							
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•				<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 	

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×		3.2.2		×
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×			3.3.3	
5	Seminars					
6	Case Studies					
7	Problem Solving	×	3.1.5	3.2.3		3.4.1 3.4.2
8	Others (Specify)					
*	<ul style="list-style-type: none"> • K.U. : Knowledge and Understanding • I.S.: Intellectual Skills 					<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S.: General and Transferable Skills

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm	×				8	30	

	Exam (s)							
2	Final Exam	×	3.1.1 3.1.5			3.4.1 3.4.2	15	40
3	Quizzes							
4	Assignments		3.1.2	3.2.2				
5	Presentations							
6	Individual Projects			3.2.3		3.4.1 3.4.2		
7	Research and Reporting					3.4.1 3.4.2		
8	Teamwork Projects					3.4.3		
9	Practical Exam				3.3.2			
10	Others (Participation)	×						
<ul style="list-style-type: none"> ● K.U. : Knowledge and Understanding ● I.S.: Intellectual Skills 				<ul style="list-style-type: none"> ● P.P.S.: Practical / Professional Skills ● G.T.S.: General and Transferable Skills 				

7- List of Books and References:

Essential Textbooks	Adams, G. and D.L. Balfour, Towards Restoring Integrity in Praetorian Times. The Value of Putting Cruelty First Public Integrity, Vol. 14, No.4: 2012 (325-339).
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	
Online Web Sites	
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
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White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

Plagiarism, in the school's jargon called "copying and pasting", is the intentional act of replicating someone else's work (be it text, ideas, images, or any non-common knowledge) without referring to the source. One can also self-plagiarize through submitting his/her own work to more than one course without clearly notifying the professor.

Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Department Head: Alia Abdelhamid Morsy Aaref

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department:

• Basic Information			
Course Level: junior (3 th)	Course Title: Political Development	Course Code: PSC 303	Prerequisite: PSC 101/ PSC 102
Specialization:			
Credit Hours: • Theoretical: 3 • Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<ul style="list-style-type: none"> • The course aims at deconstructing the use of classical stereotypical conceptions such as the third world and the south-north dichotomy of the process of political development while placing emphasis on the how, why and what questions of factors of political development through focusing on what is the criteria of attaining political development and its obstacles. • Addressing the most enduring questions of political and economic development. • Comprehending and analyzing crucial issues and challenges facing political development in third world countries.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1 Define the historical factors which led to the emergence of the third world, and the contemporary factors which impede development. 3.1.2 Interpret current political affairs on the national, regional and international levels such as, for example: countries in transitions, revolutions and resistance, as well as the successful economic and political models around the world. 3.1.3 Identify the importance of the concept of political and economic development, and the recent theories or concepts of democratization, institution-building, and the most successful economic models
3.2) Intellectual Skills:	3.2.1 Employ and apply the different development theories to current events. 3.2.2 Outline ethical position towards the role of women, religion, poverty and human rights in political and economic development.
3.3) Professional and Practical Skills:	3.3.1 Relate and connect between historical events and political theories with contemporary political and economic development issues, in Egypt and abroad. 3.3.2 Employ the gained knowledge in the analysis of a variety of case studies and various development experiences from around the world. 3.3.3 Illustrate the art of research and use of methodologies in writing essays.
3.4) General and Transferrable Skills:	3.4.1 Think systematically and construct logical arguments about achieving political and economic development. 3.4.2 Allow to effectively coordinate with others in a discussion. 3.4.3 Evaluate the sources of news and their credibility

4- Course Content:

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week			K.U.	I.S.	P.P.S.	G.T.S.
1	Introductory lecture and course outline	3 hrs		1				
2	-understanding underdevelopment -State, institutions, and political development	6 hrs		2-3	3.1.1 3.1.3	3.2.1	3.3.1 3.3.3	3.4.1
3	-Causes of conflict in the Third world -Nationalism and secession	6 hrs		4-6-7	3.1.2	3.2.1 3.2.2	3.3.2	3.4.2 3.4.3
4	Midterm Exam			8	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2		
5	--Revolution --Conflict transformation	6 hrs		9	3.1.2 3.1.3	3.2.2	3.3.1 3.3.2	3.4.1 3.4.2
6	Post- Conflict	6 hrs		10-12	3.1.2 3.1.3	3.2.2	3.3.1 3.3.2	3.4.2
7	-Democratization	3 hrs		13	3.1.2 3.1.3	3.3.1	3.1.1	3.4.1 3.4.2 3.4.3
8	-Women	3 hrs		14	3.1.2 3.1.3	3.3.1		3.4.1

9	Final exam			15	3.1.1 3.1.2 3.1.3	3.2. 1 3.2. 2		
Total Number of Teaching Weeks:12								
**	<ul style="list-style-type: none"> K.U.: Knowledge and understanding I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> P.P.S: Practical/Professional skills G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

No.	Teaching / Learning Method	Selected Methods	(Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2	3.3.1 3.3.3	3.4.2
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials / Online Material / Presentations)	×	3.1.2	3.2.1 3.2.2	3.3.2	3.4.1 3.4.2 3.4.3
5	Seminars					
6	Case Studies	x	3.1.2 3.1.3	3.2.1	3.3.1 3.3.2	3.4.2
7	Problem Solving					

8	Others (Specify)					
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 	<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

6- Assessment Methods, Schedule and Grade Distribution:

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method				Week(s) No.	Marks %
			(By ILO Code)					
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2			8	30
2	Final Exam	×	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2			15	40
3	Quizzes	x	3.1.1 3.1.2 3.1.3	3.2.1 3.2.2				10
4	Assignments	×	3.1.2 3.1.3	3.2.1	3.3.1 3.3.2	3.4.1 3.4.3		10
5	Presentations							

6	Individual Projects							
7	Research and Reporting							
8	Team Work Projects							
9	Practical Exam							
10	Others (Participation)	×			3.3.1	3.4.1 3.4.2 3.4.3		10
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	Handelman, Howard: The Challenge of Third World Development,(New Jersey: Pearson Education,2013).
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	- B.C.Smith, Understanding Third World Politics, Theories of Political Change Development,(New York: Palgrave Macmilan,2003)
Online Web Sites	
Others (Specify)	

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		

PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet	√		
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

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Students submitting paper/assignment/presentation with plagiarized content will automatically receive a failing grade for their work.

Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: DR- Seham Fawzi

Department Head: DR- Hassan Wageh

Date: 12 September 2019



Course Specification

2019/2020

Future University in Egypt

Faculty of Economics and Political Science

Department: Economics/Political Science/Public Administration/Political Mass Media

1- Basic Information			
Course Level: Junior (3 rd)/Senior (4 th)	Course Title: Simulations and Internships	Course Code: REM 301	Prerequisite: N/A
Specialization:			
Credit Hours: - Theoretical: 3 Practical: 0		Contact Hours: 3	

2- Specialized Information

2.1) Course Aim/s	<p>Ahead of entering their senior year, students are allowed an opportunity to gain three elective credit hours through conducting an internship that gives them a hands-on experience of their academic knowledge at FEPS or take part in a student-based simulation model of an international organization. The internship should be conducted in established entities related to the students' major that would help students implement their theoretically accumulated understanding of the field and prepare them for a better engagement in the work environment. A minimum of 120 working hours are required to earn the 3 credit hours for the internship. As for the simulations, students are expected to take part in a model of international or local entities that would give them the ability to understand the different regulations and decision-making mechanism in real-life. Earning the three credit hours of this course require a final appraisal report for the student by the sponsoring entity.</p> <p>The course aims at:</p> <ul style="list-style-type: none"> • Applying the theoretically accumulated understanding on the work field.
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	<ul style="list-style-type: none"> • Understanding the different regulations and decision-making mechanism in real-life • Creating better engagement in the work environment.
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3- Intended Learning Outcomes

3.1) Knowledge and Understanding:	3.1.1 Discuss the nature of work field of the host organization. 3.1.2 Learn to work to the professorial code of practice in the host organization. 3.1.3 Identify different policy issues 3.1.4 Develop the culture intelligence competency
3.2) Intellectual Skills:	3.2.1 Analyze the relationship between the theories and work practices. 3.2.2 Compare between the strength and weakness of the host institution based on the studied theories. 3.2.3 Develop problem solving skills based on global brain approach
3.3) Professional and Practical Skills:	3.3.1 Attain the practical application of the knowledge acquired throughout the study at FEPS. 3.3.2 Experience a working environment. 3.3.3 Improve networking skills. 3.3.4 Experience working in a multi-cultural environment 3.3.5 Use of new technology in workplace
3.4) General and Transferrable Skills:	3.4.1 Develop teamwork, leadership and interpersonal skills. 3.4.2 Attain the professional maturity 3.4.3 Promote the independence and initiative abilities. 3.4.4 Develop report writing skills

4- Course Content:

Option 1 (Internship) : Internship at one of Relevant Institutions to student course of study

Hands-On Based

Option 2: International Collaboration Program (Ex: Global Debates Program in Partnership with University of Washington and University of North Carolina Asheville)

	Main Topic	Credit Hours:3 hrs		Week No.	Course ILOs Covered by Topic(by ILO Code)			
		Theoretical 3 hrs/week	Practical 1 hr/week		K.U.	I.S.	P.P.S.	G.T.S.
1	- Introductory lecture and course outline	3 hrs	N/A	1				

	- Cultural Artifact - Basics of live video Conferencing and how to make it lively and work well.	3 hrs	N/A	2			3.3.5	
2	- Opening Video Conference	3 hrs	N/A	3	3.1.4		3.3.4	
3	- Debating Skills, Strategies & Format - Moderating a public debate	3 hrs	N/A	4-5	3.4.1			
3	- Techniques of writing Reflective papers - Techniques of writing debate outline	3 hrs	N/A	6		3.2.1		
4	- First Debate Simulation	3 hrs	N/A	7	3.1.3			3.4.1
5	- First Global Debate with UNCA	3 hrs	N/A	8	3.1.4	3.2.3	3.3.4/3.3.5	3.4.1
6	- Public Speaking Skills	3 hrs	N/A	9	3.1.4	3.2.3		3.4.1
7	- Delivery of Public Speeches by students	3 hrs	N/A	10	3.1.4	3.2.3		3.4.1
8	- Negotiation Skills and Strategies - Introducing the Case Study	3 hrs	N/A	11-12	3.1.4	3.2.3		3.4.1
9	- First Negotiation Simulation	3 hrs	N/A	13	3.1.4	3.2.3	3.3.5	3.4.2
10	- Second Global Debate with	3 hrs	N/A	14	3.1.4	3.2.3	3.3.5	3.4.1

	- UNCA							
11	- Second Negotiation Simulation	3 hrs	N/A	15	3.1.4	3.2.3	3.3.5	3.4.2
Total Number of Teaching Weeks:15								
**	<ul style="list-style-type: none"> • K.U.: Knowledge and understanding • I.S.: Intellectual Skills 	•			<ul style="list-style-type: none"> • P.P.S: Practical/Professional skills • G.T.S: General and Transferable Skills 			

5- Teaching and Learning Methods:

Option One (Internship): Hands-On Based

- Finish 120 internship hours.
- The internship should be related to the specialization.
- The work should substantive and professional in nature.
- The internship shall not be conducted in a family-owned organization/business.
- The internship should be completed during the student degree program.
- The students must bring an official sealed report from the internship organization about his/her performance during the internship.
- The students must attain the acceptance from the head of department before the commencement of the internship.
- The students are responsible to search and find the internship opportunities.

Option Two: International Collaboration Program (Ex: Global Debates Program in Partnership with University of Washington and University of North Carolina Asheville)

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
1	Interactive Lectures including discussion	×	3.1.4		3.4.3	
2	Tutorials					
3	Practical Lab Sessions					
4	Self-Study (Project / Reading Materials /	×	3.1.3	3.2.3		3.4.3

No.	Teaching / Learning Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)			
			K.U.	I.S.	P.P.S.	G.T.S.
	Online Material / Presentations)					
5	Simulations		3.1.3	3.2.1	3.3.3	3.4.1
6	Case Studies (Negotiations)	×	3.1.3	3.2.1	3.3.2/3.3.4	3.4.2/3.4.3
7	Problem Solving					
8	Others (International Conferences)	×	3.1.4	3.2.3	3.3.3/3.3.4	3.4.1
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 		<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 			

6- Assessment Methods, Schedule and Grade Distribution:

Option One: Internship at one of Relevant Institutions to student course of study

Hands-On Based

Option Two: International Collaboration Program (Ex: Global Debates Program in Partnership with University of Washington and University of North Carolina Asheville)

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
1	Midterm Exam (s)							
2	Final Exam							

No.	Assessment Method	Selected Methods	Course ILOs Covered by Method (By ILO Code)				Week(s) No.	Marks %
			K.U.	I.S.	P.P.S.	G.T.S.		
3	Quizzes							
4	Assignments	×	3.1.4	3.2.3	3.3.3	3.4.1	2-14	10
5	Presentations (Public Speaking)				3.3.2	3.4.1	6&7	5
6	Individual Projects							
7	Research and Reporting (Reflection Papers)	×	3.1.3	3.2.3	3.3.4	3.4.4	8/14/15	35
8	Team Work Projects (International Conferences)	×	3.1.4	3.2.3	3.3.4	3.4.3	2-14	20
9	Simulations	×	3.1.3	3.2.3	3.3.3	3.4.1/3.4.3	4-15	25
10	Participation	×		3.2.1		3.4.3	1-15	5
**	<ul style="list-style-type: none"> • K.U. :Knowledge and Understanding • I.S. :Intellectual Skills 			<ul style="list-style-type: none"> • P.P.S.: Practical / Professional Skills • G.T.S. : General and Transferable Skills 				

7- List of Books and References:

Essential Text Books	<p>These readings are compulsory for Option Two Only (Simulations)</p> <ul style="list-style-type: none"> • Fisher, R., Ury, W., & Patton, B. (2011). Getting to yes: Negotiating agreement without giving in
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	<ul style="list-style-type: none"> • (3rd, rev. ed.). New York: Penguin. Available at http://www.fd.unl.pt/docentes_docs/ma/AGON_MA_25849.pdf • Frontiers of the 21st Century: Argument, debate and the struggle for civil society, edited by Alfred Snider, IDEA Press 2008 • Gudykunst, W. B., & Kim, Y. Y. (1997). Communicating with strangers: An approach to intercultural communication. Reading, MA: Addison-Wesley Pub. Co • Public Debating: Principal and practice (2011). British Council and Anna Lindh Fondation Euro-Med. Available at: http://www.youngarabvoices.org/sites/default/files/trainingmaterials/public_debating_-_principle_and_practice.pdf • Smith ,N. (2011). The Practical Guide to Debating Worlds Style/ British Parliamentary Style. Available at https://debate.uvm.edu/dcpdf/Neill_Harvey_Smith_Practical_Guide_to_Debating_Worlds_Style_2011.pdf
Course Notes	Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)
Extra Recommended Books	N/A
Online Web Sites	N/A
Others (Specify)	N/A

8- Tools and Facilities Required for Teaching and Learning:

Facility	Lecture	Lab	Admin
White Board	√		
PC/Laptop	√		
Data-Show	√		
Laser Pointer	√		
Internet			

Facility	Lecture	Lab	Admin
Printer			√
Copier			√
Learning Management System (Moodle)	√		
Software Packages			

9- Plagiarism Policy:

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Refer to the instructor for more information about how to avoid plagiarism

Course Instructor: Dr. Salwa Thabet

Department Head: Prof. Dr. Salwa Thabet

Date: 12 September 2019