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| **Approved Date:**  |  | **Philadelphia University** |
| **Issue:** | **Faculty:** Business |
| **Credit Hours:** 3 hours | **Department:** Business Administration |
| **Degree:** Bachelor | **Course Syllabus** | **Academic Year:** 2022/2023 |

**Course Information**

|  |  |  |
| --- | --- | --- |
| **Prerequisite**  | **Course Title** | **Course No.**  |
| **---** | Administrative governance | **033032800** |
| **Room No.** | **Class Time** | **Course Type** |
| 32306 | 8:15 |  Univirsity Requirement Fuclty Requirement * Major Requirement  Elective  Compulsory
 |

**Instructure Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **E-mail** | **Office Hours** | **Phone No.** | **Office No.** | **Name** |
| Mar\_Ahmed@philadelphia.edu.jo | Sunday -Thursday9:30-11:30 pm |  | 32407 | Dr. Marwa Ahmed |

**Course Delivery Method**

|  |
| --- |
|  **Blended Online Physical**  |
| **Learning Model** |
| **Physical** | **Asynchronous** | **Synchronous** | **Percentage** |
| **100%** | **--** | **-** |

**Course Description**

|  |
| --- |
|  The course deals with the concept of administrative governance, the basic principles on which administrative governance is based, elements of administrative governance, transparency and accountability, procedures, rules, regulations, instructions, and mechanisms adopted in fighting corruption, the risks faced by individuals, strategies for making rational decisions, and working within a team to develop competencies and manage affairs.  |

**Course Learning Outcomes**

|  |  |  |
| --- | --- | --- |
| **Corresponding Program Outcomes**  | **Outcome** | **Number** |
| **Knowledge**  |
| **Kp1** | Clarify the nature of governance, and the challenges it faces | **K1** |
| **Kp1** |  The basic principles on which administrative governance is based | **K2** |
| **Kp1** |  Study the importance, nature and elements of administrative governance and the concept of citizenship and citizen rights | **K3** |
| **Kp4** |  Defining international principles of governance | **K4** |
| **Kp2** | Clarify the nature of governance, and the challenges it faces | **K5** |
| **Kp1** |  A statement of the basic principles on which administrative governance is based | **K6** |
| **Skills**  |
| **Sp1** | Communicating effectively with. Selected management case for business organizations / through work teams Knowing the  | **S1** |
| **Sp2** | Eemploy the procedures, rules, regulations, instructions and mechanisms adopted in fighting corruption and the risks faced by individuals  | **S2** |
| **Sp3** | Apply critical thinking skills in decision-making  | **S3** |
| **Competencies** |
| **Cp3** | Perform effectively on teamwork and display interpersonal skills to carry out a specific task | **C1** |

**Learning Resources**

|  |  |
| --- | --- |
| الحوكمه الاداريهعلي الشرقاوي بيروت دار النهضه العربيه2021 | **Course Textbook** |
|  الحوكمه الاداريه صلاح الدين عبدالمنعم مبارك الاسكندريه دار الجامعه2018 الدين و السياسة من الحاكمية الى الديمقراطية/ محمود نمير/2017‏ | **Supporting References** |
| [www.ebsco.com](http://www.ebsco.com)<http://library.philadelphia.edu.jo/ST_EN.htm><https://bit.ly/3vblsIH> (APA7 Referencing) | **Supporting Websites**  |
|  **Classroom**  **laboratory Learning Platform Other**  | **Teaching Environment**  |

**Meetings and Subjects Time Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Learning Material** | **Task** | **Learning Method\*** | **Topic** | **Week** |
| Syllabus | * Introduce the instructor
* Meet students
* Class ground rules
* Syllabus introduction
 | Orientation | Course introduction | **1** |
| * Chapter 1
* Research Article.
 | * Read chapter
* Discussions
* Homework 1
 | * Lecture
* Collaborative learning
 | The concept of administrative governance | **2** |
| * Chapter 1
* Research Article.
 | * Read chapter
 | * Lecture
* Flipped class
 | Elements of Administrative Governance, Transparency and Accountability | **3** |
| * Chapter 2
 | * Read chapter
* Video
 | * Lecture
* Collaborative learning
 | Procedures, rules, regulations, instructions, procedures and mechanisms adopted in the fight against corruption | **4** |
| * Chapter 2
 | * Read chapter
* Brainstorming
 | * Lecture
* Problem solving based learning.
 | Risks faced by individuals and strategies for making rational decisions | **5** |
| * Chapter3
 | * Read chapter
* Discussion
* Mind mapping and
 | * Lecture
* Problem solving based learning.
 | Development of competencies and management of state and society affairs / good governance | **6** |
| * Chapter 4
 | * Read chapter
* One minute paper
 | * Lecture
* Collaborative learning
 | International principles of democratic governance | **7** |
| * Chapter4
 | * Read chapter
* Mind mapping and Brainstorming
 | * Lecture
* Problem solving based
 | The role of governance in development as an essential tool for improving and strengthening the rule of law | **8.a** |
| **Mid-term Exam** | **8.b** |
| * Chapter 5
* Students’ research
 | * Read chapter
* Peer review
 | * Flipped class
 | The concept of justice and the importance of advancing justice | **9** |
| * Chapter 5
* Media Content
 | * Read chapter
* Discussions
 | * Lecture
* Collaborative learning
 | Citizenship concept | **10** |
| * Chapter 6
 | * Read chapter
* Discussion
 | * Lecture
* Collaborative learning
 | How to assess the main risks faced by individuals | **11** |
| * Chapter 6
* Research Article
* Media Content
 | * Read chapter
* Video
* Homework 2
 | * Lecture
* Collaborative learning
 | The basic principles on which administrative governance is based | **12** |
| * Chapter 7
* Students’ research
 | * Read chapter
* Moc-prsentation
* Peer review
 | * Lecture
* Flipped class
 | Administrative governance | **13** |
| * Chapter 7
 | * Read chapter
 | * Lecture
* Problem solving based
 | Citizen rights and dutiesGovernmental problems faced by individuals  | **14** |
| * Students’ research
 | * Presentations
 | * Project based learning
 | Group Presentation | **15** |
| **Final Exam** | **16** |

\*Includes: lecture, flipped Class, project based learning, problem solving based learning, collaboration learning.

**Course Contributing to Learner Skill Development**

|  |
| --- |
| **Using Technology**  |
| Search the Internet for videos that explain the elements of administrative governance, transparency and accountabilityVisit the e-library to obtain up-to-date information about the new schools represented by the Transformational and Participatory School to hold panel discussions |
| **Communication Skills**  |
| Working teams consisting of 3-4 students to research a topic that is determined before the lecture and discuss the lecturers studentsDiscussions // While raising topics during lecturesSubmitting reports // related to transparency and accountabilityShow explainer videos |
| **Application of Concept Learnt**  |
| Presentation of case studies on the rights and duties of citizens  |

**Assessment Methods and Grade Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Outcomes** **to be Assessed** | **Assessment Time****(Week No.)** | **Grade** | **Assessment Methods** |
| **K1, K2, K3S3** | **8th week** | **30 %** | **Mid Term Exam** |
| **S1, S2****C1** | **Continuous** | **30 %** | **Term Works\*** |
| **K4, K5, K6****S3** | **16th week** | **40 %** | **Final Exam** |
|  |  | **100%** | **Total** |

 \* Include: quizzes, in-class and out of class assignment, presentations, reports,

 videotaped assignment, group or individual project.

**Alignment of Course Outcomes with Learning and Assessment Methods**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessment Method\*\***  | **Learning Method\*** | **Learning Outcomes** | **Number**  |
|  **Knowledge** |
| * Exam
* In-class Activities
* Presentation
* Assignment
 | * Lecture
* Collaborative learning
* Flipped class
 | The concept of administrative governance | **K1** |
| * Exam
* In-class Activities
 | * Lecture
* Collaborative learning
* Problem solving based learning.
 | Elements of Administrative Governance, Transparency and Accountability | **K2** |
| * Exam
* In-class Activities
 | * Lecture
* Collaborative learning
* Problem solving based learning.
 | Procedures, rules, regulations, instructions, procedures and mechanisms adopted in the fight against corruption | **K3** |
| * Exam
* Presentation
* In-class Activities
 | * Lecture
* Collaborative learning
* Flipped class
 | Development of competencies and management of state and society affairs / good governance | **K4** |
| * Exam
* In-class Activities
* Assignment
 | * Lecture
* Collaborative learning
 | International principles of democratic governance | **K5** |
| * Exam
* In-class Activities
* Presentation
 | * Lecture
* Problem solving based
* Flipped class
 | The role of governance in development as an essential tool for improving and strengthening the rule of law | **K6** |
|  **Skills**  |
| * Exam
* In-class activities
* Presentation
* Group Assignment
 | * Collaborative learning
* Project based learning
 | Communicating effectively in all forms, written, visual and oral, for operating efficiently in the business environment. | **S1** |
| * In-class activities
* Presentation
* Group Assignment
 | * Collaborative learning
* Project based learning
 | Communicating effectively with. Selected management case for business organizations / through work teams Knowing the  | **S2** |
| * In-class activities
* Individual and group assignment
 | * Collaborative learning
* Problem solving based learning.
 | Eemploy the procedures, rules, regulations, instructions and mechanisms adopted in fighting corruption and the risks faced by individuals  | **S3** |
|  **Competencies** |
| * In-class activities
* Presentation
* Group Assignment
 | * Flipped class
* Project based learning
 | Perform effectively on teamwork and display interpersonal skills to carry out a specific task | **C1** |

 \*Include: lecture, flipped class, project based learning, problem solving based learning, collaboration learning.

\*\* Include: quizzes, in-class and out of class assignments, presentations, reports, videotaped assignments, group or individual projects.

**Course Polices**

|  |  |
| --- | --- |
|  **Policy Requirements** | **Policy** |
| The minimum pass for the course is (50%) and the minimum final mark is (35%). | **Passing Grade** |
| * Anyone absent from a declared semester exam without a sick or compulsive excuse accepted by the dean of the college that proposes the course, a zero mark shall be placed on that exam and calculated in his final mark.
* Anyone absent from a declared semester exam with a sick or compulsive excuse accepted by the dean of the college that proposes the course must submit proof of his excuse within a week from the date of the excuse’s disappearance, and in this case, the subject teacher must hold a compensation exam for the student.
* Anyone absent from a final exam with a sick excuse or a compulsive excuse accepted by the dean of the college that proposes the material must submit proof of his excuse within three days from the date of holding that exam.
 | **Missing Exams** |
| The student is not allowed to be absent more than (15%) of the total hours prescribed for the course, which equates to six lecture days (n t) and seven lectures (days). If the student misses more than (15%) of the total hours prescribed for the course without a satisfactory or compulsive excuse accepted by the dean of the faculty, he is prohibited from taking the final exam and his result in that subject is considered (zero), but if the absence is due to illness or a compulsive excuse accepted by the dean of the college that The article is introduced, it is considered withdrawn from that article, and the provisions of withdrawal shall apply to it. | **Attendance** |
| Philadelphia University pays special attention to the issue of academic integrity, and the penalties stipulated in the university's instructions are applied to those who are proven to have committed an act that violates academic integrity, such as cheating, plagiarism (academic theft), collusion, intellectual property rights. | **Academic Integrity** |

**Program Learning Outcomes to be Assessed in this Course**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Targeted Performance level** | **Assessment Method** | **Course Title** | **Learning Outcome** | **Number** |
|  |  |  |  |  |
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**Description of Program learning Outcomes Assessment Method**

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| --- | --- |
| **Detailed Description of Assessment** | **Number** |
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**Assessment Rubric of the Program Learning Outcomes**

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