

**Faculty of Economics and Political Science**  
**Management of Non-Governmental Organizations**

**Information :**

**Course Code :** PAD 306      **Level :** Undergraduate      **Course Hours :** 3.00- Hours

**Department :** Department of Public Administration

**Instructor Information :**

Title	Name	Office hours
Lecturer	Amira Ibrahim Taha Megahed Elshamy	2

**Area Of Study :**

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.

**Course Goals:**

- Learn about the NGOs definition and activities.
- Explain the different approaches necessary for studying the NGOs.
- Identify the differences between the three sectors in the any society: public, business, and NGOs.
- Determine the different approaches and theories used in studying NGOs.
- Describe the different problems that Egypt especially confronts and also the Arab world in their way to develop the third sector (NGOs).
- Identify the main features of the needed strategy to create effective NGOs that have a vital role in the development of the community.

**Description :**

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**Course outcomes :**

**a. Knowledge and Understanding: :**

1 -	Define the concept of NGOs.
2 -	Classify different types of NGOs according to the level of cooperation.
3 -	Outline the ecological nature of NGOs.

4 -	Identify major theoretical frames for studying NGOs.
5 -	Recognize the role of NGOs in the society.
6 -	Identify ethical principles of the Arabian NGOs.
7 -	Classify different sources of funding NGOs Recognize the important role of NGOs networks.
8 -	Discuss major features of NGOs in Egypt.

**b. Intellectual Skills: :**

1 -	Analyze the contextual factors affecting local NGOs,
2 -	Assess local community needs to determine the suitable steps for reform and development of NGOs activities in order to satisfy these needs.
3 -	Critically analyze the contemporary role of multinational NGOs.

**c. Professional and Practical Skills: :**

1 -	Apply knowledge to assess the sustainability of NGOs.
2 -	Discover common problems facing NGOs in the Arab World.
3 -	Prepare an effective capacity building program for an NGO.
4 -	Apply knowledge to monitor and evaluate NGOs performance.

**d. General and Transferable Skills: :**

1 -	Analyze the contextual factors affecting local NGOs.
2 -	Work effectively in a team.
3 -	Develop communication skills with local NGOs.
4 -	Manage time effectively.

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Introduction: The definition of NGOs	3	1	
NGOs: Concepts and Types	6	2	
The Role of the NGOs in Development	6	2	
Ethical Principles of the Arabian NGOs	3	1	
The NGOs Networks	3	1	
Midterm Exam		1	
Capacity Building of the NGOs- With Special View on Egypt	3	1	
Case Studies of NGOs in Selected Countries	3	1	
The Multinational NGOs	6	2	
NGOs in Egypt: A historical Perspective	3	1	
Papers' Presentation.	3	1	
Final Exam		1	

**Teaching And Learning Methodologies :**

Data show and computer in lectures
Demonstration videos

Group discussion

Debates

Research Paper

Presentations

**Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignment, Quizzes, Research Papers, Presentations, D	30.00		To assess understanding and theoretical background of the intellectual and practical skills
Final Exam	40.00	15	To assess knowledge and intellectual skills.
Midterm Exam(s)	30.00	8	To assess professional skills.

**Course Notes :**

Other Readings and handouts as assigned

**Recommended books :**

Arab NGO Network for Development, Assessing the Millennium Development Goals Process in the Arab Region, Lebanon, September 2010.

UNDP, Egypt Human Development Report, Egypt's Social Contracts: The Role of Civil Society, 2008.

USAID, 2009 NGO Sustainability Index for Sub-Saharan Africa, 1st edition, September 2010.

**Periodicals :**

Lester Salamon and Helmut Anheier, The International Classification of Nonprofit Organizations, The John Hopkins Comparative Nonprofit Sector Project Working Paper No.19, 1996

Mervat Rishmawi and Tim Morris, Overview of the Civil Society in the Arab World, International NGO Training and Research Center, Praxis Paper no. 20, October 2007

UNDP, Civil Society and Civic Engagement in the Arab States Region, Office of Communications, NY, February 2013.

Vicky M. Breham, Autonomy or Dependence? North-South NGO Partnerships, The International NGO Training and Research Center, (INTRAC) briefing paper no.6, July 2004