

Faculty of Economics and Political Science

Management of Legislative Councils

Information :

Course Code : PAD 406

Level : Undergraduate

Course Hours : 3.00- Hours

Department : Department of Public Administration

Instructor Information :

Title	Name	Office hours
Associate Professor	Sameh Fawzy Henien Abdelmalak	1

Area Of Study :

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.

Course Goals:

- Label the basic concepts and approaches for management the legislative councils.
- Understand the relationship between the different arms of the state in the process of democracy.
- Interpret the functioning of the administrative structures, procedures, practices and hierarchies of legislative councils in different countries in a comparative manner.
- Evaluate the productivity of the parliamentary staff.
- Develop the spheres of administrative, financial management and the committees.

Description :

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Course outcomes :

a. Knowledge and Understanding: :

1 -	Comprehend basic concepts and practices in the different spheres of the legislative councils in different countries.
2 -	Identity and comprehend the differences between the different committees in the legislative councils.

b. Intellectual Skills: :

1 -	Analyze different mechanisms and understand how to evaluate them based on the case of study at hand.
2 -	Develop new mechanisms for effective management of legislative councils.

c. Professional and Practical Skills :

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| 1 - | Understand policy-making rationale in the legislative councils. |
| 2 - | Engage effectively in human resource management practices. |

d. General and Transferable Skills :

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| 1 - | Develop the innovation skills and knowing how to manage effectively the legislative councils. |
| 2 - | Attain the teamwork and leadership skills. |

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Introduction of Concepts and Ideas	3	1	
Main issues in the Management of Legislative Councils	6	2	
a. Hierarchies			
b. Structures			
c. Communication			
d. Challenges			
e. Surrounding concerns (domestically, internationally, regionally)			
Intergovernmental Relations	3	1	
Defining Legislative Councils?	6	2	
a. Management challenges			
b. The policy process			
c. Types of policies			
d. Sources of bureaucratic power			
Midterm Exam		1	
Ethical Issues facing the Management Process	3	1	
Planning, policy Analysis, Implementation & Evaluation Techniques	3	1	
Overall Comparing between different Case Studies	6	2	
Prime Challenges	6	2	
Evaluation of Management Mechanisms	3	1	
Final Exam		1	

Teaching And Learning Methodologies :

Data show and computer in lectures

Demonstration videos

Group discussion

Research Paper

Debates

Simulations

Presentation

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paper, 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	7	To assess professional skills.

Web Sites :

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