



Master of Leadership in Civil Service (MLCS)

Akamai University

Hawaii, United States of America

Dr. Ben Lee and Dr. Douglass Capogrossi

Approved: 17 May 2017

The Akamai Program has been carefully designed to be convenient, relevant and to build upon the student's past work experience in Civil Service and current professional pursuits.

Rather than interrupting a student's career, this MLCS Program is designed to enhance it by providing greater knowledge and understanding, new skills and qualifications, fully engaged with their current professional pursuits. Students are guided in conducting employment related scholarly research for the purpose of improving civil service systems and strategies. This is a highly cost effective way to gain new insights and skills, the latest information and competencies, and valuable qualifications.)

ABOUT AKAMAI UNIVERSITY, HAWAII, USA

Akamai is legally established by corporate charter in 2002 and operating in good standing as a non-profit degree-granting institution under the laws and regulations of the United States of America and the State of Hawaii. Akamai operates as a federal and state tax-exempt institution of higher learning for the purpose of providing advanced studies, research and community service worldwide. Akamai is an international university with academic, corporate, and community service affiliations in many nations. Akamai is internationally accredited by the International Distance Education Accreditation League (IDEAL). IDEAL is a member of the National Network of Quality Assurance Agencies (NNQAA), an association of recognized accreditors in the Philippines. For further details on Akamai University, please visit www.akamaiuniversity.us

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http://www.akamaiuniversity.us/pdf/Akamai_Accreditation_Certificate.pdf.

ABOUT EDS BUSINESS SCHOOL, MALAYSIA

EDS Business School founded by Dr. Ben Lee in 2002 is internationally recognized as a premier training and executive development organization, and world-class nurturer of talent, satisfying a rapidly growing demand for skills development training among educational leaders, professionals, entrepreneurs and executives in the Asia-Pacific Region. EDS operates world class advanced management trainings and networking activities in Malaysia, Singapore, Philippines, Vietnam, Hong Kong, China, USA and Macedonia, Eastern Europe, and is best known for providing state-of-the-art training in management principles and leadership practices through a unique Executive Open Learning Programs.

EDS Business School is established to meet the rapidly growing demand for skills development training needs by academia, NGO leaders, professionals, business owners and executives in the Asia-Pacific Region to provide up-to-date management knowledge and leadership practices through its unique (Executive Opening Learning) training model.

EDS has initiated formal training associations with universities and colleges in the Vietnam, Philippines, Malaysia, Singapore, Hong Kong, Macedonia, Ghana and the USA. Further, EDS served as the catalyst in the establishment of an international open learning consortium in the Philippines, bringing higher learning institutions into cooperation, expanding access to educational opportunities, providing for capacity-building, and upgrading university and college teaching faculties toward earning higher academic qualifications. For further details on EDS, please visit www.eds2u.blogspot.com

ENTRY REQUIREMENTS

Participants seeking entry to the Master of Leadership in Civil Service (MLCS) should verify the following qualifications:

- Bachelor Degree or equivalent professional qualification with two years of working experience,
- In lieu of the Bachelor's degree, applicants will be considered with a recognized Business Diploma (Associate Degree) and a minimum of five years of working experience. Such applicants will be required to submit appropriate letters of recommendation from high level offices in Myanmar Union Civil Service, verifying they have the necessary capability and motivation to successfully complete the program within the allotted time span. Applicants accepted in the absence of the Bachelor's degree will be required by the University to add missing foundational elements to the minimum program, as a condition for admission.
- English ability equivalent TOEFL 500 points or verification they have previously completed college level studies in the English language.

DEGREE REQUIREMENTS FOR MASTER OF LEADERSHIP IN CIVIL SERVICE

Minimum Duration: 12 months

The minimum credit requirement for a MLCS Degree is 40 credits beyond the Bachelor degree, as outlined below. Students are required to attend all of the tutorial seminars and successfully complete all the coursework assignments within a timely manner, achieving a cumulative grade point average of 3.0 or better.

MLCS participants complete 40 graduate credits in coursework comprising 12 classes with focus upon the foundational competencies in theories, principles, and practices, and the social-cultural

implications of the discipline for civil service leaders, plus a final project of moderate composition.. These modules represent the essential elements, which define the field of study for civil service leaders and establish the underlying foundations upon which participants may base their advanced professional development.

Master of Leadership in Civil Service (40 credits)

Akamai University shall offer the MLCS program in collaboration with its faculty under administration of EDS Business School (Malaysia) and according to an approved 40 credit curriculum. The MLCS includes ten instructional modules plus a Master's Project focusing upon leadership in the civil services to cover the required 40 credits. Each instructional module is delivered in a three-day seminar period.

LCS501: Public Service Leadership (3 credits)

LCS502: Practices in Better and Effective Governance (3 credits)

LCS503: Public Administration, Technology and Innovation (3 credits)

LCS504: Public Roles of the Private Sector (3 credits)

LCS505: Political Economy of Reform (3 credits)

LCS506: Decentralization, Governance & Sustainable Development (3 credits)

LCS507: Public Finance and Budgeting (3 credits)

LCS511: Trade, Investment and Integration Issues in ASEAN (3 credits)

LCS512: International Politics: The Rules of the Game (3 credits)

LCS513: Social Entrepreneurship (3 credits)

LCS514: Public Management and Organizational Behavior (3 credits)

LCS515: Strategic Management in Public Organizations (3 credits)

LCS580: Leadership in Civil Service Final Project (4 credits)

Module Grading

Each module will have a five-part grading scheme:

- Class attendance and punctuality - 5 marks
- Depth and extent of participation in the seminar activities – 15 marks
- Summarization and comment on case studies – 20 marks
- Assigned scholarly readings and submission of essays in reply to questions– 20 marks
- Written scholarly paper of 2,000 words on an approved topic for the module.
The assignment must include full references to the academic literature that has informed the paper.– 40 marks

Attendance Required

Students are required to attend all support seminars and to submit assignments in a timely manner. A maximum 60 days is allowed for submission of all assignments following the residential seminars. Should students experience health problems, work-related issues, or family emergencies, they may request a 30-day extension in writing by email, fax, or post, to be received at EDS within seven days before the assignment due dates.

Students receiving approval for extensions must submit completed assignments for the modules, to be received by EDS prior to the expiration of the extension or receive a grade of non-completion (NC) for the module. Should a student not submit assignments in the 60 day time

allotted and fail to submit in writing for the extension as stated, EDS is required to submit a letter of academic probation. The letter of academic probation shall require the students submit the late assignments within 14 days or receive a grade of non-completion (NC) for the module. A grade of non-completion (NC) will require the student to re-enroll and retake the module, to remain in good standing toward their degree.

Standard, Minimum-Maximum Degree Periods

The standard degree period is two years for Master program. The minimum required enrollment period for Master program is one full calendar year from the date of initial registration. The maximum periods allowed for program completion is four years for Master program.

MODULE DESCRIPTIONS (MLCS)

LCS 501: Public Service Leadership (3 credits)

This module will help students to understand the concepts and practice of leadership and develop a better knowledge of public service. Students will be exposed to insights and best practices, with emphasis on the public service and learn the skills to develop into a capable leader. Students will learn to lead, anticipate the future, make decisions, know their bias, build teams, motivate, communicate, understand the public interest and become better leaders.

LCS 502: in Better and Effective Governance (3 credits)

This module will help the student to understand better the practice of governance and learn how to build better and effective governance. The student will be exposed to insights and practices of governance and the delivery of public services that draw from examples from across different countries. The emphasis is on the practices of better and effective governance, rather than the theory. Each week, students will discuss an aspect of governance and then offer their own thoughts on the subject using their country (or another country that they have intimate knowledge of) as setting. Towards the end of the course, the student will propose solutions that may help towards achieving better governance in their country.

LCS 503: Public Administration, Technology and Innovation (3 credits)

Understanding the interplay of Public Administration, Technology and Innovation is the object of this course, and its aim is to stay at the “top of the game” and therefore to be capable of dealing with this key aspect of the public sphere today. What is the relationship between PA and Technology – which drives the other, what are the motives and interests involved, does cultural context matter, are there any choices, and is the specific PA model relevant? Should the bureaucracy innovate itself or promote business innovation? And should the focus be on the future or on the present?

LCS 504: Public Roles of the Private Sector (3 credits)

Governments no longer govern alone. Corporations and a wide range of civil society groups now confound, constrain, and/or complement the work of governments on virtually all international issues. This course addresses a host of issues raised by the rapidly changing roles of governments, civil society, and the private sector. Who does, and who should, make what decisions? How can decision makers be held accountable? Can the three sectors work together

more effectively in the public interest? After a thorough grounding in the relevant history and theory, students will undertake a role-playing exercise based on current international issues.

LCS 505: Political Economy of Reform (3 credits)

Public managers need to master the skills of not only managing organizations but also managing projects, programs, and particularly larger-scale policy reforms. Good understanding of the political economy embedded in policy and administrative reforms are thus essential. This course examines the political-economic dynamics embedded in the reform process from various institutional perspectives. It is a master-level course designed for practitioners in the field of public administration and public policy. It discusses strategies for achieving and enhancing reform outcomes. Studies and practices from different policies written by both academics and practitioners will be drawn on as reading materials and learning resources for the class.

LCS 506: Decentralization, Governance & Sustainable Development (3 credits)

Today, a number of local governments and communities are expected to play vital roles in improving people's lives. This module introduces normative theories and timely real-world cases pertinent to decentralization and local governance. These are discussed in relation to topics of government efficiency, equity, corruption, conflict management, democratization, and sector-specific issues in education, health, and environmental and disaster management. Students will learn theoretical and empirical approaches to studying the topics and acquire analytical skills to address the challenges faced by localities and decentralizing states. The module is multidisciplinary, drawing on views from economics, public administration, and political science.

LCS 507: Public Finance and Budgeting (3 credits)

Public finance management and public sector budgeting play a fundamental role in balancing the social and economic objectives of the state and acts as a significant determinant of macroeconomic performance. The importance of having strong public finance management systems along with comprehensive and transparent evaluation of fiscal risk was further highlighted by the 2008 financial crisis. A prerequisite component for achieving these goals is an efficient budgeting process. This course will examine both theoretical and empirical perspectives on public finance management and the budgeting process with a focus on actors and institutional constraints and a practical/contemporary evaluation of the public sector from a broader macroeconomic perspective. While the study of public finance management is extremely vast covering several disciplines and specialized areas, the purpose of this course is to provide students with a broad practical understanding of public finance management and budgeting. Specific topics covered will include public sector reform, budget theory, fiscal surveillance, time horizons, subnational public finance, public sector accounting and fiscal transparency.

LCS 511: Trade, Investment and Integration Issues in ASEAN (3 credits)

This module will explore trade and investment issues in goods and services, in the context of ASEAN's goal to establish an ASEAN Economic Community (AEC) by 2015. The issues will be approached from a mix of theoretical, empirical and practical dimensions. The module will cover the measures that ASEAN members are undertaking to move towards an AEC, and the challenges as well as potential benefits of deeper regional economic integration. Students will

learn to analyze policy issues based on a sound understanding of the theories of trade and foreign direct investment and facility with the construction and use of statistical indicators.

LCS 512: International Politics: The Rules of the Game (3 credits)

That international politics can be conceived as a game with its own special rules is a truism for most analysts of the subject. Yet there does not exist a list of what the rules of the game are. This course will examine a list of ten possible contenders for inclusion in the list. The class will debate and dissect these “rules,” with the aim of arriving at a mutually agreeable and defensible list of the key rules of the international politics game by the end of the semester.

LCS 513: Social Entrepreneurship (3 credits)

This is a course for change-makers – those committed to addressing world issues, interested in learning tools and concepts to maximize positive impact with limited resources by focusing on value creation. The course helps students get familiarized with social entrepreneurship concepts and practices, and build awareness of their multiple applications in the public and the private sectors. Topics include: problem and solution identification, business model innovation, piloting, impact assessment, scaling impact, funding, pitching, social entrepreneurship ecosystems and public policies. This is an applied course: students will choose a real-world social venture project and work on it in teams during the semester.

LCS 514: Public Management and Organizational Behavior (3 credits)

This course surveys major strategies for improving the performance of public sector organizations. It critically examines the so-called “New Public Management” (NPM) approaches to reform, exploring the conditions in which these may be successfully applied to a range of country contexts and organizational settings. The role of leadership in redefining organizational missions, building operational capacities and mustering political support for reform is a cross-cutting theme. The course introduces practical tools for organizational diagnosis and change management while cultivating through case study analysis an appreciation of the challenges inherent in their application.

LCS 515: Strategic Management in Public Organizations (3 credits)

Organizations, including government agencies, must create value through the actions of people. Public policies are only ideas until they are implemented by real agencies facing real constraints. Managers have the unique responsibility of coordinating workers and creating an environment in which they will understand the work to be done, and learn to do it better and more efficiently. Managers use a variety of tools to accomplish this task (for example, personnel policy, and budgeting, production and operations analysis). This course examines these tools in a series of case discussions and readings. This module is for those interested in learning strategic management skills.

LCS 580: Leadership in Civil Service Final Review (4 credits)

This class is a final review of the student in the field of Leadership in Civil Service. This is a well researched 10 page scholarly paper on a meaningful topic in civil service leadership. All papers must contain citations and referencing to the literature that has informed the student’s written work.