UNIVERSITETI I EVROPËS JUGLINDORE
УНИВЕРЗИТЕТ НА ЈУГОИСТОЧНА ЕВРОПА
SOUTH EAST EUROPEAN UNIVERSITY

Study program	**Public Administration (2017/2018)**
Faculty	Contemporary Social Sciences
Study Cycle	Second Cycle (Postgraduate)
ECTS	60
Title	Master of Public Administration
Accreditation archive number [60]	03-619/7
Decision for starting of the program	03-1619/19 (10.11.2017)
Accreditation date	21.03.2017

Description of the program

The study program in Public Administration has been designed in order to prepare students in fields such as management, consulting, politics, analysis, law, skills and competencies so that students may find jobs at higher levels of the public and non-governmental sectors.

Career

Public Administration studies provides the educational requirements to support students to begin their professional career path in government, state and local government agencies, municipalities, public institutions, local schools administration, non-profit organizations, universities and corporations.

Learning outcomes

Knowledge and understanding

- Has advanced knowledge of theories in public administration, research and practice.
- Has knowledge and understanding of comparative public administration in Western countries.
- Has a deep understanding of the organization and functioning of public administration in EU Member States.

Applying knowledge and understanding

- Interprets and provides critical thinking in the administrative procedure.
- Planning and acting effectively in the management of public services organizations.
- Shows ability to evaluate in the field of comparative public administration, taking into account relevant scientific, social and ethical aspects, and demonstrate awareness of ethical aspects in the work.
- Recognize the relationship between administrative processes and analytical activities for policy making.

Making judgement

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Communication skills

- Participate in public debates and media, using appropriate vocabulary at the professional level.
Write, propose and manage research projects in the field of public administration.
- Uses modern communication tools and new technology when dealing with different institutions.

Learning skills

- Is able to identify personal needs for autonomous study and to implements them in an authentic way in the area of comparative public administration.
- To assist in training and development of individuals for political and administrative positions in the public sector.
- Shows ability to examine the models and to classify information, concepts and theories in public policy and administration.
- Can design a new way of working in the Macedonian public administration using comparative advantages.
- Ability to plan and organize the functioning of public administration and institutions in accordance with modern democratic systems.

List of courses

Semester 1

- [MCPA1010] [6.0 ECTS] **Research Methodology**
- [MCPA-01] [6.0 ECTS] **Administrative and Political Management**
- [MCPA-02] [6.0 ECTS] **Sustainable Development and Public Administration**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Semester 2

- [PA-200] [24.0 ECTS] **Master Thesis**
- [6.0 ECTS] **Free elective course**

Description of courses

Core courses

- **Research Methodology**
  This course is designed for students who are preparing a Master thesis. The main objectives of the course is for students to be offered tools for the construction of their thesis regarding the research question and creating methods for collecting data through qualitative and quantitative analysis. The subject is focused on problems of quantitative methods and techniques such as statistical analysis, texts related to the theory and testing hypothesis. In addition, of significance are topics of descriptive and causal inference, longitudinal, comparative and research case studies. Advanced information is offered for collecting data working with text. The aim is analyzing the data qualitatively, finally putting all theoretical and practical actions in the design and writing the thesis.

- **Administrative and Political Management**
  The main objective of the course Administrative and Political Management is the students acquire knowledge on the principles of existing institutions of public administration and policy management based on different theoretical views on the general doctrine and comparative perspective.

- **Sustainable Development and Public Administration**
  Economic development is a major challenge for all countries as well as for all global institutions such as the UN, the World Bank, the IMF and others. Also, economic development is a basic prerequisite for improving the living standards of the population. According to all World Bank data, approximately 20% of the world's population lives less

than $ 1 per day. The purpose of this course is to analyze principles in correlation with global poverty and discuss policies addressing economic development. Following the brief analysis of the concept of economic development in the course of this course, we will focus on tools for measuring poverty and inequality. There will also be discussion about the global profit sharing. In the second part we will focus on the growth of human capital, respectively in education, health and economic development.

- **Master Thesis**
  After passing examinations, the student may begin the procedure of filing, making and public defense of thesis topic. The student chooses the mentor, who gives him instructions for preparation of the application of master theses. The application must be granted by the Graduate Studies Educational Collegium and the Scientific and Academic Council of the Faculty. After preparing the final version of Masters Thesis, Academic-Scientific Council of Faculty forms a three-member committee, which prepares the report, which is may be accepted or rejected. The positive report is approved by the Academic-Scientific Council and it is set the date of public defense.

Elective courses

- **Human Resources Data Protection**
  Data protection of human resources is an important aspect of organizational management. This course focuses on the multiple expressions of human resources in the public sector. The course will examine the theories and practices of HRM in the context of factors, democratization of society, the rapid development of technology and globalization that directly influenced the development of HRM. Also observe the role of HR in organizations with emphasis on recruitment, selection and testing, training, development and compensation of human resources of the organization. Also, significant activities include HRM analysis and job descriptions. Applied strategic thinking in analyzing the organizational and personnel challenges provide concrete solutions to the managers in the public sector. This course prepares you to be successful managers by examining the theories, practices, and policies of modern HRM.

- **Social Problems and Social Change**
  The purpose of this course is to provide a specialized knowledge in the field of sociology of change, and in some particular sociological disciplines. The main purpose of such studies is set to enable students theoretical knowledge in the field of political science to use for analyzing social reality and to offer sociological solutions to problems.

- **Public Policies**
  Objectives of the course: - Students will gain basic knowledge about the nature and context of public administration; - Knowledge of principles of accountability and democratic theory; - Knowledge of the governance system; - Knowledge of the principles of citizen participation in it; - Students will acquire basic knowledge of Western thought in the interpretation of public administration concepts; - Analysis of epistemological and methodological foundations of public administration.

- **E-Governance**
  The subject aims to educate students: - on key development trends in the field of e-government in Macedonia, the EU and beyond; - on key political, strategic and implementation of factors affecting the success of e-government policies and projects; - the importance of successful development of e-government for further modernization of the systems of public administration; - qualify to plan, organize and explore e-government policies and projects.

- **Rhetoric**
  During its long history of 2,500 years, rhetoric was used to indicate many different things; but rhetoric nowadays is considered as the art of persuasion through language. Rhetoric marks the way that an individual is linked to a particular theme or idea in order to convince the others. Rhetoric is characterized by several distinguishing features.

- **Multilingualism and multiculturalism**
  The purpose of this subject will be multilingualism in multicultural societies as a social phenomenon. This phenomenon is massive in the world. During the lectures, more precise terms such as monoculturalism and multiculturalism will be considered. The term 'linguistic nationalism' has at least two forms of this nationalism, which collide with each other: for the leaders of the most powerful countries nationalism means expansion, and for minorities it takes the form of defiance and struggle for the affirmation of identity, despite such pressure. The emphasis during the program will be multiculturalism in education. In the schools curricula consists of contents from different cultures.

- **Selected Advanced Topics in IT Applications for Preparing a Scientific Paper**
  The aim of this subject is: To display the technical elements, the structure of the text and design of a scientific research. To enable students to acquire advanced knowledge and skills from selected advanced chapters of IT applications that will be needed in preparing the scientific and research paper. Practical application of these objectives in preparing student's individual research paper.

- **Selected Advanced Topics in Applications for Statistical Data Processing**
  The aim of this subject is: To display the technical elements in the field of statistics: organizing, processing, comparing through analysis and publication of data. To enable students to acquire advanced knowledge and skills from selected advanced chapters of the applications for statistical data processing. Practical application of these objectives in statistical processing of data obtained from questionnaires, reports, scientific studies and other documents.

- **Professional Communication**
  The course is focused on the development of those communication skills that are essential for effective functioning in the professional world. Students will study the process for analysis of different communication situations, and will accordingly comprehend them. Among the themes that will be covered are communication in organization, interpersonal and group communication, oral presentations, interviews for employment, professional business letters and interpersonal skills including group dynamics and teamwork.

- **Labor Market**
  The main aim of the course "Labor Market" is to provide second cycle students with basic and in-depth knowledge in the field of labor market theory and the mechanism of functioning of the market economy. The objective of the course Labor Market is to provide and teach students about categories, laws and basic principles through which the labor market functions. The course makes a detailed analysis of behavior pattern and the role that key agents play in labor market: individuals, companies and government. The analysis is based on two basic categories - labor demand and labor supply, which are applied in almost all the topics that are addressed in this course. The knowledge gained by the students from this course, serves as essential theoretical basis necessary to understand and grasp the different theories and policies that are applied in the labor market. The course teaches students to understand how labor markets distribute and use efficiently the rare factor of production- the labor. Lectures include knowledge about the concepts of labor demand and labor supply and their practical application; behavior of individuals in the labor market, in order to maximize their usefulness; behavior of companies in the labor market, aiming profit maximization; government's role in the labor market, the different structures of labor markets: labor market in full competition, monopoly in the labor market, the role of unions in the labor market, the bilateral monopoly in the labor market. Lectures and class discussions cover material that may not be in the book and some aspects of the material contained in the basic literature will not be discussed in class, but are left for active studying of the student. Therefore in order the student to achieve success in learning the course is to be present in lectures and workshops by participating actively in the discussion of various issues related to labor market.

- **Methodology of Teaching**
  The aim of the course is to introduce the students to the basic teaching approaches and methods. They are expected to gain knowledge and skills in order to be able to apply the active educational tools. The course also offers development, learning and teaching as concepts and basic practices that allow teachers to teach about the development of thinking. Throughout this course, students will gain both theoretical background and entirety of strategies that will enable them to reflect and develop both their own and their students' critical thinking.

- **Philosophy of Social Sciences**
  This module covers information that will provide the learner to gain knowledge, skill and competence of the social sciences, including general methodology (explaining, theorizing, testing), the application of philosophy (especially individualism versus holism), the nature of rationality, and the history of theories and concepts. This module offers an advanced survey of current debates about the ontology, methodology, and aims of the social sciences. It will focus on the central issues of the social sciences: Ethno methodology; Evolution; Phenomenology; Rationality; Relativism; Scientific Methods; Textual Interpretations. Learning outcomes: On successful completion of the course, students will be able to: Understand the goal of social sciences. Tell the difference between explaining and understanding human behavior; To explain the different approach in explanation of the social sciences compare the natural sciences, the peculiarities about human beings and social phenomena; To understand the social structures, practices, norms, institutions, etc. The relationship between individuals and larger social structures; To explain the rely not only on facts about individuals and their mental states, but also the cases in which social phenomena cannot be explained in terms of individual behavior; To understand the value-laden in a different way or to a different degree than natural science, the possibility to have a value-free social science, the possibility to have an objectivity in social science.

- **Project Management**
  On successful completion of the course, students will be able to: plan the activities necessary to implement the project, identify their interdependencies, their duration and costs; prepare the necessary reports and perform all the required communication between the project and the client, as well as among the team members and the other stakeholders. structure the project to its constituent activities; prepare a Gantt-chart and a network plan for the project and identify the shortest time needed to complete the project; use MS Project as a tool in the process of planning, implementation and review of the project; define the project, identify its scope and objectives and develop project specification;

- **Optimization Methods**
  The aim of this course is to present techniques of modeling and optimization in order to prepare students for developing their ability to prepare models for solving real problems in the field of computer science. The course explore the importance of matrix factorizations as an important tool which offers modality for optimizing the solutions of different numerical algorithms which are of basic interest for problem solving in the area computer sciences. The course introduces optimization theory and approach to find the optimum. The different methods of optimization will be analyzed such as the simplex method, duality problem and sensitivity of the problems of linear programming. The aim is to explore a computer implementation for each of the problems followed by the proposal of the corresponding model for optimization.

- **Ethical and Legal Issues in Information Technology (IT)**
  Aims of the course program: to develop an understanding of the relationship between computing, technological change, society and the law; to emphasize the powerful role that computers and computer professionals play in a technological society; to provide an understanding of legal areas which are relevant to the discipline of computing; to provide an understanding of ethical concepts that are important to computer users and professionals; to provide experience in the consideration of ethical matters and the resolution of ethical dilemmas.

- **Protection of Human Rights**
  The purpose of this course is: to introduce students with the concept of international law on human rights, their implementation, influence of those rights in the creation of national policies; to encourage students to critically reflect on the relationship between international law and national law; make them aware of current international events, how they affect the daily lives of people in the world; encourage students to contribute in matters of drafting laws for the protection of human rights hoping that, the law makers will consult them same during the creation and implementation of state policies.