



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

Study program **Public Management and Administration**

Faculty	Contemporary Social Sciences
Study Cycle	First Cycle (Undergraduate)
ECTS	180 / 240
Code	N-PMA-PMPP
Title	Bachelor in Public Management and Administration / Module: Public Management and Public Policy
Accreditation archive number [180]	03-1215/13
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Description of the program

The study program for Public Management and Public Policy has a multidisciplinary approach to the core elements in the fields of public administration & management, law, and socio-economic sciences. It describes and identifies basic concepts, principles, administrative and law processes and theories in public administration, such as those concerning institutional and human behavior, public policy processes, public sector economy, and the management of public and nonprofit organizations. The main objectives of the program are to prepare students for:

- Preparing administrative documents, planning and coordination of inter-institutional work, archiving, registration of administrative subjects using information systems;
- Implementing professional knowledge for fulfilling the working tasks in state institutions and in public administration, private organizations and the civic sector;
- To develop critical thinking for the work of state and public institutions, particularly in cases of breaking the administrative rules, bureaucracy and non-transparency;
- To develop analytical skills regarding the role of the state and public administration in the last decades in the Republic of Macedonia and in other regional states;
- To recognize contemporary trends and developments in state and public institutions and public management in both developing and developed countries;
- Leading and managing staff in government institutions, NGo and other organizations;
- To gain competences and skills for strategic planning, action plans, grant writing and project applications;
- Building competences and skills for project management and fundraising in the NGO sector.

Career

According to the national framework for professions, after completing the studies in this program, students can be employed in the state administration in accordance with the Law on Administrative Officers and can manage institutions in the public

sector. In parallel, our graduates receive competencies and skills for working and managing organizations in the non-governmental sector.

Learning outcomes

Knowledge and understanding

- Has multidisciplinary knowledge and understanding of the main elements of studying in the field of public administration and management, law, socioeconomic sciences.
- Describes and identifies the basic concepts, principles, administrative and legal processes, and public administration theories, such as those related to human and institutional behavior, the public policy process, the public sector economy, and the management of public and non-governmental organizations.
- Understands various systems of public administration-state administration, public management and the interaction of political institutions and processes, government and administrative policies.
- Has knowledge about the processes of integration into the European Union from the aspects of the public and the state administration, and from institutional aspects.

Applying knowledge and understanding

- Apply knowledge about the complex work of the state and the public administration and apply appropriate rules and procedures.
- To work as a civil servant and an administrative officer in regulatory and administrative matters.
- To manage institutions from the public and non-governmental sector.
- Demonstrate the ability to prepare administrative documents, assist in the planning and coordination of inter-institutional work, archiving, registration of administrative items through the use of the information system.
- Application of financial public management.
- Writing projects and evaluating projects in the public sector and the non-governmental sector.
- To apply professional knowledge in fulfilling the work tasks of the institutions of the state and the public administration, in the private organizations and the civil sector.

Making judgement

- Has the ability to think critically and actively engage in current political issues at central and local level.
- Qualitative analysis of the process of public projects.
- Evaluating the impact of projects on the community.
- Assessment of projects in the non-governmental sector.
- Distinguishes different phenomena related to the political culture of a particular community.
- Critically compares the political tendencies in society and the state and appreciates their influence on the integration processes in the country.

Communication skills

- Debate, mediation and negotiation can take place, providing a reasoned analysis of political discourse.
- Possesses the facility for writing coherent administrative acts, project proposals, analyses, and concept papers.
- Shows the ability to communicate with others in a team atmosphere and through an inclusive approach.

Learning skills

- Can define and determine the role of a knowledge-based society.
- Can take the initiative to identify the interests of groups and state institutions in the process of public policy.
- Has the skills to conduct lifelong learning and self-education in the field of political science.
- Is able to train citizens for institutions in the public sector and for the democratic society as well as for the non-governmental sector.

List of courses

Semester 1

- [CPS-104] [6.0 ECTS] **Theory of State and Law**

- [CPA-101] [6.0 ECTS] **Introduction to Public Administration**
- [CPS-1011] [6.0 ECTS] **Introduction to Sociology**
- [3.0 ECTS] **Elective course - Albanian/Macedonian Language**
- [3.0 ECTS] **Elective course - English Language**
- [6.0 ECTS] **Free elective course**

Semester 2

- [CPA-302] [6.0 ECTS] **Introduction to Public Policies**
- [EPS-405] [6.0 ECTS] **Introduction to Economy**
- [CPA-501] [6.0 ECTS] **Modern Concepts and Principles of Management in Public Sector**
- [6.0 ECTS] **Free elective course**
- [3.0 ECTS] **Elective course - English Language**
- [3.0 ECTS] **Elective course - Albanian/Macedonian Language**

Semester 3

- [CPA-403] [6.0 ECTS] **Management of Human Resources in Public Sector**
- [CPA-301] [6.0 ECTS] **Basis of Statistics**
- [CPA103] [6.0 ECTS] **Administrative Law and Procedure**
- [6.0 ECTS] **Elective course - English for Specific Purposes 1**
- [6.0 ECTS] **Free elective course**

Semester 4

- [CPA-201] [6.0 ECTS] **Public Leadership and Organizational Development**
- [CPMPP-04] [6.0 ECTS] **System of Administrative Servants in RM**
- [CPMPP-05] [6.0 ECTS] **Budgeting and Public Finances**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course - English for specific purposes 2**

Semester 5

- [CPA-6033] [6.0 ECTS] **Quantitative and Qualitative Analyses in the Social Sciences**
- [CPA-502] [6.0 ECTS] **Systems of Local Government**
- [CPA-401] [6.0 ECTS] **Institutions and Policies of EU**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Semester 6

- [CPA7030] [6.0 ECTS] **Comparative Aspects of the Public Administration Systems**
- [CPMPP-06] [6.0 ECTS] **Strategic Management in the Public and Non-Profit Sector**
- [CPA-604] [6.0 ECTS] **Capstone Project**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Semester 7

- [CPA118] [6.0 ECTS] **Contemporary Political Systems**
- [CPMPP-07] [6.0 ECTS] **Public Procurement Systems**
- [CPMPP-08] [6.0 ECTS] **Good Governance and Social Responsibility**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Free elective course**

Semester 8

- [EPA-403] [6.0 ECTS] **Nomo-technique**
- [CPMPP-09] [6.0 ECTS] **Performance-Based Management**

- [CPMPP-10] [6.0 ECTS] **Contemporary Issues in Public Policies**
- [6.0 ECTS] **Elective course**
- [6.0 ECTS] **Elective course**

Description of courses

Core courses

- **Theory of State and Law**

This course gives to students introductory theoretical knowledge of key concepts and institutes in the field of state and law. Additionally, the curriculum is crucial in the study of a range of other subjects during their studies.

- **Introduction to Public Administration**

Public administration is an area which is of special interest to science. With the course Introduction to Public Administration, students will gain knowledge on basic concepts of public administration. Particular emphasis will be directed on evaluating public administration, as well as toward reforms in this area in our country. Students will have the opportunity to become familiar with this area and critically analyze the development and phenomena of public administration. Because this area is subject to constant change, particular attention will be given to new theories and the classical theories of public administration. The Course of the research consists of: concepts and basic knowledge of the principles and the institutions of public administration, the role and importance of public administration in the organized society; genesis and historical development of public administration; organizational structure of public administration; the functioning of the institutions of public administration ; civil servants, control and responsibility of PA, communications in PA, public administration as a service for protection and realization of human rights etc.

- **Introduction to Sociology**

The course "Introduction to Sociology" provides students with general knowledge about social movements and changes. It is about an object that conducting processing of some basic social movements, starting with those that we all face as citizens and academics. The students will be provided with a full range of literature from domestic and foreign authors, which will enable them to expand and develop their knowledge in the areas of topics that are subject to analysis. Specific objectives of this course can be emphasized: -Students understand basic sociological concepts and theories. Students understand the scientific framework of sociology. -Students will be able to recognize basic paradigms and directions in sociology. -Students create critical thinking about sociology as a dynamic system. -Students build a personal and critical attitude towards social interactions at the micro level as well as their connection with the social macro structure. -Students recognize the social and cultural aspects of socialization. -Students build personal opinions about globalization and technical and technological development and their impact on contemporary societies.

- **Introduction to Public Policies**

The course aims to provide students easier understanding and mastering of public policy, its principles for creating, running a particular policy, analysis, implementation, evaluation and development of it. Management of public policies is a discipline for problem solving that draws knowledge of basic theories and methodologies of social sciences, the social professions and the philosophy of politics.

- **Introduction to Economy**

The course is designed to familiarize students with the external and internal environment of the enterprise. However, attention will be paid to the financial, the marketing function and organizational function of the enterprise. In addition, it recognizes the impact of enterprise on the community in which it operates.

- **Modern Concepts and Principles of Management in Public Sector**

Students will be able to recognize the fundamental aspects of public management as a scientific field and as a profession and analyzes the activities of the government, from legal, managerial and political perspective.

- **Management of Human Resources in Public Sector**

Human resource management (HRM) is an important aspect of organizational management. This course focuses on the multiple expressions of management of human resources in the public sector. Through this course will be examined theories and practices of HRM in the context of factors, democratization of society, rapid development of technology and globalization that directly affect the development of HRM. Also observes the role of HRM in organizations with emphasis on recruitment, selection and testing, training, development and compensation of

human resources of the organization. Also important HRM activities include analysis and job descriptions. Applied strategic thinking in analyzing the organizational and personnel challenges, provides specific solutions to executives in the public sector. This course prepares you to be successful managers by examining the theories, practices, and policies of modern HRM.

- **Basis of Statistics**

The main goal of this course is to enable students to gain basic knowledge of basic statistical methods and their application in order to follow the professional literature, to be able to concisely present the results and conclusions of the conducted researches. Key aspects of the study of this course are: determination of disciplines, linking of data, statistical analysis, applying statistical methods in the field of humanities, statistics demonstrating and relationship between statistics and other sciences.

- **Administrative Law and Procedure**

The subject of study is the principle of organization, the work and scope of the administrative bodies, the basic activities that constitute the administrative function, the acts of the administrative bodies and the relationship between the citizens and the administration. The objectives of the course program are to make students: -define and understand the terms 'administration' and 'administrative function'; -recognize and analyze the legal regulations governing the organization and functioning of public administration in the Republic of Macedonia; -see the basic activities of the administrative function; -distinguish between the types of acts of the administration and to overcome the first steps in the creation of such acts; -study the types of administrative oversight; -understand the mechanisms of control over the administration and its responsibility to other state bodies, as well as to the clients-users of its services; -acquire skills and skills for future employment in the bodies of the administration of the Republic of Macedonia, non-governmental organizations, institutions and all institutions in which matters of an administrative legal nature are solved

- **Public Leadership and Organizational Development**

The course aims to enable students to identify how leaders and managers are developing and implementing the achievement of the mission and vision of an organization in the public sector; develop values required for long-term success and their application through appropriate activities and habits; how leaders and managers are personally involved in providing assurance that the systems for managing the organization will be developed and implemented. Also, about how the organization implements its mission and vision through a clear strategy based on the views of all interested parties, supported by all relevant policies, plans, goals and processes.

- **System of Administrative Servants in RM**

The purpose of this course is for students to acquire the knowledge and skills to analyze factors that influence the behavior of civil servants and mechanisms to improve the effectiveness of the civil service and accountability towards the public.

- **Budgeting and Public Finances**

Students acquire conceptual and content knowledge in the area of public finances that represent a relationship between citizens (such as individuals - tax bonds and users of public services and goods). At the same time, students should study and understand the fiscal policies, procedures and fiscal instruments for the realization of the relations among stakeholders in the field of public finances.

- **Quantitative and Qualitative Analyses in the Social Sciences**

The objective of the course is to focus on two general approaches to data analysis, namely, quantitative and qualitative. In terms of quantitative analysis, it focuses on the use of statistical analysis; in terms of qualitative analysis in which it is defined as those approaches that do not include quantitative approaches (or approaches that do not use numerical manipulation). It will also analyze this course and present case studies, research methods, research research approaches, implementation of empirical design, and multivariate analysis.

- **Systems of Local Government**

Students should master the basic skills, even more comprehensive regarding the organization and functioning of local government. Also, they should gain knowledge of the relationship of local and central government, the basic principles of local self-government in countries with traditional local self-governments, in the countries of Southeast Europe and the Republic of Macedonia. The purpose of the study of this course is the students to be ready at the required level, to be able to complete commitments fully and responsibly.

- **Institutions and Policies of EU**

This course aims to introduce students to the complex nature of phenomena that consists the European integration, institutions and policies. The first part of this course covers the development of institutions, decision making process and the role of major actors, while the second section covers the policies of the EU. Also, this course aims to familiarize students with major theoretical interpretations and development of the EU, and to give consideration to current and future challenges facing the EU in terms of its institutions and policies.

- **Comparative Aspects of the Public Administration Systems**

Through this course students will gain knowledge about administrative system in different countries. The main objective is to examine types and forms of behaviour of public administration in different societies. Students will be familiar with different components of the administrative systems, functioning of institutions both the executive and administrative component. This knowledge is important in the context of globalization and integration processes.

- **Strategic Management in the Public and Non-Profit Sector**

This course is designed to provide students with basic knowledge about the management of an organization / institution as a single phenomenon, and its impact on organizational and individual behavior. This course will analyze key management theories and will analyze the internal and external factors that influence this process. Students will critically analyze the phenomenon of leadership, and the limiting approach of theories to this phenomenon. The course will include topics such as: leadership, leadership challenges, leadership influence and impact in creating leaders in organizations / communities; and reports for the organization / community. Special attention will be paid to the knowledge, approach and application of leadership.

- **Capstone Project**

This is an activity related to diploma work and professional project. Students are required to complete a project, usually related to their diploma work, to outline the structure of the project, to do research and write down the report.

- **Contemporary Political Systems**

The primary objective of the “Contemporary Political Systems” course is to provide students with the knowledge about the political systems that are encountered today around the world, here including not only the political systems that are usually referred to as democratic ones. The course is structured in a way to provide students with theoretical knowledge about theories and conceptions on political systems, and at the same time inform them about the practical functioning of more political systems in the world. From this point of view, as the specific aims of this course the following can be emphasized: - The students should create an understanding of political systems in terms of their specifics and historical development. - Students should gain basic knowledge regarding the main theories and conceptions of political systems. - Students should get familiarized with the basic approaches towards the classification of political systems. - Students should be enabled to understand the specifics of individual political systems.

- **Public Procurement Systems**

Students acquire knowledge about the whole process of supply chain management, from raw materials to finished products; analyzing specific logistics situations; diagnosing supply chain problems; proposing alternative solutions to address these problems; application of the SCOR model; identifying the main elements of supply chain management and their relationship to value-added production chains and value-added networks; application of information technologies for integrating and managing logistics; and the interaction between the Internet and the management of the supply chain.

- **Good Governance and Social Responsibility**

In this course, students will acquire knowledge about the basic characteristics of Good Governance in the institutions of the European Union. This course will systematically analyze the European Union and the project of economic and political integration of Europe. The lectures will address the analysis of the institutions and policies of integration in Europe. During the semester students will analyze public policies (agriculture, regional policy, and common foreign and security policy). The subject will also analyze the democratic deficiencies and alienation of European leaders from the citizens of the European Union.

- **Nomo-technique**

Objectives of the course are students to be able to create legal acts, in other words the creation of law and the role of legal technique in this process at national level, in other countries as well as in comparative terms, especially the Law

of the European Union.

- **Performance-Based Management**

In recent decades, governments have been consistently pushing for greater transparency, especially accountability for taxpayers about how public finances are allocated. In that direction, public pressure for greater accountability and transparency is one of the most important factors for the implementation of public sector performance management. The purpose of the course is to introduce the students to the concepts and tools for operationalizing the use of management based on the results of various actors: state institutions, public enterprises, and the NGO sector.

- **Contemporary Issues in Public Policies**

The purpose of the course is to enable students to better understand and master public policy as a new scientific discipline and its relationship with other social sciences. Also, through this course students will be introduced to the basic principles of public policy, creating a specific policy, its analysis, implementation and evaluation. Through practical classes, students will be introduced to the different types of public policies as well as their creators (or creators in practice), so that they will be able to understand the role and significance of citizen participation in the process of deciding on the most important social issues.

Elective courses

- **Macedonian Language for Professional Purposes 1**

Upon completion of the course Macedonian for Professional Purposes 1, students are expected to broaden and strengthen their abilities for more advanced written and oral expression in Macedonian in the context of the different professional settings. Students are expected to be able to read, write and comprehend various professional texts in Macedonian. They are also expected to acquire knowledge and skills about the general terminology from the field of law, business and economy, administration, computer sciences, language and communication and to be able to use that terminology in the framework of their future professions. Besides accomplishing these professional aims, students are expected to become more autonomous language learners and be able to think critically about different topics in a multilingual and multicultural environment.

- **Macedonian Language for Professional Purposes 2**

Upon completion of the course, Macedonian for professional purposes 2, students are expected to reconfirm and expand further their abilities for advanced written and oral expression in Macedonian, in the context of their future professions. They should be able to read, write and comprehend different kinds of professional texts in Macedonian, to analyse and discuss those texts, as well as to create their own documents, including professional biography in Macedonian (CV). They should also expand the knowledge of specific terminology from the field of law, business and economy, administration, computer sciences, language and communication and be able to use that terminology in simulation of authentic situations from the professional environment, in debates and exchange of opinion regarding different aspects of these professions.

- **Macedonian Language for Beginners 1**

Programi i lëndës për Gjuhën maqedonase për fillestar 1 përfshin: të lexuarit, të shkruarit, të dëgjuarit dhe të folurit. Përmes ushtrimeve të vecanta dhe ligjëratave u mundësohet studentëve ta njohin komunukimin bazë në gjuhën maqedonase, d.m.th, të njoftuarit, përhëndetjet, prezantimin si dhe pasurimin e fondit të fjalëve bashkë me të shkruarit dhe të kuptuarit të teksteve të vogla. Në përpilimin e programit është marrë parasysh që njohuritë e fituara nga ana e studentëve të mund edhe të zbatohen edhe mëtutje. Materiali përpunohet sipas parimit të ligjëratave dhe ushtrimeve të kombinuara si dhe detyrave të vazhdueshme përmes të cilave studentët përfshihen në mënyrë aktive gjatë orës mësimore duke parashtruar pyetje dhe propozime për mbarëvajtjen e orës. Програмата за предметот Македонски јазик за почетници 1 опфаќа: читање, пишување, слушање и зборување. Преку посебни вежби и предавања се овозможува запознавање со основната комуникација на македонскиот јазик, т.е. запознавање, поздравување, претставување, збогатување на зборовниот фонд и пишување и разбирање кратки текстови. При создавањето на програмата се води сметка студентите стекнатите знаења да можат да ги применуваат и понатаму. Материјалот се обработува по принципот на комбинирани предавања и вежби, како и континуирани задачи, преку кои студентите активно се вклучени за време на часот и учествуваат со свои прашања и предloзи во креирањето на часот. The programme of the course Macedonian Language for Beginners 1: reading, writing, listening and speaking. Through special exercises and lectures introduction to basic communication in Macedonian language is provided, i.e. introducing, greeting, presentation, enriching vocabulary and write and understand short texts. When we created this program we took into the consideration that students can apply the acquired knowledge further. The material is processed under the principle of combined lectures and exercises, and continuous tasks through which students are actively involved during class and participate with their questions and

suggestions.

- **Macedonian Language for Beginners 2**

The programme of the course Macedonian Language for Beginners 2 includes: reading, writing, listening and speaking activities. In this course the following issues are covered: daily routines, planning activities for the next period, description of persons, places and objects. When we created this program we took into the consideration that students can apply the acquired knowledge further.

- **Albanian Language for Beginners 1**

Albanian Language for Beginners 1, 2 is prepared with the purpose to enable the students, who do not have basic knowledge of the Albanian language, to get to know the characteristics of this language, to gain knowledge of the linguistic structure of the Albanian language, and to extend and apply their knowledge in everyday situations. Correspondingly, they will gain knowledge on the structure of the Albanian language, will overcome a modest set of various lexical and grammatical categories which will enable simple conversations. Even though, it is a second level course for beginners, the course is designed to be flexible and to adapt to the capabilities and interests of students.

- **Albanian Language for Beginners 2**

Albanian Language for Beginners 1, 2 is prepared with the purpose to enable the students, who do not have basic knowledge of the Albanian language, to get to know the characteristics of this language, to gain knowledge of the linguistic structure of the Albanian language, and to extend and apply their knowledge in everyday situations. Correspondingly, they will gain knowledge on the structure of the Albanian language, will overcome a modest set of various lexical and grammatical categories which will enable simple conversations. Even though, it is a second level course for beginners, the course is designed to be flexible and to adapt to the capabilities and interests of students.

- **English Language for General and Professional Purposes 1**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language for General and Professional Purposes 2**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language for General and Professional Purposes 3**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language for General and Professional Purposes 4**

By the end of each level of this course determined by the placement test taken at enrolment, students are expected to be at different levels as determined by the Common European Framework (CEF) and should be able to understand and use familiar expressions and phrases aimed at the satisfaction of needs of a concrete type; ask and answer questions about personal identification and personal relations; talk and write about their everyday lives, leisure, entertainment, finance, problems; ask and answer questions about university degrees, job skills and situations; invite

and respond to invitations read and listen for gist, detail and comprehension; evaluate their own progress; participate in role plays and dialogues on familiar topics and produce a paragraph/ essay on topics related to the course material.

- **English Language 5**

Academic English is a one semester course which aims to enable the students with skills which can facilitate their language learning and their study progress in an academic teaching and learning environment. The number of hours is 30 (100 minutes once per week). The course should enable students to use those skills in both foreign language (native language classroom) as well as content areas. The course incorporates language skills, study skills and generally applicable skills (listening, delivering oral presentations, constructing arguments) in specific assignments. Therefore, upon completion of the course, the students should be able to deliver successfully oral presentation, participate in an online debate/ discussion forum stating their opinion and arguments and give feedback to others in a constructive manner. In addition, the students should be able to listen and read for gist and detail and write an argumentative paragraph and essay stating their opinion. They should write a problem solution paragraph and essay. They should recognize the abbreviations and symbols in a dictionary as well as practice using monolingual dictionary. They should be able to present visual information in a form of poster presentations. The students should be able to identify main ideas and supporting evidence in a text and to analyse and identify topic sentences in a paragraph. They should be able to identify a purpose of a text, patterns of organization in a text and apply them in their own writing.

- **English Language 6**

Academic English is a one semester course which aims to enable the students with skills which can facilitate their language learning and their study progress in an academic teaching and learning environment. The number of hours is 30 (100 minutes once per week). The course should enable students to use those skills in both foreign language (native language classroom) as well as content areas. The course incorporates language skills, study skills and generally applicable skills (listening, delivering oral presentations, constructing arguments) in specific assignments. Therefore, upon completion of the course, the students should be able to deliver successfully oral presentation, participate in an online debate/ discussion forum stating their opinion and arguments and give feedback to others in a constructive manner. In addition, the students should be able to listen and read for gist and detail and write an argumentative paragraph and essay stating their opinion. They should write a problem solution paragraph and essay. They should recognize the abbreviations and symbols in a dictionary as well as practice using monolingual dictionary. They should be able to present visual information in a form of poster presentations. The students should be able to identify main ideas and supporting evidence in a text and to analyse and identify topic sentences in a paragraph. They should be able to identify a purpose of a text, patterns of organization in a text and apply them in their own writing.

- **Public Speaking**

Upon completion of this course, the students will gain knowledge about the communication process, the ethical responsibilities of public speaking and the different types of informative and persuasive speeches. In addition, the students will acquire skills necessary for preparing and delivering different types of speeches, audience analysis, researching speech topics, preparing speeches etc. After completing the Public Speaking course, the students will be able to think critically through constructive self-criticism and criticism towards the speeches of the others.

- **Debate and Presentation Skills**

Through this course students will; gain tools for arguing effectively and developing their confidence in front of an audience; construct, develop, and practice presenting arguments in a variety of ways including - individual, pair and group presentation; learn to use persuasive rhetoric to put forward logical arguments in support of a position on a current issue; become familiar with the stages of formal debate, specifically the British Parliamentary style;

- **Intercultural Studies**

Having completed this course the students will be able to identify global questions and problems from the perspectives of different cultures, the communication dynamics in the other cultures, the similarities and the differences between their values and those of other cultures, as well as the similarities and differences between their communication practices and those from other cultures. In addition, students are expected to become more aware of the stereotypes that society has for different cultures and as a result will better understand their place in the global community. The students will start thinking critically about topics related to their ethnicity, gender identity, class, religion, national origin, age and other demographic characteristics and their impact on the communication process. After finishing Intercultural Studies, the students will also gain communication skills for working in groups through participation in research projects and will acquire the necessary skills to present their research projects.

- **Communication Skills**

The course Communication Skills is designed to enable students to practically apply interpersonal communication. Students will have the opportunity to learn interpersonal skills (such as perception, listening, verbal and non-verbal communication); public speaking (such as organization, delivery and the basics of writing public speeches) and small group communication (such as leadership, self-confidence and listening). The course will also focus on providing basic knowledge and understanding of the job hunting process through written and oral communication by doing tasks such as writing a resume and a cover letter, conducting interview simulations etc.

- **Advanced Excel**

The purpose of this course is to provide the students with advanced knowledge of this application and of the opportunities offered by the Microsoft Excel application, as well as to enable them to carry out advanced tasks, which are associated with their faculty's program.

- **Advanced IT skills**

The aims of this course are: To enable students to acquire basic knowledge and skills in the field of information sciences; To enable the students to acquire theoretical and practical knowledge in Microsoft Office applications (Windows, Word, PowerPoint, Excel, Access) and to apply them in real life situations; To enable the students to work individually or in groups on practical projects.

- **Advanced Word**

The aim of this course is to enable the students to acquire advanced knowledge of Microsoft Word and PowerPoint and to familiarize them with the opportunities, which are offered by them. Moreover, it will enable the students to independently implement various projects and specific complex tasks, which are associated with the program in which they study.

- **Google Apps**

The aims of this course are: To enable the students to acquire advanced knowledge and skills in the field of electronic services (cloud applications); To enable the students to acquire theoretical and practical knowledge in Google Docs (G-mail, Documents, Spreadsheets, Presentations, Drawings and Forms) and to apply them in real life; To enable the students to work individually or in groups on various online projects, directly through the web browser.

- **Advanced Access**

Databases are ideal tools for tracking large volumes of Data and Microsoft Access is a quite popular and powerful tool, which is used for designing and developing Windows-based databases. This course is intended for new users of Access where the most important functions needed for working with databases are processed.

- **Desktop Publications**

The aim of this course is designing and processing raster and vector graphics through the leading programs Adobe Photoshop and Illustrator, as well as designing and publishing commercial materials for print using Adobe InDesign.

- **Web Publications**

Developing even a simple web page according to current standards requires knowledge of Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Most of the websites also use images, whether in the form of banners, buttons, logos, photos or scans. Adobe Fireworks is built as a tool to create and manipulate images from the web and to allow the makers to optimize these images in order to reduce the file size. Firework also provides an excellent integration with Dreamweaver. This series provides a comprehensive introduction to XHTML, CSS and creating web graphics.

- **Albanian Language and Writing Culture**

The course, Albanian language and writing culture, is a synthesis of rules and guidelines for improvement of the skills for written and oral expression in Albanian. Students are expected to improve these skills by becoming familiar with the spelling and punctuation rules, some morphological norms, as well as the Albanian syntax, all in order to achieve proper use of the language. An accent will be put on motivating them for fluent speaking and raising their awareness for use of the Albanian pure standard language. A special attention will also be paid to encouraging students to advance the process of writing and increasing their understanding about the differences between specific genres. The issue of academic integrity (plagiarism) will also be tackled, as well as the specific terminology of the different areas of specialization. All these topics will be offered as separate lessons, that is, as rules, guidelines and exercises, which complement each other.

- **Albanian Language for Specific**

The subject aims at improving and perfecting the expression of Albanian language (speaking and writing). Specifically, the course aims to introduce students to specific terms, the possibilities of its use, with the most common errors in daily speech, but also for communication in specific circumstances. The students will learn about the conditions in which the rules work, so they can use them not only for tasks related to the subject but also in their future profession.

- **Academic Writing in English**

In this course, students' academic writing skills will be enhanced in a variety of ways. Students will be enabled to communicate their ideas in a clear, fluent and effective way in order to produce a piece of writing. Students' academic writing skills will be developed through activities that promote writing like: writing different types of paragraphs and essays. In addition, students will be introduced to paraphrasing and citing rules as well as will be made aware of what plagiarism is. Giving feedback on students' pieces of writing will involve self-correction, peer-correction and teacher-correction of content, organization and language errors.

- **Academic Writing in Macedonian**

After finishing the Academic Writing in the Macedonian course, the students are expected to gain appropriate knowledge and advanced communication in Macedonian language with particular emphasis on writing skills. In addition, it is expected that students will become more autonomous and responsible learners. Moreover, students will be able to improve their writing skills in more levels and thereby they will become more confident and more competent when writing in Macedonian. They will be able to reflect critically on different topics, to make conclusions and they will develop skills for excellent written and oral communication in Macedonian.

- **Academic Writing in Albanian**

By the end of each level, the students are expected to write an essay and a research paper based on the rules learned during the semester. Specifically, from them it is expected to know the function, the structure and the different types of paragraphs, ways of choosing research topics, collecting the material, the rules for source documentation and the final model.

- **German Language (level 1 to 4)**

After completing each level, students will be able to gain appropriate knowledge according to the European Language Framework (specifically and concretely determined by level). In addition, students are expected to become more autonomous and more responsible language learners. By the end of the course, students will be able to think critically and make conclusions about different topics based on the texts that they have read, as well as to express their thoughts and opinions in written and spoken German.

- **Environmental Protection**

The aims of this course are: To familiarize the students with the basic environmental problems; To familiarize the students with the role of humans as the key factor in the process of pollution and environmental protection; To familiarize the students with the influence of various environmental pollutants on health, the professional activity and the organizational ability of the human factor; Creating positive habits for the environment and raising the awareness for a healthier and cleaner environment; International and national legislation and international conventions on the environment; Introduction to international and national global policies in the field of environment; The environment as a condition for sustainable economic development; The role of the society in the protection of the environment; Introducing the major risks to a healthy environment; Introducing the National Environmental Strategy of the Republic of Macedonia.

- **Professional Career Development**

This course offers practical, results-oriented instruction for seeking, obtaining and keeping employment. It is intended to provide students with the appropriate job skills needed in the modern workplace. Specific tasks that will be covered will be composing an effective c.v., writing a letter of inquiry/interest, interviewing skills, and formal communication within the office (memos, formal emails to superiors or customers, reports, etc.). Additional elements that will be covered will be how to conduct a self-evaluation, how to manage inter-office conflict, and how to seek promotions actively. Although the primary focus of this course will be on white-collar employment, the skills obtained through the instruction are applicable to the job search process generally.

- **Human Rights and Freedoms**

The struggle for human rights begins with the historic efforts to identify them. Over the time, the corpus of rights and freedoms that are incriminated by laws or international treaties is expanding but it certainly does not prove that the same are respected in practice. Human rights at the first were considered as internal matters of states (under the principle of absolute sovereignty of states) and only in more recent times have gained the title of jus cogens norms.

This course will study how to develop doctrine on human rights, types and categories of human rights and will be studied the relevant documents that regulate certain rights. The purpose of this course is: to introduce students to the concept of international law on human rights, implementation of the same, influence in the formulation of national policies; This will 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.

- **English Language for Public Administration, Political Sciences and Communication 1**

The course focuses on development of language proficiency in general and subject-related vocabulary, development of academic writing and reading skills and discussion of articles from the fields of Public Administration and Political Sciences and International Communication as part of their speaking skills. Materials to be used are from different sources, including textbooks from the aforementioned fields, as well as authentic documents and texts. The main focus is on using the professionally related vocabulary for communication and development of students' future careers.

- **English Language for Public Administration, Political Sciences and Communication 2**

The course focuses on development of language proficiency in general and subject-related vocabulary, development of academic writing and reading skills and discussion of articles from the fields of Public Administration and Political Sciences and International Communication as part of their speaking skills. Materials to be used are from different sources, including textbooks from the aforementioned fields, as well as authentic documents and texts. The main focus is on using the professionally related vocabulary for communication and development of students' future careers.

- **Labor Law and Labor Relations**

Labor Law is a separate and independent legal discipline in the legal system. Its basic subject of study and arrangement is the employment relationship. The subject program "Labor Law" consists of two parts: Part One - General and Basic Issues of Labor Law and Part Two - Labor Relations. The first part covers general-theoretical questions such as: subject, definition, meanings, and place in the legal system, characteristics, and relation to labor law with other legal disciplines, development, domestic and international sources. In addition to the introductory remarks, within this section, considerable attention is paid to the collective agreements and the International Labor Organization (ILO).

- **Sociology of Information Technologies**

The course introduces students to the most important information technologies that they will meet and who will use them in the performance of their regular duties. Among other subjects, the course will cover computer networks, the Internet, databases, the digital economy, electronic data exchange and microcomputer (MS Office), which today are essentially changing the way organizations carry out their business activities. Full lectures and exercises will be performed in a computer laboratory, with particular emphasis on practical work with computers.

- **EU Administrative System**

The course deals with the development of an EU administrative law system. It focuses on the definition and main features of EU administrative law; relevant issues concerning the financial responsibility of the administration for illegal activities; alternative dispute resolution in administrative law; access to administrative courts; the latest and future development of administrative law in the EU; the role and contribution of the courts and the European Ombudsman, etc. Case studies will be used to illustrate the place and role of the EU Court of Justice, as well as the Administrative Court of the EU in the administrative process.

- **Administrative Law in the EU**

The course deals with the development of an EU administrative law system. It focuses on the definition and main features of EU administrative law; relevant issues concerning the financial responsibility of the administration for illegal activities; alternative dispute resolution in administrative law; access to administrative courts; the latest and future development of administrative law in the EU; the role and contribution of the courts and the European Ombudsman, etc. Case studies will be used to illustrate the place and role of the EU Court of Justice and the EU Administrative Court in the administrative process.

- **Theories and Practices of International Governance**

Предметот има за цел да им овозможи на студентите да стекнат сознанија за тоа како функционира

глобалното управување и како комплексна арена на глобалната политичка интеракција може да се анализира на теоретски базиран систематски начин. This course provides students with a critical overview of the main processes in the system of global governance. The course focuses on the analysis of the fundamental theories of global governance. Through this course, students will have the opportunity to critically examine conventional wisdom as well as to gain a critical understanding of global governance - both in theory and in practice. The course examines the different domains of global politics to assess how it adapts to contemporary developments in this rapidly growing arena, including terrorism, health, human rights, the Internet, the environment, and so on. The course aims to enable students to gain knowledge of how global governance works and how the complex arena of global political interaction can be analyzed in a theoretically-informed systematic way.

- **Politics of Europe and the European Union**

This course refers to the introduction of the concept in comparative political science to the study of contemporary Europe. The course requires prior knowledge of the basic concepts and methods in political science and knowledge of the history of Europe after the Second World War. The course will be divided into two parts. In the first part of the course, we will focus on European politics at the supranational level of the historical context, political institutions and policies of the European Union. In the second part of the course, the main theories of comparative politics will be studied that can help understand the variation in institutions, political behavior and policies in European countries and in the EU itself. During the course, some of the challenges facing Europe and the EU today will be addressed and will carefully analyze a series of key contemporary social and political debates.

- **Project Management and Grant Management**

This course deals with effective planning, implementation and communication of projects and project ideas, which are of particular importance to all types of CSOs. CSOs are constantly undertaking new initiatives, offering new services, developing creative approaches in service delivery, designing new components, opening new facilities, centers, etc., introducing new technologies in order to respond to the changing environment and the requirements of the target groups. This module offers an introduction to basic concepts and project management methods and provides students with practical tools that will prepare them to be successful project managers. Moreover, this module includes the analysis of needs and problems, the use of data in analyzing different policies or situations, the need for creating partnerships, the use of persuasion and negotiation tools, and presentation skills. During the work on specific projects, students will have the opportunity to meet the challenges of using several important tools for developing and implementing projects most widely used by international donors and to draw conclusions which skills, ie knowledge they need to improve.

- **Social Demography**

The composition and movement of the population largely determines the needs and potentials of each local community, region or society. Thus, the demographic picture and changes also determine specific challenges, to which the practice of social work and social systems of social work must answer.

- **Cost-Benefit Analysis**

This course links economic theory with political analysis using a tool known as Cost Benefit Analysis. The purpose of the cost-benefit analysis is to measure the economic efficiency of the project by providing a formal description of the associated costs and benefits. The Cost Benefit Analysis has become a standard practice policy analysis. This course will enable students to acquire the theoretical knowledge and practical skills needed to critically analyze and conduct cost-benefit analyses of specific projects or public policies.

- **Change Management**

This course aims to familiarize students with the relevant, practical and applicable change management skills, and to improve students' self-confidence to use change management tools and models for designing appropriate change plans for their workplace. It also plans to familiarize students with contemporary theory and practice in contemporary change management processes and the range of tools and methods available to address change, challenges and problems.

- **Civil Society and Development Policies**

This course focuses on getting acquainted with the theories of the emergence of civil society, defining the space that affects civil society, key actors, interactions with other sectors in the state, the role and structure of the civil society sector, the ways of work, the characteristics of civil society in Macedonia and in the region, strategies for its sustainability, as well as ways of influencing policies and democratic processes. In the area of development, this course will provide representation of key development concepts, theories and approaches, as well as the challenges that impoverishment and decline in development imposes on those working in donor agencies, state development agencies CSOs, foundations and research institutes.

- **Social Sector Management**

The course will address concepts and tools related to the management of social organizations, as well as the concept of collective influence. The course aims to expose students to a management perspective that is an alternative to traditional approaches to managing social organizations - a social governance approach based on a single concept of a professional role.

- **International Governmental and Non-Governmental Organizations**

This subject covers an important dozen of the most important theoretical topics pertaining to international institutions, the historical development of international institutions, and the role of international institutions, functions and competencies. This course analyzes the role of institutions that play an important role in resolving collective problems in global politics. This course focuses on the more important roles of international institutions in the world, ranging from peace and security, economic development, human rights, defense and environmental protection. Here, efforts are being made to create international organizations, successes and failures as well as challenges. Special importance is given to political organizations (UN, EU), security organizations (NATO, OSCE), regional organizations (the Organization of American States, the African Union, Arab League, etc.), financial organizations (IMF, SB, ECB, etc.) as well as international NGOs.

- **Sustainable Development**

The goal of studying this subject is for students to acquire comprehensive knowledge that relates to sustainable development as a new concept of development that is imposed on the global stage that can enable the survival of planet Earth. By studying the subject, the student will know the reasons for the emergence of the concept of sustainable development; will be able to explain the meaning and the superiority of the concept of sustainable development; will know about global environmental problems; be able to outline the principles and dimensions of sustainability; will have knowledge about international conferences on sustainable development and the adopted documents; will be introduced to international organizations with a mandate to act in the field of sustainable development; will be able to understand the EU's sustainable development policy; will know how RM builds a policy of sustainability of development; and will be able to explain the need for sustainable development. We will also study economic action by respecting the principles of sustainable development in order to increase the competitiveness of businesses. The study of this course will contribute to gaining in-depth knowledge about sustainable development internationally, at the level of the European Union and its member countries, as well as in the Republic of Macedonia.

- **Ethics in Public Administration**

Objectives of the curriculum: - Has knowledge and understands the semantics and the concepts of morality to ethics, standards of behavior, moral judgment and moral philosophy. - Develop a position on the moral position in professional life. - Set up clear views on the rights and responsibilities of the employee in state-public administration. - Able to face with ethical problem situations. - Has sense for the character that is required in the profession of administrator. - Is informed through literature, on ethics in the field of public administration. - Ready to use communication tools and to respect ethical standards in working with state institutions and public actors.

- **Globalization and Social Networks**

Objectives of the subject program: - Students to demonstrate knowledge and understanding of globalization and changes in society; - Recognition of modern forms of the manifestation of global factors; - To acquire knowledge of methods for researching the global phenomena and Network society; - To discuss and clearly observe the characteristic features of the global impact at the local level; - To enable the creation of the environment for a constructive and critical thinking; - Students to acquire visions and understanding of themselves in conditions of globalization; - To do research and present in front of their peers and in the social network; - To have ideas, to give initiatives and to develop part of the course of globalization via social network in which students are active; - To identify the good and the bad sides of globalization and the social network. Ethics of social network; - Facebook, Twitter, LinkedIn, Google + , You Tube, Instagram, Pinterest, Tumblr;

- **Social Psychology**

Topics for discussion include the perception of personality, agreement, forming opinions, evaluation and change, prejudice, aggression, social learning, group dynamics, social psychology and society and legal and organizational application.

- **Constitutional Law**

Theoretical and practical introduction of the students with the Constitutional Law, as a basic branch of law, the Constitution as the highest legal and political act of the state, and the constitutionality and legality, as basic principles of the legal state.

- **Political System in RM**

This subject is intended to provide students with general and specific knowledge about the functioning of the political system of the Republic of Macedonia as a whole and functioning of special institutions of the political system in the Republic of Macedonia. In this regard as fundamental objectives of this subject can be distinguished: - Students are equipped with basic knowledge about the political systems in general and the place of the political system of the Republic of Macedonia in their frames, - Students will learn and gain adequate knowledge about the historical development of the political system of the Republic of Macedonia - The students will be able to conduct a comparative analysis of the functioning of the political system of the Republic of Macedonia as an independent country today and in the past as part of former Yugoslavia, - Students can learn more about the functioning elements of the political system of the Republic and create logical thinking of how they function as an integrated whole, - Students will be able to use the available information and knowledge acquired to provide evidence-based opinions and evaluations, - To develop communicative skills of students and others.

- **Office Works Management Skills**

Students should master the basic knowledge concerning the efficient organization and functioning of office work in government agencies, local authorities and various institutions and enterprises. The purpose of studying this course is that students should be ready and at the required level to be able to fully complete the tasks in an efficient and responsible manner. The gained and acquired knowledge on this course will help students in easier way to master their tasks in public administration.

- **Political Parties, Elections and Election Models**

The course should provide students with general knowledge about social movements and changes. It is about an object that carries out processing of some basic social movements, starting with those that we all face as citizens and academics. The students will be provided with a full range of literature from domestic and foreign authors, which will enable them to expand and develop their knowledge in the areas of topics that are subject to analysis. The goals of this course can be highlighted as follows: Initiate and develop critical thinking within the group. Students will be able to use the acquired information to use them for giving grades and constructing arguments. Develop the communication skills of students. -Students understand how political movements in different countries around the world are taking place and, on this basis, create critical stances over political movements in Macedonia; -Students understand topics that are processed within the political sciences; -Students be able to distinguish between democracy and non-democratic political systems; Students acquire the necessary analytical skills to understand and evaluate political movements and phenomena in and out of the country; -Students are better able to understand the scientific techniques of work with particular reference to the comparative method, etc.

- **Social and Labor Economics**

This course focuses on the economics of the labor market. It covers the determinants of demand and supply of labor market determinants of wages, wage differences between groups, investment in human capital, employment and unemployment. The goal is to work with case studies of the labor market for countries in transition. Through lectures and exercises students will learn about the main areas of labor market and through this course to provide a basis for original research in this area.

- **Political Issues of EU Integration**

The processes of EU enlargement and integration in the legal-political system and institutional structures of the Balkans, their historical development, legal structure of the mechanisms for expansion within the EU treaties, as well as the political issues that follows these processes - their geopolitical and geo-cultural conditionality and conditionality of the national interests of EU member states and those aspiring.

- **Administrative Law of the European Union**

The course deals with the administrative law system of the EU. It focuses on determining the main characteristics of administrative law in the EU; Important issues related to financial administration responsibility for illegal activities; alternative dispute resolution in administrative law, administrative access to the courts; future development of the administrative law of the EU; the role and contribution of the courts and the European Ombudsperson etc. Case studies will be used to illustrate the role of the Court of Justice of the EU and the Administrative Court in the administrative processes of the EU.

- **Humanitarian Law and Public Servants Role**

Humanitarian Law as a course subject represents one of the best opportunities for students to become familiar with the set of rules, which from the humanitarian aspect intend to limit the effects of armed conflicts. Students will have the opportunity to listen to the measures of protection of persons who did not participate or do not participate in hostilities and restrict the means and methods of war. In particular, it is important the positive role of rules pertaining

to the obligations of civil servants in cases of armed conflict.

- **Work Searching Strategies**

This course is designed to encourage the process of early planning and career development. The process involves deep self-analysis, research of career planning and monitoring of preliminary strategies for employment, etc. The philosophy of the course is that this process is ongoing, systematic and goals to life filled with work that is part of the overall plan for personal development. Engaging in this process should be challenging, interesting and pleasure to you. Enjoying the benefits that this course offers, will help you in the transition from student to employee and will assist in the more direct route to meet your long-term career goals through the prediction and learning the necessary skills, courses and work experience for entry job, which will be the best starting point for the career you are striving.

- **Theories of Organizational Behavior**

Students through this course will learn about the structure and functions of organizations in public and nonprofit sector and the behavior of people in these organizations. Initially, students through this course will be able to understand the concepts of organization and practical techniques for managing organizations in different circumstances. At the end of the semester students should have knowledge in the following areas: - basic and relevant theories of the organizations in the public sector, - managing staff, - skills to work in team.

- **Political Management**

Course aims: - Acquisition of basic knowledge of the term policy and management; - Be familiar with basic tools and activities relating to distinguish political processes according to different criteria; - Acquiring adequate knowledge to prepare the survey and field work; - Application of knowledge gained from other courses and building a separate methodology for the preparation of essays-paper work; - To analyze the electoral processes and the method of derivation; - To draw political speech and to simulate the appearance of a political event; - Ability to actively participate in a debate organized by the Students Bashkim; - Ability to prepare and participate in research projects and presenting the results of scientific research; - To identify different ways and use of scientific sources, to learn to read selectively and comparatively analyze the political processes;

- **Development Planning and Impact Assessment of Public Policies**

This course aims to introduce students to the complex issues facing decisions makers and planners as well as to introduce the mechanisms used to clarify these issues by researchers and practitioners in the public sector.

- **Social Policy**

The aim of the course program: • To enable students to analyze the institutional and political factors that have shaped the development of the welfare state (in the UK and other countries) in the past and present. • To enable students to understand how the welfare state works, how was it formed, how is paid and who benefits from it; • To enable students to identify the political arguments for and against recent developments in key areas of the policy (such as health policy, employment and social security policy, housing policy and criminal justice policy); • To facilitate the development of study skills appropriate to the subject, including interpretation of data.

- **Government Business Regulations**

The economy as a whole affects how we take care of our planet, the future that we want to be part of it, on the available resources, on the extent to which care for the poor and the rich. It needs only to be emphasized that the economic principles and concepts regardless of the level of development of the economy do not change. Economy of the public sector aims to determine the economy and the role of the state in the economy, the role of public institutions in the economy. It aims to determine the aggregate supply and aggregate demand, the impact of fiscal and monetary policy on markets.

- **Democracy and Civil Society**

Students in this course will acquire the skills, knowledge and the following approaches: - Understanding the processes, theories and empirical analyzes related to political institutions and political behavior; - Ability to implement the process of critical thinking and application of basic research methods and quantitative analysis; - Effective written communication skills.

- **Sociology of Work and Organizations**

Goals of the subject program After completion of this course the student the will be able: To fulfil the purposes of sociological analysis of work. To demonstrate understanding the historical development of modern forms of work. To understand the social changes stimulated with the transformation of work processes and globalization. To articulate the challenges and pressures of mankind through the perspective of class, race and gender in the national and international levels. To articulate the basic concepts of the most important thinkers of the sociology of work. To

understand specific professions. To understand and criticize the existing reforms in the sphere of labor and management trends

- **Public Opinion Analysis**

The aim of this course is to focus on two general methods of analysis namely, quantitative and qualitative. Methods of quantitative analysis will deal with statistical analysis while qualitative will focus on understanding what methods to use when statistical-numerical analysis is not utilized. Moreover, this course through case studies will demonstrate methods of research, analysis of social science research, methods of research design, and implementation of empirical design as well as multivariate analysis.

- **Social Work in the NGO Sector**

The successful student of this course will gain scientific and in-depth knowledge of the more important approaches to the problems of young people in society and will study the ways in which different groups of young people participate in social life, building specific subcultures and lifestyles. Students will also become acquainted with the youth policy of the state.

- **Public Sector IT**

The course provides an extensive introduction to information systems, from an organizational and a social prism. The aim is for students to acquire an appropriate balance of technical and organizational perspectives that will serve as a basis for further studies in this field.