



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

Study program Public Administration (2012/2013)

Faculty	Contemporary Social Sciences
Study Cycle	First Cycle (Undergraduate)
ECTS	180
Title	Bachelor of Public Administration
Accreditation archive number [180]	03-671/2
Accreditation date	22.06.2012

Description of the program

The program for Public Administration has multidisciplinary access of the core elements of the study in the field of public administration & management, law, socio economic sciences, it describes and identifies basic concepts, principles, administrative and law processes and theories in public administration, theories in public administration, such as those concerning institutional and human behavior, public policy process, public sector economy, and management of public and nonprofit organizations.

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 the informative systems.
- Implementing the professional knowledge for fulfilling of the working tasks in the state institutions and public administration, private organizations and the civic sector.
- To develop critical thinking for the work of state and public institutions in cases of breaking the administrative rules, bureaucracy and non-transparency.
- To be analytically skilled to develop the role of the state and public administration in the last decades in Republic of Macedonia and in other regional states.
- To recognize the contemporary trends and developments in state and public institutions and public management in both developing and developed countries.
- To take initiative to identify and address learning needs for the institutions of state and public administration.

Career

Public Administration studies provides the educational requirements to support students 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

- The student: has multidisciplinary knowledge and understanding of the core elements of the study in the field of

- public administration & management, law, socio economic sciences.
- 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 process, public sector economy, and management of public and nonprofit organizations.
- Has understanding of various systems of Public Administration-State Administrations, public management and the interaction of political institutions and processes, governmental or administrative policies.
- Has knowledge of EU integration processes from public and state administration and institutional aspects.

Applying knowledge and understanding

- They can apply multidisciplinary approaches in practice about complex work of state and public administration and implement the relevant rules and procedures.
- Demonstrate ability to prepare administrative documents, assist in planning and coordination of inter institutional work, archiving, records the administrative subjects using the information system.
- Apply professional knowledge in fulfilling work duties in the institutions of state and public administration, private organizations, and NGOs.

Making judgement

- Be able to differentiate the characteristics and developments existing in the state and public institutions, private organizations, and NGOs in the country.
- Develop critical thinking on the work of state and public institutions in case of violation of the administrative rules, bureaucracy and non-transparency.
- Evaluates different structures and processes of public sector management, guidance and control.
- Critically compare the development of the role of the state and public administration in recent decades in Macedonia and in the region.

Communication skills

- Is able to use written and speaking Albanian, Macedonian and English languages according to protocols and rules related to Public Administration;
- Is able to use variety of communication tools and respecting the ethical standards when working with state institutions and public actors.
- Can operate independently and can coordinate with others in order to complete different hierarchical level duties.
- Explain the interpersonal and inter-organizational roles of an individual within the public service.

Learning skills

- Recognizes the contemporary trends and developments in state and public institutions and public management in both developing and developed countries.
- Can implement new transparent manner of work in state and public administration by using new technological tools.
- Take initiative to identify and address learning needs for the institutions of state and public administration.
- Abilities to perform lifelong learning and self-education in the field of Public Administration.
- Abilities to propose plan and develop training for the PA sector actors and institutions.

List of courses

Semester 1

- [6.0 ECTS] **Introduction to Law**
- [6.0 ECTS] **Basis of Economy**
- [6.0 ECTS] **Introduction to Public Administration**
- [3.0 ECTS] **Elective course – English language 1**
- [3.0 ECTS] **Elective course – Albanian/Macedonian language 1**
- [6.0 ECTS] **Free elective course 1**

Semester 2

- [6.0 ECTS] **Principles of Sociology**

- [6.0 ECTS] **Constitutional Law**
- [6.0 ECTS] **Public leadership and organizational development**
- [3.0 ECTS] **Elective course – English language 2**
- [3.0 ECTS] **Elective course – Albanian/Macedonian language 2**
- [6.0 ECTS] **Free elective course 2**

Semester 3

- [6.0 ECTS] **Basis of statistics**
- [6.0 ECTS] **Introduction to public policies**
- [6.0 ECTS] **Administrative Law**
- [6.0 ECTS] **Free elective course 3**
- [6.0 ECTS] **Elective course – English language for specific purposes 1**

Semester 4

- [6.0 ECTS] **Institutions and policies of EU**
- [6.0 ECTS] **Administrative procedure**
- [6.0 ECTS] **Management of human resources in public sector**
- [6.0 ECTS] **Elective course – English language for specific purposes 2/ or Elective course 4/1**
- [6.0 ECTS] **Elective course 4/2**

Semester 5

- [6.0 ECTS] **Public Finance**
- [6.0 ECTS] **Systems of local government**
- [6.0 ECTS] **Modern concepts and principles of management in public sector**
- [6.0 ECTS] **Elective course 5/1/1**
- [6.0 ECTS] **Elective course 5/2/1**

Semester 6

- [6.0 ECTS] **Comparative Public Administration**
- [6.0 ECTS] **Office work**
- [6.0 ECTS] **Quantitative and qualitative analyzes in the public sector**
- [6.0 ECTS] **Elective course 6/1/1**
- [6.0 ECTS] **Elective course 6/2/1**

Description of courses

Core courses

- **Introduction to Law**

Introduction to Law uses the knowledge, basic concepts and categories from other legal disciplines and the main task is to give to them basic, introductory and general legal knowledge of phenomena: state and law

- **Basis of 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 perceives the impact of enterprise on the community in which it operates.

- **Introduction to Public Administration**

Public administration is an area of special scientific interest. The course Introduction to Public Administration will offer to students knowledge regarding the basic concepts of public administration. Special attention will be devoted for acquiring knowledge about the evolution of public administration, as well as the envisaged reforms of the public administration in our country. Furthermore, the students will have the opportunity to understand and critically analyze the phenomena's that public administration is challenged with. Since the study area of this course is subject to continuous change, a special focus will be given to new developments and study classical theories of public administration. In this course we will investigate the following concepts: definitions and basic knowledge about the

principles and institutions of public administration, the role and importance of public administration in an organized society; genesis and historical development of public administration, public administration, organizational structures, functioning of institutions of administration public administration services; Decision Making in AP, public administration service for the protection and realization of human rights, public administration reforms in Macedonia etc.

- **Principles of Sociology**

The course "Principles of Sociology" aims to prepare the students with general knowledge about social phenomena, as well as with particular and specific knowledge about social processes and phenomena that they are facing and will face in future, as citizens and academics.

- **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.

- **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.

- **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.

- **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.

- **Administrative Law**

The main purpose of the Course Administrative law is learning the material for better and easier to understand the organization and functioning of the administration of national and international aspect. Better knowledge of the legal acts, the types of acts or methodology for creating the tools and instruments to control the administration.

- **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.

- **Administrative procedure**

After finishing the Course Administrative procedure, students will gain knowledge about the basic features of positive legislation for the General Administrative Procedure in the Republic of Macedonia as well as in special proceedings conducted in front of competent institutions, as formal law, but by comparing with other countries, especially from our environment.

- **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.

- **Public Finance**

* Provide students with knowledge of public finance as one of the main levers of macroeconomic policy and fundamental instruments to the functioning of a national economy as a whole and as a subsystem of an economic system of the country * Introduction to knowledge for public good and costs for their provision, externalities, the distribution of public revenue, allocation and reallocation of revenue, comparative aspects of public finance in developed countries and those in transition, the specifics of the fiscal systems of Macedonia, their trends and challenges, fiscal decentralization, etc.. * Introduction to professional knowledge about the budget and extra-budgetary funds as the main instruments of fiscal policy, procedures about preparation, elaboration, composing, approval, implementation and control of the budget, as well as the techniques of budget for the local and central level. * Creating a clear picture to students for the functioning of a fiscal system, giving points of reference in terms of various fiscal theories that can perform comparative difference and find common points of operation of these systems in different countries. * Informative introduction of the students with the main indicators of fiscal policy in the Republic of Macedonia, creating a real database in terms of long-term fiscal trends of RM, by stimulating students to work independent seminar papers and essays on the fiscal area.

- **Systems of local government**

Students of the Faculty of Public Administration and Political Science 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.

- **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.

- **Comparative Public Administration**

Objectives of this Course program are students to: * Acquire knowledge about the structures and functions of public administration in various states * Gain knowledge about the global reform movement in public administration * Enable students to actively engage in teaching and to conduct independent research in the field of public administration that had no previous knowledge * Learn about reform of public administration, which are a prerequisite for membership of our country in the EU; * Enable the development of critical approaches to analyzing the phenomena in public administration; * Develop their own skills, communication skills, research and other skills necessary for successful careers in public administration;

- **Office work**

Students of faculty of public administration and political science should master the basic knowledge concerning the efficient organization and functioning of office work in government agencies, local authorities and various institutions and enterprises. Purpose of the study of this Course is that students should be ready at the required level to be able to fully complete the obligations in an efficient and responsible manner. Gained and acquired knowledge on this course will help students in easier way to master their job tasks in public administration.

- **Quantitative and qualitative analyzes in the public sector**

The purpose of this course is to focus on two general approaches to data analysis, respectively quantitative and qualitative. In terms of quantitative analysis, it focuses on the use of statistical analysis in terms of qualitative analysis, which are defined as those approaches that do not include quantitative approaches, or approaches that do not use numerical manipulation. Also this course will analyze and through case studies will present methods of research, parts of social science research, approaches to research design, conducting empirical design and multi-

variable analysis.

Elective courses

- **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.

- **Globalizimi si fenomen i shoqërive bashkëkohore**

Objectives of the curriculum (competencies): * Will have a deeper conceptual understanding of globalization as a phenomenon that will flat the world (Friedman). * Have a vision for themselves and society in conditions of globalization * Able to debate intelligently the globalization in various dimensions: economic, political, cultural and socio-spatial. * Able to identify the background of globalization and problematic refleksions (eg anti-globalizacion). * Ready to compare different perspectives on globalization and its impact nationally, regionally and internationally. * Ability to develop a structured study of the "product" or (EPI) phenomenon of globalization.

- **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.

- **International European Law**

This course is designed to help students understand the complexities of international humanitarian law through lectures, case studies and exercises. The subject aims to raise awareness among students regarding the rules of IHL, the role of the International Red Cross during armed conflicts and duties of the warring sides in the conflict. Through group activities and discussions in the classes, students will highlight their beliefs, opinions, perceptions of human rights in the cases of armed conflict. The subject includes an analysis of the basic principles of IHL, with particular focus on modern armed conflicts. The main goal of this course is to contribute to raising the knowledge and skills of the students for appropriate analysis and critical approach, as well as the implementation of IHL.

- **History of Civilizations**

In this Course, the students during one semester will be familiar with the general development of human society, as well as the development of civilizations from ancient civilizations to the most recent civilizations. Also students will learn about the most important civilizations in the world, the differences between these civilizations and benefits for advancement of civilizations in social and public life.

- **Political parties and electoral models**

Political parties are the main subject of the democratic life of any modern society. Electoral models are the most important component of any political system, thus the Course is of great importance for gaining knowledge that the students will allow theoretically to gain the necessary information for the functioning of plural society. Through this course students will be closely informed about the essence of political parties and their influence on modern political systems, the relationship between political parties and modern democracy and for many other factors that determine the contemporary socio-political life.

- **Professional Career Development**

Described career opportunities are designed to orient students to the initial forecast for a job after graduation that can later lead to a varied professional career. The Course is related to strategic career planning, it is not just a course about "how to get a job". The Course Professional career development 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.

- **The basic and principles of accounting**

The purpose of the curriculum is for students to understand the essence of accounting, to learn the basics of financial accounting and concepts and principles of accounting.

- **Political issues of EU integration**

The processes of EU enlargement and integration in the legal-political system and institutional structures of the Union, 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.

- **European Administrative Area**

This Course concerns the development of a system of administrative law in the EU, and focuses on two issues separated but interconnected: the Europeanization of administrative law and principles of European administrative law. The course aims to teach students the basic principles for the work of administration in the EU and to introduce the need for their transposition at national level in public administration. Specifically, they will master the most appropriate and effective rules for the administration work, their advantages, but also to think critically about the deviations that exist in PA in the country. This is as a result for needs of work of the administration, under rules adopted by the states with western democracy.

- **Ethics in public administration**

Objectives of the curriculum (competencies): * 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.

- **Human rights and the role of public services**

Objectives of the curriculum (competencies): * role and importance of Human Rights as a fundamental value and attribution of human, respectively citizens, as well as fundamental value of democracy and democratic regimes and one of the most basic elements of state law.

- **Theories of organizational behaviour**

Students will learn through this course 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.