

COURSE SYLLABUS

PUBLIC ADMINISTRATION

Degree of higher education first (bachelor) level.

Field of knowledge: 281 Public management and administration

Specialty 281 Public management and administration

Educational program Public management and administration

Course status – compulsory.

Instructor (s) Management and Public Administration Department: Doctor of Economic Sciences, prof. Anna Oleshko

1. Course description:

Semester(s): 3, 4.

Scope: total number of hours – 90 including: lectures – 10 hours, practical –60 hours, independent work – 174 hours; number of ECTS credits – 9.

Course objectives –mastering general and professional competencies in public administration in various sectors of the national economy.

Learning outcomes of the course:

know:

- terminology and institutional basis of public administration;
- conceptual principles of public administration and tools for its implementation;
- subject and methodological basis of public administration;
- technologies and procedures of public administration;
- system of local self-government and its role in public administration;
- system of executive bodies in the system of public administration;
- main regulations of public administration in the social, economic and environmental spheres;
- features of responsibility of subjects of public administration for offenses;
- mechanism of public services provision;

be able to:

- explain the basic concepts of public administration;
- determine the technology of management of the public sphere subject;
- apply methods and criteria for evaluating the effectiveness of public administration;
- prepare normative documentation (orders, ordinances, instructions, etc.), proposals, recommendations (projects) for the subject of public administration;
- in general terms to develop plans, strategies and programs in individual sectors of public administration;

able to demonstrate: effective work and communication organization in the field of public management and administration on the basis of social responsibility, legal and ethical norms;

have the skills to:

- use public administration tools in various areas of economic activity;
- make decisions in different sectors and at different hierarchical levels of public administration;
- introduce modern forms and methods of activity of the public sphere subject, its structural division, optimization of its functional and organizational structure with the use of modern managerial technologies;
- systematically analyse of the socio-political and socio-economic state of development of public administration;
- define strategic goals, objectives and stages of management decisions;
- apply modern methods for determining key performance indicators (Key Performance Indicators, KPI) in public administration;

solve independently: problems arising in the system of public management and administration.

Required educational components (prerequisites, co-requisites, post-requisites): theory of state and law, theory of public administration, constitutional law of Ukraine and foreign countries, administrative systems of the EU, state regulation of the economy and economic policy, strategic management, public service.

Course content:

Content module 1. Theoretical and organizational principles of public administration: Topic 1. Public administration as a systemic phenomenon. Topic 2. Theoretical and methodological principles of public administration. Topic 3. Public administration and authority. Topic 4. Institute of the Presidency of Ukraine. Topic 5. The Verkhovna Rada of Ukraine. Topic 6. Central executive bodies in Ukraine. Topic 7. Local executive bodies and local governments. Topic 8. Public and administrative services.

Content module 2. Public administration in individual areas of social development. Topic 9. Civil society in Ukraine. Topic 10. Political parties as subjects of public administration. Topic 11. Fundamentals of public administration in the economic sphere. Topic 12. Fundamentals of public administration in the social sphere. Topic 13. Corporate authority and public administration in voluntary associations. Topic 14. Anti-corruption activities in the field of public administration. Topic 15. Management decisions in public administration. Topic 16. The effectiveness of public management and administration.

Types of training sessions: lecture, practical studies, consultation.

Forms of final control: credit (semester 3), exam (semester 4).

Tools for diagnosing learning success: tests, situational exercises, tasks, individual exercises, presentations, essays, questions for current and final control. **Language of instruction:** Ukrainian, English.

2. Assessment

Distribution of points received by applicants for higher education

Ongoing assessment and independent work																MC	Exam	Total
T1	T2	T	T4	T5	T	T6	T	T8	T	T10	T11	T12	T13	T14	T15	T16		
10	10	15	10	10	10	10	10	15	10	10	10	10	10	10	15	15	10	200

Distribution of points in the course

Activities evaluated	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14	T15	T16	Total
Semester 3. Content module 1																	
Execution of practical tasks, Speech at the seminars	10	10	10	10	10	10	10	10									80
Presentations, essays	10																10
Modular control	10																10
Credit (semester 3)																	100
Semester 4. Content module 2																	
Execution of practical tasks, Speech at the seminars									5	5	10	10	10	10	10	10	80
Presentations, essays									10								10
Modular control									10								10
Exam (semester 4)									10								100

Exam evaluation criteria: The exam is conducted in the form of testing in a modular environment of the educational process: 20 questions, each correct answer is evaluated as - 0.5 points.

Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
excellent / passed	90-100	A	Excellent (outstanding performance without errors)
good / passed	82-89	B	Very good (above the average standard but with minor errors)
	74-81	C	Good (generally sound work with some errors)
satisfactory / passed	64-73	D	Satisfactory (fair but with significant shortcomings)
	60-63	E	Fair (performance meets the minimum criteria)
unsatisfactory / failed	35-59	FX	Fail (some more work required before the credit can be awarded)
	0-34	F	Fail (considerable further work is required)

3. Course policy:

3.1 Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;
- references to the sources of information if ideas, developments, statements, information are used;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2 To obtain a positive grade in the course, it is necessary to obtain the minimum number of points for each type of work, which is evaluated in points.

3.3 In case of late execution of works, points are reduced.

3.4 Postponement of delivery/retaking:

- for important reasons, the work is evaluated without reducing the maximum score, provided that the teacher is notified in advance or through the head of the group (documentarily) regarding the reason for the delay and the deadline for the transfer of work;
- without important reason - with a decrease in the maximum score for performed work.

3.5 When plagiarism is detected the work is not credited, another individual task or another version of tests for current (thematic) and modular control is issued. The maximum score is reduced for a new task.

3.6 Missed classes... Missed classes must be worked off according to an individual schedule agreed with the lecturer.