

# **COURSE SYLLABUS**

## **Theory of public administration**

**Degree of higher education** – first (bachelor)

**Specialty** – 075 Marketing, 281 Public Management and Administration

**Educational program** – Marketing, Public Management and Administration

**Course status** – compulsory

**Instructor(s) of the Department of Management and Public Administration:** Head of the Department of Management and Public Administration Kasych Alla

### **1. Course description:**

**Semester(s):** 3.

**Scope:** total number of hours – 90, including: lectures – 20 hours, practical – 20 hours, independent work – 50 hours; number of ECTS credits – 3.

**The purpose of the course** is to acquire knowledge about the theoretical and methodological foundations of public administration, the system of public administration and features of its reform in Ukraine, as well as the formation of competencies: Ability to learn and master modern knowledge, Ability to produce new ideas, think systematically, show creativity, flexibility, ability to manage time, Ability to ensure the appropriate level of development and use of management products, services or processes, Ability to research and exploration in in the field of public administration and administration, Ability to represent public authorities and establish effective communications, Ability to carry out professional activities taking into account the needs of national security of Ukraine, Ability to adapt their behavior to systemic values and standards professional ethics.

#### **Learning outcomes of the course:**

*know:* constitutional principles of building public administration structures in Ukraine, types of management structures, types of public authority structures, requirements for its construction; composition, status and functions of central executive bodies, their territorial subdivisions, local state administrations, local self-government bodies; basic theories and schools of management and the essence of the multifunctional nature of public administration and the limits of its implementation; the content of management activities, the functions of public administration, the essence of informatization as a communication process in public administration, types of communications; know the standards, principles and norms of activity in the field of public administration; know the structure and features of the functioning of public administration and administration;

*be able to:* analyze the main macroeconomic indicators of socio-economic development of the region; work with regional statistics; analyze the level of economic security of the region; choose the most acceptable methods of managing socio-economic processes at the regional level; use general scientific and specific methods to study the mechanisms of regional governance; be able to develop and implement measures for adaptation and implementation of best domestic and foreign practices of public administration and organizations;

*able to demonstrate:* the ability to make management decisions; apply criteria for evaluating the effectiveness of public administration; understanding of psychological aspects in public administration and the importance of public relations in the management of a public body; ability to determine the directions of reforming the organizational structures of public administration according to the concepts of administrative and municipal reforms in Ukraine; understand and use technologies for making, making and implementing management decisions; demonstrate knowledge of the development of criteria for making and implementing management decisions using appropriate methods and principles in the field of public administration and administration; apply quality control methods in the field of professional activity;

*to have skills:* conducting discussions; argumentation of their opinions and beliefs, evaluation, selection and analysis of information from various sources; determining the types of links between the structure of the system of organization of executive power and public administration in Ukraine; determination of the function of state authorities and local self-government; delimitation of the stage of management activities;

*solve independently*: a set of problems of current and future socio-economic development of various public administration bodies; problems of efficiency of functioning of public administration bodies; critically comprehend problems and solve complex problems in the field of public administration.

**Required educational components (prerequisites, co-requisites and post-requisites):** microeconomics, macroeconomics, municipal government, public administration, theory of state and law, regional and administrative management.

**Course content:** Topic 1. The essence and content of the theory of public administration. Topic 2. Functions of the state and public administration. Topic 3. Organizational structure of public administration. Topic 4. The essence and content of management. Topic 5. Preparation and adoption of management decisions in public administration. Topic 6. Legality and responsibility in public administration. Topic 7. Control and accounting in public administration. Topic 8. Effectiveness and efficiency of public administration.

**Forms of final control:** exam (semester 3).

**Tools for diagnosing learning success:** individual tasks, namely: presentations, essays, calculation works, exercises, tasks, etc., questions for current control, questions for final control, tests.

**Language of instruction:** Ukrainian, English.

## 2. Assessment:

### Distribution of points received by applicants for higher education

Ongoing assessment and independent work				Presentations	Ongoing assessment and independent work				MC	Exam	Total
T1	T2	T3	T4		T5	T6	T7	T8			
4	7	11	12	10	11	7	11	7	10	10	100

### Distribution of points in the course

Evaluation	T1	T2	T3	T4	T5	T6	T7	T8	Total
Speech at a practical lesson	2	3	2	3	2	3	2	3	20
Individual tasks (creative works, exercises, situational tasks)	2	4	4	4	4	4	4	4	30
Presentations, essays			5	5	5		5		20
Ongoing control (by topics)	10				10				20
Modular control									10
<b>Total in the course</b>									<b>100</b>

### Exam evaluation criteria:

Written exam – 10 points, including: testing – 3 points, full answer to a theoretical question – 3 points, solving a practical situation – 4 points.

### Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
<b>excellent / passed</b>	90-100	<b>A</b>	<b>Excellent</b> (outstanding performance without errors)
<b>good / passed</b>	82-89	<b>B</b>	<b>Very good</b> (above the average standard but with minor errors)
	74-81	<b>C</b>	<b>Good</b> (generally sound work with some errors)
<b>satisfactory / passed</b>	64-73	<b>D</b>	<b>Satisfactory</b> (fair but with significant shortcomings)
	60-63	<b>E</b>	<b>Fair</b> (performance meets the minimum criteria)

<b>unsatisfactory / failed</b>	35-59	<b>FX</b>	<b>Fail</b> (some more work required before the credit can be
	0-34	<b>F</b>	<b>Fail</b> (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. Recognition of learning outcomes obtained in non-formal education, if they correspond to the program learning outcomes, in the amount of 10 points, is allowed. Applicant for higher education applies with a statement, which is accompanied by documents, confirming the results of studies (diplomas, certificates, educational programs, etc.). In case of enrollment of a separate content module / modules of the discipline, the applicant is released from performing of the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline.

3.3. Obtaining a minimum grade in the discipline is possible in case that the practical / laboratory works are performed in full and all types of control on each topic are completed.

3.4. In case of late performance of works (without good reasons) the assessment for the relevant type of works

is reduced by one point for each overdue academic week, but not more than the maximum number of points for this work.

3.5. Postponement of delivery/retaking:

- for good reasons (sick leave, academic mobility, etc.) is possible without reducing the maximum score for works in case of prior notice of the reason for the delay (confirmed by the relevant document (certificate)) and deadline for postponement the delivery of work to the instructor personally or through the head of the group;
- without good reasons the work is evaluated with a decrease in the maximum score and the grade in the discipline can not be higher than "satisfactory".

3.6. In case of detection of manifestations of academic dishonesty, plagiarism, the student is obliged to perform the task again in compliance with the established requirements and with a decrease in the maximum score.

3.7. Missed classes are subject to practice individually or by a group of students on the application and on terms, agreed with the teacher.

3.8. Assessment appeal is made on the application of the applicant by forming a commission of three persons from the lecturers of the department and the mandatory presence of the head of the department, which accepts and evaluates the work of the applicant, a grade for which the applicant appeals.