



## ECONOMICS OF PUBLIC ADMINISTRATION

<b>Basic data of the subject</b>	
<b>University:</b>	<b>University “Ukshin Hoti” Prizren</b>
<b>Academic Unit:</b>	<b>Faculty of Life and Environmental Sciences</b>
<b>Study program:</b>	<b>Agribusiness</b>
<b>Course title:</b>	<b>Economics of Public Administration</b>
<b>Level:</b>	<b>Bachelor</b>
<b>Course status:</b>	<b>Elective (E)</b>
<b>Study year:</b>	<b>III</b>
<b>Number of hours per week:</b>	<b>2+ 2</b>
<b>Credit value – ECTS:</b>	<b>6</b>
<b>Time / location:</b>	<b>To be announced</b>
<b>Lecturer:</b>	<b>Prof. asoc. dr. Ilir Tomori</b>
<b>Contact details:</b>	<b>itomorri@ubt.edu.al</b>
<b>Course description</b>	<p>The history of development, the importance of studying public administration, understanding public administration and the context of the study, what are public organizations? Development of influences. Evolution of State. The dispute over the role of the state, force towards extension. The new conventional knowledge. The institutions offer. Request for public institutions. Integral parts of public administration, public administration principles, public management and public administration. The main models of public administration. International public sector, development of public administration and organization of the public sector in Albania. Public sector budgeting. Public organizations and enterprises, public planning, public decision-making. Public sector budgeting. Sources and methods of financing in public enterprises. Electronic government and digital services in the public sector, Human resource management in public administration and performance evaluation in the public sector.</p>
<b>Course objectives:</b>	<p>The student must be able to interpret the nature of public administration, context of the study, recognize and explain the reasons for the creation of public organizations. The student must be able to know the dimensions of public administration and know and argue, the offer of public institutions and the demand for public institutions, the importance of the public sector, the methods of measurement and the weight of the public sector in our country, the mechanisms for financing public enterprises and the main sources of financing public enterprises, electronic services in the public sector, the recognition of interest groups as an important decision-making factor, theoretical problems and those of implementation in practice, regarding the management of external factors, the management of human resources and the importance of measuring their performance in the public sector.</p>



<b>Learning outcomes:</b>	<p>The student must be able to recognize:</p> <ul style="list-style-type: none"> <li>• The context of the study of public administration as well as general knowledge on public organizations.</li> <li>• The differences between the administration of public and private organizations, the reasons for the creation of public organizations and the development of influences in this field.</li> <li>• In the role of the leader of a public organization, to enable the student in terms of the decisionmaking process for all the problems that these types of organizations may face.</li> <li>• The student should know in theory and be able to apply in practice, the functions of running public organizations.</li> <li>• The student should know the main models of administration of public organizations, the principles of public administration, management schools and the specifics of each of them.</li> <li>• The student must understand and be able to apply public planning and public decision-making.</li> <li>• The student must know the importance of the public sector, the methods of measurement and the weight of the public sector in our country.</li> <li>• Reasons for creating public enterprises, types of public enterprises.</li> <li>• The functions of the public sector and the market approach as a way to manage the state and public organizations.</li> <li>• The student must know the importance and necessity of managing public organizations. The main factors of the macro environment in which public organizations operate.</li> <li>• The student must know and understand the budget and the budgeting process. the use of the budget as an instrument of fiscal policies, the construction structure of the public budget.</li> <li>• The student should know the mechanisms for financing public enterprises and the main sources of financing public enterprises.</li> <li>• To recognize and argue all the problems that may accompany the management of the public sector in developing countries.</li> <li>• The student should know and understand the management of human resources in the public sector and the importance of measuring the performance of personnel in public sector organizations.</li> </ul>
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**Contribution on student load (must correspond with learning outcomes)**

Activity	Hours	Days/week	Total-Hours
Lectures	2	15	30
Exercise theoretical/laboratory	2	15	30
Practice work	1	3	3
Contact with lecturer/consultations	1	15	15
Field exercises	1	3	3
Mid-terms, seminars	2	2	4
Homework	1	13	13
Individual time spent studying (at the library or home)	2	15	30
Final preparation for the exam	1	8	8



Time spent in evaluation (tests, quiz, final exam)	2	3	6
Projects, presentations, etc.	2	4	8
<b>Total-Hours</b>			150
<b>Teaching methods</b>	Lectures, discussions, exercises, expeditions, consultations, independent projects, homework, tests and final exam.		
<b>Evaluation methods</b>	First evaluation: 10%, Homework and other engagements: 10%, Regular attendance: 10%, Final exam: 70%. Total 100%. Concretization tools/IT: Textbooks, supplementary materials, PowerPoint lectures, computers, projector, tables, etc.		
<b>Literature</b>			
<b>Basic Literature:</b>	<ul style="list-style-type: none"> <li>• Book. "Public Administration and Management".</li> <li>• Authors: R. Keco; I. Kapaj, 2016.</li> <li>• Lectures prepared in powerpoint.</li> </ul>		
<b>Additional Literature:</b>	<ul style="list-style-type: none"> <li>• "Understanding and Managing Public Organizations", Hal G. Rainey, 2009.</li> <li>• "Public Administration", R. Denhart; J.Grubbs, 2007,</li> <li>• "Public Administration", H.Siomon, 1991.</li> <li>• "Public Sector Management", Norman Flynn, 2003.</li> <li>• "The Public Sector: Concepts, Models and Approaches"; Jan-Erik Lane, 2013.</li> </ul>		
<b>Designed study plan:</b>			
<b>Week</b>	<b>Lectures</b>	<b>Exercises</b>	
<i>First week:</i>	Nature of administration and public sector	Distribution of the seminar project topics.	
<i>Second week:</i>	Dynamics of state and government role	Questions and case studies related to the topic of the first week lecture.	
<i>Third week:</i>	Main models of public administration	Questions and case studies related to the topic of the second week lecture.	
<i>Fourth week:</i>	Public sector and public administration	Questions and case studies related to the topic of the third week lecture.	
<i>Fifth week:</i>	Public administration and management	Questions and case studies related to the topic of the fourth week lecture.	
<i>Sixth week:</i>	Strategic management of public sector	Questions and case studies related to the topic of the fifth week lecture.	
<i>Seventh week:</i>	Public budgeting	Questions and case studies related to the topic of the sixth week lecture.	
<i>Eighth week:</i>	E - government	Questions and case studies related to the topic of the seventh week lecture.	



<b><i>Ninth week:</i></b>	Management of external factors	Questions and case studies related to the topic of the eighth week lecture.
<b><i>Tenth week:</i></b>	Public management in developing countries	Questions and case studies related to the topic of the ninth week lecture.
<b><i>Eleventh week:</i></b>	Human resource management and performance	Questions and case studies related to the topic of the tenth week lecture.
<b><i>Twelfth week:</i></b>	Responsibility in the public sector	Questions and case studies related to the topic of the eleventh week lecture.
<b><i>Thirteenth week:</i></b>	Techniques of application	Questions and case studies related to the topic of the twelfth week lecture.
<b><i>Fourteenth week:</i></b>	Assessment of management – efficiency	Questions and case studies related to the topic of the thirteenth and fourteenth week lecture.
<b><i>Fifteenth week:</i></b>	Recap	Presentation of the semester projects.
<b>Academic policies and rules of conduct:</b>		
<ul style="list-style-type: none"> <li>✦ Student should be aware of and respect the institution and Code of ethics.</li> <li>✦ Student should respect the schedule of lectures, exercises and be attentive.</li> <li>✦ It is mandatory possess and present student ID card in the mid-terms and exam,</li> <li>✦ During compilation of course projects, student must adhere the instructions given by the professor.</li> <li>✦ During the exam is forbidden the use of mobile phones.</li> </ul>		