

<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>	
<b>Course description</b>	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.
<b>Course objectives:</b>	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

	<p>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>
<p><b>Learning outcomes:</b></p>	<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 decision-making 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> </ul>

	<ul style="list-style-type: none"> <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>
--	--

**Contribution on student load (must correspond with learning outcomes)**

<b>Activity</b>	<b>Hours</b>	<b>Days/week</b>	<b>Total-Hours</b>
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>			<b>150</b>

**Teaching methods**

<b>Teaching methods</b>	Lectures, discussions, exercises, expeditions, consultations, independent projects, home work, tests and final exam.
-------------------------	--

<b>Evaluation methods</b>	<p>First evaluation: 10%, Homework and other engagements: 10%, Regular attendance: 10%, Final exam: 70%. Total 100%.</p> <p>Concretization tools/IT: Textbooks, supplementary materials, PowerPoint lectures, computers, projector, tables, etc.</p>
---------------------------	--

**Literature**

<b>Basic Literature:</b>	<ul style="list-style-type: none"> <li>▪ Book. "Public Administration and Management". 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>
-------------------------------	--

**Designed study plan:**

<b>Week</b>	<b>Lectures which will be held</b>
<i>First week:</i>	Nature of administration and public sector
<i>Second week:</i>	Dynamics of state and government role
<i>Third week:</i>	Main models of public administration
<i>Fourth week:</i>	Public sector and public administration
<i>Fifth week:</i>	Public administration and management
<i>Sixth week:</i>	Strategic management of public sector
<i>Seventh week:</i>	Public budgeting
<i>Eighth week:</i>	E - government
<i>Ninth week:</i>	Management of external factors
<i>Tenth week:</i>	Public management in developing countries
<i>Eleventh week:</i>	Human resource management and performance
<i>Twelfth week:</i>	Responsibility in the public sector
<i>Thirteenth week:</i>	Techniques of application
<i>Fourteenth week:</i>	Assessment of management – efficiency
<i>Fifteenth week:</i>	Recap

<b>Academic policies and rules of conduct:</b>
<ul style="list-style-type: none"> <li>- Absence will affect the final grade. The policy is straightforward: If you are absent or negligent, you are responsible for what you have missed.</li> <li>- Students are required to respect the schedule of lectures and be attentive during the lessons.</li> <li>- It is mandatory to have books, when in lessons.</li> <li>- Students must be active and cooperative because the book assigned for the course requires interactive learning and as such seeks continuous collaboration and interaction between teachers, students, books, and technology equipments.</li> <li>- The cooperative environment during the lectures and exercises is primary demand in achieving the objectives and goals set forth in this syllabus.</li> <li>- No usage of phones during the classes and tests/final exam.</li> <li>- Finally yet importantly, full respect for universally recognized academic policies and standards (The Bologna System).</li> </ul>

**Exercises**

**Designed study plan:**

<b>Week</b>	<b>Exercises which will be held</b>
<i>First week:</i>	Distribution of the seminar project topics.
<i>Second week:</i>	Questions and case studies related to the topic of the first week lecture.
<i>Third week:</i>	Questions and case studies related to the topic of the second week lecture.
<i>Fourth week:</i>	Questions and case studies related to the topic of the third week lecture.
<i>Fifth week:</i>	Questions and case studies related to the topic of the fourth week lecture.
<i>Sixth week:</i>	Questions and case studies related to the topic of the fifth week lecture.
<i>Seventh week:</i>	Questions and case studies related to the topic of the sixth week lecture.
<i>Eighth week:</i>	Questions and case studies related to the topic of the seventh week lecture.
<i>Ninth week:</i>	Questions and case studies related to the topic of the eighth week lecture.
<i>Tenth week:</i>	Questions and case studies related to the topic of the ninth week lecture.
<i>Eleventh week:</i>	Questions and case studies related to the topic of the tenth week lecture.
<i>Twelfth week:</i>	Questions and case studies related to the topic of the eleventh week lecture.
<i>Thirteenth week:</i>	Questions and case studies related to the topic of the twelfth week lecture.
<i>Fourteenth week:</i>	Questions and case studies related to the topic of the thirteenth and fourteenth week lecture.
<i>Fifteenth week:</i>	Presentation of the semester projects.