

CURRICULUM

ECTS Subject code **T PA SN**

• **T** - type of course: **B** for BEng, **M** for MEng

• **PA** - Public Administration

• **SN** - subsequent number of the subject

Lectures (L), tutorials (Tut.), labs (Lab.) weekly;

exam (E), continuous assessment (CA); semester projects (SP)/ semester assignment (course work) (SA)

№	SUBJECT	Week Load					Assessment				ECTS subject code	ECTS credits
		L	Tut.	Lab.	Self study	Total	E	CA	SP	SA		

SEMESTER I

1	Introduction to Speciality	1	0	0	2	3		1			BPA01	2
2	Basics of Law	2	1	0	5	8	1				BPA02	5
3	Higher Mathematics	2	2	0	4	8	1				BPA03	5
4	Sociology	2	1	0	4	7	1				BPA04	4
5	Information Technologies I	2	0	3	5	10		1		1	BPA05	6
6	Microeconomics	2	1	0	5	8	1			1	BPA06	5
7	Foreign language	0	2	0	4	6					BPA07	3
8	Sports	0	(2)	0	0	0					BPA08	-
Total:		11	7	3	29	50	4	2	0	2		30

SEMESTER II

9	Macroeconomics	2	1	1	4	8	1				BPA09	5
10	Civil Law	2	1	0	5	8	1				BPA10	5
11	Information Technologies II	2	0	3	5	10		1		1	BPA11	6
12	Basics of Management	2	2	0	4	8	1			1	BPA12	5
13	Quantitative Methods and Statistics	2	0	2	5	9	1				BPA13	5
14	Foreign language	0	2	0	5	7		1			BPA14	4
15	Sports	0	(2)	0	0	0					BPA15	
Total:		10	6	6	28	50	4	2	0	2		30

SEMESTER III

16	Fundamentals of Public Administration	2	2	0	4	8	1				BPA16	5
17	Constitutional Law	2	1	0	5	8	1				BPA17	5
18	Information Technologies in PA	3	0	2	5	10		1		1	BPA18	6
19	Economics of Public Sector	3	2	0	5	10	1				BPA19	5
20	Administrative Ethics	2	1	0	5	8	1			1	BPA20	5
21	Foreign language	0	2	0	4	6		1			BPA21	4
22	Sports	0	(2)	0	0	0					BPA22	-
Total:		12	8	2	28	50	4	2	0	2		30

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		L	Tut.	Lab.	Self study	Total	E	CA	SP	SA		

SEMESTER IV

23	Administrative Law & Process	3	1	0	6	10	1				BPA23	6
24	Organizing and Managing State Administration	2	2	0	4	8	1				BPA24	5
25	Marketing of Public Services	2	2	0	5	9	1				BPA25	5
26	Regional Economics and Policy	2	2	0	4	8	1				BPA26	5
27	Internet Applications in Public Administration	2	0	2	4	8		1		1	BPA27	5
28	Foreign Language (specialized for PA)	0	3	0	4	7		1			BPA28	4
29	Sports	0	(2)	0	0	0					BPA29	-
Total:		11	10	2	27	50	4	2	0	1		30

SEMESTER V

30	Organizing and Managing Local Administration	2	2	0	4	8	1				BPA30	5
31	Organizational Behaviour	2	2	0	4	8	1				BPA31	4
32	Budget Accounting	2	2	0	4	8	1			1	BPA32	5
33	EU Law	2	1	0	4	7		1			BPA33	6
34	Audit in Public Sector	2	1	0	4	7	1				BPA34	6
35	Optional Humanitarian Subject – List 1	2	2	0	4	8		1			BPA35	4
36	Semester Project in Information Technologies in Public Administration	0	0	0	4	4			1		BPA36	-
Total:		12	10	0	28	50	4	2	1	1		30

SEMESTER VI

37	Managing Administrative Service	2	2	0	4	8	1				BPA37	5
38	Public Relations	2	1	0	5	8	1				BPA38	5
39	Human Recourse Management	2	2	0	4	8	1			1	BPA39	5
40	Registers and Document Turnover in Public Administration	2	0	2	6	10		1		1	BPA40	6
41	Law Regime for State Officials	3	1	0	4	8	1				BPA41	5
42	Optional IT Subject – List 2	2	0	2	4	8		1			BPA42	4
Total:		13	6	4	27	50	4	2	0	2		30

№	SUBJECT	Week Load					Assessment				ECTS subject code	ECTS credits
		L	Tut.	Lab.	Self study	Total	E	CA	SP	SA		

SEMESTER VII

43	Management Information Systems	2	0	1	6	9	1			1	BPA43	5
44	Environmental Management	2	1	0	3	6	1				BPA44	5
45	European Integration Processes	2	2	0	4	8	1				BPA45	6
46	Regional Constitution and Infrastructure	2	2	0	6	10		1			BPA46	5
47	Non-Government Organizations and Public Power	2	1	0	5	8	1				BPA47	5
48	Optional Managerial Subject – List 3	2	2	0	5	9		1			BPA48	4
Total:		12	8	1	29	50	4	2	0	1		30

SEMESTER VIII – 10 weeks

49	Management of Change	3	2	0	5	10	1			1	BPA49	4
50	Optional Subject in Law & Politics – List 4	3	2	0	5	10		1			BPA50	4
51	European Programs and Projects	3	2	0	5	10	1				BPA51	4
52	e-Service in Public Administration	3	0	2	5	10		1		1	BPA52	4
53	Semester Project in Public Administration	0	0	0	10	10			1		BPA 53	4
54	Diploma work – 7 weeks	Diploma Project Defence									BPA 54	10
Total:		12	6	2	30	50	2	2	1	2		30

LIST OF OPTIONAL SUBJECTS

OPTIONAL HUMANITARIAN SUBJECT - LIST 1, ECTS 4, CODE BPA35	OPTIONAL IT SUBJECT - LIST 3, ECTS 4, CODE BPA42
BPA35.1 Philosophy of Politics; BPA 35.2 Globalistics; BPA35.3 Cultures & Organizations.	BPA 42.1 Multimedia Applications in Public Administration; BPA 42.2 Electronic Conferencing; BPA 42.3 Information and Communication Services.
OPTIONAL SUBJECT IN MANAGEMENT- LIST 4, ECTS 4, CODE BPA48	OPTIONAL SUBJECT IN LAW & POLITICS – LIST 5, ECTS 4, CODE BPA50
BPA 48.1 Quality Systems in Public Administration; BPA 48.2 Technologies for Decision Making in Public Administration; BPA 48.3 Managing State and Municipality Property.	BPA 50.1 Demography and Social Policy; BPA 50.2 Environmental Law; BPA 50.3 Political Science.