

Subject	INTRODUCTION TO PUBLIC ADMINISTRATION			
	Type	Semester	ECTS	Code
	(M)	II	4	
Course lecturer Course assistant Course tutor				
Aim and objectives	<p>The course "Introduction to Public Administration" is an important course with a multidisciplinary approach to the main elements of public administration and public management, legal acts, and some of the most important scientific elements in socio-economic fields. This course describes and identifies the basic concepts of public administration, organization, functioning, administrative principles, administrative and legal processes, theories in public administration, such as those related to human and institutional behavior - HRM, the process of creating and implementing public policies, the public sector economy and the management of public organizations and NGO.</p>			
Learning outcomes	<p>Upon completing this course the student will be able to:</p> <ul style="list-style-type: none"> • Understand various processes and approaches to public administration • Debate and evaluating techniques of public administration • Identify various forms of engagement in the policy-making process • Enable critical reflection and analysis through written and visual materials • Encourage dialogue through exposure to participatory public administration processes 			
Course content	Course plan			Week
	Introduction to Administrative Law and Science on Administration			1
	Notions and principles of public administration			2
	Historical development of public administration study			3
	Public administration as a formal and informal organization			4
	The field of public administration and decision-making theory			5
	Division of work in public administration and administrative staff			6
	Course Summary: Reflection, Review,			7
	First test			8
	Communication in public administration			9
	Control of the work of the Administration			10
	Public services			11
	Privatization of public administration			12
	Public Administration Reforms			13
	Course Summary: Reflection, Review,			14
Test 2			15	
Teaching/learning Methods	Teaching/learning activities			Weight (%)
	1.	Lecture		120 (4x30)

	<ol style="list-style-type: none"> 2. Seminars 3. Exercises 4. Case studies 5. Study visit 6. Practical work 																				
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Literature/references	<ol style="list-style-type: none"> 1. "E Drejta Administrative" – administrata, kontrolli i punës së administrates dhe përgjegjësia politike e saj, kompjuterizimi i administrates. Akademik Prof. Dr.Esat Stavileci, Prof. Agur Sokoli, Prof. Mirlinda Batalli, Prishtinë, 2010, fq. 7-23. 2. "E Drejta Administrative" – administrata, kontrolli i punës së administrates dhe përgjegjësia politike e saj, normat juridike (aktet normative). Prof. Dr.Bajram Pollozhani, Prof. Dr.Ermi rDobjani, Akademik Esat Stavileci, Prof. Dr.Lazim Salihu, Shkup, 2010. 3. "E drejta administrative", Prof. Dr.Fadil Zendeli, Shkup, 2014. 4. Robert Denhardt, Theories of Public Organization, 6th ed. Wadsworth, 2011. 5. B. Guy Peters. The Politics of Bureaucracy: An introduction to comparative public administration. (New York: Routledge, 2010). 																				
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