Course description

Tools of Public Administration

1**. Course name:** Tools of Public Administration

ECTS: 3

Quarter/semester: 4 / 2

Contact hours: 44

2. **Author of the course:**

Anna Sanina, Associate Professor of Public Administration, Candidate of Sciences in Sociology

3. **Outline**

The course is focused on the formation of professional competence of students as future civil servants. The purpose of the course is to develop an instrumental view of governance as a social, economic and political system. Upon completion of this course students will be able (1) to know the basic concepts of governance; (2) to know the basic technologies of governance and particular features of their application in practice; (3) to understand the basic methods of assessment and ways of increasing the efficiency of public administration through the improvement of technologies of government; (4) to be able to identify and formulate the relevant problems of governance on state and municipal levels; (5) to be able to apply a scientific approach for solving the social and economic problems; (6) to critically evaluate the prospects for the introduction of administrative techniques in a particular area of social, economic and political life; (7) to analyze and evaluate the social and economic programs.

4. **Structure and content**

№	Theme	Contact Hours		Self-study
		Lectures	Seminars	
1	The role and importance of tools and methods of Public Administration	4	2	7
2	Administrative tools and methods of Public Administration	4	4	7
3	Economic tools and methods of Public Administration	2	2	7
4	Legal tools and methods of Public Administration	2	2	7
5	Managerial tools and methods of Public Administration	2	2	7
6	Political tools and methods of Public Administration	2	2	7
7	Social tools and methods of Public Administration	2	2	7
8	Information technologies in Public Administration	2	6	15
	TOTAL	**22**	**22**	**64**

5. **Prerequisites:** students should have fluent English and be acquainted with conceptual and terminological features of the main frameworks in public administration.

6. **Assessment:** Individual assignment (50%); written examination (50%): 2 hour exam.