

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**  
**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

**Syllabus**  
**of the academic discipline**  
**"PUBLIC ADMINISTRATION"**  
**for full-time students of training direction**  
**6.030601 "Management"**

**Харків. ХНЕУ ім. С. Кузнеця, 2016**

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*Самостійне електронне текстове мережне видання*

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A thematic plan of the academic discipline is given according to the modules and themes. Plans of lectures and seminars (practical studies), questions for independent training, criteria for assessing students' knowledge are presented.

Recommended for full-time students of training direction 6.030601 "Management".

Наведено тематичний план навчальної дисципліни за модулями та темами. Подано плани лекцій та семінарських (практичних) занять, запитання для самостійної роботи, критерії оцінювання знань студентів.

Рекомендовано для студентів напряму підготовки 6.030601 "Менеджмент" денної форми навчання.

# Introduction

The current stage of Ukraine's transition to an open democratic society and globalization of socio-economic relations set new requirements to public administration. Building a modern system of public administration necessitates introduction of new values and principles of public management in governmental institutions' activities, requires increased effectiveness of their functioning, improved quality of services provided to the public, transparent government and participation of citizens in government. The solution to these problems requires a modern approach to the organization of the public authorities and local self-government and determines a high level of professionalism of the administrative elite.

The study and profound comprehension of the theoretical and methodological foundations of the public administration, management of state and local self-government authorities are necessary conditions for effective management activities under the conditions of world globalization and transformation of civil society. Knowledge of current patterns of governance at the national and regional levels, its methodical and organizational foundations respond to the challenges of our time.

The academic discipline "Public Administration" is compulsory, it is studied for professional purposes within the curriculum of Bachelor's academic qualification of training direction 6.030601 "Management".

The academic discipline "Public Administration" is closely related to the following disciplines: "Economic Theory", "Finance, Money and Credit", "Management", "Political Science".

## 1. Description of the academic discipline

Indicator	Subject area, training direction, educational qualification	Characteristics of the academic discipline
		Full-time form of study
Number of credits: 4	Subject area 0306 "Management and Administration"	Compulsory
Content modules: 4	Training direction 6.030601 "Management"	Academic year
		2
Total hours: 144		Semester
		2 (4)
Hours per week for fulltime form of study: in class: 4; independent training: 5.5		Lectures
		30 hours
	Practical (seminar) studies	
	30 hours	
	Independent training	
	82 hours	
Educational qualification: Bachelor	Assessment: examination, 2 hours	

Class hours to independent training ratio: 73 %

## 2. The purpose and objectives of the academic discipline

**The purpose** of the academic discipline "Public Administration" is to form modern thinking and expertise in administration at the state and regional levels; to acquire skills and form competences required to perform the functions and implement powers of state administration and local self-government.

**The main objectives** of the academic discipline are to disclose the nature, purpose and objectives of public administration; theoretical foundations of formulation and implementation of public policy; features of state policy in various areas of social development; the role of different branches of public power; features of management of public authorities; interaction between public authorities at the central and regional levels; world experience in public administration.

**The object** of the academic discipline is the socio-economic system and main processes concerning public activities.

**The subject** of the academic discipline is various forms and methods of influence on the industrial, social and economic spheres of human activity, related to common political and economic systems.

For the best possible mastering of the academic discipline materials, students must have knowledge and skills in the field of economic theory, macro- and microeconomics, the basics of management, political science. In the course of studies students receive the required knowledge during lectures and carrying out practical tasks. Certain issues are submitted for review and discussion during seminars. The independent work of students is also of great importance in the study and consolidation of knowledge. All these types of classes are designed according to the Bologna Declaration.

As a result of studying the academic discipline, students should:

**know:**

theoretical and methodological basis for the formation of state and regional policy;

patterns of administration at the state and regional levels;

features of public administration at the various sectors and levels of public development;

methodical and organizational foundations of the society development administration;

existing models of public administration, domestic system and structure of state authorities and local self-government authorities, their competences;

legislative and regulatory framework for the activities of state authorities and local self-government authorities;

conceptual basis of reforming the system of public administration and local self-government, directions of improvement of national and regional development administration;

**be able to:**

analyze and forecast consequences of state policy in various spheres of public life;

define strategic and current goals of public administration to meet the requirements of modern problems of the country, region and individual enterprises;

make decisions on the choice of the most appropriate methods and tools of public administration, which are the most efficient and effective ones in achieving goals;

determine the effectiveness of the measures of public administration;  
 make macroeconomic programs and plans;  
 analyze the state and local budgets, understand and analyze the causes of the budget deficit and public debt;  
 identify areas of foreign policy in the light of the implementation of the adopted economic policy and security of national interests;  
 explore an international experience in public administration.

When studying the academic discipline, students should get professional competences listed in Table 2.1.

Table 2.1

**Professional competences which students should have after studying the academic discipline**

Competence	The content of the competence
1	2
The ability to take into account the patterns of administration at the state level and assess the socio-economic situation of the state	The ability to understand the nature of public administration
	The ability to understand the role of the state and sources of its power, and explore the accumulated international experience in public administration
	The ability to identify the priority directions of public development, and forecast and analyze the consequences of public policies in different spheres of social life
	The ability to understand the role of each branch of power in the public administration system
	The ability to identify the priority directions of public administration at the regional level, to form state and regional programs of development
The ability to properly use methods and tools of public administration	The ability to understand the system of state public authorities in Ukraine, analyze the problems of its functioning, and identify the directions for reforms
	The ability to understand the system of central authorities of the executive power in Ukraine, analyze the problems of its functioning, and identify the directions for reforms
	The ability to understand the system of regional public administration authorities in Ukraine, analyze the problems of its functioning, and identify the directions for reforms

Table 2.1 (the end)

1	2
	The ability to understand the system of the local self-government in Ukraine, analyze the problems of its functioning, and identify the directions for reform
The ability to manage different public authorities and organize their communication	The ability to organize the labour and manage the public authority
	The ability to choose and justify the public personnel policy, develop an optimal strategy against the "red tape"
	The ability to evaluate the effectiveness of public administration
The ability to estimate possible results of public policies and set direction for further development of the country and regions	The ability to organize the interaction of stakeholders in the public administration system
	The ability to identify and justify the directions of the public administration system development

The structure of constituents of professional competences and their formation in the process of learning the academic discipline "Public Administration" in accordance with the National Qualifications Framework are presented in Appendix A.

### **3. The syllabus of the academic discipline**

#### **Content module 1. The theoretical and methodological foundations of public administration**

##### **Theme 1. The basics of the public administration theory**

The social nature of the concept "public administration" and its purpose and content. System characteristics of public administration. The theory of systems and administration. The fundamental processes of administration: planning, organization management, communications. The model of the public administration system. The stages of formation of the public administration system model on the basis of the system approach. The object and the subject of public administration.

The basic theories of public administration: the economic theory of the state, the theory of public choice (social agreement, the "failure state"), the

theory of sociology (the theory of the state, social structure of society, social mobility, the status and status roles), the theory of management (the theory of rational bureaucracy, organized management structures, division of labor in management structures).

Evolution of the study of public administration. Public administration in the system of social sciences, other sciences. The concept, the system and the objective of public administration as an academic discipline. Methods of studying public administration.

## **Theme 2. Public power and public administration**

The state as a subject of public administration. The essence of the modern state. The main features of the state. The categories of power. Public power as part of the state power mechanism. The concepts and nature of government. Types of functions of public administration. Implementation of functions in public administration: main problems.

Public administration as a developing system. The levels of public administration: state, regional and local. The subjects and objects of public administration. Principles of public administration, mechanisms and usage.

The purposes of public administration, their legal and resource support. The functional structure of public administration. The nature and classification of functions of public administration. Characteristics of the common (basic) and special (specialized) functions. Auxiliary functions. The main activities in the public administration system.

The definition and classification of methods of public administration. Organisational and administrative methods, their advantages and disadvantages. Economic methods. Legal methods. Socio-psychological and informal methods of impact.

Essential characteristics (features) of the organizational structure of public administration. Unitary and federal organization of public administration. Fundamentals of organizational structure of public administration.

Models of public administration: the world experience. The structure of public administration in the leading countries of the world: institutional, functional and organizational analysis; central, regional and local public authorities, their hierarchy, interaction problems. Application of international experience to the domestic practice of public administration.



### **Theme 3. Public administration in specific areas of public development**

State regulation of the economy and its goals, functions, objects. The role of the state in business development. State regulation of the national economy restructuring. Competitive, innovation and investment policies, methods and tools. Measures of impact on the industrial and agricultural production, service and trade. Administration of international business.

Features of the social sphere administration. Social policy of the state: needs, nature, purposes and principles. The main objects and components of the policy. Models of social policy. Methods of state control of the development of social relationships. The main directions of social policy as to the economically active population. Activities of the state concerning the vulnerable categories of population. Formation of the social protection system. The task of state regulation of the social infrastructure.

Public administration in the political sphere. Politics as a science, art and activity. Types of policies of the state, their objectives, principles, tools of implementation. National security and public administration.

Public administration in culture and ideology. Public administration in education, youth policy, culture, science, tourism, sports, and health care. The influence of state on the development of information space, formation of social consciousness. Public administration and private life.

### **Theme 4. The role of the different branches of power in public administration**

The system of public power. Legislative power in the public administration system. The concept, the composition and the structure of parliament, its powers.

Public administration and the executive power: the concept, relationships. The role of the executive branch of power. Types of executive authorities and their classification. Government and public administration.

The judicial power in the public administration system. The concept and role of the judiciary in society. Judicial systems and bodies. Exercising the judicial power.

The essence and types of control in society. Control in the public administration system, its bodies and forms.

The features of the organizational structure of public administration in foreign countries.

## **Theme 5. Public administration at the regional level**

Public administration at the regional level: nature, purposes and specifics. Historical forms of regional development administration. The state regional policy and territorial and administrative bodies' policy. The role of the local self-government in the regional development.

The main directions of public administration at the regional level: the natural resource potential of the region, financial, human resources. The impact of public authorities on the industrial and agricultural production in the region, functioning of regional markets. Administration of innovation activity. The role of public administration in the social infrastructure development of the region.

The mechanisms of the state regional policy implementation: institutional and legal, organizational, financial, economic, social and psychological. Local budgets as a financial basis of region's socio-economic development. State and regional programs. Historical experience and features of administration of territories with a special status.

Regional public administration and local self-government. The concept and nature of local self-government. Its main features and principles, administration models. The role of local self-government in the regional development. Centralization and decentralization of power.

## **Content module 2. The constitutional principles of building the public administration structure in Ukraine**

### **Theme 6. The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration**

Historical experience of public administration in Ukraine. The constitutional model of the distribution of power in Ukraine. Parliament (Verkhovna Rada) and public administration. President and public administration. Executive authorities in Ukraine: general characteristics, managerial communications. Subordination, coordination and communication between executives.

Central executive bodies. Ministries and other central executive bodies. Regional executive authorities.

Local self-government in public administration in Ukraine. Problems of their functioning and directions for reform.

## **Theme 7. The central authorities of executive power in Ukraine**

Central executive authorities in the public administration system. The history of their formation and functioning. The organisational structure and objectives of the central executive authorities, their rights, competences, functions.

The Cabinet of Ministers of Ukraine as the highest executive authority. The historical aspect of the formation of the government of Ukraine. The structure and procedure for the formation of the Cabinet of Ministers of Ukraine. Functional authorities of the members of the Cabinet of Ministers of Ukraine. The Secretariat of the Cabinet of Ministers of Ukraine, formation, powers. Responsibility of the Cabinet of Ministers of Ukraine. Acts of the Cabinet of Ministers of Ukraine.

Ministries of Ukraine and their powers. State committees (public services) of Ukraine and other central executive bodies: their functions, status.

The regional offices of central executive bodies: rights, competences, functions. Centralization and decentralization in the structural organization of public administration.

## **Theme 8. The regional public administration authorities**

Local public administration bodies. The main objectives, legal status, competences. Powers, formation of local state administrations. The structure of local state administrations and their activities. The relationship of local state administrations in the system of vertical and horizontal links.

Administration of optional territorial units. The economic and legal mechanism of the activity of special status territories.

## **Theme 9. The local self-government and its special role in public administration**

The historical aspect, the constitutional and legal basis of the local self-government in Ukraine. The state policy in the sphere of local self-government. The legal status of the local self-government in the public administration system. The current system of the local self-government in Ukraine: the local community, representative bodies of the local self-government. Associations and other voluntary forms of the local self-government.

The international Declaration of the Local Self-Government, the European Charter of the Local Self-Government and the problems of functioning of the local self-government in Ukraine.

A citizen in public administration. The concept and basic characteristics of citizenship. Rights, freedoms and responsibilities of citizens: the consolidation system. Relations between citizens and government.

### **Content module 3. Management of public authority**

#### **Theme 10. The internal organization and management of public authorities**

The general theoretical aspects of public authorities labour organisation in Ukraine. A public authority as an object of organisation. An organization as a process and a function of management.

The essence and features of management of public authority, its regulations. Strategic administration and formation of programs of public authority activity. Functional analysis and controlling of public authority activities. Information and communication support of internal organisation of public authorities. Preparation and decision making in public administration. Public relations in the system of public administration. The role and place of a leader in the management of public authorities. The essence of leadership in public administration. Insurance of legality in public administration. Specifics of legal responsibility in public administration.

#### **Theme 11. Civil service in Ukraine**

Civil service: concepts, features, functions, principles, types, organization. The system of legal acts on civil service and the legal status of public servants. Classification positions of public (civil) servants.

Performance of civil service and its management. Certification of public officials. Ethical behavior of public servants. Management of public (civil) service. The state personnel policy. Education, training and retraining of civil employees.

Bureaucracy and "red tape" in public administration: global trends and national specifics.

## **Theme 12. The effectiveness of public administration. State control in the executive branch of power**

The concept of effectiveness in public administration. Factors and criteria of effective public administration. The general social effectiveness of public administration. Effectiveness of administrative bodies and officials. Economic evaluation of the functioning of the public authority effectiveness. Democratic procedures of determination of public administration effectiveness.

State control in the executive branch in Ukraine, the content, the legal basis. Types of control. Exercising the state control over the executive power by other branches of power: parliamentary control, procuratorial supervision, judicial control, police administrative supervision. Public control over the government activities.

## **Content module 4. The interaction of central and local public authorities**

### **Theme 13. The relationship of public authorities in the administration system**

The main directions of interaction between central and regional public authorities, local self-government public authorities with labour groups, enterprises, institutions and organisations. Interaction of public authorities and local self-government with judicial and law enforcement agencies.

Interaction of public authorities and local self-government with civic associations. Supervision of the activities of civic associations. Organization of work with requests of citizens. Public and administrative services from executive authorities and their legal regulation. The involvement of citizens in the participation in public and social affairs and controlling the operation of government.

Interaction of public authorities and local self-government with business. Public private partnership.

### **Theme 14. The development of the public administration system**

Problems of the branches of power interaction in Ukraine. The need to reform the system of public administration. Public administration in the context

of globalization and transformation processes. Social and market transformation in Ukraine. The reform of the public administration in accordance with the standards of public administration adopted in the European Union and other democratic developed countries.

The concept and main directions of the public administration reform in Ukraine. The conceptual measures of central and local public authorities reforming, directions of regional development improvement. The basic forms of government decentralization. Formation of effective organization of the executive branch at the central and local levels of government. Introducing the new ideology of local self-government executives functioning as activities for ensuring the rights and freedoms of citizens, civil and public services. Improvement of legal protection of citizens in their relations with public authorities. Countering corruption in public agencies and the local self-government.

The creation of modern legal, scientific and informational support of public administration, strengthening and formation of a new financial and economic bases of public administration functioning, organization of public service and the local self-government service on the new basis, the establishment of a modern system of training and retraining of administrative personnel, updating responsibility in the field of public administration, introduction of an efficient administrative and territorial division.

The concept of E-Government: global trends and domestic specifics.

## **4. The structure of the academic discipline**

From the beginning of studying the academic discipline, each student should be familiar with both the syllabus of the academic discipline and forms of training, and with the structure, content and scope of each of the training modules, as well as all the kinds of monitoring and evaluation of training methods.

The educational process in accordance with the syllabus of the academic discipline "Public Administration" is carried out in the following forms: lectures, seminars and practicals, individual work, independent study of students, and control measures. The study of the academic discipline occurs through consistent and thorough elaboration of training modules which are relatively independent units of separate disciplines that logically combine several training elements of the academic discipline in the content and interdependences. The plan of the academic discipline consists of four content modules (Table 4.1).

Table 4.1

### The structure of a test credit of the academic discipline

Theme	Number of hours			
	Lectures	Practicals (seminars)	Independent training	Total
1	2	3	4	5
<b>Content module 1. The theoretical and methodological foundations of public administration</b>				
<b>Theme 1.</b> The basics of the public administration theory	4	4	10	18
<b>Theme 2.</b> Public power and public administration	4	4	10	18
<b>Theme 3.</b> Public administration in specific areas of public development	4	4	10	18
<b>Theme 4.</b> The role of the different branches of power in public administration	2	2	5	9
<b>Theme 5.</b> Public administration at the regional level	2	2	5	9
<b>Total hours per module</b>	<b>16</b>	<b>16</b>	<b>40</b>	<b>72</b>
<b>Content module 2. The constitutional principles of building the public administration structure in Ukraine</b>				
<b>Theme 6.</b> The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration	2	2	5	9
<b>Theme 7.</b> The central authorities of the executive power in Ukraine	2	2	5	9
<b>Theme 8.</b> The regional public administration authorities	2	2	5	9
<b>Theme 9.</b> The local self-government and its special role in public administration	2	2	5	9
<b>Total hours per module</b>	<b>8</b>	<b>8</b>	<b>20</b>	<b>36</b>
<b>Content module 3. Management of public authority</b>				
<b>Theme 10.</b> The internal organization and management of public authorities	1	1	3	5
<b>Theme 11.</b> Civil service in Ukraine	1	1	2	4
<b>Theme 12.</b> The effectiveness of public administration. State control in the executive branch of power	2	2	5	9
<b>Total hours per module</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>18</b>

Table 4.1 (the end)

1	2	3	4	5
<b>Content module 4. The interaction of central and local public authorities</b>				
<b>Theme 13.</b> The relationship of public authorities in the administration system	1	1	2	4
<b>Theme 14.</b> The development of public administration system	1	1	3	5
<b>Total hours per module</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>9</b>
Exam preparation			7	7
Exam				2
<b>Total for the academic discipline</b>	<b>30</b>	<b>30</b>	<b>82</b>	<b>144</b>

## 5. Plans of seminars and practicals

A seminar is a form of instruction in which the teacher organizes discussion of certain themes on which students prepare theses. Practical lessons are aimed at developing abilities and skills in performing certain types of work management.

In the course of practical training students (after the previous explanation of the teacher) carry out the proposed tasks of different complexity, consider situations or play business games. Practical tasks are performed collectively in small groups or individually. Some problems can be performed by self-training. At the end of the task testing and summarizing is performed which is followed by appropriate assessment.

The list of themes for practicals and seminars is presented in Table 5.1.

Table 5.1

### The structure of practicals and seminars

Theme	Questions	Hours	Literature
1	2	3	4
<b>Content module 1. The theoretical and methodological foundations of public administration</b>			
<b>Theme 1.</b> The basics of the public administration theory	1. Peculiarities of public administration. 2. Advantages and disadvantages of the main theories of public administration. 3. Methods of calculating the GDP	4	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Internet resources: [22 – 31]



Table 5.1 (continuation)

1	2	3	4
<b>Theme 2.</b> Public power and public administration	<ol style="list-style-type: none"> <li>1. Peculiarities of public power as a subject of public administration at different levels.</li> <li>2. The specifics of goals, objectives of public administration.</li> <li>3. Advantages and disadvantages of the methods of public administration.</li> <li>4. The main functions of public administration.</li> <li>5. The essence, features and functions of a modern state.</li> <li>6. Features, advantages and disadvantages of federative and unitary states</li> </ol>	4	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 3.</b> Public administration in specific areas of public development	<ol style="list-style-type: none"> <li>1. Advantages and disadvantages of certain organizational and financial mechanisms of public control in some areas of social development of Ukraine.</li> <li>2. Evaluation of the quality of public policy in economic, social, cultural and demographic areas</li> </ol>	4	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 4.</b> The role of the different branches of power in public administration	<ol style="list-style-type: none"> <li>1. The role of the different branches of power in public administration.</li> <li>2. Introduction to the methods of fiscal and monetary programming and planning</li> </ol>	2	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 5.</b> Public administration at the regional level	<ol style="list-style-type: none"> <li>1. Peculiarities of public administration at the regional level</li> </ol>	2	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Content module 2. The constitutional principles of building the public administration structure in Ukraine</b>			
<b>Theme 6.</b> The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration	<ol style="list-style-type: none"> <li>1. The distribution of power in Ukraine.</li> <li>2. Centralization and decentralization in the structural organization of public administration</li> </ol>	2	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 7.</b> The central authorities of the executive power in Ukraine	<ol style="list-style-type: none"> <li>1. The central authorities of the executive power in Ukraine. Their relations, functions, responsibilities</li> </ol>	2	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]

Table 5.1 (the end)

1	2	3	4
<b>Theme 8.</b> The regional public administration authorities	1. The regional public administration authorities in Ukraine. Their relations, functions, responsibilities	2	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]
<b>Theme 9.</b> Local self-government and its special role in public administration	1. Local self-government in Ukraine. 2. Problems and prospects of functioning of local self-government in Ukraine	2	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]
<b>Content module 3. Management of public authority</b>			
<b>Theme 10.</b> The internal organization and management of public authorities	1. The internal organization and management of public authorities. 2. Formal methods of decision-making	1	Main: [1; 3; 4; 9]. Additional: [11; 17]. Information resources: [19 – 31]
<b>Theme 11.</b> Civil service in Ukraine	1. The system of public service in Ukraine. The state personnel policy in Ukraine. 2. Ethics of the civil servant	1	Main: [4; 5]. Information resources: [19 – 31]
<b>Theme 12.</b> The effectiveness of public administration. State control in the executive branch of power	1. Methods of the estimation of the effectiveness of the public administration system. 2. State control of the executive branch	2	Main: [4; 5]. Information resources: [19 – 31]
<b>Content module 4. The interaction of central and local public authorities</b>			
<b>Theme 13.</b> The relationship of public authorities in the administration system	1. The relationship of public authorities in the administration system. 2. The relationship of public authorities with citizens, organizations, the private sector in Ukraine	1	Main: [4; 5]. Information resources: [19 – 31]
<b>Theme 14.</b> The development of the public administration system	1. Reforming the system of public administration. 2. The main directions of the public administration system development	1	Main: [4; 5]. Information resources: [19 – 31]

## **An example of a typical practical task (Theme 1. Methods of calculating the GDP)**

**Task 1.** For each of the following examples, state if you think it is included in the 2010 calculation for the US GDP:

- a) a 1962 Camaro sold to a collector in February 2010;
- b) a tractor produced by John Deere in May 2010 and sold to a farmer in September 2010;
- c) a Buick produced in August 2010 in Shanghai China;
- d) a Toyota produced in Kentucky in 2010, but sold to a customer in January 2011;
- e) a set of tires produced by Goodyear in 2010 and sold to Chrysler to be put on a 2010 Chrysler 300;
- f) tax services provided by H&R Block to a customer in April 2010.

**Task 2.** Which of the following are actually included in this year's GDP? Explain your answer in each case:

- a) interest on an AT&T bond;
- b) social security payments received by a retired factory worker;
- c) the services of a family member in painting the family home;
- d) the income of a dentist;
- e) the money received by Smith when she sells her economics textbook to a book buyer;
- f) the monthly allowance a college student receives from home;
- g) rent received on a two-bedroom apartment;
- h) the money received by Josh when he resells his current-year-model Honda automobile to Kim;
- i) interest received on corporate bonds;
- j) a 2-hour decrease in the length of the workweek;
- k) the purchase of an AT&T corporate bond;
- l) a \$2 billion increase in business inventories;
- m) the purchase of 100 shares of GM common stock;
- n) the purchase of an insurance policy.

## **6. Independent training**

Successful learning of the discipline requires independent study of special economic literature, periodical publications. The main types of independent work students are offered is given in Table 6.1.

Table 6.1

### The structure of independent work

Themes	Questions for independent work	Hours	Literature
1	2	3	4
<b>Content module 1. The theoretical and methodological foundations of public administration</b>			
<b>Theme 1.</b> The basics of the public administration theory	1. The theory of systems and administration. 2. The stages of formation of the public administration system model on the basis of the system approach. 3. Evolution of the study of public administration.	10	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 2.</b> Public power and public administration	1. The essence of the modern state. 2. Implementation of functions in public administration: main problems. 3. The main activities in the public administration system. 4. Methods of public administration. 5. The structure of public administration in the leading countries of the world. 6. Application of international experience in the domestic practice of public administration	10	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 3.</b> Public administration in specific areas of public development	1. International experience of state regulation of the economy, social sphere, political sphere, national security, culture and ideology, education, youth policy, culture, science, tourism, sports, and health care, information space, formation of social consciousness	10	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 4.</b> The role of the different branches of power in public administration	1. The features of the organizational structure of public administration in foreign countries	5	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]
<b>Theme 5.</b> Public administration at the regional level	1. The historical forms of development of administration at the regional level. 2. The main directions of public administration at the regional level	5	Main: [2; 6 – 8; 10]. Additional: [12 – 15]. Information resources: [22 – 31]

Table 6.1 (continuation)

1	2	3	4
<b>Content module 2. The constitutional principles of building the administration structure in Ukraine</b>			
<b>Theme 6.</b> The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration	1. Historical experience of public administration in Ukraine. 2. Local self-government in public administration in Ukraine. Problems of their functioning and directions for reforming	5	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]
<b>Theme 7.</b> The central authorities of the executive power in Ukraine	1. The history of the formation and functioning of central executive authorities. 2. Centralization and decentralization in the structural organization of public administration	5	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]
<b>Theme 8.</b> The regional public administration authorities	1. Administration of optional territorial units. 2. The economic and legal mechanism of the special status territories activity	5	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]
<b>Theme 9.</b> Local self-government and its special role in public administration	1. The historical aspect of the local self-government in Ukraine. 2. A citizen in public administration. The concept and basic characteristics of citizenship. Rights, freedoms and responsibilities of citizens: the consolidation system. Relations between citizens and government	5	Main: [8; 10]. Additional: [12 – 16; 18]. Information resources: [22 – 31]
<b>Content module 3. Management of public authority</b>			
<b>Theme 10.</b> The internal organization and management of public authorities	1. The features of management of public authority, its regulations. 2. Strategic administration and formation of programs of public authority activity	3	Main: [1; 3; 4; 9]. Additional: [11; 17]. Information resources: [19 – 31]
<b>Theme 11.</b> Civil service in Ukraine	1. Classification of positions of public (civil) servants. 2. Education, training and retraining of civil employees. 3. Bureaucracy and "red tape" in public administration: global trends and national specifics	2	Main: [4; 5]. Information resources: [19 – 31]
<b>Theme 12.</b> The effectiveness of public administration. State control in the executive branch of power	1. Global approaches to the estimation of the public administration effectiveness. 2. State control in the executive branch in Ukraine, the content, the legal basis	5	Main: [4; 5]. Information resources: [19 – 31]

Table 6.1 (the end)

1	2	3	4
<b>Content module 4. The interaction of central and local public authorities</b>			
<b>Theme 13.</b> The relationship of public authorities in the administration system	1. The main directions of interaction between central and regional public authorities, local self-government public authorities with labour groups, enterprises, institutions and organisations	2	Main: [4; 5]. Information resources: [19 – 31]
<b>Theme 14.</b> The development of the public administration system	1. The reform of the public administration in accordance with the standards of public administration adopted in the European Union and other democratic developed countries	3	Main: [4; 5]. Information resources: [19 – 31]

## 6.1. Questions for self-testing

1. The concept of public administration, its purpose, characteristics, object and subject.
2. The basic theories of public administration, their evolution.
3. The essence of a state, its main features.
4. The essence of public power as a part of the state power mechanism.
5. Public administration as a developing system.
6. The levels of public administration: state, regional and local.
7. Subjects and objects of public administration.
8. Principles of public administration.
9. Purposes of public administration, their legal and resource support.
10. Functions of public administration, their classification.
11. Classification of methods of public administration.
12. The organizational structure of public administration: unitary and federative organization of public administration.
13. Models of public administration: the world experience.
14. State regulation of the economy and its goals, functions, objects.
15. Public administration in business development.
16. State regulation of the social sphere.
17. Public administration in the political sphere.
18. Public administration in culture and ideology.
19. Public administration in education, youth policy, culture, science, tourism, sports, and health care.

20. The system of public power.
21. The legislative power in the public administration system.
22. The executive power in the public administration system.
23. The judicial power in the public administration system.
24. Control in the public administration system.
25. Public administration at the regional level.
26. The main directions of public administration at the regional level.
27. State and local budgets as a financial basis of socio-economic development.
28. Regional public administration and local self-government. Centralization and decentralization of power.
29. The constitutional model of the distribution of power in Ukraine.
30. Central executive bodies in Ukraine.
31. Local self-government in public administration in Ukraine.
32. A citizen and citizenship in public administration.
33. A public authority as an object of organisation.
34. The essence and features of management of public authority, its regulations.
36. Decision making in public administration.
37. Public relations in the system of public administration.
38. Legal responsibility in public administration.
39. Civil service: concepts, features, functions, principles, types, organization.
40. Classification of public (civil) servants.
41. Certification of public officials.
42. Ethical behavior of public servants.
43. Bureaucracy and "red tape" in public administration: global trends and national specifics.
44. The concept of effectiveness in public administration: the factors of effective public administration.
45. Public control over the government activities.
46. Interaction between central and regional public authorities, local self-government public authorities with labour groups, enterprises, institutions and organisations.
47. Interaction of public authorities and local self-government with judicial and law enforcement agencies.

48. Interaction of public authorities and local self-government with civil associations.

49. Interaction of public authorities and local self-government with business. Public-private partnership.

50. Public administration in the context of globalization and transformation processes.

51. The reform of the public administration in accordance with the standards of public administration adopted in the European Union and other democratic developed countries.

52. The concept and main directions of the public administration reform in Ukraine.

53. The global trends in the public administration development.

54. The concept of E-Government: global trends and domestic specifics.

## **7. Tutorials**

Individual and consulting work is advisory work in the form of: individual lessons, consultations, checking individual tasks, verification and security problems that make the current control.

The forms of individual and advisory work are:

a) theoretical material:

consulting: individual (question – answer);

group (considering typical examples – cases);

b) practical material:

individual and group counselling;

c) comprehensive assessment of learning the syllabus material:

individual presentation of works.

## **8. The system of current and final assessment**

Control measures include current and final assessment:

1. Current control takes place at lectures and practical lessons (seminars), evaluated by the total number of points gained during the semester (the maximal possible number is 60 points, the minimal required number is 35 points).



2. Final control takes place at the end of the semester in the form of an examination (the maximal possible number is 40 points, the minimal required number is 25 points).

Current control is carried out in the following forms:

active work at lectures;

performance of practical tasks and active participation in discussions;

preparation and presentation of materials at seminars and active participation in discussions during seminars;

current tests.

Evaluation is conducted on a 100-point accumulative scale which is presented in Table 8.1.

Table 8.1

### Contribution of points by forms and methods of studying

Themes	Lecture	Practice	Home task	Practical tasks by themes	Presentation	Test	Total
1	2	3	4	5	6	7	8
<b>Content module 1. The theoretical and methodological foundations of public administration</b>							
<b>Theme 1.</b> The basics of the public administration theory	1	1					<b>2</b>
<b>Theme 2.</b> Public power and public administration	1	1					<b>2</b>
<b>Theme 3.</b> Public administration in specific areas of public development	1	1					<b>2</b>
<b>Theme 4.</b> The role of the different branches of power in public administration	0.5	0.5					<b>1</b>
<b>Theme 5.</b> Public administration at the regional level	0.5	0.5			5	10	<b>16</b>
<b>Content module 2. The constitutional principles of building the public administration structure in Ukraine</b>							
<b>Theme 6.</b> The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration	0.5	0.5					<b>1</b>

Table 8.1 (the end)

1	2	3	4	5	6	7	8
<b>Theme 7.</b> The central authorities of the executive power in Ukraine	0.5	0.5					<b>1</b>
<b>Theme 8.</b> The regional public administration authorities	0.5	0.5					<b>1</b>
<b>Theme 9.</b> Local self-government and its special role in public administration	0.5	0.5					<b>1</b>
<b>Content module 3. Management of public authority</b>							
<b>Theme 10.</b> The internal organization and management of public authorities	0.25	0.25					<b>0.5</b>
<b>Theme 11.</b> Civil service in Ukraine	0.25	0.25					<b>0.5</b>
<b>Theme 12.</b> The effectiveness of public administration. State control in the executive branch of power	0.5	0.5		10			<b>11</b>
<b>Content module 4. The interaction of central and local public authorities</b>							
<b>Theme 13.</b> The relationship of public authorities in the administration system	0.25	0.25					<b>0.5</b>
<b>Theme 14.</b> The development of the public administration system	0.25	0.25	10			10	<b>20.5</b>
<b>Examination</b>							<b>40</b>
<b>Total</b>	<b>7.5</b>	<b>7.5</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>20</b>	<b>100</b>

Evaluation of knowledge is based on solving the test tasks. Tests cover the main themes of the academic discipline. They consist of a set of questions which must be answered "yes", "no" or in a particular word.

Test results are evaluated on the 10-point scale according to the percentage of correct answers to the test tasks:

mark 10.0: 96 – 100 %

mark 9.5: 91 – 95 %

mark 9.0: 86 – 90 %

mark 8.5: 81 – 85 %

mark 8.0: 76 – 80 %

mark 7.5: 71 – 75 %

mark 7.0: 66 – 70 %

mark 6.5: 61 – 65 %

mark 6.0: 56 – 60 %

mark 5.5: 51 – 55 %

mark 5.0: 46 – 50 %;

mark 4.5: 41 – 45 %;

mark 4.0: 36 – 40 %;

mark 3.5: 31 – 35 %;

mark 3.0: 26 – 30 %;

mark 2.5: 21 – 25 %;

mark 2.0: 16 – 20 %;

mark 1.5: 11 – 15 %;

mark 1.0: 6 – 10 %;

mark 0.1: 0 – 5 %.

## An example of current control

### Task 1 (10 points)

Please select the correct statements. Explain your answers.

1. Public private partnerships involve private sector supply of infrastructure assets and services that have traditionally been provided by the government.

- A. True.
- B. False.

2. In a public and private partnership arrangement, each partner, usually through legally binding contract(s) or some other mechanism, agrees to share responsibilities related to implementation and/or operation and management of a project.

- A. True.
- B. False.

3. PPPs have become attractive to governments as an off-budget mechanism for infrastructure development as this arrangement may not require any immediate cash spending.

- A. True.
- B. False.

4. All joint ventures are special types of public-private partnerships.

- A. True.
- B. False.

5. Governments sometimes pursue a joint venture with a private company, in order to ensure a continued interest in projects that require large financial contributions by the private sector.

- A. True.
- B. False.

### A typical structure of the examination card

**SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS**

Educational qualification bachelor

Training direction 6.030601 "Management"

Semester IV

Academic discipline "Public Administration"

## EXAMINATION CARD

### Task 1 (stereotypic)

1.1. Match the following authorities with their functions.

Functions:

1. Adopting a decision, in the event of necessity, on the introduction of the state of emergency.
2. Creating consultative, advisory and other subordinate government bodies for their authority with the use of the state budget.
3. Deciding on the issues of conformity of laws and other legal acts with the Constitution.
4. Deciding to issue municipal bonds.
5. Declaring war and peace.
6. Deciding to hold a local referendum.
7. Determining the principles of domestic and foreign policy.
8. Ensuring the state sovereignty and economic independence of Ukraine.
9. Granting consent to the binding character of international treaties.
10. Taking steps to ensure the rights and freedoms of human and citizen.

Authorities:

- a) Parliament;
- b) President;
- c) Cabinet of Ministers;
- d) City council;
- e) Procuracy;
- f) Constitutional Court;
- j) Courts of general jurisdiction.

1.2. Choose the alternative that best answers the question:

1. Which of the following is an example of an intermediate product?
  - a) a pair of skis sold by a sporting goods retailer to a skier;
  - b) a share of IBM stock;
  - c) the lumber produced by Boise Cascade and sold to a builder of new houses;
  - d) an antique car sold to the highest bidder.

2. Inventory investment:
- a) reduces GDP because it is produced but not sold during the period;
  - b) reduces GDP because it belongs to intermediate goods;
  - c) should be counted in GDP because it represents goods that are produced (although not sold) during the period.
3. Which one(s) should be counted toward a USA's GDP?
- a) American purchases of domestic stocks at NYSE;
  - b) American purchases of a Japanese stock in Tokyo;
  - c) a stock broker helps an investor to buy a portfolio of stocks for \$100,000, receiving \$800 as commission.
4. President represents the following branch of public power:
- a) the legislative branch;
  - b) the executive branch;
  - c) the judicial branch;
  - d) none of them.

### Task 2 (diagnostic)

Complete the following table.

Approach	Features	Advantages	Disadvantages
<b>Original Paradigm</b>			

### Task 3 (diagnostic)

Analyze the structure and dynamics of **the Turnover of retail trade** for Ukraine and its regions in the period of 2007 – 2010. Draw a conclusion.

#### Turnover of retail trade, mln UAH

	2007	2008	2009	2010
Ukraine	318 725	449 308	442 793	529 883
Dnipropetrovsk	25 330.4	35 464.9	33 699.2	41 101
Zaporizhzhia	14 525.8	20 570.9	19 106.8	23 265.7
Kharkiv	24 188.5	32 862.3	32 057.5	38 297.7
Sumy	6 194.2	8 757.7	8 463.9	9 808.4
Cherkasy	7 099.3	10 149.4	10 398.4	12 688.1

## Task 4 (heuristic)

Estimate the level of social and economic development of Ukraine for 2010 – 2012 using the following indicators. Draw a conclusion.

### Indicators of social and economic development of Ukraine

	2010	2011	2012
Industrial output sold (goods, services), mln UAH	792 899.1	1 008 313.2	1 014 906.6
Agricultural output, mln UAH	184 940	265 100	258 270
Construction output, mln UAH	43 174.9	60 454,3	62 280.0
Consumer price index	1.09	1.05	0.99
Population, thou people	45 962.9	45 778.5	45 633.6

### Evaluation criteria for a written exam

An exam card includes the following tasks: one stereotypic task, two diagnostic tasks, one heuristic task.

**The stereotypic task** (the maximum score is 14 points).

- Mark 14** is given if 14 test questions have correct answers.
- Mark 13** is given if 13 test questions have correct answers.
- Mark 12** is given if 12 test questions have correct answers.
- Mark 11** is given if 11 test questions have correct answers.
- Mark 10** is given if 10 test questions have correct answers.
- Mark 9** is given if 9 test questions have correct answers.
- Mark 8** is given if 8 test questions have correct answers.
- Mark 7** is given if 7 test questions have correct answers.
- Mark 6** is given if 6 test questions have correct answers.
- Mark 5** is given if 5 test questions have correct answers.
- Mark 4** is given if 4 test questions have correct answers.
- Mark 3** is given if 3 test questions have correct answers.
- Mark 2** is given if 2 test questions have correct answers.
- Mark 1** is given if 1 test questions have correct answers.
- Mark 0** is given if 0 test questions have correct answers.

**The diagnostic tasks** (the maximum score is 8 points).

**Mark 8** is given for full assimilation of the syllabus material and the ability to navigate in it, conscious application of knowledge to solving practical situations. When performing diagnostic tasks the student must draw correct conclusions about the proposed industrial situation and formulate his own recommendation to improve the problem. The design of the completed task should be neat.

**Mark 6 – 7** is given for full assimilation of the syllabus material and the ability to navigate in it, conscious application of knowledge to solving the problem of heuristics. The design of the completed task should be neat.

**Mark 4 – 5** treats partial ability to apply theoretical knowledge to solving practical problems, if the task is partially completed; the student's responses demonstrated an understanding of basic material provisions of the discipline.

**Mark 2 – 3** is given for acquiring a large piece of the material, however, if a student performs the heuristic problem without sufficient understanding of the uses of the educational materials and cannot correctly perform all the tasks.

**Mark 0 – 1** is given for the failure to do the task in general.

**The heuristic task** (the maximum score is 10 points).

**Mark 10** is given for deep knowledge of the syllabus material, the application of both the recommended and additional literature and a creative approach, a clear knowledge of the concepts, methods, techniques, tools and financial sciences, the ability to use them for solving specific practical problems and industrial situations. In the performance of the heuristic problem the student must provide a production version of the proposed solution to the situation and draw appropriate conclusions. The design of the task should be neat, logical and consistent.

**Mark 8 – 9** is given for full assimilation of the syllabus material and the ability to navigate in it, conscious application of knowledge to solving the problem of heuristic, if all requirements are provided for evaluation "4 points" in the presence of minor mistakes (i. e. the approach to solving the problems is true, but there were inaccuracies in the calculation of certain parameters), or not quite complete results obtained by solving the problem. The design of the completed task should be neat.

**Mark 6 – 7** is given for the ability to apply the theoretical knowledge to solving the problem of heuristic, if the majority of tasks are performed, and student's response demonstrated understanding of the conceptual material of the discipline.

**Mark 4 – 5** is given for acquiring a large piece of the material, however, if a student performs a heuristic problem without sufficient understanding of the uses of the educational materials and cannot correctly perform all the tasks.

**Mark 2 – 3** is given for a partial ability to apply the theoretical knowledge to solving practical problems, for the failure to acquire a large piece of the material, if the student cannot correctly perform the task facing many difficulties in the analysis of economic phenomena and processes.

**Mark 0 – 1** is given for the failure to do the task in general.

The minimum needed score for the exam is 25.

## 9. Distribution of student's points

The system of evaluation of the level of students' professional competences is given in Table 9.1.

Table 9.1

### The system of evaluation of the level of students' professional competences

Week	Hours	Form of studying	Assessment			
			Form of control	Maximal point		
1	2	3	4	5		
<b>Content module 1. The theoretical and methodological foundations of public administration</b>						
1	in class	2	Lecture	Theme 1. The basics of the public administration theory	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme	Check of the home task	



Table 9.1 (continuation)

1	2		3		4	5
2	in class	2	Lecture	<b>Theme 1.</b> The basics of the public administration theory	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme Performance of calculations according to the theme	Check of the home task	
3	in class	2	Lecture	<b>Theme 2.</b> Public power and public administration	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme Performance of calculations according to the theme	Check of the home task	
4	in class	2	Lecture	<b>Theme 2.</b> Public power and public administration	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme	Check of the home task	
5	in class	2	Lecture	<b>Theme 3.</b> Public administration in specific areas of public development	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme Performance of calculations according to the theme	Check of the home task	
6	in class	2	Lecture	<b>Theme 3.</b> Public administration in specific areas of public development	Work at the lecture	0.5
		2	Practice	Presentation on the international experience in public administration	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme	Check of the home task	
				Preparation of the presentation	Presentation	
7	in class	2	Lecture	<b>Theme 4.</b> The role of the different branches of power in public administration	Work at the lecture	0.5

Table 9.1 (continuation)

1	2		3		4	5
		2	<b>Practice</b>	Presentation on the international experience in public administration	Active participation in the practice	<b>0.5</b>
	ind.	5	<b>Preparation for lessons</b>	Search, selection and study of the literature for the theme Preparation of the presentation	Check of the home task Presentation	
8	in class	2	<b>Lecture</b>	<b>Theme 5.</b> Public administration at the regional level	Work at the lecture	<b>0.5</b>
		2	<b>Practice</b>	Presentation on the international experience in public administration	Active participation in the practice <b>Test 1</b>	<b>0.5</b> <b>10</b>
	ind.	5	<b>Preparation for lessons</b>	Search, selection and study of the literature for the theme Preparation for the test	Check of the home task Presentation	
				Preparation of the presentation		
<b>Content module 2. The constitutional principles of building the public administration structure in Ukraine</b>						
9	in class	2	<b>Lecture</b>	<b>Theme 6.</b> The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration	Work at the lecture	<b>0.5</b>
		2	<b>Practice</b>	Performance of calculations according to the theme	Active participation in the practice	<b>0.5</b>
	ind.	5	<b>Preparation for lessons</b>	Search, selection and study of the literature for the theme	Check of the home task	
10	in class	2	<b>Lecture</b>	<b>Theme 7.</b> The central authorities of the executive power in Ukraine	Work at the lecture	<b>0.5</b>
		2	<b>Practice</b>	Performance of calculations according to the theme	Active participation in the practice	<b>0.5</b>
	ind.	5	<b>Preparation for lessons</b>	Search, selection and study of the literature for the theme	Check of the home task	
11	in class	2	<b>Lecture</b>	<b>Theme 8.</b> The regional public administration authorities	Work at the lecture	<b>0.5</b>
		2	<b>Practice</b>	Performance of calculations according to the theme	Active participation in the practice	<b>0.5</b>
	ind.	5	<b>Preparation for lessons</b>	Search, selection and study of the literature for the theme Performance of calculations according to the theme	Check of the home task	

Table 9.1 (continuation)

1	2		3		4	5
12	in class	2	Lecture	<b>Theme 9.</b> Local self-government and its special role in public administration	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme	Check of the home task	
<b>Content module 3. Management of public authority</b>						
13	in class	2	Lecture	<b>Theme 10.</b> The internal organization and management of public authorities. <b>Theme 11.</b> Civil service in Ukraine	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	0.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme Performance of calculations	Check of the home task	
14	in class	2	Lecture	<b>Theme 12.</b> The effectiveness of public administration. State control in the executive branch of power	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice	10.5
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme	Check of the home task	
				Performance of calculations according to the theme		
<b>Content module 4. The interaction of central and local public authorities</b>						
15	in class	2	Lecture	<b>Theme 13.</b> The relationship of public authorities in the administration system <b>Theme 14.</b> The development of the public administration system	Work at the lecture	0.5
		2	Practice	Performance of calculations according to the theme	Active participation in the practice <b>Test 2</b>	0.5 10
	ind.	5	Preparation for lessons	Search, selection and study of the literature for the theme	Check of the home task	10

Table 9.1 (the end)

1	2		3		4	5
				Performance of calculations according to the theme		
				Preparation for the test		
<b>Examination period</b>	<b>in class</b>	<b>2</b>	<b>Pre-examination consultation</b>	Solving practical problems	<b>Final control</b>	<b>40</b>
			<b>Exam</b>	Solving the exam card problems		
	<b>ind.</b>	<b>7</b>	<b>Preparation for the exam</b>	Reviewing the module material		
<b>Total hours</b>	<b>144</b>				<b>Maximal point</b>	<b>100</b>

The maximal number of points which a student can get during a week depending on the forms and methods of studying is given in Table 9.2.

Table 9.2

### Distribution of points by weeks

<b>Weeks</b>	<b>Lecture</b>	<b>Practice</b>	<b>Home task</b>	<b>Practical tasks by themes</b>	<b>Presentation</b>	<b>Test</b>	<b>Total</b>
Week 1	0.5	0.5					<b>1</b>
Week 2	0.5	0.5					<b>1</b>
Week 3	0.5	0.5					<b>1</b>
Week 4	0.5	0.5					<b>1</b>
Week 5	0.5	0.5					<b>1</b>
Week 6	0.5	0.5					<b>1</b>
Week 7	0.5	0.5					<b>1</b>
Week 8	0.5	0.5			5	10	<b>16</b>
Week 9	0.5	0.5					<b>1</b>
Week 10	0.5	0.5					<b>1</b>
Week 11	0.5	0.5					<b>1</b>
Week 12	0.5	0.5					<b>1</b>
Week 13	0.5	0.5					<b>1</b>
Week 14	0.5	0.5		10			<b>11</b>
Week 15	0.5	0.5	10			10	<b>21</b>
<b>Examination</b>							<b>40</b>
<b>Total</b>	<b>7.5</b>	<b>7.5</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>20</b>	<b>100</b>

The final mark for the academic discipline "Public Administration" is calculated on the 100-point scale according to the qualification requirements for students of training direction "Management" (Table 9.3). For the discipline to be credited, the minimal number of obtained points is 60 (35 points for current control, and 25 points for final control (examination)).

Table 9.3

### The evaluation scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale
90 – 100	A	excellent
82 – 89	B	good
74 – 81	C	
64 – 73	D	satisfactory
60 – 63	E	
35 – 59	FX	unsatisfactory
1 – 34	F	

## 10. Recommended literature

### 10.1. Main

1. Ammons D. Municipal Benchmarks: Assessing Local Performance and Establishing Community Standards: Assessing Local Performance and Establishing Community Standards / D. Ammons. – S. I. : Routledge, 2014. – 672 p.

2. Balanoff H. R. Public administration / H. R. Balanoff. – 4th edition. – Guilford : DPG, 1996. – 243 p.

3. Denhardt J. V. The New Public Service: Serving, Not Steering / J. V. Denhardt, R. B. Denhardt. – S. I. : M. E. Sharpe, 2011. – 242 p.

4. McKinney J. B. Public Administration: Balancing Power and Accountability / J. B. McKinney, L. C. Howard. – 2nd edition. – S. I. : Praeger, 1998. – 522 p.

5. O'Leary R. The Future of Public Administration Around the World: The Minnowbrook Perspective / R. O'Leary, D. M. Van Slyke, S Kim. – S. I. : Georgetown University Press, 2011. – 322 p.

6. Riccucci N. M. Public Administration: Traditions of Inquiry and Philosophies of Knowledge / N. M. Riccucci. – S. I. : Georgetown University Press, 2010. – 162 p.

7. Rosenbloom D. Public Administration: Understanding Management, Politics, and Law in the Public Sector / D. Rosenbloom, R. Kravchuk, R. Clerkin. – 8th edition. – S. I. : McGraw-Hill Higher Education, 2014. – 640 p.
8. Shafritz J. M. Introducing Public Administration / J. M. Shafritz, E. W. Russell, C. P. Borick. – 7th edition. – S. I. : Pearson, 2010. – 592 p.
9. Starling G. Managing the Public Sector / G. Starling. – 9th edition. – S. I. : Cengage Learning, 2010. – 624 p.
10. Stillman R. Public administration concepts and cases / R. Stillman. – 9th edition. – S. I. : Cengage Learning, 2009. – 544 p.

## **10.2. Additional**

11. Державне управління в Україні : навч. посіб. / за заг. ред. В. Б. Авер'янова. – К. : б. в., 1999. – 432 с.
12. Дідківська Л. І. Державне регулювання економіки / Л. І. Дідківська, Л. С. Головка. – К. : Знання, 2007. – 214 с.
13. Малиновський В. Я. Державне управління : навч. посіб. / В. Я. Малиновський. – Вид. 2-ге, доп. та перероб. – К. : Атіка, 2003. – 576 с.
14. Мельник А. Ф. Державне управління : навч. посіб. / А. Ф. Мельник, О. Ю. Оболенський. – К. : Знання, 2004. – 175 с.
15. Оболенський О. Ю. Державна служба : підручник / О. Ю. Оболенський. – К. : КНЕУ, 2006. – 472 с.
16. Органи державної влади в Україні: структура, функції та перспективи розвитку : навч. посіб. / Н. Р. Нижник, С. Д. Дубенко, Н. Г. Плахотнюк та ін. ; за заг. ред. Н. Р. Нижник. – К. ; Івано-Франківськ : ЗАТ "Нічлава", 2003. – 288 с.
17. Чистов С. М. Державне регулювання економіки : навч. посіб. / С. М. Чистов, А. Є. Никифоров, Т. Ф. Куценко. – К. : КНЕУ, 2000. – 316 с.
18. Wolpe R. Guidelines for Reducing Municipal Red Tape: How Municipalities can Improve Service Delivery that Supports Small Business / R. Wolpe. – S. I. : S. n. 2013. – 37 p.

## **10.3. Information resources**

19. Бюджетний кодекс України від 08.07.2010 р. № 2456-VI (редакція від 01.10.2011 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

20. Господарський кодекс України від 16.01.2003 р. № 436-IV (редакція від 02.10.2011 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

21. Державний комітет статистики [Електронний ресурс]. – Режим доступу : <http://www.ukrstat.gov.ua>.

22. Європейська хартія місцевого самоврядування (укр./рос.) від 15.10.1985 р. (редакція від 16.11.2009 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

23. Конституція України від 28.06.1996 р. № 254к/96-ВР (редакція від 04.02.2011 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

24. Податковий кодекс України від 02.12.2010 р. № 2755-VI (редакція від 11.10.2011 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

25. Про всеукраїнський та місцеві референдуми : Закон України від 03.07.1991 р. № 1286-XII (редакція від 01.01.2011 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

26. Про заходи щодо впровадження Концепції адміністративної реформи в Україні : Указ Президента України від 22.07.1998 р., № 810 [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

27. Про місцеві державні адміністрації : Закон України від 09.04.1999 р. 586-XIV (редакція від 19.05.2011 р.) [Електронний ресурс]. – Режим доступу : <http://zakon.rada.gov.ua>.

28. European Commission resource book on PPP case studies [Electronic resource]. – Access mode : [europa.eu.int/comm/regional\\_policy/sources/docgener/guides/pppguide](http://europa.eu.int/comm/regional_policy/sources/docgener/guides/pppguide).

29. Forum for a New World Governance [Electronic resource]. – Access mode : [www.world-governance.org](http://www.world-governance.org).

30. United Nations Development Programme [Electronic resource]. – Access mode : [www.undp.org](http://www.undp.org).

31. United Nations Public Administration Network [Electronic resource]. – Access mode : [www.unpan.org](http://www.unpan.org).

#### **10.4. Methodical support**

32. Канова О. А. Державне та регіональне управління : матеріали курсу [Електронний ресурс] / О. А. Канова. – Режим доступу : <http://www.ikt.hneu.edu.ua/course/view.php?id=2501>.

# Appendices

Appendix A

Table A. 1

**The structure of the constituents of professional competences on the academic discipline "Public Administration" after the National Frame of Qualifications of Ukraine**

Constituents of the competence which is formed within the theme	Minimum experience	Knowledge	Ability	Communications	Autonomy and responsibility
1	2	3	4	5	6
<b>Theme 1. The basics of the public administration theory</b>					
The ability to understand the nature of public administration	The concept of administration, the basic theories of public administration, relations of public administration and other sciences	To know the system characteristics of public administration, the fundamental processes of administration, the evolution of the main theories of public administration	To use the main methods of studying public administration, to form a model of the public administration system	To integrate the basic theories of public administration into practice	Responsibility for the accuracy and correctness of the peculiarities of public administration
<b>Theme 2. Public power and public administration</b>					
The ability to understand the role of the state and sources of its power, and explore the accumulated international experience in public administration	The concept of state, its types, and functions; the levels of public administration and the sources of their support; the basic methods of public administration	To know public administration as a developing system, the basic models of public administration, to define and classify the main methods of public administration	To use the main methods of public administration, to build its organisational structure, to analyze different models of public administration	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made



Table A. 1 (continuation)

1	2	3	4	5	6
<b>Theme 3. Public administration in specific areas of public development</b>					
The ability to identify the priority directions of public development, forecast and analyze the consequences of public policies in different spheres of social life	The basic spheres of public development, their specific features, ways of public influence, public policy	To know the main goals, functions, objects and methods of public administration in different areas of public development	To use the methods of public impact in different areas of public development, to analyze the models of public policies in specific areas, to forecast the consequences of public policies	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 4. The role of the different branches of power in the public administration</b>					
The ability to understand the role of each branch of power in the public administration system	The legislative power, executive power, the judicial power and control in society	To know the concept of the distribution of powers in public administration; the main concepts, compositions and structures of different branches of power	To assess the effectiveness of public administration according to its organizational structure	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 5. Public administration at the regional level</b>					
The ability to identify the priority directions of public administration at the regional level, to form state and regional programs of development	The main directions of public administration at the regional level; basic public authorities at the regional level, their functions; centralization and decentralization of power	To know the key tools of regional administration, to understand the mechanisms of implementation of the state regional policies	To analyze state and local budgets; to create state and regional programs of development	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made

Table A. 1 (continuation)

1	2	3	4	5	6
<b>Theme 6.</b> The system of state public authorities in Ukraine: the constitutional basis of their functioning, the role in administration					
The ability to understand the system of state public authorities in Ukraine, analyze the problems of its functioning, and identify the directions for reform	The constitutional model of the distribution of powers in Ukraine: basic authorities, general characteristics and communications	To know the main roles of state public authorities in Ukraine	To analyze the problems of state public authorities' functioning, to identify the directions for reform	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 7.</b> The central authorities of the executive power in Ukraine					
The ability to understand the system of central authorities of the executive power in Ukraine, analyze the problems of its functioning, and identify the directions for reform	The place of central executive authorities, their formation, functioning, structure, objectives, competences	To know the basics of implementation of the central executive authorities power in Ukraine	To analyze the problems of central executive authorities' functioning, to identify the directions for reform	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 8.</b> The regional public administration authorities					
The ability to understand the system of regional public administration authorities in Ukraine, analyze the problems of its functioning, and identify the directions for reform	The local public administration bodies: their powers, formation, structure and relationships	To understand the main role of regional public administration authorities in Ukraine	To analyze the problems of regional public administration authorities' functioning, to identify the directions for reform	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made

Table A. 1 (continuation)

1	2	3	4	5	6
<b>Theme 9. Local self-government and its special role in public administration</b>					
The ability to understand the system of local self-government in Ukraine, analyze the problems of its functioning, and identify the directions for reform	The modern system of local self-government in Ukraine: its constitutional and legal status, basic functions; the concept of citizenship	To know the role of local self-government in public administration of Ukraine	To analyze the problems of local self-government functioning, to identify the directions for reform	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 10. The internal organization and management of public authorities</b>					
The ability to organize the labour and manage the public authority	The specific features of the managerial process in a public authority	To know the main principles of labour organisation in public authorities, the specifics of management in public authorities	To organize the labour of public authorities, to form programs of public authorities' activities, to analyze and control the public authorities' activities, to ensure information and communication support for the public authorities' activities, to make decisions in public authority	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made

Table A. 1 (continuation)

1	2	3	4	5	6
<b>Theme 11. Civil service in Ukraine</b>					
The ability to choose and justify a public personnel policy, to develop an optimal strategy against "red tape"	The concept, features, functions, types, and organization of civil service in Ukraine; their management; the concept of bureaucracy	To know the principles of civil servants' performance and certification	To develop a public personnel policy, to manage bureaucracy	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 12. The effectiveness of public administration. State control in the executive branch of power</b>					
The ability to evaluate the effectiveness of public administration	The concept, main factors and criteria used to evaluate the public administration effectiveness; types, content and legal basis of state control in the executive branch of power	To know the democratic procedure for determination of the public administration effectiveness; exercising the state control over different branches of power	To evaluate the effectiveness of the public administration system, its bodies and officials	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made
<b>Theme 13. The relationship of public authorities in the administration system</b>					
The ability to organize the interaction of the stakeholders in the public administration system	The main directions of interaction of different participants in the public administration system	To know the methods of organization of the effective interaction (partnership) between different stakeholders	To organize an effective interaction between different stakeholders in the public administration system	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made

1	2	3	4	5	6
<b>Theme 14.</b> The development of the public administration system					
The ability to identify and justify the directions of the public administration system development	The modern trends of public administration development	To know the key difficulties and problems in the public administration system, to know the international experience in countering them, to know the global trends	To identify problems in the public administration system, to use the global trends while identifying and justifying the directions of the public administration system development	To form an effective communication strategy	Autonomy in professional activity, exercising administrative functions, and social responsibility for the results of decisions made

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