

# ENGLISH FORM

## COURSE OUTLINE

### 1. GENERAL

<b>SCHOOL</b>	BUSINESS AND ECONOMICS		
<b>DEPARTMENT</b>	BUSINESS ADMINISTRATION		
<b>DIVISION</b>	BUSINESS ADMINISTRATION		
<b>LEVEL OF STUDY</b>	UNDERGRADUATE		
<b>COURSE UNIT CODE</b>	1104606	<b>SEMESTER OF STUDY</b>	6
<b>COURSE TITLE</b>	Public Administration		
<b>COURSEWORK BREAKDOWN</b>		<b>TEACHING WEEKLY HOURS</b>	<b>ECTS Credits</b>
		4 (2+2)	4
<b>COURSE UNIT TYPE</b>	General Background Course		
<b>PREREQUISITES :</b>			
<b>LANGUAGE OF INSTRUCTION/EXAMS:</b>	Greek		
<b>COURSE DELIVERED TO ERASMUS STUDENTS</b>			
<b>MODULE WEB PAGE (URL)</b>	<a href="http://moodle.teipir.gr/course/info.php?id=111">http://moodle.teipir.gr/course/info.php?id=111</a>		

### 2. LEARNING OUTCOMES

<p><b>Learning Outcomes</b></p> <p>Upon successful completion of the course students will be able to:</p> <ul style="list-style-type: none"> <li>- Know the basic principles of Public Administration</li> <li>- Recognize the importance of both institutions, the central government and the local and regional authorities</li> <li>- Describe the institutional role of proper Public Administration</li> <li>- Distinguish the operational problems that occur across the Public Administration</li> <li>- Analyze the basic rules that contribute to the effectiveness of Public Administration</li> <li>- Evaluate the contribution of the Public Administration to the citizen</li> <li>- Take the public interest into account</li> <li>- Associate the problems that occur into the Public Administration</li> <li>- Use and recommend proposals and arguments related to the resolution of operational problems that occur across the Public Administration</li> <li>- Evaluate the effectiveness of Public Administration in serving citizen interests</li> </ul>
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General Skills
<ul style="list-style-type: none"> <li>• Search, analyze and synthesize data and information</li> <li>• Teamwork</li> <li>• Design and Project Management</li> <li>• Promotion of free, creative and inductive thinking</li> </ul>

### 3. COURSE CONTENTS

<ul style="list-style-type: none"> <li>- Conceptual approach to Public Administration</li> <li>- Control of Public Administration</li> <li>- Principles of Public Administration action</li> <li>- Independent authorities of Public Administration</li> <li>- The Organization of the Central Administration</li> <li>- Administrative decentralization</li> <li>- Regional development</li> <li>- The staff of the Public Administration</li> <li>- The permanence of public employees</li> <li>- Local Government</li> <li>- The weaknesses of the Greek Local Government</li> <li>- Public Administration and Citizens</li> <li>- Special operational problems in Public Administration</li> </ul>
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### 4. TEACHING METHODS - ASSESSMENT

<b>MODE OF DELIVERY</b>	In class	
<b>USE OF INFORMATION AND COMMUNICATION TECHNOLOGY</b>	LMS of Piraeus University of Applied Science	
<b>TEACHING METHODS</b>	<b>Method description</b>	<b>Semester Workload</b>
	Lectures	26
	Presentation of Case Studies, Class Discussions	26
	Independent & Directed Learning	48
	<b>Total</b>	<b>100</b>
<b>ASSESSMENT METHODS</b>		
<i>Description of the evaluation process</i>	<b>Final Examination (80%)</b> The process of final evaluation includes short-answer questions and problems' solving.	

	<b>Oral Presentation (20%) (Formative Assessment)</b>
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The process of mid-term evaluation includes student responses to problems posed to them after each lecture.

## 5. RESOURCES

- Recommended Book and Journal Article Resources:

*Suggested main Bibliography:*

**Ntanos An.** (2014). *Public administration*. Athens: Editions Modern Publishing.

**Kontis Th.** (2000). *Introduction to Public Administration*. Athens: Editions Modern Publishing.

- Suggested Secondary Bibliography:

**Makridimitris Ant.** (2010). *Public administration*. Athens: Editions Sakkoulas.

**Floratos Ch.** (1998). *The Public Administration from another look*. Athens.