ENGLISH FORM

COURSE OUTLINE

1. GENERAL

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>BUSINESS AND ECONOMICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT</td>
<td>BUSINESS ADMINISTRATION</td>
</tr>
<tr>
<td>DIVISION</td>
<td>BUSINESS ADMINISTRATION</td>
</tr>
<tr>
<td>LEVEL OF STUDY</td>
<td>UNDERGRADUATE</td>
</tr>
<tr>
<td>COURSE UNIT CODE</td>
<td>1104606</td>
</tr>
<tr>
<td>SEMESTER OF STUDY</td>
<td>6</td>
</tr>
<tr>
<td>COURSE TITLE</td>
<td>Public Administration</td>
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COURSEWORK BREAKDOWN

<table>
<thead>
<tr>
<th>TEACHING WEEKLY HOURS</th>
<th>ECTS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 (2+2)</td>
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COURSE UNIT TYPE

General Background Course

PREREQUISITES:

LANGUAGE OF INSTRUCTION/EXAMS:

Greek

COURSE DELIVERED TO ERASMUS STUDENTS

MODULE WEB PAGE (URL)

http://moodle.teipir.gr/course/info.php?id=111

2. LEARNING OUTCOMES

Learning Outcomes

Upon successful completion of the course students will be able to:

- Know the basic principles of Public Administration
- Recognize the importance of both institutions, the central government and the local and regional authorities
- Describe the institutional role of proper Public Administration
- Distinguish the operational problems that occur across the Public Administration
- Analyze the basic rules that contribute to the effectiveness of Public Administration
- Evaluate the contribution of the Public Administration to the citizen
- Take the public interest into account
- Associate the problems that occur into the Public Administration
- Use and recommend proposals and arguments related to the resolution of operational problems that occur across the Public Administration
- Evaluate the effectiveness of Public Administration in serving citizen interests
### General Skills

- Search, analyze and synthesize data and information
- Teamwork
- Design and Project Management
- Promotion of free, creative and inductive thinking

### 3. COURSE CONTENTS

- Conceptual approach to Public Administration
- Control of Public Administration
- Principles of Public Administration action
- Independent authorities of Public Administration
- The Organization of the Central Administration
- Administrative decentralization
- Regional development
- The staff of the Public Administration
- The permanence of public employees
- Local Government
- The weaknesses of the Greek Local Government
- Public Administration and Citizens
- Special operational problems in Public Administration

### 4. TEACHING METHODS - ASSESSMENT

<table>
<thead>
<tr>
<th>MODE OF DELIVERY</th>
<th>In class</th>
</tr>
</thead>
<tbody>
<tr>
<td>USE OF INFORMATION AND COMMUNICATION TECHNOLOGY</td>
<td>LMS of Piraeus University of Applied Science</td>
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#### TEACHING METHODS

<table>
<thead>
<tr>
<th>Method description</th>
<th>Semester Workload</th>
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<tbody>
<tr>
<td>Lectures</td>
<td>26</td>
</tr>
<tr>
<td>Presentation of Case Studies, Class Discussions</td>
<td>26</td>
</tr>
<tr>
<td>Independent &amp; Directed Learning</td>
<td>48</td>
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<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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#### ASSESSMENT METHODS

*Description of the evaluation process*

- **Final Examination** *(80%)*
  
The process of final evaluation includes short-answer questions and problems’ solving.
Oral Presentation (20%) (Formative Assessment)
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:


- Suggested Secondary Bibliography:
