

Professional standards of the Bachelor in Public Administration

Educational Degree - **Bachelor**

Professional qualification: **Bachelor in Public administration**

Duration of study: **4 years (8 semesters)**

Specialty "Public administration" is in accordance with the Classifier of the fields of higher education and professional directions – 3.7 Administration and management.

The overall objective of the education in this specialty is to prepare highly qualified experts and managers for the system of the Public administration and local self-government in accordance with the European standards. In the process of the training organization and conducting **the following problems are being solved:**

- Formation of a complex of fundamental knowledge in Economics and Public sector, in Management and Information technologies, necessary for the professional preparation in the field of Public administration.
- Formation of high organizational, management and law culture.
- Acquaintance with the European experience and practical skills and with application of the principles, methods and approaches of the contemporary organization of public government and administration.
- Creating habits for effective administrative service of the population and of human resources management.
- Teaching the students to become specialists who are well-organized, disciplined, initiative, correct and responsible under the circumstances of a market situation.

The students in "Public administration" will acquire **knowledge:**

For preparation of decision projects, connected with the Government of the public and local administration in the EU and the European funds; for Coordination of the activity of different structural units of the public and local administration; for Strategic planning and Management of regional development by regions, districts and municipalities, for Management of human resources and Career management.

General and specific skills:

The Bachelors in Public administration gain skills to interpret in a creative way and to strictly apply the public and European legislation; to develop statutes, norms, inner rules and schemes for approving the public government and administration; to coordinate the activities connected with territorial and settlement construction and economic planning in the different regional systems; to prepare suggestions for the budget of different hierarchical levels; to follow and study the European experience in the area of public and local self-government and to develop projects, strategic programs, forecasts and balances including projects connected with European funds; to communicate with the units and sections of the public administration.

Practical habits for:

The Bachelors in Public administration have the opportunity to develop practical habits: to apply contemporary models in the territorial management; professional realization in the organization-structural units of the Public and local administration; to use the computer technology for information service of the population.

Public administration degree course provides broad and multiprofile preparation of the future experts, according to the Eurointegrational processes. They can find realization in directions, departments, sectors and units of the public and local self-government as managers (leaders), experts, assistants, collaborators, counsellors, consultants.

The term for training in Public administration is 4 years, including 8 semesters and is finished by a state exam or defence of a diploma thesis if the success of all the years is at least Very good 4.50.

The students who graduate this specialty acquire the educational-qualificational the degree "Bachelor" and the qualification "Bachelor in Public administration".

**CURRICULUM of the degree course in
PUBLIC ADMINISTRATION
(active from July.2013)**

Year One

Code	First semester	ECTS	Code	Second semester	ECTS
0877	Business mathematics	7	1074	Fundamentals of Management part I	6
1001	Fundamentals of Public Law	4	1848	Economics	6
3482	Basics of Private Law	4	1177	Statistics	5
1037	Foundations of Public Administration	5	2316	Inform. Systems and technologies part I	4
			1178	International Institutions and Administration	3
	<i>Group 1 Electives - 1 subject is to be elected</i>			<i>Group 1 Electives - 1 subject is to be elected</i>	
1478	English language - I	10	2086	English language- II	6
1026	German language - I	10	2087	German language - II	6
1120	French language - I	10	2099	French language - II	6
1121	Russian language - I	10	2088	Russian language- II	6
	Total for the semester:	30		Total for the semester:	30

Year Two

Code	Third semester	ECTS	Code	Fourth semester	ECTS
0762	Fundamentals of Management Part II	6	1082	Budgetary accounting	7
3473	Inform. systems and technologies 2	6			
3187	Constitutional law	4	1417	Regional researches and strategies	5
3472	Quantitive Methods in Management	6	0765	Finance	5
1533	Economic of the Public Sector	4	3480	Management Information systems	6
			1536	European unity law	3
	<i>Group 1 Electives - 1 subject is to be elected</i>			<i>Group 1 Electives - 1 subject is to be elected</i>	
3475	Sociology	4	0372	Economic Infrastructure	4
	Economic history	4	0407	Risk-management	4
1049	Politology	4			
	Total for the semester:	30		Total for the semester:	30

Year three

Code	Fifth semester	ECTS	Code	Sixth semester	ECTS
2181	Human Resource Management	6	2188	Investmenst in the Public sector	6
1415	Administrative law and process	4	2189	Systems for management control	5
1510	Planning and forecasting	6	2190	Local self- government	6
2184	Marketing	5	2191	Organizational behavior	6
2185	Project management	6	2182	Territorial settlement organization	4
	<i>Group 1 Electives - 1 subject is to be elected</i>			<i>Group 1 Electives - 1 subject is to be elected</i>	
2186	Common politics in the EU	3	2193	Management of municipal assets	3
2198	Local finance	3	2194	Public authority	3
	Total for the semester:	30		Total for the semester:	30

Year Four

Code	Seventh semester	ECTS	Code	Eighth semester	ECTS
2195	Strategic Management	5	2201	Social policy	6
2196	Communication policy	6	2202	Organization of the administrative service	5
2183	International relations and foreign policy	6	2206	Corporative and social responsibility	5
2192	Regional economics	6		Self-preparation for graduation	4
2200	Management of the public sector	2	3514	Post-semester Practice - 4 weeks	4
2198	Public administration – course project				
	Group 1 Electives - 1 subject is to be selected				
	Negotiations in Business	4	3515	Graduation procedure	
3509	Business Correspondence	4		Diploma Thesis OR	10
				State exam on	
			1600	Theory of Management	5
			2204	Public administration	5
	Total for the semester:	30		Total for the semester:	30
				Total for the course of study:	240

0877 Business mathematics

ECTS credits: 7

Weekly workload: 2lec+2sem+0labs+0ps

Assessment: exam

Type of exam: written

Departments involved: Department of Mathematics, Faculty of Natural Sciences and Education

Lecturers:

Assoc. Prof. Petar Ivanov Rashkov, MSc, PhD, Dept. of Algebra and Geometry,
phone 888 489, E-mail: tpeter@ami.uni-ruse.bg

Pr. Assist. Prof. Tihomir Bogomilov Gyulov, MSc, PhD, Dept. of Algebra and Geometry,
phone 888 489, E-mail: tgulov@uni-ruse.bg

Abstract:

This introductory course in topics from various branches of mathematics is a prerequisite for the successful training in economics and management. The main point is put on the concepts, the ideas, the methods and their presence in other sciences. A wide range of applications in economics is covered.

Course content:

Systems of linear equations. Gaus' method. Matrices. Determinants. Matrix equations. Leontiev's model. Sequences and series. Simple and compound interest. Discount. Annuity. Differential calculus and applications. Elasticity of demand and supply. Indefinite and definite integral, applications. Partial derivatives and extremum of function of two variables. Conditional extremum and Lagrange multipliers. Differential and difference equations.

Teaching and assessment:

The course consists of lectures and seminar exercises, as well as individual work on a course assignment which has to be presented and defended in two parts by any of the students. The assessment is based on the exam, midterm and final tests results.

1001 Basics of Public Law

ECTS credits: 4

Weekly workload: 2l+1S+0+0

Assessment: exam

Type of exam: written and oral

Departments involved: Department of Public Law, Faculty of Law

Lecturers: Assoc. Prof. PhD Blagoi Vidin, Dept. of Public Law, tel: 888 721

Senior Assistant Kremena Bozhidarova Rayanova, PhD Dept. of Public Law, tel: 888 434

Abstract:

The course is a basic course in law and gives the students knowledge of the legal organization and functioning of the state government, of the methods and forms of administration and its control, of the responsibilities and the defense of the rights of the different subjects of law in the process of state government.

Course contents:

The course consists of three parts: general part, special part and procedures. It deals with problems connected with the executive function of the state, legal administrative regulations, subjects of administrative law, executive power bodies and their administration, administrative act, methods of government control, administrative responsibility, state government in economic, social and cultural and administrative activities, principles of administrative procedures and types.

Teaching and assessment:

Lectures give knowledge of operative administrative law. Legal regulations are discussed and analysed. Basic concepts and principles of administrative law are explained, as well as organization and functioning of administration in different areas of state government. Lectures are organized in parallel with seminars, the topics of which are assigned in advance. The exam consists of an answer to three questions from the synopsis, an answer to additional questions of a theoretical and practical character asked by the examiner. The mark reflects the degree of acquiring the learning material and the student's performance at seminars.

3482 Fundamentals of Private Law

ECTS Loans 4

Weekly workload: 2+1 +0+0

Methodological guidance: Legal faculty

Instructors: Professor Georgi Stefanov, Legal faculty, tel. 888 - 760

Abstract:

Studying the course Fundamentals of Private Law aims to introduce students to the subject matter, functions, method and approach of general theory of law with the basic concepts of civil law on real rights, of obligation, family and inheritance law, labor and commercial law.

Course content:

Concept of law; nature of the legal norm; legal facts; entities; subjective rights and legal obligations, Characteristics of civil law; civil law Subjects; legal transactions - nature, types and invalidity; Representation, liability, right to property; Other property rights; protection of property rights; Definition of obligation law, contractual relations, sales contract, contract company, contract manufacturing, contract procurement, loans and loan help for consumption, lease and contract deposit; Marriage; Origin, relationship; Adoption; Inheritance -nature and types; employment - nature; Occurrence, amendment and termination; disciplinary action and payment of compensation, salary; Merchant - nature and types: Groupings of companies, trade representation.

Teaching and assessment:

Training material is displayed during the lectures. The main themes are held seminars. The active participation of students is encourage with solving cases and tests, and with conducting a discussions on the topics. A continuous assessment of students is putting trough - 1. solving test, 2. problem solving and 3. written test on the set topic. Students receive endorsement when they are present at all seminars and have a positive assessment of the three written tests. The final assessment consists of written evaluations of control and active participation of students work during the current semester.

1037 Basics of Public Administration

ECTS credits: 5

Assessment: continuous assessment mark

Department involved: Department of Management and Business Development

Lecturers: Prof. Loretta Petrova Parashkevova, DSc, Dept. of Management and Business Development

Abstract: The course is comments on topics connected to nature and development of Public Administration. Basic character of the subject requires building of comprehensive overview of the theoretical and applied aspects of Public Administration as science and social practice. The purpose of the present course is not only the mastering of definite theoretic concepts, definitions and models, but also the development of an approach to studying the Public Administration. Students are expected to master instruments and techniques of thinking that will enable them to make adequate conclusions about essence and functions of the administrative system. Contact hours are conducted according to additionally announced topics. During seminars the theoretical aspects are reinforced trough discussions and solvation of case studies.

Course content:

The following topics are included: Contemporary state and role of Public Administration. Origin, nature and basic characteristics of Public Administration. Public Sector. New Public Management. Administrative system and authorities. Civil service and civil servants. Administrative and territorial structure. Local authorities. Management, planning and programming in Public Administration. Marketing and administrative servicing. Interrelations between the administration and civil society structures. Institutional and civil control on Public Administration. Administrative ethics in civil service. Perspectives towards Public Administration.

Teaching and assessment:

During contact hours the essence of each topic is proposed in a systematic and structured manner. Students are acknowledged with the theoretical basics of the learning content. Appropriate practical examples and good practices are commented. During seminars discussions and situational analyses are conducted, case studies are solved with the purpose to master the key elements of learning contents. Validation of semester is possible when the following requirements are kept: at least 80% presence during contact hours; at least result of Average3 (E) as an on-going evaluation for the semester, which is being formed on basis of the final test, course project and discussions during seminars (including on individual and group theoretical and applied tasks). Final examination consists of an open and closed questions test and a case study. Additionally oral examination is foreseen for confirmation of the final assessment. The final assessment is calculated as average of on-going assessment and the examination assessment.

Foreign Language I

Part 1: 1478 English part 1; 1026 German Part I; 1120 French Part i; 1121 Russian part I

ECTS credits: 10

Weekly workload: 0l+0s+0lab+8p

Assessment: continuous

Department involved: Department of Foreign Languages, Faculty of Law

Lecturers:

Sr Lecturer Angela Spassova, Dept of Foreign Languages; tel: 888230; aspassova@uni-ruse.bg 2.Sr

Lecturer Sergey Bartenev, Dept of Foreign Languages; tel: 888824; E-mail: sbartenev@uni-ruse.bg 3.Sr

Lecturer Roumyana Milanova, Dept of Foreign Languages; tel:888824; E-mail: rmivanova@uni-ruse.bg 4.Sr

Lecturer Iliyana Benina, Dept. of Foreign Languages; tel:888815; E-mail: ibenina@uni-ruse.bg

Abstract: The foreign language module 1 is aimed at achieving communicative competence in the subject area that students will use in their future jobs. Teaching objectives involve the development of reading comprehension skills to handle specialized texts and the acquisition of communication skills to interact successfully in professional settings and everyday situations.

Course content: Meeting people. Telephoning. Company presentation. Company activities. Product description. Reporting. Socializing. Meetings. Employment. Making arrangements. Planning. Describing trends. Company achievements. Negotiating. Grammatical contents corresponds to the lexical items and the topics discussed.

Teaching and assessment: To acquire the necessary language competence and to develop skills in using the language as a means of communication a wide range of teaching aids is used: authentic and specially constructed texts (i.e. articles, diagrams, tables, brochures, catalogues etc.) as well as audio, video, and multimedia materials. In class students participate in role plays, business simulation games, pair and group activities and they are encouraged to work on their own on their translation assignment. Continuous assessment involves at least two written tests and oral testing as well. The course paper involves a company presentation.

1074 Fundamentals of Management Part I

ECTS credits: 6

Weekly workload: 2 L + 2S + 0 Lab+ 0 P

Assessment: exam

Type of exam: written and oral

Department involved: Dept. of Department of Management and Business Development, Faculty of Business and Management

Lecturers:

1. Assoc. Prof. Nikola Kocev, PhD, Dept. of Department of Management and Business Development, tel: 888-715.;

E-mail: nkotsev@uni-ruse.bg

2. Assoc. Prof. Svilena Ruskova, PhD, Department of Management and Business Development, tel: 888-617

E-mail: sruskova@uni-ruse.bg

Abstract:

The course aims to provide students with some basic managerial skills and expertise. The teaching material is designed in accordance with the students' aspirations of getting theoretical knowledge in the field of management. Theories and methods for planning, organizing, leading, and management control are introduced in the course. Students acquire practical approach to decision making. They analyze and review case studies to develop practical skills for their future career.

The course builds on knowledge and skills acquired in Microeconomics and Fundamentals of public administration and is a prerequisite for Fundamentals of management Part II, Organizational Behaviour, Human Resources Management, Project Management, SME Management, Strategic Management, etc. as well as the diploma project.

Course content:

The course includes the following topics: Development of Management – theory and practice; Organizational concept; Management system; Management effects and Subject of management.

Teaching and Assessment:

In the teaching course besides the classical lecture methods it is planned to use also visualizing aids. The bigger part of the taught material is being illustrated by appropriate examples from practice. This assists the efforts for implementing more purposeful seminars.

The seminars are synchronized with the lectures. Students are expected to do their lecture readings beforehand, so that they will be able to participate in class discussions more adequately. The assistant professor carries out a continuous assessment and gives an average evaluation for the term, based on the overall student's participation in the discussions, in the debates on causes and on the prepared course tasks. Along with the examination of the level of acquired professional knowledge on Management, the skills for applying them in practical situations are also being viewed. The overall evaluation is built on the base of the participation assessment during the term and the exam grade.

1848 Economics

ECTS credits: 6

Weekly classes: 2L+2S+0Lab

Assessment: exam

Type of exam: written

Department involved: Department of Economics, Faculty of Business and Management

Lecturers:

Assoc. Prof. Emil Georgiev Trifonov, Ph.D., Dept. of Economics, tel.: 888 703, E-mail: e_trifonov@abv.bg

Abstract:

Economics is a fundamental economic discipline that examines the general principles and problems of contemporary market economy at micro- and macro level. Thus, it gives knowledge of the economic system, the alphabet and grammar of economic language, and as a basis for the rest economic disciplines, it develops the economic culture that finds expression in skills for correct orientation and independent choice in the market environment. These characteristics make the discipline a necessary unit to every economic education that pretends to have academic disposition.

Course content:

Nature of the economic science; Measuring the economic activity; Production of goods and services; Expenses and incomes of the company; Market and market mechanism; Demand and supply elasticity; Economic systems and market forces; Competition and market behavior; Price-formation and incomes from production factors; Market economy, monetary supply and banks; State intervention in the economy; Macroeconomic policy and economic theory; Management of economic; Exchange rates and exchange rates mechanism; Public policy and international exchange.

Teaching and assessment:

The lectures present the logic of the discipline principles and illustrate it by appropriate examples of the economic reality in Bulgaria. The seminars are based on the lectures and synchronized with their consistency. There are two continuous assessments in test form during the seminars. The active form of the tuition in Economics is an assignment which is submitted in the first week of the course during the seminars and represents a particular problem of Microeconomics or Macroeconomics that must be elaborated in written mode. Countersign in the discipline is given to students that have been present at the two continuous assessments. The final assessment of the student is exam.

1177 Statistic

ECTS credits: 6

Weekly lessons: 2l + 2se + 0 + 0 + P

Assessment: Exam

Type of exam: in a written form

Methodological guidance: Applied Mathematics and Statistics, Faculty of Public health and health care

Lecturers: Assoc. Prof. Dr. Dipl. Eng. Todor Tzanev Todorov, Applied Mathematics and Statistics, tel. +359 82 888 720; e-mail: todorov@uni-ruse.bg

Abstract:

The subject includes data from the Probability theory and the General theory of statistic. Basic problems of statistic are being examined – statistical estimation, hypotheses statistical, statistical dependences, indices and index analysis in economics, analysis of temporary statistical rows etc.

The subject Statistic creates in the students not only the skill to solve specific problems from the economics practice but also probability (statistical) way of thinking in their future activity.

Contents of the educational subject

General (cybernetical) approach by study of subjects through tests and observations. Models of a Probability theory. Random events. Actions with random events. Principle of the practical confidence. Random variables. Basic definitions. Basic distribution laws. Systems of random variables. Subject and tasks of the statistic. Statistical study. Basic tasks of statistic. Point estimates. Basic statistical distributions. Interval estimates. Practical limits of dispersing. Check of statistical hypotheses. Elements of the correlation analysis. Elements of the regression analysis. Indices and index analysis by studying of social-economic phenomena. Analysis of temporary statistical rows.

Technology of training:

The theoretical issues examined in the lectures are been additionally rationalized through seminar exercises and individual course work. It is expected in the seminar exercises that the students get acquainted with and apply the respective software products for the statistical data processing.

The exam is executed over a chosen ticket of one question and two problems or test. By the formation of the final mark, the mark on the course assignment and students' participation in seminar exercises are being taken into consideration.

2316 Information Systems and Technologies - part 1

ECTS credits: 4

Assessment: continuous assessment

Weekly classes: 1 lec+0sem+0labs+2ps

Type of exam: test

Departments involved: Department of Informatics and Information Technologies, Faculty of Pedagogic and Education

Lecturers:

1. Assoc.Prof. Plamenka Hristova, PhD, Dept. Of Informatics and Information Technologies, tel.:+359 82 888 326; E-mail: ptx@amiuni-ruse.bg

2. Principal assistant, PhD Magdalena Andreeva, Dept. of Informatics and Information Technologies, tel. +359 82 888 470 E-maii magie@ami.ru.acad.bg

Abstract:

The course objective is students to get familiar with the computer as technical facilities and work principals, with main ideas of the networks, as well as the contemporary operating systems and the most used office software. It is given particular stress on computer aided documentation and its presentation. The aim of the workshops is students to improve work with computers in practice using the most applied program systems, i.e. Windows, Word, Excel, MS Power Point and Internet.

Course content:

Basic topics: Brief history of computer development; Main components of a computer system; Classification of computers; Central processing units; RAM and ROM; Data presentation in computers; Multi-core processors; Magnetic storage, optical storage, Flash memory; Input-output devices; Computer networks; System programs, Operation systems - functions and tasks, components, classification, well-known operation systems; Applied software; Office software.

Teaching and assessment:

The discipline is learnt through lectures, workshops and out-of-classes studies. Students have to prepare themselves for the workshops by studying the given materials, as well as by revising previous workshops. Each student has to develop a course assignment including three tasks during their out-of-classes studies.

1178 International institutions and administration

ECTS credits: 3

Assessment: continuous assessment

Weekly workload : 2lec , paper

Departments involved: Department of Public Law, Faculty of Law Lecturers: Prof. PhD , Blagoi Vidin, Dept. of Public Law, tel: 888 721 Assistant professor Zornitsa Yordanova, Dept. Of Public Law, tel. 888 721

Abstract:

The course aims at giving the students knowledge in the area of international relations: rights and responsibilities of states according to international treaties, characteristics of international organizations; ways and means of settling of conflicts between states. Accent is put on the contemporary approach in international relations which is connected with the political changes in Central and Eastern European states; tendencies in visions about future functions of existing international organisations, etc.

Course content:

The topics of the course cover the most important stages in the development of international public law and the main existing international organizations : United nations, Council of Europe, European union, other important universal and regional organizations as well as the structure and competences of their administration.

Teaching and assessment:

Lectures give the students fundamental knowledge of the development of international public law, state responsibility, foreign relations authorities and mostly- of the main international organizations , including NGOs. The final mark takes into account students' activity during the course, their marks from the tests and the submitted papers.

Foreign Language II

Part 2: 2086 English part II; 2087 German Part II; 2099 French Part II; 2088 Russian part II

ECTS credits: 6

Weekly workload: 0l+0s+0lab+5p

Assessment: exam

Type of exam: written

Department involved: Department of Foreign Languages, Faculty of Law

Lecturers:

1. Sr Lecturer Angela Spassova, Dept of Foreign Languages; tel: 888230; aspassova@uni-ruse.bg

2.Sr Lecturer Sergey Bartenev, Dept of Foreign Languages; tel: 888824; E-mail: sbartenev@uni-ruse.bg

3.Sr Lecturer Roumyana Milanova, Dept of Foreign Languages; tel:888824; E-mail:

rmivanova@uni-ruse.bg

4.Sr Lecturer Iliyana Benina, Dept. of Foreign Languages; tel:888815; E-mail: ibenina@uni-ruse.bg

Abstract: The foreign language module 2 is aimed at achieving further communicative competence in the subject area that students will use in their future jobs. Teaching objectives comprise the development of reading comprehension skills to handle specialized texts and the acquisition of communication skills to interact successfully in professional settings and everyday situations.

Course content: Jobs and contacts. Dealing with Customers. Orders. Sales. Trends. Business Travel. Comparing Alternatives. Planning. Training. Career Development. Systems and Processes. Time Management. Grammatical contents corresponds to the lexical items and the topics discussed.

Teaching and assessment: As in module 1 a wide range of authentic and specially constructed texts (i. e. articles, diagrams and tables, brochures and catalogues etc.) as well as audio , video, and multimedia materials are used to acquire proper language competence and knowledge and to develop skills in using the language as a means of communication. In class students participate in role plays, business simulation games, pair and group activities and they are encouraged to work on their own on their translation assignment. The examination is a written test, which covers grammar and lexis taught during the course. The course paper focuses on translating a specialized text from English into Bulgarian.

0762 Fundamentals of Management – part II

ECTS credits: 6

Weekly workload: 2 L + 2S + 0 Lab+ 0 P

Assessment: exam

Type of exam: written and oral

Department involved: Dept. of Management and Business Development, Faculty of Business and Management

Lecturers:

1. Assoc. Prof.Emil Kotsev, PhD, Dept. of Management and Business Development, tel: 888-715, e-mail: ekotsev@uni-ruse.bg

Abstract:

The objective of this course is to develop in the students the necessary quantity and quality of basic management knowledge and skills. The material presented is organized according to the recent achievements in management theory

Course content:

The course includes the following topics: Communication in management; Change management; Conflicts in the organization; Management of implementation; Quality control; Management of international business; Effectiveness of management and managerial work; Social and ethical aspects of management; Women in management; Career management.

Teaching and Assessment:

During the lectures the basic moments from the content of each topic are systematically presented. Real business practices are discussed. During the seminars students' knowledge is tested through discussions, case studies and management games.

The current control is done through activity assessment during discussions, test and individual course work. Course attestation is given in return for the paper work, which is submitted in time and marked with Good 4 minimum.

The overall evaluation is built on the participation assessment during the exercises and the exam grade, provided that the written exam assessment is minimum Fair 3.

3473 Information Systems and Technologies, part II

ECTS credits: 6

Weekly workload: 1 L + 0S + 0Lab + 3P / CW

Assessment: Continuous assessment

Type of exam: written test

Department involvement: Department Informatics and Information Technology,

Lecturers: Assoc.Prof.PhD Aleksandar Petkov Petkov Department of Management and Business Development, tel.:888776, apetkov@uni-ruse.bg

HA PhD Magdalena Hristova Andreeva. Tel.888470, magie@ami.uni-ruse.bg

Abstract:

Target of the lectures is to teach students the contemporary business information systems and technologies. In the practical exercises the students works and acquires practical knowledge in using business application software: Excel and Access.

Course content:

Information systems. File systems and database. Data modeling. Relational model of data. Relational algebra. Database languages. Nature and characteristics of the information. Business information. IT for manipulating, analyzing and presenting of business information. Information technologies in administration. Information technologies for financial management. Internet technologies and business.

Teaching and assessment:

Lectures involved students in the subject of the module – they describe the main questions and specific characteristics of the business application software. Practical exercises are proceeding in a computer lab and include practical tasks which are completed by the students with help of the assistant. At the end of the semester the assistant evaluate skills of the students. Each student is working during the semester on individual task which is evaluated by the assistant. A test is used at the end of the semester to evaluate the acquired theoretical knowledge of each student. The final evaluation is calculated as an average of the test results, the evaluation of the practical exercises, and individual work content and presentation.

2187 Constitutional Law

ECTS credits: 4

Weekly workload: 2L + 1S + 0L+ OP

Assessment: exam

Type of exam: written / oral

Departments involved: Department of Public Law, Faculty of Law Lecturers:

Assoc.Prof. PhD Pencho Penev, Dept. of Public Law Assistant Zornitsa

Yordanova, Dept. of Public Law

Abstract:

The course is a basic course and aims at giving the students knowledge of the history of constitutional practice in Bulgaria, the development of political system in Bulgaria, establishing the set of basic rights and duties of the citizens, the electoral systems and the governmental bodies. The course deals in detail with the legal organization and functioning of main state authorities - the National Assembly, the President, the Council of Ministers, the Courts, the Prosecution and Investigation offices, the Constitutional court, regional government and self-government authorities in the main administrative regions.

Course content:

The course includes thirteen basic topics: Constitutional studies; Constitutionalism and Constitutional development of Bulgaria; political system; State power; Electoral system; constitutional status of citizens; National Assembly; President of the Republic of Bulgaria; Council of Ministers; Judicial power; Constitutional Court; local self-government and regional government, and constitutional revision. It deals with problems connected with the basic principles of the political system in the state, the division of state power into legislative, executive and judicial power, the establishment and functioning of the state apparatus.

Teaching and assessment:

Lectures and seminars are organized in parallel. Seminars deal with topics announced in advance. There are also one or two tests during the semester. The examination mark takes into account the degree to which the student has acquired the material and the student's performance at seminars.

3472 Quantitative Methods in Management

ECTS credits : 5
Assessment : exam
Department(s) involved : Group of Applied Mathematics and Statistics
Lecturers :

Workload per week : 2l + 2sc
Type of exam : written

1. Assoc. Prof. Velizar Pavlov, MSc (Math), PhD (Math), Dept. of Appl. Math. and Stat, Phone: 888-466
e-mail: vpavlov@uni-ruse.bg
2. Assoc. Prof. Plamen Yalamov, MSc (Math), PhD (Math), Dept. of Appl. Math. and Statistics
e-mail: yalamov@allianz.bg

Abstract:

The subject aim is to make students acquainted with basic mathematical approaches for solving, analyzing and interpretation problems that arise in economics management. The character of this course is markedly applied. The material is presented within the capacity of students who are not that skilled in mathematics. All the discussed examples and problems have their economics applications near the practice. The course is relevant to analogous ones in other Bulgarian and leading foreign universities.

Course content:

Introduction to mathematical modelling. General formulation of the linear programming problem (LPP). Working out linear programming models. Linear vector spaces. Systems of n linear equations with m unknowns (LSE). Properties of the LSE solutions. Graphic method for solving LPP. Simplex Method. Duality in linear programming. The transportation problem. Goal programming. Integer programming. Network analysis, including PERT-CPM. Elements of queueing theory. Elements of inventory theory.

Teaching and assessment: The teaching process is realized through lectures and seminar exercises. Topics discussed during lectures are to be illustrated and given meaning additionally through seminar exercises. Each student receives an individual course assignment. During the semester there are provided two tests, each 90 minutes long. Final mark is formed on the base of those tests and the final written exam. Papers' marking uses a points-system. It is allowed a student to receive a final mark without sitting for an exam ("be exempt from an examination") in case the marks on the both tests are not less than "good(4)".

1533 Economics of the public sector

ECTS credits: 4
Assessment: continuous assessment
Department involved: Department of Economics, Faculty of Business and Management
Lecturer: H.A.Prof. Dafina Doneva, Ph.D., Department of Economics, tel. 888 704
ddoneva@yahoo.com

Weekly workload: 2l+1s+E+CA
Type of exam: written

Abstract: The content of the course is targeted towards understanding the basics of public economics with special focus on the application and issues of policy. The course is built on the basis of the achievements of the current economic theory of the public sector and studies on the Bulgarian economy and other EU member states' economies. Goals of the discipline: To develop the students' understanding of the basic concepts, the theory and the application of public sector economics; to introduce the varieties of methods used by contemporary economic theory of the public sector and to lead to understanding of their application in market economy conditions.

Course content: The discipline is structured to include three circles of problems: Introduction to the economy of the public sector; Reasons, forms and approaches for state intervention in the economy; Fiscal system of state intervention. The introduction includes introductory topics such as: Public sector and basic economic problems; State's role in the mixed economy. The second circle examines the necessity of the public sector, the forms of state intervention, public goods, externalities and their regulation. The third circle includes the topics, dedicated to public expenditure, fiscal decentralization, and tax levy.

Teaching and assessment: Teaching is conducted in the form of lectures, seminar classes, active forms of education and self-work. The lecture material follows the established logic of the discipline and is illustrated with real-world examples from the Bulgarian and EU economies. Seminar classes are based on the lecture material and follow its succession. For better understanding of the topics tests and case studies are included. The seminar classes are tailored in such a way so as to further the apprehension of the concepts and the problems, focusing on the latest developments in the economics of the public sector. Student endorsement verifies the obligations of the students and is done according to the rules of the University of Ruse. There are two tests, which are obligatory for the student, as well as writing a course assignment.

3475 Sociology

ECTS credits: 4

Weekly workload: 2L + 1S + 0Lab + 0P

Assessment: continuous assessment mark

Type of exam: written and oral

Department involved: Department of Management and Business Development

Lecturers: Prof. Loretta Petrova Parashkevova, DSc, Dept. of Management and Business Development

Abstract: The course gives introductory knowledge for the nature of society and social processes on the one hand, and of the state and civilizations on the other, of the crises and cycles in their development. Accents in the theoretical knowledge are put on the classical and contemporary theories for the nature and development of society, social groups and communities. Next to that students are expected to be acquainted to the social content and specifics of economics and politics of labor and market. Purpose of the subject is that the students are able to build up sociological culture for identification and analysis of social phenomena and processes in society.

Course content:

The following topics are included: Sociological approach. Sociological research. Culture. Society. Civilization. Socialization. Social interaction. Groups and organizations. Deviant behavior. Stratification. State. Policy and government. Economy and labor. Local, world and global civilizations. Social changes. Crises and cycles.

Teaching and assessment:

During contact hours the essence of each topic is proposed in a systematic and structured manner. Students are acknowledged with the theoretical basics of the learning content. Appropriate examples from the social practice are commented. During seminars situational analyses are conducted, case studies are solved, discussions on papers developed by the students are made with the purpose to master the key elements of learning contents. Validation of semester is possible when the following requirements are kept: at least 80% presence during contact hours; at least result of Average 3 (E) as an on-going evaluation for the semester, which is being formed on basis of the evaluations of the test on the course topics, intermediate and final test evaluations, evaluation on the research paper.

3476 Economic History

ECTS credits: 5

Weekly workload: 2Lectures+1seminars

Assessment: exam

Type of exam: written

Department involved: Department of Economics, Faculty of Business and Management

Lecturers:

1. Assoc. Prof. Dyanko Hristov Minchev, PhD, Dept. of Economics, tel: 888 557,

2. E- mail: dminchev@uni-ruse.bg

3. Assoc. Prof. Lubomir Zlatanov Zlatev, PhD, Depart of Pedagogy, Psychology and History, tel.: 841 609, 246

Abstract:

Economic History studies the past of productive forces and relations of a separate country, region, continent or the world as a whole. In this sense it is an interdisciplinary science showing the specific features of economic development through a series of historical flashbacks. Thus economics reveals the economic development in relation to both historical and political events. Economic History is related to a number of humanitarian sciences such as philosophy, sociology, political science, economics, history, geography and so on. However, it is most deeply linked with the general theory of economics and sociopolitical history.

Course content:

Introduction into Economic History. Economic development of the world until the V-th century A D Economic development from the 5th century A.D. to the 16th century, and from the 16th century to the beginnings of the Industrial Revolution. Economic development from the Industrial Revolution to the 1870s. Economic changes between the 1870s and the First World War. World economy between the wars Presentday economic developments.

Teaching and assessment:

The final exam comprises two questions or two tests - one from the economic history of Bulgaria, the other from the economic history of the world. The grading system lays an emphasis on the second question (test) which brings between 0 to 4 points whilst the first question (test)- from 0 to 2 points. A student may get 0,75 point for paper and for active participation in lectures and seminars. The final ECTS grade is based on both the exam result and student participation during lectures and seminars.

1049 Political Science

ECTScredits: 4

Weekly workload: 2L + 1S + 0Lab + 0PE

Assessment: current

Type of exam: written and oral

Department responsible: Department of Management and Business Development, Business and Management Faculty

Lecturers:

Assoc. Prof. Velichko Kirchev Pantelev PhD, Department of Law, tel: 888-434;

Abstract:

The course will introduce students to the main issues in Politics today. It is designed to develop an understanding of the various ways societies organize themselves to manage conflict and cooperation, and to make and implement public policy. Emphasis will be placed on concepts, practices, and rationales for policy analysis. Continuing attention will be paid to defining a policy problem, examining options, and developing policy recommendations.

Course content:

The course will provide a historical background of the political development across the globe. It will stress on contemporary political issues such as Liberalism and Conservatism. Students will study topics including different aspects of institutional policy, the current political changes, and institutions in Europe.

Teaching and assessment:

Most of the teaching is by lectures providing a comprehensive approach for understanding the main issues of the Political Science. Group work provoke students' active participation. Discussions are held, main aspects are highlighted, students' preparation is assessed. There is an individual complex course assignment to consolidate the application. The current assessment consists of two parts: a written and oral one. In giving the mark, the examiner takes into account the student's performance at seminars, as well.

1082 Budget Accounting

ECTS credits: 7

Weekly workload: 3L+2S+0Lab+0P/CA

Assessment: exam

Type of exam: written

Department involved: Department of Economics, Business and Management Faculty

Lecturer:

1. Assoc. prof. George Aleksandrov Batashki, Department of Economics, tel. 888 416, E-mail:

batashki@yahoo.com

2. Principal Assistant Ivanka Borisova Dimitrova, Department of Economics, tel. 888 416, E-

mail: idimitrova@uni-ruse.bg

Abstract:

The subject aims at introducing the students to the methodology applied in accounting in different branches; to give them knowledge about the information created by this by stem and about how it can be used managing economic processes, resulting from them. Thus it furthers the knowledge taught through the other economic and managerial subjects.

Course content:

The methods used in accounting are interpreted on a broad economic basis to give a true idea of the property and financial status of the enterprise and of the processes occurring in it as well as the results achieved. Other examined issues are information about management of capital and other sources of funding; fixed assets and current assets; supply, production and sales; forming and distribution of financial results; relations with the budget and other agents of economic activity. The possibilities to use and analyze the accounting information, controlling and regulating the economic processes and the results of the company activity are also given profound consideration.

Teaching and assessment:

Teaching is conducted by means of lectures, seminars and controlled individual work. They are in conformity with the necessary to provide personnel that can examine in depth the current problems and other solutions ahead of time. In accordance with this the lectures are at a high theoretical level. The importance and need are recognized to materialize the power of knowledge and to turn abstract opportunities into reality. We use widely the system of exercises on concrete objects and situations taken directly from practice. The paper is individual. The semester validation requires presentation and defense of the paper in term; regular attendance of seminars. The final mark is formed from the results of the continuous control, from the paper defense and from the written exam.

1417 Regional Studies and Strategies

ECTS credits: 5

Weekly workload: 2L+2S+0Lab+0P

Assessment: exam

Type of exam: written

Department involved: Department of Management and Business Development, Business and Management Faculty

Lectures:

1. Assoc. Prof. Lyudmila Mihaylova, PhD, Department of Management and Business Development, tel: 888-518;

E-mail: liudmilla@abv.bg

2. Principal Assistant Daniela Yordanova, Department of Management and Business Development, tel: 888-520;

E-mail: dyordanova@gmail.com

Abstract:

This course will present to the students the basic processes and techniques associated with the diagnosis of problems, trends, constraints and potential for regional development. It also offers a systematic approach to the regional development challenges, etc. Course competencies formed to collect, classify, evaluate and interpret data from the regional administration in order to solve specific problems, encourage the application of knowledge and skills in new or unfamiliar.

Course content:

Introduction: essence, content Regional Studies and Strategies, its peculiarities and aims. Economic growth and regional development. Policy for sustainable regional development. Challenges to the process of regional development. Tools for Regional Studies. Development of regional strategies.

Teaching and assessment:

The traditional way of delivering lectures will be enriched by visual materials put on slides and or multimedia packages. At seminars students will work on case studies. The continuous assessment is on the basis of tests and students' participation. The final note will depend on the note from the continuous assessment (40%) and from the final exam (60%).

0765 Finance

ECTS credits: 6

Weekly workload: 2l+2s+0+0

Assessment: exam

Type of exam: written and oral

Department involved: Dept. of Economics, Faculty of Business and Management

Lecturers:

Assoc. Prof. Marin Marinov, Ph. D., SA„D. A. Tcenov", Svishtov

Abstract:

The course introduces students to the nature and manifestation of finance as specific monetary relations that underpin the functioning of the fields and branches of economy. An emphasis is placed on the finance in companies and enterprises (where many University graduates will be working) with special attention paid to their capability to influence the parameters of economic growth. This course is a prerequisite for other economic disciplines such as Accounting and Economic and Financial Analyses.

Course content:

The course aims to enlighten the theoretical fundamentals of financing, the forms of its organization and application, the prerequisites for increasing financial effectiveness, the indicators for measuring and assessing financial results, etc.

Teaching and Assessment:

The teaching methods seek to develop methodological and heuristic abilities in students as well as to broaden their world outlook. For this reason, a lot of efforts are made to overcome the empirical interpretation of the issues and achieve their acquired knowledge. To that end, the course is taught through lectures and also seminars where students can extend their knowledge of the subject by discussing and solving a variety of specific problems.

3480 Management Information Systems

ECTS credits: 6

Weekly workload: 2 L + 0 S + 0 Lab + 2 P+CW

Assessment: Current assessment

Type of exam: written test

Department involved: Department of Management and Business Development, (MBD)

Lecturer: Assoc. prof. Aleksandar Petkov Petkov, Dep. MBD, tel.:888776, apetkov@uni-ruse.bg

Abstract:

The course is building the information culture of the future specialists in area of business management/public administration and cover in depth problems of Information systems and technologies. The students study the contemporary management information systems. Acquired knowledge and skills will be useful in future work of the students as managers.

Course content:

Information systems and technologies in business. Analyses of the information system. Management information system in business organizations. Data base for management information systems. Marketing information system. Manufacturing information system. Finance information system. Human resource information system. Decision support information system. Executive information system. Enterprise resource planning and management system. Information management.

Teaching and assessment:

Course teaching is organized by lectures and practical exercises. The lectures are presenting basic principles and specific characteristics of management information systems and technologies. The practical exercises are organized in a computer lab. The students must be prepared in advance by learning the lectures and handouts presented in the course's WEB site.

0372 Economic Infrastructure

ECTS credits: 4

Weekly workload: 30 L + 15 S + 0 Lab + 0 P + CA

Assessment: current

Type of exam: written and oral

Department involved: Dept. of "Management and business development", Faculty of "Business and Management"

Lecturer:

1. Assoc. Prof. Dr. Daniel Yordanov Pavlov, Dept. of Management and business development, tel: 888-518; dpavlov@uni-ruse.bg

Abstract:

This integrated course covers some of the most important issues, concerning the management of the territorial economic systems. This course aims to provide students with proper understanding about the nature of the economic infrastructure related to its creation, maintenance and development in order to facilitate the normal rhythm of the reproduction process.

Course content:

The course includes the following topics: Introduction to the course. Nature and scope of the course. Economic infrastructure as a fundament for development of the production systems. Territorial organization and management of the basic sub-systems of the economic infrastructure. Corporative infrastructure – basic sub-systems. Forecasting of the economic infrastructure. Basic issues in economic infrastructure. Development of policy for development of the economic infrastructure.

Teaching and Assessment:

Some of the topics are explained through traditional lecture methods supplemented with visual aids. Appropriate examples clarify the subject matter of the lectures. The seminars confirm the theory by examples and student-orientated education. Students are expected to do their lecture readings, which enable them to participate the class discussions and to prepare some materials in the class on a particular topic. The assistant professor carries out a continuous assessment and gives an average evaluation for the term, based on the overall student's participation during classes. The overall evaluation is built on the participation assessment during the exercises and the final exam; it is based on ECTS system.

0407 Risk Management

ECTS credits: 4

Weekly workload: 30L+15S+0Lab+0P+CA

Assessment: current

Type of exam: written and oral

Department involved: Department of Management and business development, Faculty of Business and Management

Lecturers:

Assoc. Prof. Dr. Daniel Pavlov, Department of Management and Business Development, dpavlov@uni-ruse.bg

Abstract: The subject is focused on delivering of knowledge, creating skills and development of competences in the students to manage the risk in different economic systems. It requires prior knowledge in mathematics, law, management, informatics, economics, finances, statistics, etc. At the end of the course students will be able to join other courses in the domain of theoretical, applied and professional knowledge of how to develop certain risk management documents – human resources management, planning and forecasting of economic systems, regional development, project management, etc.

Course content: Introduction. The nature of risk. Sources of risk. Risk classification. The process of risk management. Financing the risk management. Risk management administration.

Teaching and assessment: The content is delivered to the students by topic-oriented lectures and seminars. Students are able to use the web-based platform at the University of Ruse (E-learning) for their self-preparation. The seminars are focused on practical issues. The assignments are individual and team with main idea to create and develop skills and competences in the students to use realistically the theoretical tools. The assessment is focused on working on practical assignments, which the students send by e-mail. The final assessment is based on: the active participation of the students during the classes (15%), course assignment (35%) and test (50%).

2181 Human Resource Management

ECTS credits: 6

Weekly workload: 2L + 2S + 0Lab + 0P

Assessment: exam

Type of exam: written and oral

Department involved: Department of Management and Business development, Business and Management Faculty

Lecturers:

1. Prof. Marija Yossifova Andreeva, PhD, Department of Management and Business development, tel: 888-726

Abstract:

The subject aims to provide Business Administration students with fundamental knowledge in Human Resource Management. They get aware of practical principles, methods, and leverages for effective organization and motivation of Human Resources. Students use their background in Microeconomics, Fundamentals of Management, and Organizational Behavior while absorb the curriculum content. The acquired knowledge in HRM is applicable to learning process in Management of Small Business Enterprises, Business Games, Corporate Culture, Management Policy.

Course content:

The following basic areas are included: Nature and Traits of Human Resource Management, HRM System, Job Design, Human Resource Planning, Human Resources Movement, Staff Development and Training, Performance Appraisal, Compensation of Human Resources, Staff and Workplace Safety, Industrial Relations.

Teaching and assessment:

Training is conducted via delivering lectures in fundamental matters and conducting discussion sessions on specific issues in the curriculum. During the seminars, students acquire problem solving skills by developing organizational-regulative papers. Such kind of paper (a substantial one) is Course Assignment, which has to be developed on a particular topic, and leaves a room for students to voice themselves. The requirement for semester validation is regular attendance to classes. At the end of the semester an exam mark is formed as the average of the Course Assignment and students' performance marks and the written exam.

1415 Administrative Law and Procedures

ECTS credits: 4

Weekly workload: 2 lectures+1 seminar

Assessment: permanent control

Type of exam:

Department involved: Department of Public Law, Faculty of Law

Lecturer: Emanuil Kolarov, PhD, Department of Public Law, tel. 888434, ekoiarov@uni-ruse.bg

Abstract:

The aim of this discipline is to equip students with knowledge of the role and mechanisms of public administration, theoretical concepts and patterns of administration, the practices linked with the structure and functions of administrative service. Besides this students will gain skills on the practical functioning of administration.

Course content:

Subject, method, system, sources, principles of administrative law. State's bodies and authorities, administration, servants. Territorial administration and local self-government. Acts of state's government, administrative acts, legal force, requirements for validity of administrative acts. Control and liability in state's government. Administrative ethics. Bodies and administration of the European Union.

Teaching and assessment:

Teaching is organized in lectures and seminars. Seminars are practically oriented allowing students to employ further their newly acquired theoretical knowledge. At seminars students are required to prepare individually presentations on a problem of functioning of state's government. The final ECTS grade is formed on the basis of permanent control, having account to the achievements of the presentation and of the student's activity during the semester.

1510 Planning and Forecasting

ECTS credits: 6

Weekly workload: 30L+30S+0Lab+0P+CA

Assessment: exam

Type of exam: written and oral

Department involved: Department of Management and business development, Faculty of Business and Management

Lecturers:

Assoc. Prof. Dr. Daniel Pavlov, Department of Management and Business Development, dpavlov@uni-ruse.bg, 888 518

Abstract: The subject is focused on knowledge, skills and competences in the students to forecast and plan different economic systems. It requires prior knowledge in mathematics, law, management, informatics, economics, statistics, etc. At the end of the course students will be able to join other courses in the domain of theoretical, applied and professional knowledge of how to develop certain forecasts and plans related to finances, city and regional planning, strategic management, etc.

Course content: Introduction. Forecast and forecasting. The plan as a result of the planning process. Organization of the planning activity. Forecasting and planning of investments.

Teaching and assessment: The content is delivered to the students by topic-oriented lectures and seminars. Students are able to use the web-based platform at the University of Ruse (E-learning) for their self-preparation. The seminars are focused on practical issues. The assignments are individual and team with main idea to create and develop skills in the students to use realistically the theoretical tools. The continuous assessment is focused on working on practical assignments, which the students send by e-mail. The final assessment is based on the active participation of the students during the semester (50%) and their final exam (50%).

2184 Marketing

ECTS credits: 5

Assessment: exam

Department involved: Department of Economics, Faculty of Business and Management

Lecturer: H.A. Prof. Petar Banchev, Ph.D., Department of Economics, tel. 082/888 357, e-mail:

pban@abv.bg

Annotation: The discipline builds up basic knowledge about: the marketing approach in the management of business the principles; methods and organizations for the conduct of marketing activity; market development approaches; application of marketing strategies for the development of product, price, distribution and communication decisions in business. Necessary prerequisites for the discipline include introductory economics, statistics, mathematics, informatics. The discipline lays the foundation for further study and realization of the marketing system and its elements, marketing policies and strategies for specific products and markets.

Course content:

Topic 1. Development of the marketing approach; Topic 2. Marketing characteristics

Topic 3. Marketing system; Topic 4. Marketing environment

Topic 5. Marketing and market development

Topic 6. Marketing planning

Topic 7. Marketing product solutions

Topic 8. Marketing price solutions

Topic 9. Marketing distribution solutions

Topic 10. Marketing communication solutions

Teaching and assessment:

The lectures make use of multimedia presentation for the text, diagrams, tasks, and examples. The technical provision of the students is carried out with computer presentation of case studies. Seminars include problem solving, examination of exemplary situations and discussion of written assignments on the topics from the course content. The requirements for attendance verification and knowledge assessment are in line with the internal regulations of the University of Ruse "Angel Kanchev".

2185 Project Management

ECTS credits: 6

Assessment: exam

Department involved: Department of Management and business development, Faculty of Business and Management

Lecturers: 1. Prof. Eng. Nikolaj Stefanov Najdenov, PhD, Dept. of Management and business development, [tel.:888-520](tel:888-520); E-mail: naydenov@uni-ruse.bg

2. Chief assistant professor Daniela Nikolaeva Iordanova, Dept. of Management and business development, [tel.:888-520](tel:888-520); E-mail: dyordanova@uni-ruse.bg

Abstract:

Project management, with its focus on the accomplishment of unique outcomes with limited resources under critical time constraints is an important aspect of contemporary operations management. This course is designed to teach the basic principles of good project management and will provide students with the knowledge and skills to participate effectively in project teams. The course content has incoming relations with "Introduction in European integration", "Fundamentals of Management", "Regional researches and strategies" and other courses contents and outgoing relations with the development of bachelor thesis and future practice.

Course content:

The course will focus on such topics as: the essence, objective, and main functions of project management, types of public and private projects. Emphasis will be placed on the project management principles, project definition, and project design. Continuing attention will be paid to detailed planning and scheduling, project team building, fund raising, risk management and quality management. Concepts will be applied to monitoring and project completion.

Teaching and assessment:

Most of the teaching is by lecturers introducing the main issues of project management. Practical sessions help students consolidate the knowledge they gained from the lectures. Computer software packages are used for project management training. Authentic project management forms help task completion. By the end of the second week of the semester the students have a course assignment, which is an individual task based upon all topics discussed in the practical sessions. The course assignment must be 7 to 8 pages long and should be submitted before the end of the semester. The final mark is awarded as the average of the course assignment mark and the written exam mark.

2186 Common Policies of the European Union

ECTS credits: 3

Assessment: permanent control

Department involved: Department of Public Law, Faculty of Law

Lecturer: Emanuil Kolarov. PhD. Department of Public Law. tel 888 434 ekolarov@uni-ruse.bg

Weekly workload: 2 lectures+1 seminars

Type of testing:

Abstract:

This interdisciplinary course aims to acquaint students with the various spheres of competence of the European Communities and the activities in the framework of the European Union. As a logical continuity of previous courses from the plan of European Studies specialty this course puts the emphasis on EU law aiming to develop further skills and knowledge in students on dealing with legal matters and regulations on different policies of the EU. Special accent is given to the implementation of the EU policies in Bulgaria and the legal bases thereto in the Treaty of Accession of Bulgaria to the EU.

Course content:

Common part: European Union-European Law-European Studies: Politics, National politics and Common policies as terms: Sources, principles and system of the EU law and locus standi of the common policies.

Special part: the freedoms of the internal market: common policies of the European Union. Other internal policies: External policies of the EU. Participation and implementation of the EU policies in Bulgaria

Teaching and assessment:

Teaching is by seminars on which a short presentation of each topic will be provided by the lecturer. During seminars students work on texts and cases brought for European Court of Justice pointing on different problems occurring with implementation of the EU policies in the member states. Students must be able alone to find out a legal basis for the activities of diverse actors within special EU policy. The semester finishes with evaluation on the permanent control which corresponds to the theoretical competence and the skills to interpret concrete legal situations of students. The final ECTS grade is based on the results from participation and attendance during seminars.

2188 Investments in public sector

ECST Credits: 6

Assessment: Exam

Department involved: Department of Management and business development, Faculty of Business and Management

Lecturers: Assoc. Prof. Dr.. Yordanka Velcheva, PhD, Milko Balkanski, part-time lecturer

Weekly workload: 2 L + 2 S

Type of exam: written and oral

Abstract:

The course offers basic knowledge focused on investment process management as an essential and inevitable market economy component, with a special highlight on public sector investment characteristics. The course contents is structured in answer to students' needs to get adequate theoretical knowledge and orientation into investment project implementation. It includes basic topics related to modern investment analyses and approaches, methods and financial instruments used and applied in the whole investment process scope. The students are offered recent views on cash flow and cash budget management and are informed about the components of modern systems for investment ideas and solutions analysis, assessment and selection and for complex investment project assessment. The students are introduced into the investment project funding system, the approaches to funding sources identification and involvement and the investment risk assessment methods. The instruction aims at preparing them for future investment management experts. The seminar classes are oriented to building possibilities to bring students into a real environment, where they make attempts to generate rational practical ideas and solutions, prepare analyses and assessments of actual situations with management case solutions, thus learning skills they will need in their future professional life. At the entrance level, the course is related to Public Sector Economics, Regional Analyses and Strategies and Project Management. The exit level knowledge is useful for courses in Local Finance and Public Sector Management.

Course content: The course includes the following knowledge fields: Public sector description and characteristics; Investments and investment activities; Public sector investment process; Investment process actors; Cash flow and cash budget management; Investment analysis; Investment risk analysis and assessment; Investment projects; Investment project preparation and assessment; Public-private partnership.

Teaching and assessment: Classical lecturing in the education process runs parallel with interactive training to encourage students' involvement based on direct dialogue and comments. The lectures are supported by illustration examples of real legal and administrative cases. Seminar classes follow the lecture syllabus whereas comments and solutions of practical cases dominate. In the end of the term, the students work on a course project on a topic they select from the ones offered to them by their lecturer. The course project grades are an element of the final grade after they pass the examination.

2189 Management Control Systems

ECTS credits: 5

Weekly workload: 2 L+1 S+0 L+0 P

Type of assessment: exam

Type of exam: written

Department involved: "Management and Business Development", Faculty of "Business and Management"

Lecturer: Assoc. Prof. Lyudmila Mihaylova, PhD, tel: +35982888518; E-mail: liudmilla@abv.bg

Abstract:

The main objective of the course is to provide the students with knowledge on the nature, organization, methodology and principles of operation of the internal audit control systems on managerial level. The course covers the concepts and categories included in the courses in Economics, Theory of Management, Statistics, etc. The topics included in the course are of particular interest because of the changing perceptions of and attitudes towards the organization and operation of the management control systems based on the models adopted worldwide (COSO, NQI, etc.), as well as the need for implementation of such systems as part of the overall management systems of the organizations. The topicality and the practical feasibility of the course stems from the need for qualified specialists able to organize and provide methodological guidance in the process of internal control in any organization.

Course content:

The course includes the following topical units: main definitions related to the nature and scope of organizational control, common frameworks for development and implementation of management and control systems in organizations, functions of management and control systems in organizations.

Teaching and assessment:

The learning process is based primarily on lectures with multimedia presentations of the main topics include in the course. The theoretical concepts are supplemented with practical cases and examples for a more practice-oriented application of the theoretical knowledge. The seminars are thematically synchronized with the lectures. Students are expected to have background knowledge of the previous lectures in order to take active part in the discussions and case studies. The continuous assessment is carried out within the seminars and reflects the level of students' participation in the discussions and case studies. It is a part of the final course grade. The final course grade is calculated on the basis of students' attendance, continuous assessment grade and the final exam grade.

2190 Local Government

ECTS credits: 5

Weekly workload: 2L + 1S + 0Lab + 0P

Assessment: current assessment

Type of exam: current assessment

Department involved: Department of Management and Business development, Faculty of Business and Management

Lecturers

1. Prof. Mariya Jossifova Andreeva PhD, Department of Management and Business development, tel: 888-726; E-mail: mariaa@uni-svishtov.bg

Abstract:

This learning course aims to provide knowledge to the students of Public Administration of the nature and role of local government, for its mechanisms in modern conditions, the local government bodies and their functions as local administrative territorial unit and for the local public issues decided by the municipality. Acquired knowledge is needed for their future work in that area. Course on Local Government serves as the basis for such advanced subjects as: management policy, local finance, public sector management, management of municipal assets, organization of administrative services, and others.

Course content:

We investigate the following main issues: the nature of local government and municipal authorities, major trends in local government, municipal authorities in European countries, legislative and executive power at the local level, municipal management, municipal property management, financial and economic processes in the municipality, the local economy and public-private partnership, planning, organization and implementation of local development programs, partnership with citizens, civic organizations and businesses for local economic development.

Teaching and Assessment:

The education will take place through lectures on the main topics and seminars through discussions, analyses of concrete situations, case studies and course works. The exam grade will be formed, accounting the results from continuous assessment.

Organizational Behaviour

ECTS credits: 6

Assessment: exam

Department involved: Dept. of Management & Business Development, Faculty of Business and Management

Lecturer: 1. Assoc. prof. Emil Kotsev, PhD, Dept. of Management & Business Development, tel: 888-715; E-mail: ekotsev@uni-ruse.bg

Abstract:

This integrated course covers some of the most important issues, concerning the individual and the group in the organization. On one hand, the course aims to provide students with some specific knowledge about individuals, groups and organizations. On the other hand, it aims to provide some management skills, like team work, communication, decision making, etc. The course builds on knowledge and skills acquired in Fundamentals of Management and is a prerequisite for Human Resources Management and Organization of Management Work. During the development of the programme it has been taken into consideration that most of the students are young people without sufficient experience and skills. This is the main reason for the prevailing of management games and case studies during the exercises. The knowledge and skills gained could be useful for employees at all organizational levels.

Course content:

The course includes the following topics: Individual and Personality; Group and Team; Organization and Structure; Motivation and Learning; Behaviour and Style; Power and Leadership; Submission and Subordination; the Manager as a Subordinate.

Teaching and Assessment:

Some of the topics are explained through traditional lecture methods supplemented with visual aids. Appropriate examples clarify the subject matter of the lectures. The seminars and the lectures are organized in parallel. Students are expected to do their lecture readings, which enable them to participate in class discussions and to write a paper on a particular topic. The assistant professor carries out a continuous assessment and gives an average evaluation for the term, based on the overall student's participation during classes and the submitted paper. There is a particular emphasis on the practical application of the methods taught throughout the course. The overall evaluation is built on the participation assessment during the exercises and the exam grade.

2182 Territorial and urban structure

ECTS credits: 4

Knowledge Testing Mode: examination

Methodic Direction: Department of Management & Business Development, Faculty of Business and Management

Lecturer:

1. prof. eng. Krasimir Ivanov Enimanev, Ph.D., Department of Economics, tel.: 888 704, e-mail: enimania@abv.bg

Annotation: The subject is aimed on the adoption by students of specific analytic tools concerning: essence and scope of territorial and urban structure; significance of European regulations on its renovation and development; role of the technical infrastructure for the territorial and urban planning; solutions on ecological, economic, social, urban and managerial problems. The input relations to "Territorial and urban structure" are such key disciplines as follows: "Forecasting and Planning", "Public sector economics", "Regional research and strategies", and "Project Management". The output relations of the discipline are directed to the disciplines "Regional economics" and "Public sector management", as well as to course project and graduation paper development.

Course content: Introduction to Territorial and Urban Structure. Urban structure of the territory. Urban schemes and plans. Infrastructure - An individual part of the public reproduction. Production infrastructure. Forecasting the production infrastructure development. Specific features of the technical infrastructure in Bulgaria. Integrated plans for urban renovation and development. Citizens and NGOs participation in territorial planning. Tendencies and problems in structure and development of settlements network in Bulgaria.

Teaching and Assessment: The lectures are orally presented, in some cases by multimedia, and focus on analysis and discussion of fundamental problems, listed in the syllabus. The seminars are concentrated on solving of particular cases based on the main theoretical problems. The active form of tuition is a course work which volume must be at least 10 printed pages (A4). The final date for course work delivery is the date of the last seminar. Countersign in the discipline is given to students that have been attentive at the lectures and seminars, and have delivered a course work. The tuition in "Territorial and urban structure" concludes with a written examination. The final assessment of students is formed by the results of the written examination and the course work.

Weekly workload: 2L + 2S + 0 Lab+ 0 P

Type of exam: written and oral

2193 Management of municipal assets

ECTS credits: 3

Weekly workload: 2L+0S+0Lab+0P

Assessment: continuous assessment

Type of exam: written

Department involved: Department of Management and Business Development, Business and Management Faculty

Lectures:

1. Assoc. Prof. Lyudmila Mihaylova, PhD, Department of Management and Business Development, tel: 888-518; E-mail: liudmilla@abv.bg

2. Borislava Bratoeva, E-mail: b.bratoeva@ruse-bg.eu

Abstract:

This course will present the theoretical rationale of the main issues in management of the municipal assets: planning, accounting, control, etc. It will also offer a systematic approach to situational analysis, research and analysis, coordination of goals and objectives in municipalities.

Course content:

Introduction to the course "Management of municipal assets." Theoretical basis and legal framework of the management of municipal assets. Business of the municipality. Public-private partnership of the municipality.

Teaching and assessment:

The traditional way of delivering lectures will be enriched by visual materials put on slides and or multimedia packages. There are many examples of administrative practice. The continuous assessment is on the basis of tests and students' participation. The final note will depend on the note from the two tests within the semester on the appropriate part of the curriculum.

2194 Public Authority

ECTS credits: 3

Weekly workload: 2L + 0S + 0Lab + 0PE

Assessment: current

Type of exam: written and oral

Department responsible: Department of Public Law, Faculty of Law

Lecturers:

Assoc. Prof. Velichko Pantelev PhD, Department of Public Law, tel: 888-434;

Abstract:

The course will introduce students in Public administration to the theory and practice of advanced liberal democracies through the public authority. The discipline gives students knowledge of the phenomenon "authority", the technology of authority and ensures the legitimate government. Valuable for them is to assimilate and comprehend the application of the principle of separation of authorities - legislative, executive and judiciary in XXI century.

Course content:

Nature, structure and anatomy of public authority. Technology of authority. The doctrine of separation of powers. Executive power as a concept. Structure of public administration. Centralized and decentralized public authority. Legal characterization of the executive. Providing legitimate government. Concept of control and the controls. Public power and politics. Bulgarian model of separation of powers.

Teaching and assessment:

Most of the teaching is by lectures providing a comprehensive approach for understanding the main issues of the Public Authority. Group work provokes students' active participation. Discussions are held, main aspects are highlighted, students' preparation is assessed. There is an individual complex paper to consolidate the application. The current assessment consists of two parts: a written and oral one. In giving the mark, the examiner takes into account the student's performance at written work during the semester and the paper.

2195 Strategic Management

ECTS credits: 5

Assessment: exam

Department involved: Department of Management and Business Development, Business and Management Faculty

Lectures:

1. Assoc. Prof. Emil Papazov, PhD, Department of Management and Business Development, tel: 888-518;
E-mail: epapasov@gmail.com

2. Assoc. Prof. Lyudmila Mihaylova, PhD, Department of Management and Business Development, tel: 888-518;

E-mail: liudmilla@abv.bg

Abstract:

This course will present the theoretical rationale of the main issues in strategic management. It will evaluate the total company perspective and the means by which they are created and sustained, incl. competitive advantage in today's increasingly challenging and complex business environment. It will also offer a systematic approach to situational analysis, marketing research and analysis, coordination of goals and objectives, resources and interests with the help of strategic planning, management and control.

Course content:

Introduction: essence, content and functions of strategic management, its peculiarities and aims. Economic policy and corporate strategies. Company structure and organization. Choice of strategic positions. Methods for strategic analysis. Diversified company strategy. Competitive strategies. Strategic management and risk assessment.

Teaching and assessment:

The traditional way of delivering lectures will be enriched by visual materials put on slides and or multimedia packages. At seminars students will work on case studies. The continuous assessment is on the basis of tests and students' participation. The final note will depend on the note from the continuous assessment (40%) and from the final exam (60%).

Weekly workload: 2L+2S+0Lab+0P

Type of exam: written

International Relations and Foreign Policy

ECTS credits: 4

Assessment: exam

Department involved: Department of European Studies, Faculty of Business and Management

Lecturers: Prof. Vladimir Chukov, PhD, DSc, Dept. of European Studies, tel: 888 - 813, e-mail: vchukov@uni-ruse.bg; Krasimir Koev, PhD, Dept. of European Studies, tel: 888 - 813, e-mail: kgkoev@uni-ruse.bg

Abstract: The course "International Relations and Foreign Policy" provides knowledge for the essential components of the theory of international relations and foreign policy. It contains elements of genesis, comparative theories and specific components of these two analytical subject areas with an emphasis on conceptual diversification of notions about international relations and practical dimensions of foreign policy decision-making.

Course content: The content of the course includes the following topics: definitions of "international relations" and "foreign policy"; the emergence of international relations and foreign policy; sources of foreign policy; the relation between foreign policy and internal policy; subject of international relations and foreign policy and object of the foreign policy; foreign policy goals; foreign policy, international politics and international relations; situational analysis; diplomacy.

Teaching and assessment: The course consists of lectures, seminars and independent student's study. Students are introduced into the theoretical basics of the subject unit, which is accompanied by an appropriate selection of practical tasks tailored to their specialty. Lectures and seminars are conducted in active dialogue with the students and aim at the establishment of skills for synthesis, analysis and prognosis as well as for application of already acquired knowledge into practice. At the end of the semester final assessment is formed as an average of three components - the grade from a final test with 50% weight, the grade of a paper on a selected topic in the field of international relations and foreign policy with weight 40% and the grade of the participation in seminars with weight 10%.

Weekly workload: 2L+1 S+0Lab+0PS+P

Type of exam: written

Communication Policy

ECTS credits: 6

Weekly workload: 2L+2S +0Lab+0P

Assessment: Current Control

Type of exam: exam

Department involved: Department of Business and Management, FBM

Lecturers:

Prof. Dr. Mladen Velev, Department of Management and Business Development and, tel.: 0888418019,

Abstract: The goal of the course is to equip students with basic knowledge about the nature and the importance of the firm's communications policy; with the approaches, stages and issues of the practical firms' programmes developing for communicating with customers and public, as well as for demand and sales stimulating. Completing their education, the students should be able to: Have an in-depth knowledge about the nature and the importance of the firm's communications policy; Be aware with the theoretical and applicable aspects of developing and implementing firms' strategies and campaigns for advertisements, direct marketing, personal sales, sales stimulating and public relations; Analyse and use the approaches for advertising arguments generating, assessing and selecting; Place marketing requirements for creating advertising messages and developing sales stimulating means (samples, advertising gifts, calendars etc.); Analyse the advertising media characteristics (tv, radio, newspapers, magazines and so on), as well as to know the specifics of advertisement through them.

Course content: Major sections of the subject: nature and importance of the communication policy; developing firm's communication policy; analysis of the communication process; defining targets and budget of firm's communications policy; advertisement – creative strategy and media planning; advertising through electronic broadcasting media, press etc.; other communications means; assessing the effectiveness of communication programmes and so on.

Technology of education: Teaching is conducted by lectures and seminars, meetings with leading experts and controlled out-of-class activity for working out a report. The lecture topics provide the necessary knowledge on the main theoretical aspects of the subject matter. Through seminars and self-preparation students expand and develop their knowledge and skills additionally. The lectures are visualized by multi-media presentations and/or slides. The theoretical knowledge acquired at lectures is discussed at seminars. Case studies, preliminary submitted to the students, are conducted at a number of seminars. Visits to leading regional media enterprises support the practical orientation of the course and help students in developing their reports. Continuous assessment is performed by evaluation of two students' assignments during the seminar workshops. The results of out-of-class activity are also assessed. The term is considered validated, if the student has a minimum of 50% lecture participation, 100% seminar participation and has presented his report in time. The final grade is formed on the basis of: 80% of the two students' assignments scores (40% each) and 20% on student's report.

Regional Economy

ECTS credits: 5

Weekly workload: 2l+2s+0lab+0p+p

Assessment: exam

Type of exam: written

Department involved: Department of Management and Business Development, Faculty of Business and management

Lecturer:

Assoc. Prof. Natalia Nedelcheva, department "Economy", 082 / 888 416

Abstract:

The aim of the course "Regional Economy" is to present the nature and content of the regional economy and regional development, the nature of location and types of process locational factors for students to acquire clarity on the establishment of a mechanism for evaluating the locational factors, knowledge and skills management of regional economic development.

Course content:

Introduction to the regional economy. Legal basis of regional economic development. Localization. Regional efficiency. Regional Policy. Public - private partnerships. Computer technologies in the regional economy

Teaching:

Teaching is done through lectures and seminars. The lectures present the general logic of the problem in their respective topics. The seminars are based on lectures and follow his order. By solving practical tasks, tests and studies, students acquire knowledge and skills that allow them to be implemented in regional development, public and private sectors. Certification mark is the result if the student attended lectures and uprazhneniya.i is transmitted by a predetermined deadline paper, meeting all requirements specified in the job. The final grade "Regional Economy" is formed after written exam. Students answer a few questions kratki.teoretichni and / or test the contents of the lectures. Length of the test is one (1) clock hour. The assessment may be adjusted bonifitsirasht factor of 0.05 to 0.20 for active participation in seminars and in-work. Retake the exam is held during the examination session in similar form and content.

2200 Management in the Public Sector

ECTS credits: 4

Weekly workload: 2L + 1S + 0Lab + 0P

Assessment: exam

Type of exam: written

Department involved: Department of Management and Business Development, Faculty of Business and Management

Lecturers

1. Associated Prof. Tzveta Jordanova Zafirova PhD, Department of Business and Management, tel: ;
E-mail: tzveta_zafirova@abv.bg

Abstract:

This learning course aims to provide knowledge to the students of Public Administration of the nature and specific character of public management, for its mechanisms in modern conditions, for their managerial functions and for their managerial public problems. Acquired knowledge is needed for their future work in that area. Course on Management in the Public Sector serves as the basis for such advanced subjects as: social policy, organization of administrative services, and others.

Course content:

We investigate the following main issues: the nature and specific character of public management, management of public health care organizations, arts management (performing arts – theater, opera, ballet, symphony orchestras, modern dances, and others), management of cultural-historical heritage (museums, galleries, auctions, and others), education management, social activities, public management of local government firms.

Teaching and Assessment:

The education will take place through lectures on the main topics and seminars through discussions, case studies and papers. The exam grade will be formed from the written examination in the form of test, taking into account the results from continuous assessment.

3492 Negotiations in Business

ECTS credits: 4

Weekly workload: 2L+ 1S+ 0Lab+ 0P+ P

Assessment: continuous assessment

Type of exam: written

Department involved: Department of European Studies, Business and Management Faculty

Lecturer: Assoc. Prof. Rada Peneva Karshakova, PhD, Department of European Studies, tel.: 888 810

E-mail: rkashakova@uni-ruse.bg

Abstract:

The subject is optional within the framework of the curriculum of Public Administration. The course includes the essence of negotiations, their planning and conducting. It aims to give students general knowledge of the nature and mechanisms of negotiations and some significant practical skills for carrying them out.

Course content:

The course covers the following topics: nature and definition of negotiation, subject and types; styles in negotiating; conception for negotiations of the Harvard Business School (Essentials); planning to negotiate; communicative behaviour during the negotiation; strategy and tactic; techniques of the negotiations; stages; negotiations in a critical situation.

Teaching and assessment:

These include three contact forms: lectures, seminars and paper. The lectures present the theme system of the subject and formulate the issues to be discussed and practically interpreted. The seminars reveal the practical aspects of the subject matter in regard to the real activities within the negotiations. The students are required to attend classes according to the internal university regulations and to participate in the discussions and the analysis of the practical cases. The paper is planning of negotiations for a practical situation. The continuous assessment (CA) consists of two tests, which include not only multiple choice but also open-ended questions. The final ECTS grade is based on continuous assessment and paper.

3509 Business Correspondence

ECTS credits: 4

Weekly workload: 2 L+1 S+ 0 Lab + 0 PE

Assessment: continuous assessment

Type of exam: written

Department involved: Department of European Studies, Faculty of Business and Management

Lecturers:

1. Assoc.Prof. Dr. Juliana Pencheva Popova, Dept. of European Studies, 888-708,

e-mail: jppopova@uni-ruse.bg

2. H.A.Prof. Iliana Yordanova Kosharova, Dept. of European Studies, 888-810,

E- mail: ikosharova@abv.bg

Abstract:

This subject unit aims at formation of basic knowledge and skills about the nature and technology of business correspondence as well as for the main principles of creation and usage of the mostly spread types of business letters.

Course content:

Business correspondence in the system of business communications; types of business letters; structure and components of business letters; style and language of business letters; business etiquette; advantages and disadvantages of written communication.

Teaching and assessment:

Training is conducted in two forms: lectures, where the thematic range of the course is presented, and seminars, where some practical aspects of the material are further clarified with the active involvement of the students. Students accomplish concrete tasks, developing their skills and competences for orientation in different situations of business contact as well as for creation and analysis of respective business documents. Continuous assessment is the type of control applied during the semester. The final mark is an average of the grade from the final assessment test (80%) and the grade for individual student's performance during the semester (20%).

2201 Social politics

ECTS credits: 6

Weekly workload: 3L + 2S + 0Lab + 0P

Assessment: continuous assessment mark

Type of exam: written and oral

Department involved: Department of Management and Business Development

Lecturers: Prof. Loretta Petrova Parashkevova, DSc, Dept. of Management and Business Development

Abstract: The course gives systematic knowledge on basic problems of the social politics and social insurance. The purpose of the present course is not only the mastering of definite theoretic concepts, definitions and models, but also the development of an approach to studying the social politics according scientific understanding at the beginning of XXI century. Students gain knowledge for: basic aspects of social politics, approaches and mechanisms for realization; government's and business' role in the social politics; problems of the politics of incomes, inflation, unemployment; capabilities for identification of the specific social and economy problems of the social development.

Course content:

The following topics are included: subject and method of science social politics; demographic process and demographic politics; government and social politics; social politics control; conflicts in the social politics' field; social problems of the economy destabilization; incomes, consumption and politics of incomes; система за social state insurance; health insurance; social attention; social responsibilities of the business.

Teaching and assessment:

During contact hours the essence of each topic is proposed in a systematic and structured manner. Students are acknowledged with the theoretical basics of the learning content. Appropriate practical examples and good practices are commented. During seminars discussions and situational analyses are conducted, case studies are solved with the purpose to master the key elements of learning contents. Validation of semester is possible when the following requirements are kept: at least 80% presence during contact hours; at least result of Average3 (E) as an on-going evaluation for the semester, which is being formed on basis of the final test, course project and discussions during seminars (including on individual and group theoretical and applied tasks). Final examination consists of an open and closed questions test and a case study. Additionally oral examination is foreseen for confirmation of the final assessment. The final assessment is calculated as average of on-going assessment and the examination assessment.

2202 Organization of Administrative Services

ECTS credits: 5

Weekly workload: 3 L + 0 S + 0 Lab + 2 P

Assessment: ongoing assessment

Type of exam: written

Department involved: Business and Management Dept, Faculty of Business and Management

Lecturers:

1. Assoc. Prof. Dr. Alexandar Petkov, Department of Management and Business Development, tel: 888-776;
2. Assoc. Prof. Dr. Anton Nedyalkov, Department of Management and Business Development, tel: 888-520;

Abstract:

The course aims to provide with knowledge, skills and competencies for the organization and management of the processes and operations of administrative services. The matter has inputs from the courses: Introduction to Public Administration, Management Information Systems, Human Resources Management, Organizational Behavior, Management Control Systems and outputs to courses State Exam on Management Theory, State Exam on Public Administration / Diploma Thesis.

Course content:

The course includes four main groups of questions. The first one introduces methodological issues of the course, regulation and standards of administrative services. The second group discusses the planning of administrative services capacity and management of queues. The third one submits the issues of technical, material and information provision of administrative services. The last group argues out the management of administrative services quality and administrative regulation.

Teaching and Assessment:

The course training is accomplished by lectures, exercises and controlled supplementary work in the form of homework. The lecture topics get knowledge for the basic theoretical aspects of the studied material. The skills and expertise of the students are supplemented through the exercises in which class discussion and cases are carried out. The overall assessment is built on the results of test and homework.

Corporate Social Responsibility

ECTS credits: 5

Weekly workload: 3L + 3S + 0Lab + 0P

Assessment: continuous assessment mark

Type of exam: written and oral

Department involved: Department of Management and Business Development

Lecturer: Prof. Diana Antonova, PhD, Dept. of Management and Business Development

Abstract:

The subject is an important part of the chain of activities related to training and motivation of students and managers from the industry and related industries on problems of sustainable development and environmental management of the business. These are forms of corporate strategic management, which set standards for leadership on a higher level of legal coercion and present CSR as a system for managing relationships between the firms and the surrounding environment. (stake holders).

The course is aimed to equip students which knowledge and skills to apply the methodology and tools for improving organizational approach, corporate planning and eco-efficient quality management, when building public and socially-responsible business activities.

The subject input are the knowledge of students, related to "Regional Research and Strategies", "Strategic Management", "Project Management", "Regional Economy", "Local Governance", and the output - "Social Policy", "Administrative Information Services" in the industry and related sectors.

Course content:

The following topics are included: social responsibility of managers in the management systems, a Code of corporate sustainability; model for eco-efficient management of industrial business organization; supporting environmental management system in the enterprise; program to assist SMEs comply with the legislation of the environment - ECAP, European Eco-label scheme; the positioning of the European marking scheme of the government policy of Bulgaria.

Teaching and assessment:

The teaching is conducted through lectures, seminars and execution of individual task. The topics of the lectures give knowledge of the fundamental theoretical aspects of the considered problems. Through the seminars and individual work of students are complementary and confirm the knowledge obtained in lectures. The lectures are illustrated with multimedia and / or movies and thematic case studies.

During the exercises is discussed and exercised the material from lectures. Before participation at the seminars, students should familiarize themselves with relevant publications on the issue. In some of the workshops to discuss case studies provided in advance to students.

Continuous assessment is conducted during the seminar classes and by performing the individual work. The authentication mark is the result, if the student has attended lectures and seminars and has provided successful the individual work within a time limit.

The final assessment is based on the results of a written exam (gravity 75%) and a protected individual work (25%). The exam is more 10 short open-ended questions on the overall material of the discipline in.