



Меѓународен Универзитет Визион - International Vision University  
 Universiteti Ndërkombëtar Vizion - Uluslararası Vizyon Üniversitesi

Adres: Ul. Major C. Filiposki No.1, Gostivar – North Macedonia  
 tel: +389 42 222 325, [www.vizyon.edu.mk](http://www.vizyon.edu.mk), [info@vizyon.edu.mk](mailto:info@vizyon.edu.mk)

**SYLLABUS**

<b>COURSE NAME</b>	<b>COURSE CODE</b>	<b>SEMESTER</b>	<b>COURSE LOAD</b>	<b>ECTS</b>
<b>COMMUNICATION IN PUBLIC ADMINISTRATION</b>	<b>CPA2101</b>	<b>VIII</b>	<b>150</b>	<b>5</b>

<b>Prerequisite(s)</b>	None
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<b>Course Language</b>	Macedonian, Turkish, English
<b>Course Type</b>	Required
<b>Course Level</b>	First Cycle
<b>Course Lecturer</b>	
<b>Course Assistants</b>	
<b>Classroom</b>	
<b>Extra-Curricular Office Hours and Location</b>	<b>Meeting: Consultancy:</b>

<b>Course Objectives</b>	<p>The course studies the basic aspects of the origin, development and modern trends in the study of communications that take place in public administration, as internal as well as external.</p> <p>The problem of the discipline is analyzed, and through several case studies with the students of the second cycle of studies in public relations to be shown the material more plastically, and thus more applicable in the further professional development.</p>
<b>Course Contents</b>	<p>The objectives of the course are to enable students to: Understand the terms administration and management; Use scientific methodology in the study of communication theories;</p> <p>They perceive the modern experiences of communications in public administration in developed countries, They analyze the way of functioning of the public administration in Macedonia, the concept of new public management and the principles of good governance and e-governance.</p>

**WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES**

<b>Week</b>	<b>Subjects</b>	<b>Related Preparation</b>
<b>1</b>	Definition of administration, management and management in the framework science of administration	Related Chapters of Course Sources
<b>2</b>	Principles of organization of the public administration	Related Chapters of Course Sources
<b>3</b>	Communication as a process for exchange of information	Related Chapters of Course Sources
<b>4</b>	Theories of public management	Related Chapters of Course Sources
<b>5</b>	The importance of communications in management	Related Chapters of Course Sources
<b>6</b>	Meetings, EOP and AOP	Related Chapters of Course Sources
<b>7</b>	Midterm Exam	Related Chapters of Course Sources
<b>8</b>	Forms and forms of organizational communication	Related Chapters of Course Sources
<b>9</b>	Public information and communication administration in North Macedonia	Related Chapters of Course Sources
<b>10</b>	E-Administration	Related Chapters of Course Sources
<b>11</b>	Legal solutions and projects	Related Chapters of Course Sources
<b>12</b>	Communication in the ministries in North Macedonia	Related Chapters of Course Sources
<b>13</b>	Evaluation of integrated communications	Related Chapters of Course Sources
<b>14</b>	General discussion	Related Chapters of Course Sources
<b>15</b>	Exam	All Chapters of Course Sources

## ECTS / WORKLOAD TABLE

Presentation / Seminar			
Hours for off-the-classroom study (Pre-study, practice)	14	3	42
Midterm Exam	1	12	12
Exam	1	14	14
<b>Total Work Load</b>			
<b>ECTS</b>	<b>5</b>		

## GENERAL PRINCIPLE RELATED WITH COURSE

Dear students,

In order to be included, learn and achieve full success that you deserve in the courses you need to come well prepared by reading the basic and secondary textbooks. We are expecting from you carefully to obey to the course hours, not to interrupt the lessons unless is very indispensable, to be an active participant on the courses, easily to communicate with the other professor and classmates, and to be interactive by participating to the class discussions. In case of unethical behavior both in courses or on exams, will be acting in framework of the relevant regulations. The attendance of the students will be checked in the beginning, in the middle or at the end of the lessons. Throughout the semester the students who attend to all lectures will be given 15 activity-attendance points in addition to their exam grades.

## LITERATURE

COMPULSORY LITERATURE				
No	Author's Name	Name of the book	Publishing House	Publication Year
1	Fatma Neval Genç	Yönetişim ve Yönetim Ekseninde Kamu Yönetimi	Ekin Kitabevi	2012
2	Џамгоска-Здравковска С	Комуникација во јавната администрација	Македонска Реч	2012
3	Cooper J. P.	Public Administration	Thompson Wadswort	2007

ADDITIONAL LITERATURE				
No	Author's Name	Name of the book	Publishing House	Publication Year
1	Гризо Н., Давитковси Б., Павловска-Данева А.	Јавна администрација	Правен факултет Скопје	2011
2	Murat Yıldırım	E-Devlet ve Yurttaş Odaklı Kamu Yönetimi	Nobel Akademik Yayıncılık	2016
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## EVALUATION SYSTEM

<b>Underlying the Assessment Studies</b>	<b>NUMBER</b>	<b>PERCENTAGE OF GRADE</b>
Attendance/Participation	15	%20
Project / Event	1	%10
Mid-Term Exam	1	%35
Mid-Term Exam	1	%35
<b>TOTAL</b>	<b>17</b>	<b>%100</b>

## ETHICAL CODE OF THE UNIVERSITY

In case of the students are cheating or attempt to cheat on exams, and in the case of not to reference the sources used in seminar studies, assignments, projects and presentations, in accordance to the legislations of the Ministry of Education and Science of Republic of Macedonia and International Vision University, will be applied the relevant disciplinary rules. International Vision University students are expected never to attempt to this kind of behavior.