

Bachelor's educational program

Public Administration

ECTS

240

Awarding qualification

Bachelor of Public Administration

Teaching language

Georgian

Aim of educational program

To give students the wide knowledge of theory and methodology of management; make student get acquainted with the functional forms of public services and local self-administration organs and methods of state structures, generally modern forms and systems of administration, management; train them for adopting the recent technologies and means based on informatics and computing technique and using them in practice.

Result of applying educational program

Knowledge and acknowledgement

Knowing structure and functions of modern state authorities and field of public administration, acknowledgement of actual issues of principles and management theories.

Ability to use knowledge in practice

Readiness for the participation in solving specific assignments of public management, ability to use forms and methods characteristic to the field. Execution of analytical activity based on relevant management and using initial skills and abilities.

Ability to make conclusion

Collection of ordinal or particular meaning for the given field; including data in the databases and their sorting through the way of using computing technique.

Ability to communicate

Report about the ways of solving problems and challenges faced by organizations; collection of materials for preparing reports, submission of them in written form. Verbal delivery of necessary information to colleagues and society in Georgian and foreign languages. Knowledge and usage of modern information and communication technologies.

Ability to learn

Constant care regarding upgrading qualification, planning of further studies and execution.

Values

Realization of mankind values, participation in the process of their establishment; developing such abilities in oneself like hard-working, disciplinary, high level of responsibly and professionalism.

The following are the results of accomplishing full cycle (240 credits) of first stage of higher education:

Knowledge and acknowledgement

Knowledge of structure and functions of modern state authorities and the field of public administration, acknowledgment of actual issues of principles and management theories.

Adopting theoretic aspects of public administration, realization of principles necessary for practice of public serviceman, realization of complex issues of functioning of public service; study of exiting challenges and analysis.

Ability to use knowledge in practice

Readiness for taking part in solving specific assignments of public administration, ability to use forms and methods characteristic to the field.

Modern practical usage of management in public service, commercial and nongovernment sector; preparing the projects and proposals for taking relevant decisions on the basis of indication of head person, documents and instructions of Articles of Association taking place in public service; execution of analytical activities under the relevant management and using initial skills and abilities.

Ability to draw conclusion

Collection of ordinal or particular meaning for the given field; including data in the databases and their sorting through the way of using computing technique.

Collection of information available throughout the region and specific organization and system analysis; as a result of processing empirical material obtained develop the projects of calendar plans, perspective and strategic ones of organization.

Ability to communicate

Constant care regarding upgrading qualification, planning of further studies and execution.

For the purpose of enriching professional knowledge and experience, determination of own academic trends; systematic work for upgrading qualification in team format as well as on individual basis; knowledge necessary for wide usage of IT and constant refining of the knowledge towards specific assignments.

Values

Realization of mankind values, participation in the process of their establishment; developing such abilities in oneself like hard-working, disciplinary, high level of responsibly and professionalism.

Strife towards establishing the values characteristic to European, democratic society, steadily following professional values and ethic. Respect and defense of norms accepted in ethic and moral. Respect of human as the most important value, taking care of his rights and freedoms.

Rule for evaluation

Evaluation is made under 100 grade system.

Positive evaluation is following:

- (A) – excellent – 91% of maximum evaluation and more;
- (B) – very good – 81-90% of maximum evaluation;
- (C) – good – 71-80% of maximum evaluation;
- (D) – satisfactory – 61-70% of maximum evaluation;
- (E) – Sufficient – 51-60% of maximum evaluation.

Negative evaluation is following:

- (FX) – Failed – 41-50% of maximum evaluation, which means that student needs more work for passing and is given the right for once more passing additional exam on the basis of independent work.
- (F) – Failed – 40% of maximum evaluation and less, which means that the work performed by the student is not enough and has to learn the subject again.

Relevant forms and methods for evaluating student's knowledge is given in syllabuses and the description of criteria and scales, relevant methods for evaluation forms are attached to educational program, also mentioned is uploaded on university's website.

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