

## **BA IN ADMINISTRATION AND MANAGEMENT (TAUGHT IN BULGARIAN)**

**Brief presentation of the program:** Training in the program during the first two years covers general education; training in basic scientific directions in two-Semester courses: State and public governance, Basics of law, Basics of Computing, Introduction to Social Psychology, Political Science, Introduction to economics, The global world; practical courses: Human behavior in the work environment, Administration of the European institutions, The public administration, Information products in public administration and others. During the third and fourth year training is organized in specialized courses in the program and extracurricular learning modes. In the fourth year the program offers three specializations that lead to professional qualifications.

### **Major and qualification:**

Specialization: State and local administration

Subject: State and local administration

Qualification: Administrative Manager

Specialization: European Public Administration

Subject: European Public Administration

Qualification: Administrative Manager

### **First year, First Semester**

Basic courses

**GENB015 State and public governance, 30h, 3 ECTS**

**GENB014 Political Science, 30h, 3 ECTS**

**GENB017 Introduction to economics, 30h, 3 ECTS**

**GENB018 The global world, 30h, 3 ECTS**

Practical credit courses

**ADMB002 Human behavior in the workplace, 30h, 3 ECTS**

**ADMB004 Civil society and NGOs, 30h, 3 ECTS**

**HISB021 Society and the state, 30h, 3 ECTS**

### **First year, Second Semester**

Basic courses

**GENB015 State and public governance, 30h, 3 ECTS**

**GENB014 Political Science, 30h, 3 ECTS**

**GENB017 Introduction to economics, 30h, 3 ECTS**

**GENB018 The global world, 30h, 3 ECTS**

Practical credit courses

**ADMB003 Information Products in Public Administration**

**APLB002 Cultural Geography of Bulgaria**

**HISB022 Society, documents and archives**

### **Second Year, Third Semester**

Basic courses

**GENB016B Basics of law, 30h, 3 ECTS**

**GENB010B General Sociology, 30h, 3 ECTS**

**GENB013B Introduction to social psychology, 30h, 3 ECTS**

**GENB055 Bulgarian Society from 1878 to 1939, 30h, 3 ECTS**

Practical credit courses

- ADMB001 Sociology of administration, 30h, 3 ECTS**
- ADMB005 Administration of the European institutions, 30h, 3 ECTS**
- ADMB006 Basics of Public Administration, 30h, 3 ECTS**
- ADMB520 Conflicts and Institutions, 30h, 3 ECTS**
- ADMB866 Electronic community, 30h, 3 ECTS**
- HISB024 Party systems and management, 30h, 3 ECTS**

### **Second Year, Fourth Semester**

Basic courses

- GENB016B Basics of law, 30h, 3 ECTS**
- GENB010B General Sociology, 30h, 3 ECTS**
- GENB013B Introduction to social psychology, 30h, 3 ECTS**
- GENB055 Bulgarian Society from 1878 to 1939, 30h, 3 ECTS**

Practical credit courses

- ADMB008 Human Resources Management, 30h, 3 ECTS**
- ADMB009 quantitative changes in the development of human society, 30h, 3 ECTS**
- ADMB010 Business correspondence and presentation techniques, 30h, 3 ECTS**
- ADMB011 Contemporary political systems, 30h, 3 ECTS**
- ADMB022 Psychology of Management, 30h, 3 ECTS**
- BAEB011 Introduction to Finance, 30h, 3 ECTS**

### **Third year, Fifth Semester**

Basic courses

- ADMB502 Comparative Public Administration, 30h, 3 ECTS**
- ADMB503 Public Finance, 30h, 3 ECTS**
- ADMB510 Regional Development, 30h, 3 ECTS**
- ADMB515 Administrative Law and Administrative Procedure, 30h, 3 ECTS**
- ADMB519 Local Government, 30h, 3 ECTS**
- ADMB530 Urbanism, 30h, 3 ECTS**
- ADMB551 Extrajudicial protection of citizens' rights (ombudsman) , 30h, 3 ECTS**
- ADMB615 Protocol of state institutions, 30h, 3 ECTS**

Practical credit courses

- ADMB521 Individual course work "Regional Development", 30h, 3 ECTS**
- ADMB522 Individual work in writing and solving cases, 30h, 3 ECTS**
- ADMB905 Practice, 90h, 9 ECTS**

Extracurricular credit courses

### **Third year, Sixth Semester**

Basic courses

- ADMB510 Regional Development, 30h, 3 ECTS**
- ADMB515 Administrative Law and Administrative Procedure, 30h, 3 ECTS**
- ADMB519 Local Government, 30h, 3 ECTS**
- ADMB602 Strategic management in the public sector, 30h, 3 ECTS**
- ADMB606 Communication and negotiation, 30h, 3 ECTS**
- ADMB631 Project Management, 30h, 3 ECTS**
- ADMB710 Institutional law of the EU , 30h, 3 ECTS**
- POLB610 The political process in Bulgaria after 1989, 30h, 3 ECTS**

Extracurricular credit courses

**ADMB619 Individual work "Local Government", 30h, 3 ECTS**

**ADMB622 Seminar "New technologies in public services", 30h, 3 ECTS**

**ADMB906 Practice, 90h, 9 ECTS**

#### **Fourth year, Seventh Semester- State and local administration**

Basic courses

**ADMB506 Social Policy, 30h, 3 ECTS**

**ADMB713 The administrative reform in Bulgaria, 30h, 3 ECTS**

**ADMB714 Organizational behavior, 30h, 3 ECTS**

**ADMB717 modern state institutions, 30h, 3 ECTS**

**ADMB766 Financial Management and Control, 30h, 3 ECTS**

**ADMB810 Public property, 30h, 3 ECTS**

**ADMB852 Career Development in the Public Sector, 30h, 3 ECTS**

**ADMB857 Advertising in the public sector, 30h, 3 ECTS**

Extracurricular credit courses

**ADMB907 Internship, 120h, 12 ECTS**

#### **Fourth year, Eighth Semester- - State and local administration**

Basic courses

**ADMB718 Political-administrative relations, 30h, 3 ECTS**

**ADMB811 Electronic management, 30h, 3 ECTS**

**ADMB819 Policies for Environmental Protection, 30h, 3 ECTS**

**ADMB822 Ethics and counteracting corruption in the public administration, 30h, 3 ECTS**

**ADMB842 Higher Administration, 30h, 3 ECTS**

**ADMB912 Change Management, 30h, 3 ECTS**

Extracurricular credit courses

**ADMB908 Internship, 180h, 18 ECTS**

#### **Fourth year, Seventh Semester- European Public Administration**

Basic courses

**ADMB750 Public Policies, 30h, 3 ECTS**

**ADMB751 European labor market, 30h, 3 ECTS**

**ADMB765 Funding of national and regional projects in the EU, 30h, 3 ECTS**

**ADMB766 Financial Management and Control, 30h, 3 ECTS**

**ADMB767 Regional Marketing, 30h, 3 ECTS**

**ADMB854 innovations in the public sector, 30h, 3 ECTS**

**ADMB860 Public administration of the European countries, 30h, 3 ECTS**

**ADMB910 Globalization and sovereignty, 30h, 3 ECTS**

Extracurricular credit courses

**ADMB907 Internship, 120h, 12 ECTS**

#### **Fourth year, Eighth Semester- European Public Administration**

Basic courses

**ADMB806 The decentralization process in Europe, 30h, 3 ECTS**

**ADMB835 The European idea - Past, Present and Future, 30h, 3 ECTS**

**ADMB858 Regional self-government in the EU, 30h, 3 ECTS**

**ADMB912 Change Management, 30h, 3 ECTS**

**POLB611 Political system of the EU: Parties and interest groups in the EU, 30h, 3 ECTS**

Extracurricular credit courses

**ADMB908 Internship, 180h, 18 ECTS**