

MAJOR PUBLIC ADMINISTRATION
EDUCATIONAL PROGRAM "HEALTH MANAGEMENT"

Educational - Degree: Master

Professional Qualification: public administration

Duration: 4 semesters

Mode of study: Full time / Part time

The education of students in the Master's degree is carried out in full compliance with the requirements for the major "Public Administration" and in accordance with Decree № 120/8.06.2004 of MS and Ordinance № 9 and № 31 of the Minister of Health. The goal is to prepare highly qualified specialists - Masters for the needs of the health administration in accordance with the ongoing health care reform and accession to the European Union.

The master's program has two profiles - for students with a medical degree and other students with non-medical degree.

The educational program for Master's degree provides expertise in the following areas: health management, health economics, and healthcare, political and administrative sciences. It emphasized on the development of skills and abilities to identify and analyze trends in social processes and phenomena; for communication and interaction with the public, political structure, media; for block interaction and teamwork; for effective organization and high culture of administrative services in the healthcare field, for the management of change in the health system.

The master's degree in "Public Administration" with emphasis "Health Management" provides mastery and development of relevant knowledge, skills and abilities for the development, selection and implementation of strategies in dealing with health administration and health units, to effectively organize the operational management of the administrative structure and activities, to take timely and effective management decisions and monitoring their performance.

The leading requirement for training of health administration is to form professionals for a wide variety realization as leaders in health administration at the local, regional and national level in the administration of health professionals. It is important that the preparation of professionals, which will easily adapt to changes as a result of the development of the market economy and business, to the standards of the

developed democracies of the European Union as a uniform and equitable administrative space. The goal is to give the students a broad understanding of modern social problems and methods used to solve them. Emphasis is on learning practical knowledge and skills for dealing with difficult and contradictory cases, reflecting the reality.

Upon completion the student should know:

- to know the subject and content of health management, the specific characteristics of the European health systems for management, and best practices in the field of health management;
- to know the elements and structure of the individual rules in the field of health management;
- to know the systems for financial management and control in the health sector.

After graduation, the student should be able:

- to analyze and put into practice their knowledge of different management cases in healthcare;
- to use modern information resources and to use them in practical work;
- to adapt to changes in the development of the market economy and the public sector, to the standards of the developed democracies of the European Union as a united and equal administrative space.

After graduation, the student must be:

- responsible in their professional activity;
- with an attitude for continuous self-improvement and development in his profile;
- adaptive to the dynamics in the administrative practice and management.

Graduates from the program "Health administration" could be realized in:

- leaders in various fields and institutions in the field of health and health management;
- experts in various institutions, who specialize in control and management of the health system and health services / Regional Health Insurance Funds, Regional health inspections, etc. /;
- experts and specialists in the sphere of Health in the municipal administration in its specialized humanitarian sphere.

STRUCTURE OF A TRAINING PLAN
/ECTS - European Commission/
Specialty: Public administration,
master's program in Health management
Training period: 2 Years

First year			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
1. Health Policy 2. Theory of Management 3. Financial Management in Health Care 4. Human Resources Management 5. Administrative Law 6. Medical Statistics	5.0 5.0 4.0 4.0 4.0 4.0	1. Public stewardship and public servant 2. Innovations in health care and health insurance activity 3. Communications and Public Relations in Health Care 4. Hospital management and hospital administration 5. Employment regime in the health system 6. Management problems in the implementation of healthcare reform	4.0 5.0 4.0 4.0 4.0 5.0
Elective subjects (Students choose one discipline)		Elective subjects (Students choose one discipline)	
<ul style="list-style-type: none"> ▪ Management of quality in the health system ▪ Teams and teamwork in health administration ▪ Control of the health system 	4.0 4.0 4.0	<ul style="list-style-type: none"> ▪ Risk management in the health system ▪ Legal problems of ambulatory and hospital practice ▪ Analysis and evaluation of health care 	4.0 4.0 4.0
	All 30		All 30
Second year			
<u>First semester</u>	ECTS credits	<u>Second semester</u>	ECTS credits
1. Legal regulation in health care 2. Administrative legal regime of healthcare institutions 3. Marketing in Health Care 4. Strategic Management in Health Care 5. Municipal Health Practice 6. Administrative culture and ethics	5.0 5.0 4.0 4.0 4.0 4.0	1. Methodology of social research 2. Health care insurance 3. Organization and management of the health system	5.0 5.0 5.0
Elective subjects (Students choose one discipline)			

<ul style="list-style-type: none"> ▪ Financing of national and regional projects ▪ Psychology of Management in Health Care ▪ Sociology of health activity 	4.0		
	4.0		
	4.0		
	All 30		
Graduate – thesis defense	15.0		

Management Theory

ECTS Credits: 5

Weekly Number of Classes: 3 classes (lectures) + 1 class (seminars)

Type of Knowledge Check: Continuous Assessment

Type of Exam: Written

Semester: I

Methodical Guidance:

Department of «Public Law and Public Management»,
Faculty of Law and History

Lecturer:

Assoc. Prof. Dr. Valentin Vassilev, Office tel: 073/ 886617

Summary: The course aims at learning the primary management functions, principles, approaches and systems; at forming and developing skills for planning, organizing, control, delegation, managerial decision making and communication.

The following key issues are subject of the course:

- Formation and development of the management science, main schools and approaches;
- Organization as a subject to management, internal and external organization environment;
- Management as a process; basic functions;
- Binding processes in the management; managerial decision making and communication;
- Change management;
- Organizational culture.

The curriculum of this course is consistent with similar studying courses of some leading universities from West Europe and USA.

Course content:

Formation and development of the management science, main schools and approaches: Systematic approach in the management. Situation approach in the management. Management as a process: basic functions. Organization: formal and informal organizations; horizontal and vertical division of labor. Internal environment of the organization. External environment of the

organization; environment with direct impact and environment with indirect impact. "Planning" function in the management: nature of the process; elements of the planning; actions order. Goals and goal setting. Management by objectives. Strategic planning; nature of the process: main stages. Implementation of the strategic plan and control following its completion; strategic plan evaluation. "Organizing" function; organizational structure; organizational structure design; types of organizational structure. Delegation of authorities; centralization and decentralization; line and command authorities. "Motivation" function; conceptual and process motivation theories. Managerial decision making process. Types of managerial decisions. Models and methods of decision making; creative models; mathematical methods and models. Communication in the management; communication process. Interpersonal communication. Organizational communication. Communication barriers; strategies for communication improving. "Control" function; nature of control; types of control. Basic characteristics of the efficient control. Groups in the organization and their efficiency. Management and leadership; basic theories and approaches. Conflict and stress management in the organization. Change management. Organizational culture. Social and ethical responsibilities of the management.

Lectures and seminar exercises.

The lecture course is supported by use of multimedia equipment. All topics consist of a practical and a lecture part.

The seminar exercises include debates, discussions, reviewing problem situations, solving of and discussing cases, solving of control tasks, individual and collective work on the subject matter.

The evaluation of the results in the process of study complies with the requirements of the Ordinance # 21 of the Bulgarian Ministry of Education and Science from September 30rd, 2004 for implementation of a system for learning credit accumulation and transfer

FINANCIAL MANAGEMENT IN HEALTH CARE

ECTS credits: 5.0

Week Horrarium: 3h lectures

Form of Examination of Knowledge: Semester Exam

Form of Exam: Written Test

Semester: I

Methodological Guidance: Department "Public Law and Public Management", Faculty of Law and History

Lecturer: Assoc. Prof. Dr. Valentin Vassilev, Office tel: 073/ 886617, Department of Public Law and Public management.

Abstract: Budget Law course studies the basic legal problems of the financial activity in Bulgaria. The elements of its legal characteristics, structure and functioning of budgetary and legal norms are consistently considered, as well as the reasons for occurrence and composition of budgetary relations, laws and sources of budgetary rules. Particular attention is paid to the financial and legal status of individual subjects. The actuality of theoretical and practical development of problems of budget law is undoubted. The importance of public finances determines the importance of budgetary law. Budget legislation raises important issues. In this regard are recent issues on financial and legal acts- I theory they are defined as " the backbone " of budget revenue and expenses. The actuality of taxes as the main budget revenue is beyond doubt . In relation to Bulgaria's membership in the European Union are current problems about harmonization of Bulgaria's fiscal legislation with the EU legislation. The basic principle of the financial system is legitimacy- an issue particularly relevant to the provision of legitimacy in the public finances system. The new economic relation in our country and the economic crisis place forward the problems of budgetary control.

Contents of the course: Budget law. Definition and sources. Historical development of the budget law. Origination and development of budgetary policy. Contents of legal budgetary relations. Budgetary rules and commitments. Legal description of the budget. Budgetary system. Elements of the budgetary system. Budgetary regulation. Budgetary classification. Budgetary structure of Republic of Bulgaria.. Types of budgets. Budgetary classification and budgetary regulation. Local budgets. State budget. Sources of funds for the budget. Government revenue. Nature of the government revenue. Sources of government revenues and methods of their recruitment. Nature of state's expenses. Social needs- the basis of public spending. Volume of public spending. Principles of public spending. Classification of government expenditure. Costs for state government. Army expenses or national defense expenses. Expenses for socio- cultural needs. Social security and assistance costs. Financing the budget deficit and public debt. Nature and management of public debt. Ways to repay loans. Budget process- concept and general characteristics. Budget planning and budget forecasting. Adoption of the budget. Implementation of the budget. Nature and authorities. Changes to the budget during implementation. Procedure for amending the budget. Budget control. Monitoring the implementation of the budget. etc

Teaching and assessment:

Lectures and seminars.

Lectures are according to the approved manner and include usage of multimedia, discussion on cases and solving them, solving control tasks, individual and class work on issues from the curriculum.

Certification of Semester the Students receive after regular attendance of classes, as well the execution of placed Individual and Team Assignment.

Permission to Exam happens after presenting of prepared Course Work in written form in the day of exam.

Evaluation of the results achieved during the education complies with the requirements of Regulation N21 of Ministry of Education from 30th September 2004 on the application of a system of accumulation and transfer of credits.

Human Resource Management

ECTS credits: 5.0

Week Horrarium: 3h lectures

Form of Examination of Knowledge: Semester Exam

Form of Exam: Written Test

Semester: I

Methodological Guidance: Department "Public Law and Public Management", Faculty of Law and History

Methodical Guidance:

Department of «Public Law and Public Management»,

Faculty of Law and History

Lecturer:

Assoc. Prof. Dr. Valentin Vassilev, Office tel: 073/ 886617

Summary:

The course aims at forming an attitude in the students to the key role of human resources in the organization, learning the basic principles, approaches, systems and technologies for HR

management; forming and developing skills for planning, evaluation, motivation, stimulation and development of the human resources.

The following key issues are subject of the course:

- Formation and development of the HR management theory and practice. Main schools and approaches; HR management and organizational culture. Policy and strategy. Planning the HR required, methods, tools and technologies.
- Principles, systems and technologies for recruiting, selection and assessment. Career development. Motivation models and motivation strategies for performance and productivity improvement. Stimulation strategies and techniques. Reward management. Working relationships. Industrial relations and collective bargaining. Information systems for HR management.

The curriculum of this course is consistent with similar studying courses of some leading universities from West Europe and USA.

Course content:

Formation and development of the HR management theory and practice – main schools and approaches. Nature of the HR management. Strategic management of the human resources. Approaches for strategy development; types of strategies. Basic requirements for HR strategies. Competences model. Planning the human resources required. Work design. Work analysis. Standards for position qualifications. Recruitment systems. Recruitment methods and techniques. Nature, purposes and basic requirements of the personnel assessment system. Personnel assessment system types. Approaches and systems for training, qualification and development of the human resources. Mentoring and coaching. Career development. Basic motivation models. Development of strategy for personnel motivation increasing. Motivation package. Reward management systems. Wages forms and systems. Stimulation of the personnel. Working relationships; management and leadership. “Burnout” and “Boreout” effects. Industrial relations: nature and principles. Industrial relation models. Information system for HR management. Structure of the specialized units for HR management. Outsourcing in the HR management. HR management in a globalized context.

Lectures and seminar exercises.

The lecture course is supported by use of multimedia equipment. All topics consist of a practical and a lecture part.

The seminar exercises include debates, discussions, reviewing problem situations, solving of and discussing cases, solving of control tasks, individual and collective work on the subject matter.

The evaluation of the results in the process of study complies with the requirements of the Ordinance # 21 of the Bulgarian Ministry of Education and Science from September 30rd, 2004 for implementation of a system for learning credit accumulation and transfer

Administrative law

ECTS credits: 4.0

Weekly classes: 5л+1cy+0лы+0пы+p

Semester: first

Form of assessment: current assessment

Type of exam : written

Departments involved : Department of Public law and Public management , Law and history faculty

Lecturers : Margarita Chesmedzhieva, PhD, Senior Assist. Prof., Department of Public Law and Public management

Contact phone: 073/83 32 08, e-mail : margo@law.swu.bg

Annotation:

This subject of science aims at giving students knowledge about legal organization and functioning of state rule, methods and form of administrative activity, control thereon, responsibilities and protection of rights and interests of various law subjects in the process of state governance. It deals with basic legal problems of the activity of executive bodies in the Republic of Bulgaria. Matters are studied in details related to issuance and enforcement of administrative acts, invalidity and revocability thereof. Subject contents include also various legal methods of ensuring law-abiding and properly acting administration and various types of control.

Subject contents:

Definition of executive government bodies and state governance, Administrative legal norms and administrative legal relations, Subject of administrative law, Executive government bodies, Central and local executive government bodies, Public stewardship, administrative acts of executive government bodies, Preconditions for validity of administrative acts, Invalidity of administrative acts, Paltriness and revocability, Administrative duress, Compulsory administrative measures, Administrative control, types, hierarchical control, Specialized administrative control, Justice control, general supervision of prosecution, Administrative & punitive liability; Administrative offence, Administrative penalties.

Teaching and assessment:

Lectures and seminars.

Lectures are according to the approved manner and include usage of multimedia, discussion on cases and solving them, solving control tasks, individual and class work on issues from the curriculum.

Evaluation of the results achieved during the education complies with the requirements of Regulation N21 of Ministry of Education from 30th September 2004 on the application of a system of accumulation and transfer of credits.

Public stewardship and public servant

ECTS credits: 4.0

Weekly classes: 3h lect +1h sem

Semester: II

Form of assessment: current assessment

Type of exam: written

Departments involved : Department of Public law and Public management , Law and history faculty

Lecturers: Margarita Chesmedzhieva, PhD, Senior Assist. Prof., Department of Public Law and Public management

Contact phone: 073/83 32 08, e-mail : margo@law.swu.bg

Annotation:

This subject of science aims at giving students knowledge about the legal regime of public stewardship, which serves as basis for implementation of state governance tasks and ensuring of sustainable functioning of government bodies. This subject gives knowledge about legal foundations and functioning of public stewardship and the legal status of public servants; research, analysis and formulation of basic legal terms and mechanisms related to public stewardship and public servants.

Subject contents:

Definition of public stewardship, Public servants – theoretical aspects, Employment relations of public servants, Positions and job descriptions in public stewardship, Eligibility for public stewardship, Occurrence of employment relations, Entrance into office, Probation term, Right and obligations of the public servant, Ranks, positions and promotion of public servants, Fixed-term employment, Change of employment contracts, Termination of employment contracts, Protection against unfair dismissal, Disciplinary liability of public servants, disciplinary violations and disciplinary penalties.

Teaching and assessment:**Lectures and seminars.**

Lectures are according to the approved manner and include usage of multimedia, discussion on cases and solving them, solving control tasks, individual and class work on issues from the curriculum.

Evaluation of the results achieved during the education complies with the requirements of Regulation N21 of Ministry of Education from 30th September 2004 on the application of a system of accumulation and transfer of credits.

TEAMS AND TEAM ACTIVITIES

ECTS credits: 4.0

Weekly classes: 3h lect +1h sem

Semester: I

Form of assessment: current assessment

Type of exam: written

Methodical Guidance:

Department of «Public Law and Public Management»,

Faculty of Law and History

Lecturer:

Assoc. Prof. Dr. Valentin Vassilev, Office tel: 073/ 886617

Summary:

This course provides theoretical and practical competencies in an up-to-date and important field of the modern management with the following goals:

1. to provide a specialization to the students which complements and builds on their basic knowledge in management?
2. to support the development of the team skills which are needed in the public sphere
3. to reveal new possibilities for modernization of the Bulgarian administration through the advantages of the team work.

Course content:

The lecture course brings together topics of the four problem areas: Basic team work, Team nature and functioning mechanism, Leadership in the team activity, Management and efficiency.

The first section introduces the conceptual framework of the team work. Here its origins are explored and the continuity of the ideas and the practical experience, which underlie the modern team concept, are shown, as well as the conditions determining the increasing role of the teams in the current situation.

The second section covers the nature of the team and its functioning. A comparison between the group and team is made, the main differences are brought up and the team life cycle and team roles are analyzed.

The third section includes some topics for the leadership on the team, e.g. qualities and skills, communication, conflict and crisis management.

The fourth section is focused on the team efficiency and the management tasks. The emphasis is placed on the motivation in the team work.

Lectures and seminar exercises.

The lecture course is supported by use of multimedia equipment. All topics consist of a practical and a lecture part.

The seminar exercises include debates, discussions, reviewing problem situations, solving of and discussing cases, solving of control tasks, individual and collective work on the subject matter.

The evaluation of the results in the process of study complies with the requirements of the Ordinance # 21 of the Bulgarian Ministry of Education and Science from September 30rd, 2004 for implementation of a system for learning credit accumulation and transfer

BASICS OF LAW

ECTS credits: 4.0

Weekly classes: 3h lect +1h sem

Semester: II

Form of assessment: current assessment

Type of exam: written

Methodical Guidance:

Department of «Public Law and Public Management»,

Faculty of Law and History

Lecturer:

Assoc. Prof. Dr. Manol Stanin, Department of Public Law and Public Management,

Tel: 073/ 83 32 08, 073/ 886621

Annotation:

The course entitled "Basics of law" contains the following modules:

Module I. Law as a legal system.

Module II. Realization of law.

Module III. Implementation of the Law in main public and private sectors.

Course Objectives are the disclosure of those general features of the law resulting from its own nature. To cover legal reality in its fullness, and reveals the essence of basic legal concepts, provides that level of knowledge that apply to the right as a whole.

Course content:

The training in the form of lectures. The leading idea is to create conditions for provoking discussions on each topic of the course. The course gives priority to practical and independent work of students.

The final grade is formed by assessing the students' answers on two topics from the questionnaire.

CRISIS MANAGEMENT

Methodical Guidance:

Department of «Public Law and Public Management»,
Faculty of Law and History

Lecturer:

Assoc. Prof. Dr. Valentin Vassilev, Office tel: 073/ 886617

Summary:

The course aims at building basic knowledge and developing skills for the efficient application crisis management in the modern organization.

Beside the theoretical and systematic exposition the content of the course material offers also a number of analytical techniques and management advices and methods..

The topics included in this course are consistent with the recent international publications as well as with the expert knowledge and experience of the leading countries in this area.

The course contains 30 teaching hours of class lectures and exercises and 90 hours of extracurricular learning.

Course content:

Nature of the crisis. Crisis situation management – basic characteristics.

Crisis management process – theoretical aspects

Evaluation of the potential hazards

Avoidance of the potential problem situations in the organization activity

Planning for possible unexpected events

Crisis recognition

Crisis situation management

Crisis resolution

Media control

Lessons learned from the crisis

Crisis situation management and HR department

Problems faced by the HR department in times of crisis

Operative personnel management in times of crisis
Possible errors of the HR department in times of crisis, problems and ways to solve them
Overview of the leadership role in times of crisis
How to gain benefits from the uncertainty?

Lectures and seminar exercises.

The lecture course is supported by use of multimedia equipment. All topics consist of a practical and a lecture part.

The seminar exercises include debates, discussions, reviewing problem situations, solving of and discussing cases, solving of control tasks, individual and collective work on the subject matter.

The evaluation of the results in the process of study complies with the requirements of the Ordinance # 21 of the Bulgarian Ministry of Education and Science from September 30rd, 2004 for implementation of a system for learning credit accumulation and transfer.

Strategic Management in Health Care

ECTS Credits: 4.0

Weekly Number of Classes: 4 classes (lectures) + 1 class (seminars)

Type of Knowledge Check: Continuous Assessment

Type of Exam: Written

Semester: III

Faculty and department providing the course:

Department of Public Law and Public Management,

Law and History Faculty

Lecturers:

Chief Assistant Gergana Zhivkova Kresnaliyska, PhD; Department of Public Law and Public Management,

Tel: 073/ 83 32 08, E-mail: kresnaliyska@law.swu.bg

Annotation:

The academic course studies the basic issues of strategic management in the security and defense sector. The main purpose of the discipline is to form knowledge for the mechanism of strategic management of security and defense. The course starts with a review of basic issues of the management of security and defense. It is emphasized on the specific organization and technology for planning, elaboration and implementation of strategies in the security and defense sector. The state of strategic process in the national security and defense sector is analyzed. The strategic directions of the Common Foreign and Security Policy of the European Union are viewed. The challenges before the strategic management in the security and defense sector are outlined.

Course Contents:

Nature and Characteristic Features of Security; National Security and Defense; National Values, Interests and Aims of Security; Institutional Structure of the Security and Defense Sector; Security and Defense Management; Security and Defense Policy; Structure and Aims of the System of Security and Defense Management; Characteristics and features of the Management System in Security and Defense; Management Cycle in Security and Defense; Strategy and Strategic Process of Management in the Security and Defense Sector; Types of Strategies in the Security and Defense Sector; Strategic Thinking and Strategic Leaders in the Security and Defense Sector; Conditions, Requirements and Rules for Successful Elaboration and Implementation of Strategies in the Security and Defense Sector; Cycle and Specificity of Strategic Planning in the Security and Defense Sector; Organization and Technology for Strategic Planning and Elaboration of Security and Defense Strategy; Status of the Strategic Process in the National Security

and Defense Sector; Strategic Directions of the Common Foreign and Security Policy of the EU; Challenges before the Strategic Management in the Security and Defense Policy.

Mode of Teaching and Evaluation:

Lectures and seminars.

The lecture course is led in the traditionally approved way by using multimedia, too.

Seminars include disputation, discussion, deliberation of problematic situations, case resolution and discussion, assignments resolution; individual and collective work under the teaching material.

Evaluation of results achieved during the training process complies with the requirements of Ordinance № 21 of the Ministry of Education since September 30, 2004 for the implementation of the system of accumulation and credits transfer.

Literature Resources:

1. Ivanov, T., Management of Security and Defense, PH "Economy", S., 2008.
2. Tanev, T. Strategic Management of the Public Sphere. "Military Publishing House", S., 2008.
3. Hristov, St. Strategic Management. UP "Economy", S., 2000.
4. Tsu, S., The Art of War for Managers, PH "Obsidian", S., 2002.
5. Pavlov, P., Sv. Mihaleva, L. Pavlova. Strategic Management in the Public Sector. VFU "Chernorizets Hrabar", V., 2002.
6. Semerdzhiev, Tsv. Strategic Guidance. Leadership. PH "Softtrade", S., 2000.
7. Semerdzhiev, Tsv. Strategy (Setting, Resources, Abilities, Planning). "Classics and Style", S., 2007.
8. Ivanov, H., Civil Society and Concepts of Civil Control, "Albatros", S., 2002.
9. National and International Security, "Military Publishing House", S., 2005.
10. Naydenov, B., International Security. Ten Chosen Studios, "Feneya", S., 2010.
11. Georgiev, Hr., Security Policy of the Republic of Bulgaria at the Beginning of 21st Century, NBU, S., 2011.
12. Krastev, Dr., EU Policy in the Field of Security, "Military Publishing House", S.
13. Stanchev, Iv., Special Police Tactics, "Military Publishing House", S., 2005.

THE SOCIAL SURVEY METHODS

ECTS credits: 5

Weekly workload: 3 hours lectures and 1 hour workshop

Assessment of the knowledge: current assessment

Exam type: written

Term: IV

Direction: Department of Public law and Public management ,

Law and History faculty

Lecturer: Assoc. professor, PhD Vladimir Dulov

Annotation:

The general theoretical base of the social survey is presented in the training course as a complex, multistage process of the social reality investigation. The basic principles for planning and organization of the research process are discussed as well as elaboration of the social surveys methodology and tools. The cognitive capabilities of different research methods and collection techniques are analyzed, processing and analysis of the social surveys data. Based on the scientific objectivity criteria, reliability and validity of the methods used, the boundaries of application of the empiric knowledge are defined as well as the social surveys validity in the policy making.

Through the course of lectures, the students will gain theoretical knowledge and practical skills on the nature and application of different approaches, procedures, data collection techniques and statistical methods for data processing and analysis in the design and use of the social surveys.

Technology of education and assessment:

The lessons course is conducted following the traditionally approved manner and using multimedia.

Workshop includes argumentations, discussions, deliberation of problematic situations, solving control tasks, individual and collective work on preparation of projects for social surveys on specific topics.

Estimation of the results achieved in the education process is in accordance to Ordinance № 21 of the Ministry of Education and Science of 30 September 2004 on implementation of system for accumulation and transfer of credits.