UNIVERSITY OF NIŠ

Course Unit Descriptor	Faculty	Faculty of Law

GENERAL INFORMATION

Study program	Undergraduate Academic Law Study Program (LL.B. degree-240 ECTS)
Study Module (if applicable)	/
Course title	**Public Administration and Legal Informatics**
Level of study	xBachelor ☐ Master's ☐ Doctoral
Type of course	Obligatory x Elective
Semester	Autumn xSpring
Year of study	4th year of undergraduate studies
Number of ECTS allocated	6
Name of lecturer/lecturers	Prof. dr Predrag Dimitrijević; Asst. Prof. Dejan Vučetić; Assy. Miloš Prica
Teaching mode	xLectures xGroup tutorials x Individual tutorials ☐Laboratory work ☐ Project work x Seminar ☐Distance learning Blended learning x Other

PURPOSE AND OVERVIEW (max. 5 sentences)

Aims: to acquire and develop scientific knowledge and academic skills necessary for successful and effective leadership, management and administration of public organizations and institutions; to acquire the necessary knowledge and skills to solve practical problems in the field of the public management; to familiarize law students with the possibilities of application of information and communication technologies in the legal profession and the general conceptual basis of legal information. By the end of the course, students will be able to: build a consistent conceptual and categorical apparatus for understanding functions of the administration, develop understanding about rational methods and management techniques, which will enable them to join the mainstream of modern administration management, understand the structure, organization, jurisdiction and processes in administrative institutions and organizations; and successfully apply the acquired knowledge in practice.

SYLLABUS (brief outline and summary of topics, max. 10 sentences)

The concept and the subject matter of the public administration. General and special part of public administration. tendencies in the development of administrative institutions and organizations. Historical overview of public administration types, the modern state and the welfare state. Tendency towards expanding the role of public services and the diffusion of state power. Tendency toward expanding the role of public services and the diffusion of state

power. The separation of the military from civil government; separation of powers and indirect power ("Control"). Tendency towards bureaucratisation and tehnocratisation of administration. Historical types of bureaucracy, tendency towards bureaucratisation and tehnocratisation of administration. Contemporary Western bureaucracy. Technocracy. Organization management. Organization-structure. Communication and information in the administrative organization, concepts of leadership and management. Meetings in public administration. Centralization and decentralization, concentration and deconcentration. The optimal size of administrative units. Functions (mission, goals, objectives, functions) of public administration. Privatization and quasi-privatization of administrative functions (administrative quasi-market and total quality management), decisions (concept and types) and decision-making. The moral responsibility of public officials (morals or ethics of civil servants). Civil service systems.

Legal Informatics: The law of information technology (concept and term), Information technology and law, use of computers in making of administrative decisions. The main assumptions for the computerization of administrative procedure. Communication in the administrative procedure. Computerization of simplified administrative procedure, e-documents in administrative procedure, microfilm technology in the administrative procedure. The concept and domain of electronic government, e-government objectives, assumptions for e-government activities (functions), electronic signature (cryptography and electronic signature), regulators of electronic signature, electronic commerce (concept), types of e-voting, notion of privacy, right to privacy and legal protection (legal protection of privacy). Processing of personal data without the consent of the Serbian law, the rights of persons concerning personal data in the Serbian law, jurisdiction of the Commissioner for Personal data protection, procedure before the Commissioner for Personal data protection. The concept and basic characteristics of computer crime, types of cyber crime, legal protection.

LANGUAGE OF INSTRUCTION

[x] Serbian (complete course)   ☐ English (complete course)   ☐ Other _____ (complete course)

☐Serbian with English mentoring   ☐Serbian with other mentoring _____

ASSESSMENT METHODS AND CRITERIA

Pre exam duties	Points	Final exam	points
Activity during lectures	15	Written examination	30
Practical teaching	10	Oral examination	30
Teaching colloquia	15	OVERALL SUM	100