

**COURSE DATA****Data Subject**

Code	34968
Name	Administrative organization techniques
Cycle	Grade
ECTS Credits	4.5
Academic year	2020 - 2021

Study (s)

Degree	Center	Acad. year	Period
1300 - Degree in Political and Public Administration Sciences	Faculty of Law	3	Second term
1922 - D.D. in Law-Political and Public Administration Sciences	Faculty of Law	3	First term
1924 - D.D. in Political and Public Admin. Sciences-Sociology	Faculty of Law	3	Second term
1925 - D.D. in Sociology-Political and Public Admin. Sciences	Faculty of Social Sciences	3	Second term

Subject-matter

Degree	Subject-matter	Character
1300 - Degree in Political and Public Administration Sciences	15 - Administrative organization techniques	Obligatory
1922 - D.D. in Law-Political and Public Administration Sciences	4 - Year 3 compulsory subjects	Obligatory
1924 - D.D. in Political and Public Admin. Sciences-Sociology	4 - Year 3 compulsory subjects	Obligatory
1925 - D.D. in Sociology-Political and Public Admin. Sciences	4 - Year 3 compulsory subjects	Obligatory

Coordination

Name	Department
BARBERA ARESTE, OSCAR	55 - Constitutional Law, Political and Administrative Sciences
OÑATE RUBALCABA, PABLO	55 - Constitutional Law, Political and Administrative Sciences



SUMMARY

English version is not available

Análisis general de la Administración como organización compleja y actor corporativo. Teorías de la organización y Administración Pública: Principios de actuación administrativa (eficacia, responsabilidad, transparencia y control). Dirección y gestión. Los modelos comparados de organización administrativa. Francia, Alemania, Gran Bretaña, EE.UU.

PREVIOUS KNOWLEDGE

Relationship to other subjects of the same degree

There are no specified enrollment restrictions with other subjects of the curriculum.

Other requirements

No se requieren.

OUTCOMES

1300 - Degree in Political and Public Administration Sciences

- Be able to relate and structure information from diverse sources and to integrate relevant ideas and knowledge in the field of political science and public administration.
- Be able to effectively communicate, both in writing and orally, knowledge, procedures, results and ideas to both specialised and non-specialised audiences.
- Have knowledge and ability to understand essential facts, concepts, principles and theories relating to political science and public administration, and to the spectrum of other reference disciplines.
- Be able to use the theories, procedures and tools of political science and public administration in real-life professional practice (specification, design, implementation, deployment and evaluation of solutions).
- Develop the learning skills needed to complete further studies or training with some degree of autonomy.
- Know the main theories and approaches of political science and public administration, as well as ideas and forms of political organisation.
- Know and be able to analyse the structure and functioning of public administrations.
- Know and be able to analyse administrative and financial planning, management and assessment in public services, and be able to design strategies for organisational improvement and quality assurance.



- Know and be able to interpret historical political and social frameworks so as to have a better understanding of current reality and future prospects; be able to manage historical documentary sources and to conduct comparative analyses of continuity and discontinuity in situations of change.

LEARNING OUTCOMES

English version is not available

WORKLOAD

ACTIVITY	Hours	% To be attended
Theoretical and practical classes	45,00	100
Attendance at events and external activities	5,00	0
Study and independent work	25,00	0
Preparation of evaluation activities	10,00	0
Preparing lectures	10,00	0
Preparation of practical classes and problem	10,00	0
TOTAL	105,00	

TEACHING METHODOLOGY

En las clases teóricas, la transmisión de conocimientos se realizará fundamentalmente a través de la clase magistral. En la misma, el docente tratará de transmitir los contenidos esenciales de la asignatura acercándolos a la realidad mediante el recurso a ejemplos, el empleo de casos, textos seleccionados y otros materiales. Al tiempo, se demandará la participación activa de los estudiantes, que podrá concretarse –además de en la dinámica cotidiana de la clase- en exposiciones de determinados temas, tanto en las clases teóricas como en las prácticas.

En las clases prácticas se abordará el contenido del sistema administrativo español y sus diferencias con otros sistemas administrativos. Para ello, los alumnos deberán utilizar materiales proporcionados por el profesor o que busquen en instituciones, bibliotecas, internet, etc. Esos ejercicios de las clases prácticas deberán ser entregados en clase y en el momento de realizar la práctica (no con posterioridad ni en otro momento).

EVALUATION

The composite grade is based in 2 elements, both in the first and in the second exam periods:



a) A final exam: at the end of the course a final test will be carried out on all the contents of the course, whether they have been taught in the classroom or not. The exam will also include the materials that are included in the different sessions. This test will have a value of 60 percent of the overall score. The student must have achieved at least a 4 (out of 10) in order to compute the score of the assignments made in the class along the course.

b) Assignments in the class: Throughout the semester will be made different exercises and complementary activities of various kinds to be delivered in presence the day of the course (some of them require that the student has previously worked on the materials indicated by the teacher). The content of these exercises in class also constitutes materials and susceptible to be part of the end-of-course test, regardless of whether the student has done and well all the deliveries. The overall score of these exercises will have a value of 40 percent of the final grade (dividing equally (20%) between the two seasons of the course in case of annual subjects). The teacher will spaecify in advance which exercises are evaluable.

The non-delivered exercises will not be recoverable later or for the second call.

REFERENCES

Basic

- BAENA del Alcàzar, M. Curso de Ciencia de la Administración, Tecnos. Madrid 2000.
- BALLART, X. y RAMIÓ, C. (2000): Ciencia de la Administración. Tirant. Valencia.
- COSCULLUELA MONTANER, L. (2016), Manual de Derecho Administrativo, Civitas-Thomson Reuters. Pamplona.
- ESTEVE PARDO, J. (2016), Lecciones de Derecho Administrativo, Marcial Pons. Madrid.
- GAMERO CASADO, E. Y FERNÁNDEZ RAMOS, S. (2016), Manual Básico de Derecho Administrativo, Tecnos. Madrid.
- HEADY, Ferrel (2000): Administración pública. Una perspectiva comparada. México DF: Fondo de Cultura Económica.
- LIPPI, A. y MORISI, M. (2008): Gestión y Administración Pública. Tirant lo Blanch. Valencia
- OLMEDA, J.A., PARRADO, S. y COLINO, C. (2012): Las Administraciones Públicas en Espana. Tirant lo Blanch. Valencia
- OLMEDA, José Antonio, Ciencia de la Administración. I. Teoría de la organización y gestión pública, UNED, Madrid, 2007.
- OLMEDA, José Antonio y PARRADO, Salvador, Ciencia de la Administración. II. Los sistemas administrativos, UNED, Madrid, 2006.
- PARRADO, Salvador, Sistemas Administrativos Comparados, Madrid, Tecnos, 2002.
- RAMIÓ, C. (1999): Teoría de la Organización y Administración Pública. Madrid, Tecnos-UPF
- SÁNCHEZ MORÓN, M. (2016): Derecho Administrativo - Parte general, Tecnos. Madrid.
- SANTAMARÍA PASTOR, J. (2016), Principios de Derecho Administrativo General, Iustel. Madrid.

**ADDENDUM COVID-19**

This addendum will only be activated if the health situation requires so and with the prior agreement of the Governing Council

Teaching methodology:

the teaching will take place in a hybrid format: students will alternate weekly face-to-face and synchronous teaching. This will affect both the master classes and those of a more practical nature and with continuous evaluation (giving the exercises in person or through 'tasks' in the virtual classroom at the end of the class, according to the week). The teaching staff will teach all the classes of the program in the classroom and it will be the students who take turns, each week, in the face-to-face assistance or synchronous monitoring through the virtual classroom.

Evaluation system:

the evaluation will be carried out as established in the teaching guide, although for the continuous evaluation the students will deliver their practical exercises in person in the classroom (the weeks that they have to attend in person to class) and through the application of virtual classroom tasks (in alternate weeks, when synchronous monitoring corresponds to them). The final test will be carried out in person, as established in the teaching guide, as long as the sanitary conditions do not recommend otherwise.

FEBRUARY 2021**ADJUSTMENTS OF THE COVID ADDENDUM FOR THE SECOND SEMESTER ADAPTED TO THE RESOLUTION OF THE RECTOR OF JANUARY 28, 2021 AND TO THE GUIDELINES OF THE FACULTY OF LAW FOR THEIR DEGREE DEGREE****Hybrid teaching:**

As soon as sanitary conditions impose it, teaching will be adapted to a hybrid format: students will alternate face-to-face and synchronous teaching on a weekly basis. This will affect both the master classes and those of a more practical nature and continuous assessment (the exercises being delivered in person or through virtual classroom 'homework' at the end of the class, depending on the week). The teachers will teach all the classes of the program in the classroom and it will be the students who take turns, each week, in face-to-face assistance when appropriate, or alternatively through synchronous monitoring through the virtual classroom and autonomous, theoretical or practical work, guided and tutored by the teaching staff. The contents, volume of work and evaluation are maintained in the terms initially foreseen in the academic guide. The individual or collective tutorials will be developed through the institutional mail or through the virtual classroom tools; If it is done in person, all safety and hygiene measures will be respected. The complementary activities will preferably be carried out in a remote mode through the webinar format.

The final exam of the subject will be face-to-face (always complying with the regulations of capacity and interpersonal distance, for which it will be sequenced in two shifts if necessary), as long as the contrary is not provided by regulations.

In matters not provided for in this addendum, the provisions of the teaching guide and the corresponding



teacher's annex shall apply.

Non-face-to-face teaching:

When, in accordance with the instructions of the health and university authorities, the evolution of the pandemic does not allow the subject to be taught in a hybrid teaching model, this subject will be taught in a non-face-to-face way, applying the provisions of the addendum for this situation.

During the month of February 2021, this non-face-to-face teaching model will be followed, which will adapt to the provisions of the Rector's Instruction of January 28, 2021 and to the "Adjustments in the adaptation document of the Faculty's undergraduate degrees of Dret of the University of Valencia in the second semester of the 2020/2021 academic year due to the health crisis caused by the COVID-19 pandemic." "This model will be reviewed and adapted, where appropriate, to the instructions received by the Faculty and by the University depending on the evolution of circumstances.

In matters not provided for in this addendum, the provisions of the teaching guide and the corresponding teacher's annex will apply.