



COURSE DATA

DATA SUBJECT

Code: 34968
Name: Administrative organization techniques
Cycle: Undergraduate Studies
ECTS Credits: 4.5
Academic year: 2025-26

STUDY (S)

Degree	Center	Acad. year	Period
1300 - Degree in Political and Public Administration Sciences	Facultat de Dret	3	Second quarter
1922 - Double Degree Prog. Law-Political Science	Facultat de Dret	3	Second quarter
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Facultat de Dret	3	Second quarter
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Facultat de Ciències Socials	3	Second quarter
1925 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Facultat de Dret	3	Second quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1300 - Degree in Political and Public Administration Sciences	Administrative organization techniques	COMPULSORY
1922 - Double Degree Prog. Law-Political Science	Year 3 compulsory subjects	COMPULSORY
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Year 3 compulsory subjects	COMPULSORY
1924 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Year 3 compulsory subjects	COMPULSORY
1925 - Double Degree Prog. Sociology-Political and Public Administration Sciences	Year 3 compulsory subjects	COMPULSORY

COORDINATION

BARBERA ARESTE OSCAR
 OÑATE RUBALCABA PABLO

SUMMARY

PREVIOUS KNOWLEDGE



RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

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

OTHER REQUIREMENTS

COMPETENCES / LEARNING OUTCOMES

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Be able to effectively communicate, both in writing and orally, knowledge, procedures, results and ideas to both specialised and non-specialised audiences.

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 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.

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.

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 analyse the structure and functioning of public administrations.

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.

Know the main theories and approaches of political science and public administration, as well as ideas and forms of political organisation.

DESCRIPTION OF CONTENTS

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WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theoretical and practical classes	45,00
Total hours	45,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	5,00
Individual or group project	0,00



Independent study and work	25,00
Preparation of lessons	20,00
Preparation for assessment activities	10,00
Resolution of case studies	0,00
Total hours	60,00

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 evaluation of the course is made up of two grades, both in the first and in the second call:

- Exam: at the end of the course, there will be a final test on all the contents of the subject, whether they have been taught in the classroom or not, and the materials that has been analyzed in the different sessions. This test will account for the 60 percent of the overall mark.
- Continuous evaluation: Throughout the semester practical work and complementary activities of various kinds will be carried out, which must be delivered on the day indicated by the professor. This part will have a value of up to 40 percent of the final grade.

In order to obtain points from the continuous assessment, the student must have attended a minimum of 75% of the sessions dedicated to 'practices'. In addition, in order to add the grade obtained in the continuous evaluation (of the practical sessions) to the grade in the exam, the student must have obtained at least a 4 (out of 10) in the exam.

The content of all the exercises done in the classroom also constitutes materials and contents of the course, so they are likely to be part of the end-of-course test. The teacher will explain how each exercise should be done and delivered. The results of these exercises will be delivered before the exam. The practices (whether those not carried out or delivered within the respective stipulated period, or those already carried out or evaluated) will not be recoverable after the delivery date, nor for the second call (keeping for this the note of the continuous evaluation achieved throughout the semester).



REFERENCES

- 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 España. 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 MORON, M. (2016): Derecho Administrativo - Parte general, Tecnos. Madrid. SANTAMARIA PASTOR, J. (2016), Principios de Derecho Administrativo General, Iustel. Madrid.