SYLLABUS

1. Information about the program

1.1 Higher education institution	Babeş-Bolyai University
1.2 Faculty	Political, Administrative and Communication Sciences
1.3 Department	Public Administration and Management
1.4 Field of study	Administrative Sciences
1.5 Study cycle	Master Studies

2. Specific skills acquired

Professional skills	• Theoretical knowledge about the scientific method; • Research design; • Acquiring technical skills and abilities about methods and techniques; • Statistical knowledge (SPSS)
Transversal competences	• Improvement of general analytical skills; • Problem-solving skills: identifying research-related problems, identifying alternatives, finding solutions.

3. Course objectives (based on accumulated skills grid)

3.1 General objective of the discipline	This class is the foundation course designed to introduce first year students to research methods and techniques. The course will provide information, exercises and assignments about the scientific method, different research methods used in social sciences and data analysis using SPSS. The general objective is to improve students' knowledge, skills and abilities for research.
3.2 Specific objectives	To help students to design a research Familiarize students with the use of data collection methods and techniques, to help them to build data collection instruments; To help students to analyze data (both quantitative and qualitative data, uni- and bivariate).

4. Contents

	Teaching methods	Observations
1. The scientific method	Lecture	
2. Theories and Hypothesis	Lecture, case studies	
3. The nature of data	Lecture, exercises	
4. Observation	Lecture, exercises	
5. The experiment	Lecture, exercises	
6. Surveys	Lecture	
7. Individual interview	Lecture, case studies	
8. Group interview	Lecture, case studies	

9. Univariate analysis	Lecture	
10. Bivariate analysis	Lecture	
11. SPSS – data entry	Lecture, exercises	
12. SPSS – data analysis	Lecture, exercises	
13. Reporting the findings of a research	Lecture	
14. Wrap up of the class, Q&A		

Bibliography_ Handbook:

AGRSTI, Statistical methods for the social sciences, Pearson International Edition, 2009

Bibliography_Other Sources:

1. Babbie, Earl. Survey Research Methods, 2nd ed. Belmont, CA: Wadsworth Publishing Co. 1990

2. Garson, David, Quantitative Research in Public Administration
   http://www2.chass.ncsu.edu/garson/pa765/index.htm

3. Lane, David M. HyperStat Online Textbook, , Rice University
   http://davidmlane.com/hyperstat/index.html

4. Şandor, Sorin Dan, Research Methods, Tritonic, 2013

5. Trochim, William M, Bill Trochim's Center for Social Science Methods,
   http://www.socialresearchmethods.net, 2002

5. Corroborating course content with the expectations of epistemic community representatives, professional associations and employers representative for the program

The research methods class responds to the demands for the use of data collection and analysis into the practice of public administration (in many areas, from public policy analysis to program evaluation or decision-making).

6. Evaluation

Activity type	10.1 Evaluation Criteria	10.2 Evaluation Methods	10.3 Proportion of final grade
10.4 Course	The ability to understand and to apply the acquired knowledge.	Written research project	100%
10.6 Minimum performance standard			
In order for students to pass this course they need to obtain at least a grade of 5 (10 corresponds to 100%).			