

Fachhochschule für öffentliche Verwaltung und Rechtspflege in Bayern - Fachbereich Allgemeine Innere Verwaltung -

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Fachhochschule für öffentliche Verwaltung und Rechtspflege in Bayern - Fachbereich Allgemeine Innere Verwaltung -

Curriculum 2016/2019 compulsory studies undergraduate							Distribution of lessons														
							month						FSIA 1			FSIA 2	FSIA 3		FSIA 4		
													7			3	4		7		
							calendar months						10 - 11	12 - 2	3 - 4	9 - 11	5 - 6	7 - 8	12 - 2	3 - 4	5 - 6
Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.															
1.13	Formalistic Principles of Administrative Acting	38	1.13.01	Correspondence	4	4	8														
			1.13.02	Decisions of Public Authorities	30				30												
1.14	Public Procurement Law	14	1.14.01	Public Procurement Law	14									14							
	Public Labour Law (alternatively)		1.07.09	Public Labour Law I	32						32										
			1.07.10	Public Labour Law II	30							30									
			1.07.11	Public Labour Law III	23									23							
			1.07.12	Public Labour Law Exercises		14										14					
			1.07.13	Law of Civil Servants III		12										12					
	Total of Law Studies	1.105			967	138	118	188	88	101	158	128	105	134	85						
2	Economics and Finances																				
2.01	Economic and Financial Principles of Administrative Acting	74	2.01.01	Economic Principles of Administrative Acting	24		24														
			2.01.02	Economic Principles Exercises I		6				6											
			2.01.03	Public Finances I	28							28									
			2.01.04	Public Finances II	10									10							
			2.01.05	Economic Principles Exercises II		6										6					
2.02	Municipal Finances	352	2.02.01	Basics of Municipal Finances (preparatory course)	26		26														
			2.02.02	Basics of Budget Planning for Accountancy	20			20													
			2.02.03	Basics of Commercial Budget	18			18													
			2.02.04	Planning of Governmental Budget	23				23												
			2.02.05	Planning of Commercial Budget	26				26												
			2.02.06	Cost and Output Accounting I	20				20												
			2.02.07	Cost and Output Accounting II	14					14											
			2.02.08	Controlling	18					18											
			2.02.09	Municipal Finances Case Studies / Exercises II		12				12											
			2.02.10	Public Business Management Exercises		8				8											
			2.02.11	Implementation of Governmental Budget I	16						16										
			2.02.12	Implementation of Commercial Budget	25						25										

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.															
			2.02.13	Implementation of Governmental Budget II	19							19									
			2.02.14	Cost-benefit Analysis	33							33									
			2.02.15	Reporting in Governmental Budget System	10								10								
			2.02.16	Reporting in Commercial Budget System	18								18								
			2.02.17	Share management and Public Enterprises	20								20								
			2.02.18	Municipal Finances Exercises III		18									18						
			2.02.19	Public Business Management Exercises		8									8						
2.03	State Finances	334	2.03.01	Basics of State Finances (preparatory course)	26		26														
			2.03.02	State Budget Law I	30			30													
			2.03.03	Basics of Commercial Budget	18			18													
			2.03.04	State Budget Law II	30				30												
			2.03.05	Cost and Output Accounting I	20				20												
			2.03.06	Cost and Output Accounting II	14					14											
			2.03.07	Controlling	18					18											
			2.03.08	State Budget Law Exercises I		8				8											
			2.03.09	Public Business Management Exercises		8				8											
			2.03.10	State Budget Law III	20						20										
			2.03.11	Public Granting	20							20									
			2.03.12	Cost-benefit Analysis	33							33									
			2.03.13	State Budget Law IV	20								20								
			2.03.14	Share management and Public Enterprises	20								20								
			2.03.15	Property Management and Obtaining	25									25							
			2.03.16	State Budget Law Exercises II		16									16						
			2.03.17	Public Business Management Exercises		8									8						
	Total of Economics and Finances	426			368	58	50	38	69	58	41	80	48	10	32						
3	Administrative Sciences																				
3.01	Administrative Organisation	32	3.01.01	Administrative Organisation I	8			8													
			3.01.02	Administrative Organisation II	14				14												
			3.01.03	Administrative Organisation - Processes	10								10								
3.02	Statistics in Public Administration	28	3.02.01	Statistics	22				22												
			3.02.02	Statistics Exercises		6				6											

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.																					
3.03	Informatics	74	3.03.01	Informatics I	14		14																				
			3.03.02	Informatics II	26			26																			
			3.03.03	Informatics III	6				6																		
			3.03.04	EGovernment I	20						20																
			3.03.05	EGovernment II	8									20									8				
3.04	Social Sciences, Personnel Management, Training of Communication	132	3.04.01	Social science principles in administrative organization	14		14																				
			3.04.02	Verbal and Media Presentations	16			16																			
			3.04.03	Working and Communication in Groups I	20			20																			
			3.04.04	Working and Communication in Groups II	16				16																		
			3.04.05	Empirical Methods	20					20																	
			3.04.06	Serviceoriented Administration	16								16														
			3.04.07	Human Resources Management	18														18								
			3.04.08	Personnel Management (Leadership)	12																	12					
	Total Administrative Science	266			260	6	28	70	44	40	20	16	28	20	0												
4	Inter-disciplinary Lectures and Exercises, Projects																										
4.00	Work an Study	14	4.00.01	Introduction to work and study	3		3																				
			4.00.02	Introduction to use informatic systems	2		2																				
			4.00.03	Introduction to grant in aid	2			2																			
			4.00.04	Module Blended Learning	3				3																		
			4.00.05	Scientific work	4						4																
4.01	Human Rights, Administrative Acting, Protest Procedure	64	4.01.01	Human Rights, Administrative Acting, Protest Procedure 1		24				24																	
			4.01.02	Human Rights, Administrative Acting, Protest Procedure 2		20																	20				

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Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.									
			4.01.03	Human Rights, Administrative Acting, Protest Procedure 3		20									20
4.02	Social Sciences, Personnel Management, Training of Communication Exercises	16	4.02.01	Administrative Organisation, Sociology, Psychology Exercises		8									8
			4.02.02	Performance and Presentation Training Exercises		8									8
4.04	Project	12	4.04.01	Project	12					6	6				
4.05	Diploma Thesis	135	4.05.01	Dissertation	135							135			
	Inter-disciplinary Lectures and Exercises, Projects, Diploma Thesis	241			161	80	5	2	3	24	10	6	135	20	36
	Total	2.038			1.756	282	201	298	204	223	229	230	316	184	153
								703		223		459		653	
	Tests and Reviews	114						30		16		21		47	
	Examination	57						0		16		0		41	
	Total	2.209						733		255		480		741	

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