





Hochschule für den öffentlichen Dienst in Bayern - Fachbereich Allgemeine Innere Verwaltung -

Curriculum 2018/2021 compulsory studies undergraduate							Distribution of lessons										
							month calendar months		FStA 1			FStA 2	FStA 3		FStA 4		
									7	3	4	7	10 - 11	12 - 2	3 - 4	5 - 6	
Nr.	subject	hrs	Nr.	Lecture	hrs lect.	hrs exerc.	10 - 11	12 - 2	3 - 4	9 - 11	5 - 6	7 - 8	12 - 2	3 - 4	5 - 6		
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		
	<b>Total of Law Studies</b>	1.110			972	138	119	192	88	101	158	128	105	134	85		
<b>2</b>	<b>Economics and Finances</b>																
2.01	Economic and Financial Principles of Administrative Acting	76	2.01.01	Economic Principles of Administrative Acting	26		26										
			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)	16		16										
			2.02.02	Public Business Management (preparatory course)	10		10										
			2.02.03	Basics of Budget Planning for Accountancy	20			20									
			2.02.04	Basics of Commercial Budget	18			18									
			2.02.05	Planning of Governmental Budget	23				23								
			2.02.06	Planning of Commercial Budget	26				26								
			2.02.07	Cost and Output Accounting I	20				20								
			2.02.08	Cost and Output Accounting II	14					14							
			2.02.09	Controlling	18					18							
			2.02.10	Municipal Finances Case Studies / Exercises I		12				12							
			2.02.11	Public Business Management Exercises		8				8							
			2.02.12	Implementation of Governmental Budget I	16						16						





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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	Personnel Selection 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									
	<b>Inter-disciplinary Lectures and Exercises, Projects, Diploma Thesis</b>	239			159	80	3	6	3	24	6	6	135	20	36							
	<b>Total</b>	2.047			1.753	282	208	306	204	223	219	230	316	176	153							
								718		223		449		645								
	<b>Tests and Reviews</b>	114						26		16		21		47								
	<b>Examination</b>	57						0		16		0		41								
	<b>Total</b>	<b>2.218</b>						744		255		470		733								
last update: 13.11.2019																						