

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

Curriculum 2021/2024 compulsory studies undergraduate							Distribution of lessons										
							month			FSA 1		FSA 2	FSA 3		FSA 4		
							calendar months			7		3	4		7		
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		
<b>1</b>	<b>Law</b>																
1.01	Fundamental principles of Law Appliance incl. Methods and Technology	46	1.01.01	Fundamental Principles I	32		32										
			1.01.02	Tips for learning	4		4										
			1.01.03	Technology	10			10									
1.02	Constitutional Law	66	1.02.01	Constitutional Law	15		15										
			1.02.02	Human and Constitutional Rights I	35			35									
			1.02.03	Human and Constitutional Rights II		16								16			
1.03	European Law	20	1.03.01	European Law	20						20						
1.04	General Administrative Law Administrative Procedural Law	146	1.04.01	Administrative Acting I	34			34									
			1.04.02	Administrative Acting II	22			22									
			1.04.03	Administrative Action procedure I	26				26								
			1.04.04	Administrative Acting III	18				18								
			1.04.05	Administrative Acting in the fields of trading regulations	28					28							
			1.04.06	Administrative Action procedure II	18						18						
1.05	Data Protection	24	1.05.01	Data Protection	24				24								
1.06	Municipal Law	116	1.06.01	Municipal Law I	32		32										
			1.06.02	Municipal Law II	32			32									
			1.06.03	Edition of Rules and Regulations	16					16							
			1.06.04	Municipal Law Exercises I		14			14								
			1.06.05	Municipal Law IV	10						10						
			1.06.06	Municipal Law Exercises II		12									12		
1.07	Law of Civil Service	170	1.07.01	Law of Civil Servants I	35		35										
			1.07.02	Law of Civil Servants Exercises I		7			7								
			1.07.03	Law of Civil Servants II	22									22			
			1.07.04	Law of Civil Servants Exercises II		7									7		
			1.07.05	Public Labour Law I	32					32							
			1.07.06	Public Labour Law II	30							30					



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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>	1.118			980	138	119	192	88	101	158	128	105	142	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	356	2.02.01	Basics of Municipal Finances (preparatory course)	14		14												
			2.02.02	Public Business Management (preparatory course)	12		12												
			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	14						14								
			2.02.13	Implementation of Commercial Budget	24						24								
			2.02.14	Implementation of Governmental Budget II	18							18							
			2.02.15	Cost-benefit Analysis	33							33							

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			2.02.16	Reporting in Governmental Budget System	10									10							
			2.02.17	Reporting in Commercial Budget System	18									18							
			2.02.18	Share management and Public Enterprises	20									20							
			2.02.19	Value added tax system I	4										4						
			2.02.20	Value added tax system II		4									4						
			2.02.21	Municipal Finances Exercises II		18										18					
			2.02.22	Public Business Management Exercises		8										8					
2.03	State Finances	334	2.03.01	Basics of State Finances (preparatory course)	14		14														
			2.03.02	Public Business Management (preparatory course)	12		12														
			2.03.03	State Budget Law I	30			30													
			2.03.04	Basics of Commercial Budget	18			18													
			2.03.05	State Budget Law II	30				30												
			2.03.06	Cost and Output Accounting I	20					20											
			2.03.07	Cost and Output Accounting II	14						14										
			2.03.08	Controlling	18						18										
			2.03.09	State Budget Law Exercises I		8					8										
			2.03.10	Public Business Management Exercises		8					8										
			2.03.11	State Budget Law III	20							20									
			2.03.12	Public Granting	20								20								
			2.03.13	Cost-benefit Analysis	33								33								
			2.03.14	State Budget Law IV	20									20							
			2.03.15	Share management and Public Enterprises	20									20							
			2.03.16	Property Management and Obtaining	25										25						
			2.03.17	State Budget Law Exercises II		16										16					
			2.03.18	Public Business Management Exercises		8										8					
	<b>Total of Economics and Finances</b>	432			370	62	26	64	69	58	38	79	48	18	32						
<b>3</b>	<b>Administrative Sciences</b>																				
3.01	Administrative Organisation	34	3.01.01	Administrative Organisation I	8		8														
			3.01.02	Administrative Organisation II	14					14											
			3.01.03	Administrative Organisation - Processes	12								12								
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	78	3.03.01	Informatics I	16		16																	
			3.03.02	EGovernment I	4		4																	
			3.03.03	Informatics I	26			26																
			3.03.04	Informatics III	6				6															
			3.03.05	EGovernment II	14					14														
			3.03.06	EGovernment III	12									12										
3.04	Social Sciences, Personnel Management, Training of Communication	128	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	24			24																
			3.04.04	Working and Communication in Groups II	12				12															
			3.04.05	Empirical Methods	20					20														
			3.04.06	Human Resources Management I	8						8													
			3.04.07	Human Resources Management II	18							18												
			3.04.08	Personnel Management (Leadership)	12								12											
			3.04.09	Preparation for exams			4										4							
	<b>Total Administrative Science</b>	268			258	10	34	74	40	40	14	8	30	24			4							
4	<b>Inter-disciplinary Lectures and Exercises, Projects</b>																							
4.00	Work and Study	9	4.00.01	introduction to use informatic systems	3		3																	
			4.00.02	Blended Learning	2				2															
			4.00.03	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	18	4.02.01	Administrative Organisation, Sociology, Psychology Exercises		8									8							
			4.02.02	Personnel Selection Training Exercises		10									10							
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>	238			156	82	3	0	6	24	6	6	135	20	38							
	<b>Total</b>	2.056			1.764	292	182	330	203	223	216	221	318	204	159							
								715		223		437		681								
	<b>Tests and Reviews</b>	116						27		16		22		51								
	<b>Examination</b>	57						0		16		0		41								
	<b>Total</b>	<b>2.229</b>						742		255		459		773								
last update: 10.03.2021																						