

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

Curriculum 2019/2022 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		
	Total of Law Studies	1.110			972	138	119	192	88	101	158	128	101	138	85		
2	Economics and Finances																
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)	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	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							
	Inter-disciplinary Lectures and Exercises, Projects, Diploma Thesis	239			159	80	3	2	7	24	6	6	135	20	36					
	Total	2.047			1.753	282	182	332	204	223	219	230	312	192	153					
								718		223		449		657						
	Tests and Reviews	116						27		16		22		51						
	Examination	57						0		16		0		41						
	Total	2.220						745		255		471		749						
last update: 10.03.2020																				