

Course description

Course abbreviation:	KSR/OPVR	Page:	1 / 3
Course name:	Organizational processes in PA		
Academic Year:	2023/2024	Printed:	03.06.2024 09:16

Department/Unit /	KSR / OPVR			Academic Year	2023/2024
Title	Organizational processes in PA			Type of completion	Exam
Long Title	Organizational processes in public administration				
Accredited/Credits	Yes, 5 Cred.			Type of completion	Combined
Number of hours	Lecture 2 [Hours/Week] Seminar 2 [Hours/Week]				
Occ/max	Status A	Status B	Status C	Course credit prior to	YES
Summer semester	0 / -	0 / -	0 / -	Counted into average	YES
Winter semester	57 / -	0 / -	0 / -	Min. (B+C) students	10
Timetable	Yes			Repeated registration	NO
Language of instruction	Czech			Semester taught	Winter, Summer
Optional course	No			Internship duration	0
Evaluation scale	1 2 3 4			Ev. sc. – cred.	S N
No. of hours of on-premise					
Auto acc. of credit	Yes in the case of a previous evaluation 4 nebo nic.				
Periodicity	K				
Substituted course	None				
Preclusive courses	KSR/OPVS				
Prerequisite courses	N/A				
Informally recommended courses	N/A				
Courses depending on this Course	N/A				

Course objectives:

The aim is to acquaint students with the basic principles of organization and effective administration and the current approaches to management in the public sector. This course provides students with knowledge of communication methods, methodologies and tools in administrative practice, especially in communication with the public. The course provides students with basic professional orientation in political science and sociological perspectives on changes in the concept of public administration in the modern democratic state as a basis for understanding the theoretical and practical principles of organization and management in local and regional communities

Requirements on student

test
written exam

Content

1. Definitions of central and local government in the context of a democratic state
2. Forms and types of administrative organization of modern democratic society, etatism, corporatism and the problem of bureaucracy, the traditionalist and liberal systems
3. Specifics of management in public administration and private sector
4. Organizations and institutions, basic resources, principles and specifics of the administrative management
5. Types and forms of authority in relation to administrative management issues and the formation of public interests
6. Public sector, a typology of social groups
7. Local and regional actors in municipal management
8. Targets, forms and methods of administrative management
9. Decision-making practice in public administration
10. Motivation and motivational strategies in public administration
11. Management typology in terms of public organizations and institutions
12. Theory of communication, specific forms of communication tools in the context of administrative organizations
13. Quality measurement and quality in the public sector

Fields of study

Guarantors and lecturers

- **Guarantors:** Doc. Ing. Jiří Patočka, CSc. (100%)
- **Lecturer:** Doc. Ing. Jiří Patočka, CSc. (100%)
- **Seminar lecturer:** Ing. Milan Lindner, Ph.D. (100%), Doc. Ing. Jiří Patočka, CSc. (100%)

Literature

- **Basic:** Patočka. *New Trends in Public Administration in EU*. ISM, 2005. ISBN 80-86976-00-9.
- **Basic:** Keller J. *Sociologie organizace a byrokracie*. SLON Praha, 1999.
- **Basic:** Kadeřábková, J. *Význam komunikace veřejné správy s občany in: Management regionální politiky a reforma veřejné správy*. Linde, Praha 2006. ISBN 80-7201608-3.
- **Recommended:** HANSPACH, Dan, KOWALCZYK, Andrzej, PATOČKA, Jiří, OFFERDAL, Audun. *Local leaders: recruitment, representation and role perceptions*. In: BALDERSHEIM, Harald, ILLNER, Michal, PATOČKA, Jiří, SURAZSKA, Wisla (ed.). *Regional Organization and Administrative Performance in Eastern Europe*. Praha : The Institute of Sociology Academy of Sciences of the Czech Republic, 1994..
- **Recommended:** Nemec, Juraj. *Management veřejné správy : teorie a praxe : zkušenosti z transformace veřejné správy ze zemí střední a východní Evropy*. Vyd. 1. Praha : Ekopress, 2003. ISBN 80-86119-70-X.
- **Recommended:** Simon, V., Thompson, A. *Public Administration, Smithburgh, D., Transaction Publishers, N. Brunswick, London 1991, ISBN: 0-88738-895-7*.

Time requirements

All forms of study

Activities	Time requirements for activity [h]
Contact hours	52
Preparation for comprehensive test (10-40)	20
Preparation for an examination (30-60)	58
Total:	130

assessment methods

Knowledge - knowledge achieved by taking this course are verified by the following means:

- Written exam
- Test
- Seminar work

prerequisite

Knowledge - students are expected to possess the following knowledge before the course commences to finish it successfully:

- Not specified

teaching methods

Knowledge - the following training methods are used to achieve the required knowledge:

- Lecture
- Seminar
- Discussion

learning outcomes

Knowledge - knowledge resulting from the course:

During the study the students learn the basics of social-issues management in public administration, students get familiar with the approaches, methods and methodologies for effective decision making in terms of different types of public organizations and institutions. The course provides the students the basic knowledge necessary for the performance of administrative practice in communication with the public in drafting communication strategies in different types of organizations.

Course is included in study programmes:

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Legal Specialization	Bachelor	Full-time	Legal Specialisation	1	20	2023	Obligatory subjects - 2nd year	A	2	ZS
Legal Specialization	Bachelor	Full-time	Public Administration	1	18	2023	Obligatory subjects - 2nd year	A	2	ZS
Legal Specialization	Bachelor	Full-time	Public Administration	1	17	2023	Obligatory subjects - 2nd year	A	2	ZS