

## Course description

<b>Course abbreviation:</b>	KSR/ZSV	<b>Page:</b>	1 / 3
<b>Course name:</b>	Introduction to Administration		
<b>Academic Year:</b>	2023/2024	<b>Printed:</b>	03.06.2024 08:09

<b>Department/Unit /</b>	KSR / ZSV			<b>Academic Year</b>	2023/2024
<b>Title</b>	Introduction to Administration			<b>Type of completion</b>	Exam
<b>Accredited/Credits</b>	Yes, 4 Cred.			<b>Type of completion</b>	Combined
<b>Number of hours</b>	Lecture 2 [Hours/Week] Seminar 1 [Hours/Week]			<b>Course credit prior to</b>	NO
<b>Occ/max</b>	Status A	Status B	Status C	<b>Counted into average</b>	YES
<b>Summer semester</b>	0 / -	0 / -	0 / -	<b>Min. (B+C) students</b>	10
<b>Winter semester</b>	0 / -	0 / -	0 / -	<b>Repeated registration</b>	NO
<b>Timetable</b>	Yes			<b>Semester taught</b>	Summer semester
<b>Language of instruction</b>	Czech			<b>Internship duration</b>	0
<b>Optional course</b>	No				
<b>Evaluation scale</b>	1 2 3 4				
<b>No. of hours of on-premise</b>					
<b>Auto acc. of credit</b>	Yes in the case of a previous evaluation 4 nebo nic.				
<b>Periodicity</b>	K				
<b>Substituted course</b>	USV/ZSV				
<b>Preclusive courses</b>	N/A				
<b>Prerequisite courses</b>	N/A				
<b>Informally recommended courses</b>	N/A				
<b>Courses depending on this Course</b>	N/A				

### Course objectives:

To provide students with knowledge of public administration, state administration, self-government definitions. Institutions of state administration, authority and competence. Public service.

### Requirements on student

Oral examination

### Content

1. The concept of public administration, public administration and law.
2. The concept of state administration and concept of self government
3. Subjects and methods of administrative sciences
4. Advancement administrative examination and theoretical administration Methods
5. Organizations in public administration
6. Decision-making in public administration
7. Control in public Administration
8. Evaluation of public administration
9. Administration and citizen
10. Administrative Service
11. Administrative Systems
12. Transformation and reform of public administration

## Fields of study

## Guarantors and lecturers

- **Guarantors:** Doc. PhDr. Lukáš Valeš, Ph.D. (100%)
- **Lecturer:** JUDr. Miloš Matula, CSc. (100%), Doc. PhDr. Lukáš Valeš, Ph.D. (100%)
- **Tutorial lecturer:** JUDr. Miloš Matula, CSc. (100%)

## Literature

- **Basic:** Hendrych, Dušan. *Základy správní vědy*. Vyd. 1. Praha : ALEKO, 1992. ISBN 80-85341-30-1.
- **Recommended:** Průcha P. *Místní správa*. MU Brno, 1992.
- **Recommended:** Hendrych, Dušan. *Správní právo : obecná část*. 7. vydání. Praha : C.H. Beck, 2009.

## Time requirements

## All forms of study

Activities	Time requirements for activity [h]
Contact hours	26
Preparation for formative assessments (2-20)	20
Preparation for an examination (30-60)	60
<b>Total:</b>	<b>106</b>

## assessment methods

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

Oral exam

**Skills - skills achieved by taking this course are verified by the following means:**

Oral exam

**Competences - competence achieved by taking this course are verified by the following means:**

Oral exam

## prerequisite

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

Knowledge of basic concepts of public administration, state administration, self-government. Knowledge of state administration bodies, organization, powers, competences.

**Skills - students are expected to possess the following skills before the course commences to finish it successfully:**

Understand the internal organizational structure of public administration bodies, their competence and constitutional-law equipment

**Competences - students are expected to possess the following competences before the course commences to finish it successfully:**

N/A

## teaching methods

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

Lecture

**Skills - the following training methods are used to achieve the required skills:**

Lecture

**Competences - the following training methods are used to achieve the required competences:**

Lecture

**learning outcomes****Knowledge - knowledge resulting from the course:**

Understand decision-making processes in public administration, control of public administration, principles of public and civil service.

**Skills - skills resulting from the course:**

They will focus in the internal organizational structure of public authorities in their jurisdiction, competency equipment and equipment of constitutional law.

**Competences - competences resulting from the course:**

N/A

**Course is included in study programmes:**

Study Programme	Type of	Form of	Branch	Stage	St. plan v.	Year	Block	Status	R.year	R.
Law and Legal Science	Undergraduate Master	Full-time	Law	1	14	2023	Elective subjects	B		LS
Law and Legal Science	Undergraduate Master	Full-time	Law	1	10	2023	Electives	B		LS
Law and Legal Science	Undergraduate Master	Full-time	Law	1	11	2023	Electives	B		LS
Law and Legal Science	Undergraduate Master	Full-time	Law	1	13	2023	Elective subjects	B		LS