

## Public Management Bachelor Programme

<b>Module</b>	<b>07 – Administrative Science</b>		
Semester	1 <sup>st</sup> semester (winter semester)		
Courses	a) Basics of Public Management (L) [DE] b) Political Science (L) [DE]		
Workload	4 SPW	5 credits	150 workload hours (45 attendance hours, 105 selfstudy hours)
Admission prerequisites	–		
Module coordinator	Prof. Dr. Elmar Hinz		

### 1. Learning outcomes

- a) Students will be able to draw distinctions between various academic perspectives on public administration and make connections between these perspectives. They will also become familiar with the key concepts, functions and associations of public management. Students will essentially be able to process details of business studies within management sciences using a decision-oriented approach and relate these to public administration.  
Parallel to this, they will learn the basic techniques required for academic studies.
- b) Students will be able to describe the social and constitutional legitimisation, the multi-causal complexity and the multi-dimensional objective and motivational structures in political decision-making processes. They will be familiar with the circumstances and current challenges encountered by local authorities, be able to understand the role of politics in the decision-making processes in public administration and obtain knowledge of formats of political participation.

### 2. Recommended prior knowledge and skills

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### 3. Contents

- a) • Administrative perspectives on public tasks in the political and administrative system  
• Characteristics of public management  
• Municipal budgets in fiscal and double-entry accounting  
• Operating processes in public administrations and businesses  
• Civil service  
• Administrative reforms as a cause of problems for management
- b) • Policy in the multi-level system  
• Legitimisation of political systems  
• Understanding the democracy, statehood and the rule of law in the Federal Republic of Germany (incl. federalism and local self-government)  
• Policy cycle  
• Political actors and rationalities  
• Modernisation of local politics (challenges such as social and demographic change, citizen participation, policy decisions using examples from selected areas of political activity)

### 4. Modes of teaching and learning, workload

Lecture with active feedback from students (45 hrs); preparation and revision of lectures, including reading relevant literature and assessment tests (70 hrs); exam preparation (35 hrs).

### 5. Type of examination

Written exam (120 minutes)

### 6. Literature

FRANZ, Thorsten: *Einführung in die Verwaltungswissenschaft*, Wiesbaden 2013; RAU, Thomas: *Betriebswirtschaftslehre für Städte und Gemeinden*, München 2007.  
BOGUMIL, Jörg; HOLTKAMP, Lars: *Kommunalpolitik und Kommunalverwaltung*, Bonn 2013; RUDZIO, Wolfgang: *Das politische System der Bundesrepublik Deutschland*, 8. Auflage, Wiesbaden 2011.