

Part A: Basic Studies								
Modules / Sub-modules	Semester	Means of evaluation					Credit Points	Responsible for the module
			Courses (in hours)		Homework (in hours)	= Total workload	European Credit Transfer System (ECTS)	
			in weeks	in units (45 min)				
Module 1: Public law basis of public administration		Written exam	14	231	249	480	16	Trockels
1.1 Constitutional law / European law	1.+2.		4					
1.2 Principles of administrative law	1.+2.		9					
1.3 Administrative offences	2.		1					
Module 2: Police and planning law	3.	Written exam	4	64	56	120	4	Piltz
Module 3: Social law	3.	Written exam	3	48	72	120	4	Piltz
Module 4: Local laws	2.+3.	Written exam	5	83	97	180	6	Schulze
Module 5: Private law basis of public administration 1		Written exam	7	115	125	240	8	Hock
5.1 Conclusion of contracts	1.		3					
5.2 Implementation of contracts	2.		3					
5.3 Claims for damages and injunctive relief (tort law)	1.		1					
Module 6: Private law basis of public administration 2		Written exam	3	48	72	120	4	Bernards
6.1 Property law	3.		1					
6.2 Family and estate law	3..		1					
6.3 Law of civil procedure	3..		1					

Modules / Sub-modules	Semester	Means of evaluation					Credit Points	Responsible for the module
			Courses (in hours)		Homework (in hours)	= Total work load		
			In weeks	In units (45 min)				
Module 7: Finance management and business administration in the public sector - 1		Written exam	9	139	161	300	10	Stephan
7.1.Municipal finance management	1.+ 2.		7					
7.2.State budgetary law	2.		2					
Module 8: Finance management and business administration in the public sector - 2		Written exam	6	96	114	210	7	Fischer, E.
8.1 Introduction to business administration in the public sector	1.		2					
8.2 Accounting	1. + 2.		4					
Module 9: Finance management and business administration in the public sector - 3		Written exam	5	80	100	180	6	Fischer, E. Stephan
9.1 Administrative and corporate management	3.		3					
9.2.Public enterprises	3.		2					
Module 10: Economics and sociology		Written exam	6	100	110	210	7	
10.1.Economics	1.+ 2.		4					Meuthen
10.2.Sociology	2.		2					Kopnarski
Module 11: IT/Organization		Written exam	7	115	125	240	8	Busbach, Schenk
Module 12: Human resources		Written exam	6	97	113	210	7	Fieguth,Kienzler, Bremecker,Hock
12.1.Human resources management	2. + 3.		3					
12.2.Employee and civil servant statutes	3..		3					
Module13: Psychology		Written exam	5	81	99	180	6	Fischer, J.
13.1. Psychology (basics) / Statistics	1		3					
13.2 Interpersonal skills	1. + 2.		2					

Module 14: Seminar		2. + 3.	Term paper/presentation	3	49	71	120	4	Martens
Module 15: Languages and cross-cultural studies/Lecture series on topics of current interest		1.	Written exam	3	44	46	90	3	Kipp
Module 16: Projects of choice		2. + 3.	Work on the project/ presentation	4	66	84	150	5	Martens

Part B: Specialization (choice of an area of in-depth study)										
Modules / Sub-modules	Semester	Means of evaluation In each module: term paper/presentation or oral examination or written exam	Courses (in hours)				Homework (in hours)	= Total work load	Credit Points	Responsible for the module
			In weeks	In units (45 min)						
Area of in-depth study I: Administration of social benefits	6.								Kunkel	
7.I. Principles: Management and planning of social benefit programs; links between social law and other disciplines and areas of law; migration and social law			5	85	95	180	6			
18.I. Long-term care; Integration of handicapped persons			5	85	95	180	6			
19.I. Tasks of municipalities in the areas of social services and health / Current essential tasks in youth welfare			5	85	95	180	6			
20.I. Aid for unemployed persons			5	85	95	180	6			
21.I. Civil law and social affairs, including procedural law			5	85	95	180	6			
22.I. Management and gender			5	85	65	150	5			
Area of in-depth study II: Public law and order	6.								Martens	
17.II. Basic principles			5	85	95	180	6			
18.II. Decisions regarding permission to do something			5	85	95	180	6			
19.II. Administrative orders			5	85	95	180	6			
20.II. Regulations concerning the public order			4	68	82	150	5			
21.II. Appeals and law concerning the respective interests of neighbors			6	102	108	210	7			
22.II. Management and gender			5	85	65	150	5			
Area of in-depth study III: Environmental and planning law	6.								Martens	
17.III. Basic principles			4	68	82	150	5			
18.III. Planning			6	102	108	210	7			
19.III. Decisions regarding permission to do something			5	85	95	180	6			
20.III. Administrative orders			5	85	95	180	6			

21.III. Appeals and law concerning the respective interests of neighbors			5	85	95	180	6	
22.III. Management and gender			5	85	65	150	5	

Modules / Sub-modules	Semester	Means of evaluation					Cedit points	Responsible for the module:
			Courses (in hours)		Homework (in hours)	=Total work load		
			By week	In units (45 min)	60 min		ECTS	
Area of in-depth study IV: Europe	6.						Eisenberg	
17.IV. European Union			5	85	95	180	6	
18.IV. Economic and financial aspects of European integration			5	85	95	180	6	
19.IV. Selected topics in European Union public policy			4	68	82	150	5	
20.IV. Cross-border cooperation			5	85	95	180	6	
21.IV. Regional development in Europe			6	102	108	210	7	
22.IV. Management and gender			5	85	65	150	5	
Area of in-depth study V: Economic affairs and finance	6.							Hafner
17.V. Local finance			5	85	95	180	6	
18.V. Accounting			5	85	95	180	6	
19.V. Investment and financial management			5	85	95	180	6	
20.V. Administration and competition, management			5	85	95	180	6	
21.V. Corporate law, commercial law, fiscal law			5	85	95	180	6	
22.V. Management and gender			5	85	65	150	5	
Area of in-depth study VI: Local government policy	6.							Kopnarski
17.VI. Local government policy I			5	85	95	180	6	
18.VI. Local laws			5	85	95	180	6	
19.VI. Municipal elections and public relations			5	85	95	180	6	
20.VI. The economic affairs of local authorities			5	85	95	180	6	
21.VI. Areas of local government policy			5	85	95	180	6	
22.VI. Management and gender			5	85	65	150	5	

Modules / Sub-modules	Semester	Means of evaluation					Credit Points	Responsible for the module:
			Courses (in hours)		Homework (in hours)	= Total work load		
			By week	In unities (45)	60 min		ECTS	
Area of in-depth study VII: Hospital management and public enterprises	6.							Fischer, E.
17.VII. New municipal budgeting system and financial management			5	85	95	180	6	
18.VII. Accounting in public enterprises			5	85	95	180	6	
19.VII. Management and legal aspects regarding public enterprises			6	102	108	210	7	
20.VII. Hospital management I			5	85	95	180	6	
21.VII. Hospital management II			4	68	82	150	5	
22.VII. Management and gender			5	85	65	150	5	
Area of in-depth study VIII: Management and IT	6.							Busbach
17.VIII. IT service management			5	85	95	180	6	
18.VIII. Administration of IT networks			5	85	95	180	6	
19.VIII. Procedure models and quality management			5	85	95	180	6	
20.VIII. Programming and the law			5	85	95	180	6	
21.VIII. Organization and psychology			5	85	95	180	6	
22.VIII. Management and gender			5	85	65	150	5	
Area of in-depth study IX: Human resources management and organization	6.							Fieguth
17.IX. Human resources (HR) management			5	85	95	180	6	
18.IX. Law regarding HR, including social security law			5	85	95	180	6	
19.IX. Psychological concepts and instruments			5	85	95	180	6	
20.IX. Application-oriented information management			5	85	95	180	6	
21.IX. 1. Train the trainer program or 2. Public relations			5	85	95	180	6	
22.IX. Management and gender			5	85	65	150	5	

Part C: Internships in public administrations and the bachelor's thesis									
Practical learning modules									
		Semester	Means of evaluation				Total work load	Credit points	
Module 22: Internship 1 (3 months)		4.	Report				210	7	
Module 23: Internship 2 (3 months)		4.	Report				210	7	
Module 24: Internship 3 (3 months) abroad or in another federal state or in the private sector		5.	Report				210	7	
Module 25: Internship 4 (4 months)		5.	Report				270	9	
Bachelor's thesis		5. / 6.					300	10	
Total workload:							5 400	180	

