

Information sheet for the course Theory, Management, and Organisation of Public Administration

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>KVSaRR/lz30Pd/14</i>	Course unit title: <i>Theory, Management, and Organisation of Public Administration</i>
Type of course unit: <i>compulsory</i>	
Planned types, learning activities and teaching methods: <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face</i>	
Number of credits: <i>3</i>	
Recommended semester: <i>5. semester in the 3rd year (full-time)</i> <i>6. semester in the 3rd year (part time)</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assessment methods: <i>During the semester there will be one written test for 30 points: Assessment A - 24 points, Assessment B - 18 points, Assessment C - 12 points, Assessment D - 6 points, Assessment E - 5 points. Credit will not be added to a student who will receive less than 5 points from any written test. At the end of the semester during the examination period: Exam. Final evaluation: progress diameter.</i>	
Learning outcomes of the course unit: <i>Students by completing the course will gain insight and knowledge of the theoretical basis of public administration as a discipline in pursuit of a rational arrangement in order to achieve greater effectiveness and efficiency in the implementation of public affairs and governance. Student should know the problems of public organization, its institutional structure, functions of public administration and principles of decision-making and administrative proceedings in public administration. The student should understand the economy and efficiency of public administration in consistency with reform in the European context, current issues of European public administration systems in EU states as well as issues of ethics and morality in public administration (corruption and the fight against corruption in public administration). After successful completion of the course student should be able to do analysis and statistics aimed at effectiveness determining in public administration, evaluation of reform and organizational changes in the public administration structure and conclusions on the overall state of public administration but also within the European context.</i>	
Course contents: <i>1. Introduction to lectures - content of the course, recommended literature, the conditions for the test. Basic concepts in public administration.</i> <i>2. Theoretical and methodological approaches to public administration.</i> <i>3. Place of government in a modern European state.</i> <i>4. The nature and forms of public activities.</i> <i>5. The organizational construction of public administration.</i> <i>6. Functions of public administration.</i> <i>7. Decision-making and administrative procedures in public administration.</i> <i>8. The development of public administration in Slovakia.</i> <i>9. The concept of public administration reform.</i> <i>10. Public administration reform.</i> <i>11. Public administration in EU countries.</i> <i>12. Current problems in public administration.</i> <i>13. Free topic chosen by students. Consultations.</i>	
Recommended of required reading: <i>Kútik, J. – Mrva, J.: Verejná správa (organizácia, vývoj a reformy, prenos kompetencií). TnUAD,</i>	

Trenčín 2005

Hrtánek, L. – Kútik, J.: *Súčasný stav právnej regulácie verejnej správy v SR*. TnUAD, Trenčín 2005

Kútik, J. – Janas, K. – Hrtánek, L.: *Verejná správa a jej historický a právny vývoj*. TnUAD, Trenčín 2006

Kútik, J.: *Organizácia a krízový manažment verejnej správy*. TnUAD, Trenčín 2006

Kútik, J.: *Štruktúra verejnej správy v štátoch EÚ*. TnUAD, Trenčín 2008

Hajšová, M. – Kútik, J.: *Ekonomika a manažment samosprávy*. TnUAD, Trenčín 2009

Kútik, J. – Karbach, R.: *Systémy verejnej správy*. Sprint dva, Bratislava, 2011

Kútik, J. – Králik, J. – Karbach, R.: *Európsky administratívny priestor*. TnUAD, Trenčín 2013

Klierová, M. – Kútik, J.: *Verejný sektor*. TnUAD, Trenčín 2013

Kosorín, F.: *Manažment verejnej správy*. EU, Bratislava 1995

Kosorín, F.: *Teória a prax verejnej správy*. EU, Bratislava 1999

Kolektív autorov.: *Ekonomika územnej verejnej správy*. EU, Bratislava 1999

Škultéty, P.: *Základy verejnej správy*. UMB, Banská Bystrica 2001

Hamalová, M. – Žárska, E.: *Vybrané kapitoly z ekonomie územnej verejnej správy*. UKF, Nitra 2002

Kosorín, F.: *Verejná správa (konceptia, reformy, organizácia)*. EU, Bratislava 2003

Kolektív autorov.: *Úvod do regionálnych vied a verejnej správy*. Aleš Čeněk, Plzeň 2004

Benčo, J.: *Ekonomika a manažment verejnej správy*. TnUAD, Trenčín 2006

Žárska, E. – Černěňko, T. – Kozovský, D.: *Verejná správa I*. EU, Bratislava 2010

Časopis FSEV – Sociálno-ekonomická revue.

Časopisy Verejná správa.: Odporúčané články a štúdie.

Language: *Slovak*

Remarks: *Course is offered in the winter semester of the third year of full-time and in the summer semester of the third year of external bachelor studies. The course is mandatory.*

Evaluation history:

Total number of students being assessed: 113

A	B	C	D	E	FX
25.66	11.5	23.89	18.58	20.35	0.0

Lectures: *Ing. Martina Klierová, PhD.*

Last modification: 23.04.2014

Supervisor: *doc. Mgr. Sergej Vojtovič, DrSc.*