

## Information sheet for the course German

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code:</b> <i>VSV8</i>	<b>Course unit title:</b> <i>German</i>
<b>Type of course unit:</b> <i>optional</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>2 lessons per week. in-class format, per semester 28</i>	
<b>Number of credits:</b> <i>2</i>	
<b>Recommended semester:</b> <i>3. semester in the 2<sup>nd</sup> year (full-time) 3. semester in the 2<sup>nd</sup> year (part-time)</i>	
<b>Degree of study:</b> <i>I. (bachelor)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assesment methods:</b> <i>Throughout the semester, active participation, preparation of required tasks (preparing CV and Covering letter in English language) will be assessed. There will be two written tests – 30 points each. Assessment: A -- 55 points minimum, B -- 50 points min., C -- 45 points min., D -- 40 points min. E - 35 points min. Students who fail to collect the minimum of 15 points will not be awarded the credits. At the end of the semester, during the exam period: credit test. Final assessment: average result of all grades achieved.</i>	
<b>Learning outcomes of the course unit:</b> <i>The course will enable students to gain specialized language knowledge in the area of history of the European Union, its institutions and bodies, company and non-profit organization management, discussing and negotiating, and cultural specifics. The student will be able to communicate and present in the German language topics related to EU issues, company management while taking into account intercultural differences in individual countries. The student will understand the vocabulary and grammatical structures used in the area associated with the European Union, company management and negotiation management. After successfully completing the learning process, students will be able to communicate in german and ready to proceed in the follow-up university study.</i>	
<b>Course contents:</b> <i>1.Introduction. Basic concepts in public administration. Recommended literature. Prerequisites for earning credits. 2. The objectives, tasks and functions of public administration. The status of public administration in the state system. State and local self-government. 3. Public administration in a formal, material and organizational sense. Variety in the nature of public administration. PA at national, regional and of municipal level. 4. The administrative division of the Slovak Republic. The distribution of competencies in Slovak Republic. National, regional and of municipal level in PA. 5. Fundamentals of electoral system. The electoral system in the Slovak Republic and the Czech Republic. The most important issues related to elections. 6. Presidential election in Slovakia. Presidential powers and responsibilities. 7. Ethics and culture in public administration. Ethics in PA practice. Ethics in the civil service. 8. How to avoid any conflict of interest in public administration. Most common causes of the conflict of interests in public administration. 9. National budget. The procedures for drafting and approving the state budget. 10. State debt. Causes. Analysis of problems. 11. European rescue plan. Discussion. 12. How to achieve a balanced budget?</i>	

13. Expenditure in the government budget.

**Recommended of required reading:**

*Fašanok, M.: Verejná správa – komunikácia v nemeckom jazyku . Öffentliche Verwaltung – Kommunikation in der deutschen Sprache. TnUAD, FSEV, Trenčín 2012*

*Dreye, H. – Schmitt, R.: Lehr- und Übungsbuch der deutschen Grammatik. Verlag für Deutsch. Max-Hueber Strasse 8. Ismaning 1996*

*Grimmer, K.: Öffentliche Verwaltung in Deutschland: Grundlagen, Funktionen, Reformen; eine problemorientierte Einführung, VS Verlag, 2004*

*Koppler, A. – Reichart, S. – Lenz, P.: Tatsachen über Deutschland Societäts-Verlag, VOD, Eppelheim 1996*

*Ortmann, F.: Öffentliche Verwaltung und Sozialarbeit: Lehrbuch zu Strukturen, bürokratische Aufgabenbewältigung und sozialpädagogischem Handeln der Sozialverwaltung. Beltz Juventa 1994*

*Current sources, Internet, specialized dictionaries.*

**Language:** German

**Remarks:**

**Evaluation history:** 39

A	B	C	D	E	FX
28.21	15.38	25.64	15.38	10.26	5.13

**Lectures:** *PhDr. Miroslav Fašanok, PhD., PhDr. Lenka Mandelíková, PhD.*

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**Supervisor:** *prof. PhDr. Peter Barták, DrSc., doc. Ing. Ján Kútik, CSc.*