

Information sheet for the course Theory and Practice of Public Administration

University: <i>Alexander Dubček University of Trenčín</i>	
Faculty: <i>Faculty of Social and Economic Relations</i>	
Course unit code: <i>VSP18</i>	Course unit title: <i>Theory and Practice 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> <i>Seminar: 2 hours weekly/28 hours per semester of study; face to face</i>	
Number of credits: <i>5</i>	
Recommended semester: <i>3. semester in the 2nd year (full-time forma)</i> <i>3. semester in the 3rd year (part time forma)</i>	
Degree of study: <i>I. (bachelor)</i>	
Course prerequisites: <i>none</i>	
Assessment methods: <i>In the course of the semester there will be 3 written verifications of 20 points: Rated A - at least 55 points Rated B - at least 50 points, Rated C - at least 45 points, Rated D - at least 40 points, Rated E - at least 35 points. Credits shall not be granted to a student who checks written from a yield of less than 10 points. At the end of the semester during the examination period: Exam. Final evaluation: progress diameter.</i>	
Learning outcomes of the course unit: <i>After successfully completing the course, students will have gained 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: <ol style="list-style-type: none"> <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:

- Kútik, J. – Mrva, J.: *Verejná správa (organizácia, vývoj a reformy, prenos kompetencií)*. TnUAD, 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 ekonómie 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. – Černěnko, 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 second year of full-time and external studies. The course is mandatory. The number of students in a seminar group ranges from 20 to 25 students.**Evaluation history:**

Total number of students being assessed: 439

A	B	C	D	E	FX
33.03	10.02	17.54	13.44	19.82	6.15

Lectures: doc. Ing. Ján Kútik, CSc., Ing. Martina Klierová, PhD.**Last modification:** 15.04.2014**Supervisor:** prof. PhDr. Peter Barták, DrSc., doc. Ing. Ján Kútik, CSc.