

# Excerpts

of

# Module Descriptions

for the Dual Bachelor's degree program in

# Public Administration

Bachelor of Arts (B.A.)  
Fb 3: Business and Law

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For further information, please refer to the German version.

**Table of contents**

Module Descriptions .....	4
Module 1: Fundamentals of Business and Economics .....	4
Module 2: Introduction to Law .....	4
Module 3: Financial Accounting .....	4
Module 4: Public Service Law I .....	5
Module 5: Municipal Law I .....	5
Module 6: Social Sciences .....	5
Module 7: Economics .....	6
Module 8: Private Law I .....	6
Module 9: Management Accounting and Investment Appraisal .....	6
Module 10: Public Service Law II .....	7
Module 11: General Administrative Law I .....	7
Module 12: Internship I – General Administration .....	7
Module 13: Internship II – Personnel Administration .....	8
Module 14: Internship III – Financial Administration .....	9
Module 15: Internship IV – Regulatory Administration .....	10
Module 16: Internship V – Benefits Administration .....	11
Module 17: Public Finance I .....	13
Module 18: Personnel and Organization I .....	13
Module 19: General Administrative Law II .....	13
Module 20: Municipal law II .....	14
Module 21: International Outline Conditions .....	14
Module 22: Interdisciplinary General Studies .....	14
Module 23: Management of Public Administrations I (Administration Theory) .....	15
Module 24: Financial Management and Controlling I .....	15
Module 25: Regulatory Law .....	15
Module 26: Public Finance II .....	16
Module 27: Private Law II .....	16
Module 28: Management of Public Administrations II .....	16
Module 29: Social Security .....	17
Module 30: Personnel and Organization II .....	17
Module 31: Financial Management and Controlling II .....	18
Module 32: Bachelor Thesis with Colloquium .....	18
Module 33: Business Information Systems .....	18
Module 34: Quantitative Methods .....	19

Module 35: Instructor Qualification .....19

## Module Descriptions

### Module 1: Fundamentals of Business and Economics

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire fundamental skills in business and economics. Students recognize the fundamental differences and similarities between profit organizations, non-profit organizations and public-sector organizations.</p> <p>Interdisciplinary skills (30%): Students have the ability to understand economic and business administration matters and to discuss these with others. They can apply the most important methods of academic work.</p> <p>Competence percentage of law: 5%</p> <p>Competence percentage of economics: 95%</p>
Module language	German
Module availability	Winter semester

### Module 2: Introduction to Law

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire fundamental knowledge of the scheme and structure of law. They have the ability to handle facts in the style of an expert report.</p> <p>Interdisciplinary skills (25%): Students have mastered a legal work method.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Winter semester

### Module 3: Financial Accounting

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students master skills in bookkeeping, preparation and evaluation of balance sheets as well as assessment of annual accounts.</p> <p>They have the ability to identify accounting problems and to draw up solution proposals in groups. They can present the results of the analysis of annual accounts.</p> <p>Interdisciplinary skills (10%): Students have the ability to convincingly present their decisions and to include critical objections in their assessment.</p> <p>Competence percentage of law: 20%</p> <p>Competence percentage of economics: 80%</p>
Module language	German
Module availability	Winter semester

**Module 4: Public Service Law I**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students have basic knowledge of the law governing public sector employees. Central terms are defined and the legal methods are practiced.</p> <p>They have a basic understanding of the system of regulations and the values on which they are based.</p> <p>They can apply their knowledge to solve simple cases.</p> <p>Students are able to formulate problems and solutions precisely in legal language.</p> <p>Interdisciplinary skills (10%): Students have an improved understanding of text reading and enhanced oral and written communication skills.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Winter semester

**Module 5: Municipal Law I**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written essay (submission period 4 weeks)
Learning outcomes and skills	<p>Students have basic knowledge of local government and can define the central concepts of municipal law. They have a basic understanding of the system of municipal law with its constitutional foundations and the influences of European law.</p> <p>They can apply this knowledge and legal methods to simple questions.</p> <p>Interdisciplinary skills (25%): Students have the ability to apply academic work methods. They can work independently on a complex topic and present it in writing in a comprehensive and well-balanced manner.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Winter semester

**Module 6: Social Sciences**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students have an overview of the social science sub-disciplines of political science, sociology and social psychology. They have a basic understanding of the social science mindset.</p> <p>Interdisciplinary skills (25%): They have the ability to critically reflect on social, socio-psychological and political processes and contexts relevant to the subject.</p> <p>Competence percentage of social science: 100%</p>
Module language	German
Module availability	Winter semester

**Module 7: Economics**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students have the ability to:</p> <ul style="list-style-type: none"> <li>• Apply the standard models of microeconomics and macroeconomics to specific problems,</li> <li>• Assess the importance of models for business and socio-political decisions,</li> <li>• Evaluate economic framework conditions and measures.</li> </ul> <p>Interdisciplinary skills (25%): Students acquire interdisciplinary skills in their academic mindset, they can apply mathematical models, and they have the ability to analyze interrelationships and to use specialist literature and media to form their own opinions.</p> <p>Competence percentage of business and economics: 100%</p>
Module language	German
Module availability	Summer semester

**Module 8: Private Law I**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire solid, broader and advanced knowledge in special problem areas of business law.</p> <p>Interdisciplinary skills (25%): Students have the ability to suitably handle more complex legal matters. They can analyze and legally argue cases.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Summer semester

**Module 9: Management Accounting and Investment Appraisal**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students master the basic terms of cost accounting, as well as costs and cost center accounting.</p> <p>They can perform and critically review calculations and operating income according to various methods.</p> <p>They are familiar with the main decision-oriented methods of cost/output analysis and can solve simple optimization problems in business operations.</p> <p>Students can understand and implement the basic principles of management accounting based on case studies.</p> <p>Students also acquire basic skills in investment.</p> <p>They have the ability to structure and evaluate the fundamentals of investment decisions.</p> <p>Interdisciplinary skills (10%): Students have the ability to weigh up factors, convincingly present their decisions and include critical objections in their assessment.</p> <p>Competence percentage of economics: 100%</p>
Module language	German
Module availability	Summer semester

**Module 10: Public Service Law II**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (90 min.)
Learning outcomes and skills	<p>Students have in-depth knowledge of the law governing public sector employees. They develop an understanding of the functionality of the specific legal norms and can analyze them critically.</p> <p>These skills are used to solve simple cases.</p> <p>Interdisciplinary skills (20%):</p> <p>Students reflect on and weigh up value and interest decisions. They can understand the different perspectives of the employees and human resources administration. They improve their argumentation skills.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Summer semester

**Module 11: General Administrative Law I**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Presentation (min. 15, max. 30 min.) with written report (submission period 4 weeks)
Learning outcomes and skills	<p>Students have basic knowledge of the structure and function of public administration as well as the forms of administrative action. Focus is placed on administrative procedure as regulated by the General Administrative Procedures Act in Hesse (HVwVfG). They have a basic understanding of the system and the values on which the rules are based.</p> <p>Students apply these basic skills to solve simple cases. The secondary objective is the precise formulation of problems and solutions in legal language.</p> <p>Interdisciplinary skills (25%):</p> <p>Students can present a topic they have worked out independently and receive critical feedback.</p> <p>They can justify and discuss their results. They have the ability to lead a group as a moderator.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Summer semester

**Module 12: Internship I – General Administration**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Field report (submission period 12 weeks) with presentation (min. 15, max. 30 min.)
Learning outcomes and skills	<p>Students can:</p> <ul style="list-style-type: none"> <li>• Translate previously acquired theoretical knowledge into practical work and document the results in the field of general administration,</li> <li>• Describe interactions between the (municipal) organs of the cooperation partners,</li> <li>• Present responsibilities, structures and decision-making powers in the area where they are deployed.</li> </ul> <p>Students:</p> <ul style="list-style-type: none"> <li>• Are familiar with the organizational and operational structure of the respective cooperation partner and in the area where they are deployed,</li> <li>• Can name, observe and apply basic rules of the general terms and conditions issued for the respective cooperation partner,</li> <li>• Are familiar with the basic rules of business practice of the respective cooperation</li> </ul>

	<p>partner as well as office management processes in the area where they are deployed and are in a position to observe and apply these,</p> <ul style="list-style-type: none"> <li>• Are familiar with basic working techniques and can describe and apply them,</li> <li>• Can apply collection and analysis methods to data in the area where they are deployed,</li> <li>• Have the ability to perform resource management, service and task management in the back office (general administration),</li> <li>• Are familiar with and can apply written and oral communication methods using the rules of business practice (DIN 5008),</li> <li>• Are familiar with private law contracts in the context of purchasing and can accompany and participate in the procurement process in accordance with internal and external rules,</li> <li>• Are able to calculate and manage travel expenses,</li> <li>• Can use subject-related information and communication technology.</li> </ul> <p>Interdisciplinary skills (20%): Students can apply and expand on their social, methodological and personal skills and effectively use communication methods. They are able to use work and organizational resources economically and ecologically. They can use general information and communications technology.</p> <p>Competence percentage of law: 40%</p> <p>Competence percentage of administrative science: 40%</p> <p>Competence percentage of business and economics: 10%</p> <p>Competence percentage of social science: 10%</p>
Module language	German
Module availability	Summer semester

### Module 13: Internship II – Personnel Administration

ECTS Credits (CP) / Workload (h)	5 /150
Module examination	Field report (submission period 12 weeks) with presentation (min. 15, max. 30 min.)
Learning outcomes and skills	<p>Students can transfer previously acquired theoretical knowledge into practical work and document the results in the field of personnel administration.</p> <p>Students:</p> <ul style="list-style-type: none"> <li>• Can describe interaction between the (municipal) bodies of the respective cooperation partner,</li> <li>• Are familiar with and can represent responsibilities, structures and decision-making competences in the area where they are deployed,</li> <li>• Are familiar with the organizational and operational structure of the administration of the respective cooperation partner and in the area where they are deployed,</li> <li>• Can state the basic rules of the general terms and conditions issued for the administration of the respective cooperation partner and are in a position to observe and apply such rules,</li> <li>• Are familiar with the basic rules of business practice of the respective cooperation partner as well as office management processes in the area where they are deployed and are able to observe and apply such rules,</li> <li>• Are familiar with basic work methods and are able to describe and apply these methods,</li> <li>• Can apply survey and analysis methods to data in the area where they are deployed,</li> <li>• Can explain tasks, organizational structures and responsibilities in personnel administration,</li> <li>• Can apply the wage agreement for public service (TVöD), labor and civil servant laws as well as the general business instructions of the respective cooperation partner for personnel,</li> <li>• Observe and can use the administrative procedures in personnel administration,</li> </ul>



	<ul style="list-style-type: none"> <li>• Can put basic theoretical knowledge of the law governing public sector employees into practice,</li> <li>• Recognize rights and duties and can apply these to specific cases,</li> <li>• Can participate in case processing under personnel and human resources law,</li> <li>• Can implement staff representation and collective labor law in case situations,</li> <li>• Can calculate wages,</li> <li>• Can apply subject-related information and communications technology.</li> </ul> <p>Interdisciplinary skills (25%): Students are able to:</p> <ul style="list-style-type: none"> <li>• Apply and expand their social, methodological and personal skills,</li> <li>• Respond appropriately to the requests and requirements of employees/civil servants, taking into account expectations during consultation and the basic rules for customer and service-oriented behavior in both oral and written communications.</li> </ul> <p>They are familiar with basic models for reflecting on and shaping communication/conflict situations; they use appropriate communication techniques in conversations with employees/civil servants and make effective use of communication techniques.</p> <p>Students are able to use work and organizational resources economically and ecologically.</p> <p>They can use general information and communications technology.</p> <p>Competence percentage of law: 50% Competence percentage of administrative science: 20% Competence percentage of business and economics: 20% Competence percentage of social science: 10%</p>
Module language	German
Module availability	Winter semester

#### Module 14: Internship III – Financial Administration

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Field report (submission period 8 weeks) with presentation (min. 15, max. 30 min.)
Learning outcomes and skills	<p>Students can:</p> <ul style="list-style-type: none"> <li>• Translate the theoretical knowledge acquired so far into practical work with documentation of the results in the area of financial management.</li> <li>• Describe interaction between the municipal bodies of the respective cooperation partner.</li> <li>• Present responsibilities, structures and decision-making powers in the area in which they are deployed.</li> </ul> <p>They are familiar with the structural and procedural organization of the financial administration of the respective cooperation partner and in the area where they are deployed and are able to name, observe and apply basic rules of the general terms and conditions issued for the respective cooperation partner.</p> <p>They are familiar with, observe and apply the basic rules of the course of business of the respective cooperation partner as well as office management processes in the area where they are deployed.</p> <p>Students are familiar with basic working techniques and can describe and apply them.</p> <p>They can apply the collection and analysis methods to data in the area where they are deployed.</p> <p>The students:</p> <ul style="list-style-type: none"> <li>• Are familiar with and can apply financial and management accounting as well as controlling in the financial management of the respective cooperation partner,</li> <li>• Can review and decide on financial transactions,</li> <li>• Are familiar with budget management and budgeting with the respective</li> </ul>

	<p>cooperation partner and can apply this knowledge,</p> <ul style="list-style-type: none"> <li>• Can assert existing public and private claims of the respective cooperation partner,</li> <li>• Can apply subject-related information and communications technology.</li> </ul> <p>Interdisciplinary skills (20%): They can apply and expand their social, methodological and personal skills and effectively use communication techniques. They are able to use work and organizational resources economically and ecologically. They can use general information and communications technology.</p> <p>Competence percentage of law: 50% Competence percentage of administrative science: 20% Competence percentage of business and economics: 20% Competence percentage of social science: 10%</p>
Module language	German
Module availability	Summer semester

### Module 15: Internship IV – Regulatory Administration

ECTS Credits (CP) / Workload (h)	10 / 300
Module examination	Field report (submission period 16 weeks) with presentation (min. 15, max. 30 min.)
Learning outcomes and skills	<p>The administration of regulatory intervention poses a considerable challenge to students with regard to communication and conflict behavior. The expectations of citizens with regard to consultation and the basic rules for customer and service-oriented behavior in both oral and written communication must be taken into account.</p> <p>Students:</p> <ul style="list-style-type: none"> <li>• Gain an insight into the possible causes of problems in contact between citizens and the administration and can respond appropriately to various situations that arise during dealings with the public,</li> <li>• Can use work and organizational resources economically and effectively,</li> <li>• Can apply the basic rules of the course of business within the municipal administration,</li> <li>• Can use communication techniques sensibly and effectively,</li> <li>• Can present and explain the fulfilment of tasks and the structural and procedural organization in the area where they are deployed,</li> <li>• Are familiar with the departments of the respective cooperation partner that carry out regulatory tasks and can explain their responsibilities and cooperation among themselves,</li> <li>• Understand the objectives of the various legal regulations and can apply and implement the relevant laws in practice,</li> <li>• Are familiar with, can apply and implement the security regulations that are used (and partly also issued) by the respective cooperation partner,</li> <li>• Know the different forms of action of the administration and can classify them and apply them to facts,</li> <li>• Can explain and present the relevance of security for the fulfilment of the respective cooperation partner's tasks,</li> <li>• Know the importance of the basics of intervention for fulfilment of the respective cooperation partner's tasks and can evaluate the preconditions for intervention by an authority of the respective cooperation partner,</li> <li>• Are familiar with the elements of an administrative act and they can issue administrative acts under regulatory law,</li> <li>• Can explain force as a means of order for the administration and name the types of force under the Hessian Law on Administrative Enforcement (HVwVG) or the Hessian Law on Public Order and Security (HSOG), differentiate between such means in terms of content and apply them according to the circumstances,</li> </ul>

	<ul style="list-style-type: none"> <li>• Can arrange for the formal execution of an administrative act,</li> <li>• Know the legal remedies against measures by the security and police authorities and can examine and explain them,</li> <li>• Can describe the course of the appeal procedure at the respective cooperation partner until it becomes legally binding,</li> <li>• Can review and execute the revocation and withdrawal of an administrative act,</li> <li>• Know the requirements for the prosecution and punishment of administrative offences and can apply them to accordingly,</li> <li>• Can explain the course of the administrative offence proceedings and the procedure with the respective cooperation partner,</li> <li>• Are familiar with the elements of fine notice and can issue fine notices,</li> <li>• Can utilize subject-related information and communications technology.</li> </ul> <p>Interdisciplinary skills (50%):</p> <p>Students can apply the law and exercise their discretion when dealing with citizens in a manner appropriate to the addressee.</p> <p>They are familiar with basic models for reflecting on and shaping communication/conflict situations and they use appropriate communication techniques in conversations with citizens.</p> <p>They can use conflict-avoiding behavior and de-escalation techniques to better deal with difficult situations in dealings with citizens in the field of regulatory administration by the respective cooperation partner (reflection on previous behavior in conflict situations, knowledge of the causes of conflicts, the different types of conflicts and application of different conflict resolving strategies in different conflict situations).</p> <p>They are better able to perceive and respect cultural differences in order to deal appropriately and constructively with various ways of thinking and acting.</p> <p>They are able to interact effectively, independently and in a both culturally sensitive and mutually satisfactory manner with people from other cultures.</p> <p>They strengthen their team skills by participating in typical professional discussions with several participants. They are familiar with tasks and processes in teams and can respond to them with the appropriate instruments. They can also work constructively with representatives of internal and external organizational units.</p> <p>They are able to use work and organizational resources economically and ecologically.</p> <p>They can utilize general information and communications technology.</p> <p>Competence percentage of law: 60%</p> <p>Competence percentage of administrative science: 10%</p> <p>Competence percentage of social science: 30%</p>
Module language	German
Module availability	Winter semester

### Module 16: Internship V – Benefits Administration

ECTS Credits (CP) / Workload (h)	10 / 300
Module examination	Field report (submission period 16 weeks) with presentation (min. 15, max. 30 min.)
Learning outcomes and skills	<p>Students translate the previously acquired theoretical knowledge into practical work in the field of social administration and document the results.</p> <p>They can describe interactions between the municipal bodies within the respective cooperation partner.</p> <p>They are familiar with and can present the responsibilities, structures and decision-making powers in the area in which they are deployed.</p> <p>They have the ability to name, observe and apply basic rules of the general terms and conditions issued for the administration of the respective cooperation partner.</p> <p>They are familiar with, observe and apply the basic rules of the course of business of the respective cooperation partner as well as office management processes in the area where they are deployed.</p>

	<p>Students are familiar with basic working techniques and can describe and apply them.</p> <p>They can apply the collection and analysis methods to data in the area where they are deployed.</p> <p>Students are familiar with the organizational and operational structure of the benefits administration within the respective cooperation partner and in the area where they are deployed.</p> <p>Students are able to transfer the acquired theoretical knowledge to situations/case studies in practical benefits administration and to identify appropriate and formal solution options.</p> <p>They recognize responsibilities and decision-making powers within the benefits administration and can advise citizens and third parties accordingly.</p> <p>They have the ability to:</p> <ul style="list-style-type: none"> <li>• Determine the basis of entitlement to social benefits and to apply it to individual circumstances while observing subsumable rules,</li> <li>• Calculate social benefits based on income and wealth,</li> <li>• Draw up first-instance decisions on the granting and rejection of social benefits in the proper form,</li> <li>• Communicate negative decisions to applicants for benefits both orally or by telephone and they can adequately explain the reasons for refusal,</li> <li>• Assert claims for compensation in the proper form against the parties primarily obligated to pay in the case of subsidiary granting of benefits,</li> <li>• Use subject-related information and communications technology.</li> </ul> <p>Interdisciplinary skills (50%):</p> <p>In the field of benefits administration, the difficult situation in which those seeking benefits find themselves makes it very important to apply and expand social/methodological/personal competence, use work and organizational resources economically and ecologically, use communication techniques effectively and to respond in the appropriate manner to the requests and requirements of those seeking help. The expectations of citizens with regard to consultation and the basic rules for customer and service-oriented behavior in both oral and written communication must be taken into account.</p> <p>Students are familiar with basic models for reflecting on and shaping communication/conflict situations and they use appropriate communication techniques in conversations with those seeking help.</p> <p>They can use conflict-avoiding behavior and de-escalation techniques to better deal with difficult situations in dealings with citizens in the field regulatory administration by the respective cooperation partner (reflection on previous behavior in conflict situations, knowledge of the causes of conflicts, the different types of conflicts and application of different conflict resolution strategies in different conflict situations).</p> <p>They are better able to perceive and respect cultural differences in order to deal appropriately and constructively with various ways of thinking and acting.</p> <p>They are able to interact effectively, independently and in a both culturally sensitive and mutually satisfactory manner with people from other cultures.</p> <p>They strengthen their team skills by participating in typical professional discussions with several participants. They are familiar with tasks and processes in teams and can respond to them with the appropriate instruments. They can also work constructively with representatives of internal and external organizational units.</p> <p>They are able to use work and organizational resources economically and ecologically. They can use general information and communications technology.</p> <p>Competence percentage of law: 60%</p> <p>Competence percentage of administrative science: 10%</p> <p>Competence percentage of social science: 30%</p>
Module language	German
Module availability	Summer semester

**Module 17: Public Finance I**

ECTS Credits (CP) / Workload (h)	10 / 300
Module examination	Partial examination: written examination (120 min.) with 60% weighting Partial examination: written essay (submission period 4 weeks) with 40% weighting
Learning outcomes and skills	Students are familiar with the operating conditions of the public sector and the impact of fiscal policy measures on private sector decisions. They are competent in the areas of budget management and tax law.  Interdisciplinary skills (10%): Students have the ability to convincingly present their decisions and to include critical objections in their assessment.  Competence percentage of law: 50% Competence percentage of administrative science: 20% Competence percentage of business and economics: 30%
Module language	German
Module availability	Winter semester

**Module 18: Personnel and Organization I**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (180 min.)
Learning outcomes and skills	Students can place personnel management and organization in the context of business management. They are familiar with the specifics and current challenges facing the public sector with regard to organization and personnel management. They are familiar with the basics, goals and focuses of a modern approach to human resources and are able to transfer basic concepts to the peculiarities of the public sector. The students can classify organization as a management task and have knowledge of the organizational structure and an overview of the tasks central to process organization. Furthermore, they can concretize the functions and procedures of personnel management and the organization in terms of content and are familiar with measures for guiding employee performance. They can evaluate the possible uses of these measures and, if necessary, adjust them.  The students have basic knowledge employment law.  Through discussions, presentations and group work, the students are enabled to critically reflect on and compare their own considerations and approaches. Upon completion of the module, they have not only technical skills, but also methodological, social and personal competence.  Competence percentage of law: 35% Competence percentage of administrative science: 35% Competence percentage of business and economics: 20% Competence percentage of social science: 10%
Module language	German
Module availability	Winter semester

**Module 19: General Administrative Law II**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (240 min.)
Learning outcomes and skills	Students have in-depth knowledge of the structure and content of written administrative acts, errors in administrative acts and the consequences of these errors. They know the basic principles of enforcement according to the Hessian Law on Administrative Enforcement (HVwVG).  They are able to independently prepare initial notices for typical practical tasks, as well

	<p>as withdrawal and revocation notices.</p> <p>They are familiar with legal protection options against administrative measures, in particular, the appeal procedure under the Code of Administrative Procedure (VwGO) and the structure and content of the notice of appeal. They are able to assess the chances of success of an appeal and to prepare a notice of objection.</p> <p>Interdisciplinary skills (20%):</p> <p>Students can weigh up conflicting interests in written form and represent targeted decisions. They have the ability to reflect on their own value-based decisions and their influence on the legal interpretation and argumentation as well as the handling of valuations by others.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Winter semester

### Module 20: Municipal law II

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire in-depth knowledge in important areas of municipal law.</p> <p>They are able to apply this knowledge and legal methods in the assessment of complex issues.</p> <p>They can derive the process of forming political will, decision-making and decision execution from the municipal organizational regulations. They can identify potential conflicts and suggest solutions.</p> <p>They are especially able to assess the chances of success of a municipal constitution dispute and draft statutes.</p> <p>Interdisciplinary skills (10%):</p> <p>Students have improved written and oral expression skills.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Winter semester

### Module 21: International Outline Conditions

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (210 min.)
Learning outcomes and skills	<p>Students acquire an understanding of the international dimensions of economic activities and have the skills required to take action.</p> <p>Competence percentage of law: 60%</p> <p>Competence percentage of business and economics: 40%</p>
Module language	German
Module availability	Summer semester

### Module 22: Interdisciplinary General Studies

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire a basic understanding of travel contract, agency and organizer law and can apply the provisions of this law. They are familiar with the main relevant provisions, also in regard to the legal consequences of travel deficiencies, and they have the ability</p>

	to make decisions regarding basic law in a professional and targeted manner.
Module language	German
Module availability	Summer semester

### Module 23: Management of Public Administrations I (Administration Theory)

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Presentation (min. 15, max. 30 min.) with written essay (submission period 4 weeks)
Learning outcomes and skills	<p>The students are familiar with the contents of personnel development in general and the specifics of the public sector. They know the objectives and addressees and can assess and select instruments of personnel development and performance agreement.</p> <p>Students also have basic knowledge of the management of administrations. They are familiar with the objective and the elements of the new management model and the changed understanding of the roles of politics and administration. They have dealt with quality management, competition and service agreements in administrations.</p> <p>Discussions, presentations and group work allow the students to critically review and compare their own ideas and approaches. In addition to professional competence, they have acquired methodological, social and personal competence. Students have fundamental skills in HRM and organization. They have also mastered basic skills in the management of administrations. They have the ability to prepare an independent term paper.</p> <p>Interdisciplinary skills (10%): Presentation          Competence percentage of administrative science: 70%          Competence percentage of business and economics: 20%          Competence percentage of social science: 10%</p>
Module language	German
Module availability	Winter semester

### Module 24: Financial Management and Controlling I

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students have special knowledge of accounting and controlling in public administration.</p> <p>Interdisciplinary skills (10%): Students can discuss accounting and controlling issues in a well-founded manner and represent approaches.</p> <p>Competence percentage of administrative science: 70%          Competence percentage of business and economics: 30%</p>
Module language	German
Module availability	Summer semester

### Module 25: Regulatory Law

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire in-depth knowledge in certain areas of special municipal law.</p> <p>They are able to apply this knowledge and legal methods in assessing complex issues. They can both assess the legality of an administrative measure from the point of view of the affected person, and they can formulate and justify an adequate and legitimate administrative decision for a given situation.</p> <p>Interdisciplinary skills (20%):</p>

	Students can weigh up conflicting interests in writing and represent targeted decisions. They can reflect on their own value decisions and their influence on the legal interpretation and argumentation and handling of valuations by others. Competence percentage of law: 100%
Module language	German
Module availability	Summer semester

**Module 26: Public Finance II**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (240 min.)
Learning outcomes and skills	Students have advanced knowledge in the fields of budgeting and financial management. Interdisciplinary skills (10%): Students have the ability to discuss questions related to the subject area in a well-founded manner. Competence percentage of law: 30% Competence percentage of administrative science: 40% Competence percentage of business and economics: 30%
Module language	German
Module availability	Winter semester

**Module 27: Private Law II**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Oral examination (min. 15, max. 30 min.)
Learning outcomes and skills	Students acquire solid, broader and special skills in selected problem areas of business law. They have profound knowledge in procedural, family and inheritance law. Interdisciplinary skills (25%): Students have the ability to suitably handle more complex legal matters. They can analyze and legally argue cases. Competence percentage of law: 100%
Module language	German
Module availability	Winter semester

**Module 28: Management of Public Administrations II**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Presentation (min. 15, max. 30 min.) with written essay (submission period 4 weeks)
Learning outcomes and skills	Students have specialized knowledge in methods of practical organizational work, change management as well as current developments in organization management. They are familiar with the legal and economic framework conditions of public administrations. Students are also knowledgeable about the international dimension of business practice and have the ability to act accordingly. Interdisciplinary skills (10%): Discussions, presentations and group work allow the students to critically review and compare their own ideas and approaches. In addition to professional and methodological competence, they also acquire social and personal skills. Competence percentage of law: 20% Competence percentage of administrative science: 60%



	Competence percentage of business and economics: 20%
Module language	German
Module availability	Winter semester

### Module 29: Social Security

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (240 min.)
Learning outcomes and skills	<p>Students have a fundamental understanding of the following:</p> <ul style="list-style-type: none"> <li>• Task, content and structure of social law,</li> <li>• Benefits in instances of insured risks, supply risks and other social risks,</li> <li>• Responsibilities of social service providers,</li> <li>• Common rules for all social service areas of the Social Code (SGB),</li> <li>• Special features of the social administrative procedure,</li> <li>• Social welfare.</li> </ul> <p>The acquire practical, in-depth knowledge of the basic benefits for jobseekers.</p> <p>They are familiar with the distinction between the basic benefits for jobseekers and the adequate benefits of social welfare in practice.</p> <p>They have practical, in-depth knowledge of the basic benefits in old age and in the event of full incapacity, as well as:</p> <ul style="list-style-type: none"> <li>• Livelihood assistance,</li> <li>• Assistance in different or other circumstances in life,</li> <li>• Child and youth welfare,</li> <li>• Replacement options for benefits Vol. II and Vol. XII of the Social Code,</li> <li>• The special features of social court procedure.</li> </ul> <p>Interdisciplinary skills (10%): Students develop an awareness of the needs, opportunities and limitations of the welfare state.</p> <p>Competence percentage of law: 100%</p>
Module language	German
Module availability	Winter semester

### Module 30: Personnel and Organization II

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students are familiar with typical leadership tasks and can classify them in the context of a company. They have the ability to analyze approaches to leadership and leadership styles and to assign incentives. They can conduct target agreement and criticism discussions and assess alternative approaches and identify their own leadership strengths and weaknesses.</p> <p>Students are able to understand and play through relevant leadership situations. They recognize their own leadership strengths and weaknesses. They consolidate, deepen and broaden their knowledge in particular areas of labor law.</p> <p>Interdisciplinary skills (20%): Discussions, presentations and group work allow the students to critically review and compare their own ideas and approaches. In addition to professional and methodological competence, they also acquire social and personal skills.</p> <p>Competence percentage of law: 50%</p> <p>Competence percentage of business and economics: 40%</p> <p>Competence percentage of social science: 10%</p>

Module language	German
Module availability	Summer semester

### Module 31: Financial Management and Controlling II

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students acquire knowledge of the accounting by public companies/non-profit organizations as well as their auditing and the presentation of the audit results.</p> <p>Interdisciplinary skills (10%): Students can discuss and present accounting and auditing issues.</p> <p>Competence percentage of law: 50%</p> <p>Competence percentage of administrative science: 20%</p> <p>Competence percentage of business and economics: 30%</p>
Module language	German
Module availability	Summer semester

### Module 32: Bachelor Thesis with Colloquium

ECTS Credits (CP) / Workload (h)	10 / 300
Module examination	Bachelor thesis (submission period 8 weeks) with final colloquium (min. 30, max. 45 min.)
Learning outcomes and skills	<p>Students have the ability to independently prepare an academic work on an issue from their study area or study program within a specified period of time using academic methods and findings.</p> <p>In the colloquium, students can then defend and critically review the results in an open discussion.</p> <p>Competence percentage of law: 50%</p> <p>Competence percentage of administrative science: 20%</p> <p>Competence percentage of business and economics: 20%</p> <p>Competence percentage of social science: 10%</p>
Module language	German
Module availability	Winter and summer semester

### Module 33: Business Information Systems

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination with computer exercises (90 min.)
Learning outcomes and skills	<p>Students are familiar with the fundamental relationship between hardware, software and networks.</p> <p>Interdisciplinary skills (20%): Students have the ability to apply their knowledge in problem situations.</p> <p>Competence percentage of administrative science: 20%</p> <p>Competence percentage of business and economics: 80%</p>
Module language	German
Module availability	Summer semester

**Module 34: Quantitative Methods**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	Written examination (120 min.)
Learning outcomes and skills	<p>Students have the ability to prepare and analyze data and to critically assess statistical analyses by others. They are accustomed to handling probability distributions in economic applications (e.g. quality control, risk management) and they have the ability to draw conclusions from data on underlying hypotheses (e.g. testing for normal distribution) and to estimate statistical errors.</p> <p>Interdisciplinary skills (10%): Students are trained in analytical thinking and can assess and discuss statistics.</p> <p>Competence percentage of business and economics: 100%</p>
Module language	German
Module availability	Summer semester

**Module 35: Instructor Qualification**

ECTS Credits (CP) / Workload (h)	5 / 150
Module examination	<ol style="list-style-type: none"> <li>1. written examination (90 min.) in semester 3, 25% weighting</li> <li>2. written examination (90 min.) in semester 5, 25% weighting</li> <li>3. Instruction and oral examination (min. 15, max. 30 min.) in semester 5, 50% weighting</li> </ol>
Learning outcomes and skills	<p>Students have the ability to:</p> <ul style="list-style-type: none"> <li>• Assess training requirements and plan training courses,</li> <li>• Prepare training courses and assist in the recruitment of trainees,</li> <li>• Conduct events within the framework of training.</li> </ul> <p>(Proof of competence to acquire the instructor qualification (together with Module 6, "Social Sciences"), i.e. proof of vocational education and training skills according to section 2 of the Instructor Aptitude Ordinance)</p> <p>Competence percentage of law: 20%</p> <p>Competence percentage of business and economics: 40%</p> <p>Competence percentage of social science: 40%</p>
Module language	German
Module availability	Winter semester