

# Security and legal Services in Public Administration

## BACHELOR'S STUDY PROGRAMME

Name of the study programme:	<b>Security and Legal Services in Public Administration</b>
Field of study:	<b>9205R00 Safety and security sciences</b>
Degree of study:	<b>1<sup>st</sup></b>
Form of study:	<b>full time / part-time</b>
Standard duration of study:	<b>3 / 4 academic years</b>
Number of credits to graduate:	<b>180 credits</b>
Academic degree awarded upon completion of the study:	<b>Bachelor (Bc.)</b>

**Guarantor of the study programme:** prof.  
Dr.Jozef BALGA, PhD.

**Co-guarantors of the study programme:**  
prof. Ing. Jana MÜLLEROVÁ, PhD.  
Dr. Karol MURDZA, PhD.

### Description of the graduate's profile

#### General characteristics

The graduate in the study programme:

- is a university qualified specialist for the work in public administration services, which manage and fulfil the tasks in the field of common public administration, civil protection, crisis management, defence and fire protection at the local state administration and selfgovernment level,
- can effectively fulfil specialized tasks and manage the activities of professional middle and senior management teams in the cooperation with other participating subjects,
- is able to analyse various problems occurring in the area of the security public administration services and rescue system. The graduate is able to fulfil the tasks in the field of the state administration and administration service. He/she acquires knowledge of effective management and administrative records and its usage in practical activities,
- acquires knowledge of theory and application of law in the field of controlling of the Ministry of Interior of the Slovak Republic,

The graduate has such theoretical knowledge that he/she is capable of continuing his/her university studies for a 2<sup>nd</sup> degree.

## **Theoretical knowledge**

The graduate in the study programme:

- acquires basic knowledge in the field of theory of the state and law, constitutional law, administrative law, criminal law, private law and environmental law which enables him/her to carry out the tasks in the field of local state administration, administrative service and specialized activities of local-government body
- acquires complex knowledge which enables him to understand facts, terms, principles and theories relating to social phenomena and processes connected with safety state policy realization,
- acquires basic knowledge in the field of management, information science, crisis management, economy of public sector and he can apply it in his own professional, conceptual and control activities arisen under his competence,
- acquires knowledge of the basis, structure, perspectives and trends in the security public administration services progression, which enables him/her to understand the tasks, content, forms, methods and his powers within the tasks fulfilment.

## **Practical skills and abilities**

The graduate in the study programme acquires the ability to:

- apply the legal system consistently, within the realization of his/her professional training,
- lay down procedures and take decisions with anticipation of its consequences,
- manage a professional team and the middle and senior management, organize cooperation and coordinate their activities with other subjects participating in the operations concerned,
- determine the level and focus of interpersonal relations, social and psychological atmosphere in a team and their influence on tasks fulfilment.

## **Additional knowledge, abilities and skills**

The graduate in the study programme can:

- communicate and cooperate with state-governed and privately-owned institutions and natural persons in solving legal and organizational problems,
- identify psychological and social factors affecting concrete procedures in counselling,
- efficiently acquire, classify, process and use information essential for the accomplishment of working activities using modern information technologies,
- apply special psychological and physical preparedness in solving potential crisis situations,
- communicate in a world language at the vocabulary level of 3500 – 4000 lexical units and grammatical cases within the range of standard communication relating to common conversation and basic communication in practical training experience,
- broaden effectively his/her expert knowledge and continue in professional development.

## **Prospects of the graduate**

Graduates can hold positions of: administrative worker – specialist or manager of security public administration services with the middle and senior management of local civil service and local government within the field of general interior administration, fire protection, civil protection, defence and crisis management.