

Akademia Nauk Stosowanych Angelusa Silesiusa

Kierunek: **ADMINISTRACJA - studia I stopnia, profil praktyczny**

specjalność: Administracja cyfrowa

Rok akademicki: 2023/2024

Tryb studiów: **studia niestacjonarne**

Lp.	Nazwa przedmiotu	Godz. r-m	ECTS	w./ konw.	ćw./ inne	zaj. ksztal. um. prakt./ inne (zp)	sem	egz/zal	2023/2024				2024/2025				2025/2026			
									I rok				II rok				III rok			
									1 sem		2 sem.		3 sem.		4 sem.		5 sem.		6 sem.	
Module I - General Subjects																				
1	Elective subject I: A. English Language I B. German Language I C. French language I	15	3		30			z.o.		15										
2	Elective subject II: A. English Language II B. German Language II C. French language II	15	3		30			z.o.				15								
3	Elective subject III: A. English Language III B. German Language III C. French language III	15	3		30			z.o.						15						
4	Elective subject IV: A. English Language IV B. German Language IV C. French language IV	15	3		30				4							15				
5	Elective subject: A. Information Technology B. Office Software	15	3		15			z.o.		15										
6	Elective subject: A. World religions B. Philosophy	15	2	15				z.o.	15											
7	Elective subject: A. Consumer Law B. Labour Law	15	3	15				z.o.			15									
8	Elective subject: A. History of art and culture B. The United States in Post-War International Order	15	3	15				z.o.			15									
9	Intellectual property protection with library training	12	1	12				z.o.	12											
Razem:		132	24	57	135	0	0	132	27	30	30	15	0	15	0	15	0	0	0	
Module II - Legal																				
10	Introduction to jurisprudence	24	3	12	12			1	12	12										
11	Logic and legal argumentation	18	1			18		z.o.				18								

12	Law and civil procedure	30	4	12		18		z.o.					12	18						
13	Fundamentals of international and European law	24	1	12		12		z.o.							12	12				
14	Basics of criminal law and offences	30	4	12		18		z.o.					12	18						
15	Legal regulation of the employment relationship	24	3	12		12		3					12	12						
16	Fundamentals of public procurement law	27	2	12		15		z.o.								12	15			
17	Agreements in legal transactions	30	2	12		18		z.o.										12	18	
18	Banking and tax law	24	3	12		12		z.o.								12	12			
RAZEM:		231	23	96	12	123	0	231	12	12	0	18	36	48	12	12	24	27	12	18

Module III - Economic

19	Basics of business activity	18	2			18		z.o.			18										
20	Public management in local government	30	2	12		18		4								12	18				
21	The Basics of Organization and Management in Public Administration	18	1			18		z.o.					18								
22	Fundamentals of accounting and balance sheet law	24	3			24		z.o.										30			
23	Micro- and macroeconomics	30	4	12		18		1	12	18							34				
24	Statistics and demographics	18	1			18		z.o.					18								
25	Entrepreneurship and innovation	30	2	12		18		z.o.										12	18		
26	Organization of office work	12	1		12			z.o.					12								
RAZEM:		180	16	36	12	132				12	36	0	48	0	0	12	18	0	64	12	18

Module IV - Administrative

27	Constitutional System of State Institutions	18	2	9		9		2			9	9									
28	Administrative enforcement	30	2	12		18		z.o.										12	18		
29	System and tasks of local self-government	30	2	12		18									12	18					
30	Models of contemporary administration	24	2	12		12															
31	Administrative law. General part	36	5	18		18							18	18							
32	Administrative law. Detailed part	36	3	18		18							18	18							
33	Administrative proceedings. Detailed part	36	5	18		18										18	18				
34	Administrative proceedings. General part	36	4	18		18		z.o.					18	18							
35	Public finances	30	4	12		18		z.o.									12	18			
RAZEM:		276	29	129	0	147	0			12	12	9	9	36	36	30	36	30	36	12	18

Module V- Promotion of the Public Sector on the Internet

36	Digitization of administrative proceedings	24	2	9		15		4							9	15				
37	Information Technology for Lawyers	18	3			18		z.o.		18										
38	Digital Security in Administration	18	2			18		z.o.									18			

	RAZEM:	180	18	33	0	147	0		12	54	12	18	0	18	9	27	0	30	0	0
--	---------------	-----	----	----	---	-----	---	--	----	----	----	----	---	----	---	----	---	----	---	---

Module VI- Subjects for professional development (optional)

45	Electronic documentation management/Service of online databases	12	1			12		z.o.				12									
46	Basics of environmental protection law / Basics of construction law	12	1			12		z.o.				12									
47	Civil society legal institutions/Public-private partnership	21	3	9		12		3					9	12							
48	Official law and disciplinary responsibility/Ethics in administration	12	1			12		z.o.				12									
49	Basics of interpretation of administrative law / Jurisprudence in administrative law	12	1			12		z.o.											12		
50	Marketing of the public sphere / Advertising and PR in non-profit organizations	12	1			12		z.o.		12											
51	National Revenue Administration/ Fundamentals of customs and tax administration activities	18	2			18		z.o.										18			
52	Administrative issues of cultural heritage protection/ Archiving and digitization of information	12	1			12		z.o.								12					
53	Protection of personal data and classified information/Access to public information	24	2	12		12		z.o.								12	12				
54	Education Law/ Legal aspects of cultural institutions	12	1			12		z.o.					12								
57	Supervision and control in administration/Administrative and legal aspects of spatial planning	24	3	12		12		z.o.								12	12				
58	Administrative and legal aspects of health care / Waste management	12	1			12		z.o.					12								
	RAZEM	183	18	33	0	150	0		0	12	0	36	9	36	0	12	24	42	0	12	

Module VII- Thesis

59	Research methods in administration	21	3	9		12	z.o.						9	12						
60	Diploma seminar I	21	3			30	z.o.										21			
61	Diploma seminar II	21	3			30	z.o.											21		
62	Preparation of the diploma thesis and the diploma exam	0	10			6														
	RAZEM:	63	19	9	0	0	72	63	0	0	0	0	0	0	9	12	0	21	0	21

Module VIII- Professional Practice

63	Student Internship I	320	10			320		z.o.				320								
64	Student Internship II	320	12			320		z.o.								320				
65	Student Internship III	320	10			320		z.o.										320		
	RAZEM:	960	32		0	960			0	0	0	320	0	0	0	320	0	0	0	320

OTHERS

66	Safety and Sanitation of Work with Ergonomics	4	1	4					4											
	RAZEM:	4	1	4					4											
	Ogółem (bez praktyk i bhp)	1248	147	393	159	699	72		75	156	51	144	81	153	72	132	78	220	36	87
	Ogółem (z praktykami i bhp):	2212	180	397	159	1659	72		79	156	51	464	81	153	72	452	78	220	36	407