

Akademia Nauk Stosowanych Angelusa Silesiusa w Wałbrzychu

Kierunek: Administracja - studia II stopnia, profil praktyczny

Tryb studiów: studia stacjonarne

Rok akademicki: 2023/2024

2023/2024

2024/2025

| Lp. | Nazwa przedmiotu | Godz. r-m | ECTS | w./konw. | ćw. | zaj. kształ. um. prakt./inne (zp) | sem | egz/ zal | I rok | | | | II rok | | | |
|--|---|-------------|------------|------------|-----------|-----------------------------------|-----------|----------|------------|------------|------------|------------|------------|------------|-----------|------------|
| | | | | | | | | | 1 sem. | | 2 sem. | | 3 sem. | | 4 sem. | |
| | | | | | | | | | w. | ćw. | w. | ćw. | w. | ćw. | w. | ćw. |
| Module I - General Subjects | | | | | | | | | | | | | | | | |
| 1 | Administration Foreign Language | 30 | 2 | | 30 | | | z.o. | | | | | | | 30 | |
| 2 | Physical Education | 30 | 0 | | 30 | | | z. | | | 30 | | | | | |
| 3 | Elective course: a) Cultural Conditions of the Economy b) Cultural Conditions of the Public Sphere | 15 | 2 | 15 | | | | z.o. | | | | | 15 | | | |
| 4 | Elective course: a) Ethical Dilemmas in Public Life b) Culture of the Polish Language in Administration | 30 | 3 | 15 | 15 | | | z.o. | | 15 | 15 | | | | | |
| Razem: | | 105 | 7 | 30 | 75 | 0 | 0 | | 0 | 0 | 15 | 45 | 15 | 0 | 0 | 30 |
| Module II - Constitutional | | | | | | | | | | | | | | | | |
| 5 | State's Political System | 30 | 2 | 15 | | 15 | | z.o. | 15 | 15 | | | | | | |
| 6 | The State Authorities of Supervision and Control | 30 | 2 | 15 | | 15 | | z.o. | 15 | 15 | | | | | | |
| 7 | The Constitutional and Administrative Thought | 30 | 2 | 15 | | 15 | | z.o. | 15 | 15 | | | | | | |
| Razem: | | 90 | 6 | 45 | 0 | 45 | 0 | | 45 | 45 | 0 | 0 | 0 | 0 | 0 | 0 |
| Module III - Legal | | | | | | | | | | | | | | | | |
| 8 | Competition Law | 30 | 1 | 15 | | 15 | | z.o. | | | | | | 15 | 15 | |
| 9 | Pleadings in Civil Proceedings | 30 | 2 | | | 30 | | z.o. | | | | | | 30 | | |
| 10 | Law of the Trade Companies | 30 | 2 | 15 | | 15 | | z.o. | 15 | 15 | | | | | | |
| 11 | Administrative Judicial Proceedings | 60 | 4 | 30 | | 30 | | 1 | 30 | 30 | | | | | | |
| Razem: | | 150 | 9 | 60 | 0 | 90 | 0 | | 45 | 45 | 0 | 0 | 0 | 30 | 15 | 15 |
| Module IV - Administrative and Social | | | | | | | | | | | | | | | | |
| 12 | Human Resource Management | 45 | 3 | 15 | | 30 | | 1 | 15 | 30 | | | | | | |
| 13 | Administrative Business Basics | 45 | 3 | 15 | | 30 | | z.o. | 15 | 30 | | | | | | |
| 14 | Social Policy and Social Insurance | 30 | 3 | 15 | | 15 | | 2 | | | 15 | 15 | | | | |
| 15 | Communication in Public Institutions | 15 | 1 | | | 15 | | z.o. | | | | 15 | | | | |
| 16 | Public Orders | 30 | 3 | 15 | | 15 | | 2 | | | 15 | 15 | | | | |
| 17 | Methods of Sociological and Economic Research in Administration | 30 | 2 | 15 | | 15 | | z.o. | | | 15 | 15 | | | | |
| 18 | Preparation of the EU Funded Projects | 30 | 1 | | | 30 | | z.o. | | | | | | 30 | | |
| Razem: | | 225 | 16 | 75 | 0 | 150 | 0 | | 30 | 60 | 45 | 60 | 0 | 30 | 0 | 0 |
| Module V - Finances and Taxes | | | | | | | | | | | | | | | | |
| 19 | Public Finance System | 30 | 3 | 15 | | 15 | | z.o. | 15 | 15 | | | | | | |
| 20 | Banks and bank law | 30 | 3 | 15 | | 15 | | z.o. | | | | | 15 | 15 | | |
| 21 | Tax Procedure | 30 | 2 | 15 | | 15 | | z.o. | | | | | | | 15 | 15 |
| 22 | Basics of Accounting | 30 | 3 | | | 30 | | z.o. | | | 30 | | | | | |
| 23 | Taxation of Natural Persons | 30 | 3 | 15 | | 15 | | z.o. | | | | | 15 | 15 | | |
| 24 | Taxation of Entrepreneurs | 30 | 2 | 15 | | 15 | | z.o. | | | 15 | 15 | | | | |
| 25 | Taxes in Local Government Units | 15 | 1 | 15 | | | | z.o. | | | | | | | 15 | |
| 26 | Criminal Fiscal Law | 15 | 2 | 15 | | | | z.o. | | | 15 | | | | | |
| 27 | Budget Law of Local Government Units | 30 | 3 | 15 | | 15 | | z.o. | | | | | 15 | 15 | | |
| Razem: | | 240 | 22 | 120 | 0 | 120 | 0 | | 15 | 15 | 30 | 45 | 45 | 45 | 30 | 15 |
| Module VI - Professional Development | | | | | | | | | | | | | | | | |
| 28 | a) Budget Accounting b) Tax Accounting | 30 | 3 | 15 | 15 | | | z.o. | | | | | 15 | 15 | | |
| 29 | a) International Financial Reporting Standards b) Basic EU Freedoms | 30 | 3 | 15 | | 15 | | 2 | | | 15 | 15 | | | | |
| 30 | a) Administrative and Tax Law Interpretation Methods b) Special Proceedings in Administration | 30 | 3 | 15 | | 15 | | 1 | 15 | 15 | | | | | | |
| 31 | a) Real Estate Management b) Administrative Basics of Construction Law | 30 | 2 | 15 | | 15 | | 3 | | | | | | | 15 | 15 |
| 32 | a) Family and Juvenile Law b) Juvenile Law | 30 | 2 | 30 | | | | z.o. | | | | | 30 | | | |
| 33 | a) Digitization of Tax Obligations b) Customs and Tax Control | 30 | 3 | 15 | | 15 | | 3 | | | | | 15 | 15 | | |
| Razem: | | 180 | 16 | 105 | 15 | 60 | 0 | | 15 | 15 | 15 | 15 | 60 | 30 | 15 | 15 |
| Module VII Thesis and the Diploma Examination | | | | | | | | | | | | | | | | |
| 34 | Diploma Seminar I | 30 | 2 | | | | 30 | z.o. | | | | 30 | | | | |
| 35 | Diploma Seminar II | 30 | 2 | | | | 30 | z.o. | | | | | | 30 | | |
| 36 | Diploma Seminar III | 30 | 2 | | | | 30 | z.o. | | | | | | | | 30 |
| 37 | Preparation of the Thesis and to the Final Exam | | 20 | | | | | 4 | | | | | | | | |
| Razem: | | 90 | 26 | 0 | 0 | 0 | 90 | | 0 | 0 | 0 | 30 | 0 | 30 | 0 | 30 |
| Module VIII - Professional Practice Module | | | | | | | | | | | | | | | | |
| 38 | Student Internship I | 90 | 6 | | | 90 | | z.o. | | 90 | | | | | | |
| 39 | Student Internship II | 300 | 6 | | | 300 | | z.o. | | | 300 | | | | | |
| 40 | Student Internship III | 90 | 6 | | | 90 | | z.o. | | | | | | 90 | | |
| Razem: | | 480 | 18 | 0 | 0 | 480 | 0 | | 90 | 300 | 90 | 0 | 0 | 0 | 0 | 0 |
| Ogółem (bez praktyk): | | 1080 | 102 | 435 | 90 | 465 | 90 | | 150 | 180 | 105 | 195 | 120 | 165 | 60 | 105 |
| Ogółem (z praktykami): | | 1560 | 120 | 435 | 90 | 945 | 90 | | 150 | 270 | 105 | 495 | 120 | 255 | 60 | 105 |