

Kierunek: **ADMINISTRACJA - studia I stopnia, profil praktyczny**specjalność: **Administracja cyfrowa**

Rok akademicki: 2023/2024

Tryb studiów: **studia stacjonarne**

Lp.	Nazwa przedmiotu	Godz. r- m	ECTS	w./ konw.	ćw./ inne	zaj. kształ. 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.	
w.	ćw.	w.	ćw.	w.	ćw.	w.	ćw.	w.	ćw.	w.	ćw.	w.	ćw.							
Moduł I - Ogólnouczeniowy																				
1	Elective subjects I: A. English Language I B. German Language I C. French language I	30	3		30			z.o.		30										
2	Elective subjects II: A. English Language II B. German Language II C. French language II	30	3		30			z.o.			30									
3	Elective subjects III: A. English Language III B. German Language III C. French language III	30	3		30			z.o.				30								
4	Elective subjects IV: A. English Language IV B. German Language IV C. French language IV	30	3		30			4					30							
5	Physical education I	30	0		30			zal.		30										
6	Physical education II	30	0		30			zal.			30									
7	Elective subject: A. Information Technology B. Office Software	30	3			30		z.o.		30										
8	Elective subject: A. World religions B. Philosophy	30	2	30				z.o.	30											
9	Elective subject: A. Consumer Law B. Labour Law	30	3	30				z.o.			30									
10	Elective subject: A. History of art and culture B. The United States in Post-War International Order	30	3	30				z.o.			30									
11	Intellectual property protection with library training	15	1	15				z.o.	15											
Razem:		315	24	105	180	30	0		45	90	60	60	0	30	0	30	0	0	0	0
Moduł II - Prawny																				

12	Introduction to jurisprudence	30	3	15	15			1	15	15										
13	Logic and legal argumentation	30	1			30		z.o.				30								
14	Law and civil procedure	45	4	15		30		z.o.					15	30						
15	Fundamentals of International and European law	30	1	15		15		z.o.							15	15				
16	Basics of criminal law and offences	45	4	15		30		z.o.					15	30						
17	Legal regulation of the employment relationship	30	3	15		15		3					15	15						
18	Fundamentals of public procurement law	45	2	15		30		z.o.									15	30		
19	Agreements in legal transactions	45	2	15		30		z.o.											15	30
20	Banking and tax law	30	3	15		15		z.o.									15	15		
RAZEM:		330	23	120	15	195	0		15	15	0	30	45	75	15	15	30	45	15	30

Moduł III - Ekonomiczny

21	Basics of business activity	30	2			30		z.o.		30										
22	Public management in local government	45	2	15		30		4						15	30					
23	The Basics of Organization and Management in Public Administration	15	1			15		z.o.				15								
24	Fundamentals of accounting and balance sheet law	30	3			30		z.o.										30		
25	Micro- and macroeconomics	45	4	15		30		1	15	30										
26	Statistics and demographics	30	1			30		z.o.				30								
27	Entrepreneurship and innovation	45	2	15		30		z.o.											15	30
28	Organization of office work	15	1			15		z.o.				15								
RAZEM:		255	16	45	0	210			15	60	0	60	0	0	15	30	0	30	15	30

Moduł IV - Administracyjny

29	Constitutional System of State Institutions	30	2	15		15		2			15	15								
30	Administrative enforcement	45	2	15		30		z.o.											15	30
31	System and tasks of local self-government	45	2	15		30		z.o.						15	30					
32	Models of contemporary administration	30	2	15		15		1	15											
33	Administrative law. General part	60	5	30		30		z.o.					30	30						
34	Administrative law. Detailed part	60	3	30		30		3						30	30					
35	Administrative Proceedings. General Part	60	4	30		30		z.o.						30	30					
36	Administrative Proceedings. Detailed Part	60	5	30		30		5									30	30		
37	Public finances	45	4	15		30		z.o.									15	30		
RAZEM:		435	29	195	0	240	0		15	0	15	15	30	30	75	90	45	60	15	30

Moduł V Administracja cyfrowa

RAZEM:		285	18	45	0	240	0		15	90	15	30	0	30	15	45	0	45	0	0
Moduł VI- Przedmioty doskonalenia zawodowego (do wyboru)																				
47	Electronic documentation management/Service of online databases	15	1			15		z.o.				15								
48	Basics of environmental protection law / Basics of construction law	15	1			15		z.o.				15								
49	Civil society legal institutions/Public-private partnership	30	3	15		15		3					15	15						
50	Official law and disciplinary responsibility/Ethics in administration	15	1			15		2				15								
51	Basics of interpretation of administrative law / Jurisprudence in administrative law	15	1			15		z.o.												15
52	Marketing of the public sphere / Advertising and PR in non-profit organizations	15	1			15		z.o.		15										
53	National Revenue Administration/ Fundamentals of customs and tax administration activities	30	2			30		z.o.										30		
54	Administrative issues of cultural heritage protection/ Archiving and digitization of information	15	1			15		z.o.							15					
55	Protection of personal data and classified information/Access to public information	30	2	15		15		z.o.									15	15		
56	Education Law/ Legal Aspects of Cultural Institutions	15	1			15		z.o.						15						
57	Supervision and control in administration/Administrative and legal aspects of spatial planning	30	3	15		15		z.o.									15	15		
58	Administrative and legal aspects of health care / Waste management	15	1			15		z.o.						15						
RAZEM:		240	18	45	0	195	0		0	15	0	45	15	45	0	15	30	60	0	15
Moduł VII- Praca dyplomowa																				
59	Methodology of research in Administration	30	3	15			15	z.o.							15	15				
60	Diploma Seminar I	30	3				30	z.o.										30		
61	Diploma Seminar II	30	3				30	z.o.												30
62	Preparation of the diploma thesis and the diploma exam	0	10					6												
RAZEM:		90	19	15	0	0	75	90	0	0	0	0	0	0	15	15	0	30	0	30
Moduł VIII- Praktyka zawodowa																				
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
INNE																				
66	Safety and Sanitation of Work	4	1	4					4											
RAZEM:		4	1	4					4											
Ogółem (bez praktyk i bhp)		1950	147	570	195	1110	75	1935	105	270	90	240	90	210	135	240	105	270	45	135
Ogółem (z praktykami i bhp):		2914	180	574	195	2070	75	90	109	270	90	560	90	210	135	560	105	270	45	455

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