

ADMINISTRATIVE AND MANAGEMENT SCIENCES

University:	WSPiA University of Rzeszów
Field of study:	Administration
Mode of study:	extramural
Level of education:	first cycle studies
Educational profile:	general academic
Educational module:	basic subjects
Status:	compulsory
Education cycle:	2020/2021 - 2022/2023
Academic year:	2020/2021
Year of study:	I (semester 1)
Language of instruction:	Polish
Subject coordinator:	Dr L. Żukowski

Course type	Instructor	Form of credit
Lecture	Dr L. Żukowski	graded
Discussion class		-
Class		-
Workshop		-
Practical training workshop		-

Course type	Instruction hours	Office hours	Self study hours	Total	ECTS
Lecture	12	5	33	50	2
Discussion class	0	0	0	0	0
Class	0	0	0	0	0
Workshop	0	0	0	0	0
Practical training workshop	0	0	0	0	0
TOTAL	12	5	33	50	2

Student's involvement	Number of hours	ECTS
Student-instructor classroom interaction	17	0.7
Self study	33	1.3

TOTAL	50	2
Prerequisite		

Course type	Instructional methods
Lecture	Expository, multimedia presentation, educational discussion, groupwork
Discussion class	
Class	
Workshop	
Practical training workshop	

Learning results Upon receiving a passing grade, the student:		Type and number of study field related learning result	Reference*
1	will understand the relationship between law and administrative science and other social sciences	K_W01	P6S_WG
2	will have a profound understanding of the concepts and institutions of administrative law; will understand and know the principles and methods of interpretation of a legal text, and will be aware of the philosophical framework in which the law operates	K_W02	P6S_WG
3	will be able to use knowledge of social sciences, especially law and administration	K_U02	P6S_UW
4.	will know and understand the views related to the functioning of law and administration; will possess ethical and psychological knowledge to understand the relations occurring in the process of administration	K_W12	P6S_WG P6S_WK
5			

* Reference to Polish Qualifications Framework, Level 7 (description component code)

Course type	Methods of learning results verification
Lecture	written / oral exam multiple / single choice test
Discussion class	
Class	
Workshop	
Practical training workshop	

No	Lecture – course description	Hours
1	Outline of the evolution of the subject under study The study of administration in modern times	2

2	Characteristics of public administration Subsidiarity and decentralisation principles	2
3	Public administration entities and administrative authorities - division Characteristics of administrative authorities	2
4	System of public administration Administration, supervision, control, coordination, cooperation in public administration	1
5	Forms of activity of public administration - a synthetic approach Spheres of the public administration operation with regard to the nature of the public task	1
6	Work organisation psychology and administrative science Psychological aspects of leadership in administration Leadership and management in public administration	2
7	Contemporary administrative science Public administration - attempts at definition	1
8		

No	Discussion class – course description	Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

No.	Class – course description	Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

No	Workshop – course description	Hours
1		
2		
3		
4		
5		

No	Practical taining workshop – course description	Hours
1		
2		
3		
4		
5		

No	Required texts
1	Nauka administracji / red. Mirosław Karpiuk, Waldemar Kitler ; Katarzyna Chałubińska-Jentkiewicz [i in.].Warszawa : Difin, 2013
2	Nauka administracji / red. Zbigniew Cieślak.Warszawa : LexisNexis, 2012.
3	Administracja publiczna / red. Andrzej Wasiak.Łódź : Wyd. Wyższej Szkoły Humanistyczno-Ekonomicznej, 2004
4	
5	

No	Further reading
1	Administracja publiczna / Adam Błaś, Jan Jeżewski ; red. Jan Boć. Wyd. 4, uzupeł. - Łódź : Kolonia Limited, 2004
2	
3	
4	
5	