

## THE SCIENCE OF ADMINISTRATION AND MANAGEMENT

University:	WSPiA University of Rzeszów
Field of study:	Administration
Mode of study:	full time
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	20	5	25	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
<b>TOTAL</b>	<b>20</b>	<b>5</b>	<b>25</b>	<b>50</b>	<b>2</b>

Student's involvement	Number of hours	ECTS
Student-instructor classroom interaction	25	1,0

Self study	25	1,0
<b>TOTAL</b>	<b>50</b>	<b>2</b>

<b>Prerequisite</b>
none

Rodzaj zajęć	Instructional methods
Lecture	Expository, multimedia presentations, educational discussion, group work
Discussion class	
Class	
Workshop	
Practical workshop training	

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 know and understand the concepts and institutions of administrative law - in a profound manner, will understand and know the principles and methods of interpretation of a legal text, its interpretation and the philosophical conditions of the functioning of law	K_W02	P6S_WG
3	will be able to use knowledge in the field of social sciences, especially law and administration	K_U02	P6S_UW
4.	will understand and know the views related to their functioning; has 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 6 (description component code)

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

No	Lecture – course description	Hours
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1	Evolution of the subject - outline The study of administration in modern times	4
2	Characteristics of public administration Subsidiarity and decentralisation principles	3
3	Subjects of public administration bodies and subjects of administration - division Characteristics of administrative entities	3
4	Public administration system Management, supervision, control, coordination, interaction in public administration	3
5	Forms of action of public administration - synthesis Spheres of action of the public administration due to the nature of the public task	2
6	Work organisation psychology and administrative science Psychological aspects of leadership in administration Leadership and management in public administration	3
7	Today's role of administrative science Public administration - attempts to define	2
8		

Lp.	Discussion class – course description:	Hours
1		
2		
3		
4		
5		
6		

7		
8		
9		
10		

Lp.	Class – course description:	Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Lp.	Workshop – course description:	Hours
1		
2		
3		
4		
5		

Lp.	Practical training 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, uzup. - Łódź : Kolonia Limited, 2004
2	
3	
4	
5	