

Subject card

Subject name and code	Organization of the office work in public administration - auditorium classes, PG_00132100						
Field of study	Law in administration and economy						
Date of commencement of studies	October 2024	Academic year of realisation of subject	2025/2026				
Education level	Master's studies	Subject group	Obligatory subject group in the field of study				
Mode of study	part-time studies	Mode of delivery	at the university				
Year of study	2	Language of instruction	Polish				
Semester of study	3	ECTS credits	2.0				
Learning profile	academic	Assessment form					
Conducting unit	Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor	mgr Joanna Kiraga					
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	20.0	0.0	0.0	0.0	20
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan	Participation in consultation hours	Self-study	SUM		
	Number of study hours	20	0.0	30.0	50		
Subject objectives	<p>The purpose of the course is:</p> <ol style="list-style-type: none"> 1. to present the goals and objectives of the organization of work in administration, the essential principles determining the forms of public administration and the implementation of public tasks, 2. to familiarize with the basic grid of concepts relevant to work in public administration, methods of work in administration and the system of public administration, 3. to familiarize with the basic laws on the organization of public administration. 						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	PAGMU2_UK04	The student is able to work in a team, direct the work of the team in order to perform the task, shows creativity in the undertaken activities, is ready to critically evaluate the adopted solutions in the field of organization of office work in administration and learned procedures and good practices related to various spheres of work organization.	[SU5] implementation of a problem task
	PAGMU2_UW03	The student is able to independently communicate opinions on the legitimacy of certain solutions in the organization of office work.	[SU8] observation of student's independent or team work
	PAGMU2_KR04	The student demonstrates creativity in his actions and responsibility for the results of his own work.	[SK3] text preparation/written work
	PAGMU2_UO07	The student is able to assume the role of leader and direct the work of the group, accurately defining the objectives of its activities.	[SU5] implementation of a problem task
	PAGMU2_UK05	The student is able to independently communicate opinions on the legitimacy of certain solutions in the organization of office work.	[SU1] oral statement/conversation/discussion
	PAGMU2_WG04	The student recognizes the importance of knowledge in solving theoretical and practical problems and effectively justifying judgments and opinions, as well as proposed solutions.	[SW1] oral statement/conversation/discussion [SW3] text preparation/written work
	PAGMU2_KK01	The student knows and identifies the most important factors and facts affecting the shape, tasks and functions of public administration and the organization of its work, and evaluates the impact of factors determining the efficient organization of office work in administration.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work
	PAGMU2_KR05	The student is able to confront possible solutions and formulates conclusions on the choice of the best solution.	[SK1] oral statement/conversation/discussion
	PAGMU2_WG01	The student knows and identifies the most important factors and facts affecting the shape, tasks and functions of public administration and the organization of its work, and evaluates the impact of factors determining the efficient organization of office work in administration.	[SW1] oral statement/conversation/discussion [SW5] implementation of a problem task
	PAGMU2_UW01	The student is able to use the acquired knowledge on the forms, methods and ways of public administration and the organization of its work.	[SU2] presentation/project/paper/report [SU3] text preparation/written work [SU6] demonstration of practical skills
	PAGMU2_UW02	The student knows the regulations that allow to plan and organize office work in a way that allows efficient and lawful implementation of tasks in the administration and can use this knowledge in practice.	[SU4] test/exam - oral or written [SU6] demonstration of practical skills

	Course outcome	Subject outcome	Method of verification
	PAGMU2_KO02	The student is able to use the acquired knowledge on the forms, methods and ways of public administration and the organization of its work.	[SK1] oral statement/conversation/discussion
Subject contents	Organization of office work 1. Defining the responsibilities and competencies of officials in public administration (elements of clerical law). 2. Legal basis of office work in public administration (k.p.a., office instructions). 3. Maintenance of administrative files, case metrics, documents. 4. Preparation, rules of circulation and archiving of documents. 5. Preparation and documentation of the course of work of administrative bodies, including collegial bodies. 6. Protection of personal data and access to public information. 7. Organization of office work in emergency situations. 8. Use of electronic instruments in office work.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	test/written exam	51.0%	100.0%
Recommended reading	Basic literature	J. Stelina, Prawo urzędnicze, Wydawnictwo C.H. Beck, 2017. E. Mitura (red.), Organizacja pracy biurowej, Difin, 2011.	
	Supplementary literature	J. Wainwright, A. Francis, Office automation, organization and nature of work, Ashgate Publishing Limited 1984. J. Barta, P. Fajgielski, R Markiewicz, Ochrona danych osobowych, Komentarz. Wolters Kluwer, (aktualne wydanie). G. Łaszczyca, Akta sprawy w ogólnym postępowaniu administracyjnym, Wolters Kluwer, 2014. Z. Leoński, Nauka administracji, Wydawnictwo C.H. Beck, 2010.	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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