

Subject card

Subject name and code	Organization and management in public administration - lecture, PG_00136361						
Field of study	Administration						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	Bachelor'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	1	Language of instruction			Polish		
Semester of study	2	ECTS credits			5.0		
Learning profile	academic	Assessment form			exam		
Conducting unit	Department of Public Economic Law and Environmental Protection Law -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Justyna Przedańska				
	Teachers		dr Justyna Przedańska				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	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	30		0.0		95.0	125
Subject objectives	The aim of the course is to familiarise students with the fundamental principles and frameworks of organisation and management in public administration. It provides an interdisciplinary perspective that integrates administrative sciences, public management and administrative law, enabling students to understand how public institutions are structured and governed. The course equips students with the conceptual tools necessary to analyse public sector operations and prepares them to address contemporary challenges in the management of public services.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[ADMINL3_UU01] He/she is aware of the level of his/her knowledge and skills, and understands the need for lifelong learning	The student is able to accurately assess their level of knowledge and skills in the field of organization and management in public administration. They are aware of their strengths and areas needing improvement. The student embraces lifelong learning, actively seeking new knowledge sources and enhancing professional competences, adapting to the evolving demands of public administration and the socio-economic environment.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU8] observation of student's independent or team work
	[ADMINL3_UW02] He/she uses fundamental theoretical knowledge in the field of administration and the related fields and academic disciplines to analyze and interpret issues connected with administration in its broad sense	The student is able to apply foundational theoretical knowledge from administration and related scientific disciplines (e.g., political science, law, economics) to analyze and interpret issues related to broadly understood public administration. They demonstrate the ability to connect theory with practice, identifying key challenges and mechanisms of administration functioning in diverse social and economic contexts.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[ADMINL3_KR01] He/she sees and formulates moral problems and ethical dilemmas related to his/her own and someone else's work, looks for optimal solutions	The student is able to identify and clearly articulate moral problems and ethical dilemmas arising from their own and others' professional activities in public administration. They analyze these issues considering social values and professional standards, seeking optimal, responsible, and ethically compliant solutions. The student demonstrates awareness of the consequences of their decisions and actions and can engage in constructive dialogue about ethical dilemmas.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK6] demonstration of practical skills [SK8] observation of student's independent or team work
	[ADMINL3_UW03] He/she is able to acquire knowledge independently and develop his/her professional skills using various sources (in native and foreign language) and modern technologies	The student is able to independently acquire knowledge and develop professional skills by actively utilizing diverse information sources in both their native and foreign languages, including modern technologies and digital tools. They can critically assess the reliability and usefulness of the obtained materials and systematically plan their professional and academic development in the context of the dynamic changes in public administration.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[ADMINL3_WG05] The graduate has basic, structured knowledge about the processes of changing social structures and institutions and their elements and the consequences of these changes	The student has basic, structured knowledge about the processes of change in social structures and institutions and their components. They understand the fundamental causes and consequences of these changes, including their impact on the functioning of public administration and social relations.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	[ADMINL3_KO03] He/she is aware of the need to think and act in an entrepreneurial manner	The student is aware of the necessity to think and act entrepreneurially within the context of public administration. They can identify opportunities for innovation, process optimization, and efficient resource utilization, taking initiatives that support development and sustainable management.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK8] observation of student's independent or team work

Course outcome	Subject outcome	Method of verification
[ADMINL3_KK01] He/she is aware of the need to use the opinions of experts in situations that exceed the possibilities of solving the problem independently	The student is aware of the necessity to consult expert opinions and utilize specialized knowledge in situations beyond their independent capabilities. They can recognize when professional assistance is required and effectively integrate expert recommendations into the administrative decision-making process.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
[ADMINL3_UW01] The graduate observes and interprets social phenomena, analyzes their connections with various areas of administrative activity	The student is able to make careful observations and in-depth interpretations of social phenomena, identifying their essential features and dynamics. They analyze the connections between these phenomena and various areas of administrative activity, taking into account the socio-economic context and the impact on the efficiency and quality of public services.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU8] observation of student's independent or team work
[ADMINL3_KK02] The graduate prepares responsibly for his/her work, appreciating the role of knowledge in solving professional problems	The student responsibly prepares for professional tasks, appreciating the crucial role of theoretical and practical knowledge in solving administrative problems. They demonstrate systematic and diligent information acquisition and consciously apply it to make accurate decisions and actions in accordance with applicable norms and professional standards.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
[ADMINL3_UO02] He/she can plan and organize his/her professional work, as well as the work of the team he/she cooperates with	The student is able to effectively plan and organize their professional work, considering priorities, deadlines, and available resources within the administrative environment. Moreover, they demonstrate the ability to coordinate and organize the work of a team they collaborate with, ensuring communication, task delegation, and motivating team members to achieve common goals.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
[ADMINL3_WG03] He/she has fundamental knowledge about relations between structures and institutions of public administration	The student has fundamental knowledge of the relationships between structures and institutions of public administration, understands the basic mechanisms of cooperation and division of competences among them. They can identify basic organizational models and explain the importance of coordination and collaboration for effective functioning of public administration.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report [SW5] implementation of a problem task
[ADMINL3_KK03] He/she is ready to take up professional challenges, takes trouble and shows persistence in the implementation of individual and team activities in the field of administration	The student is prepared to face diverse professional challenges in the field of public administration. They demonstrate determination and perseverance in carrying out both individual and team tasks, effectively managing time and resources. The student is able to adapt to changing work conditions and shows responsibility and commitment to achieving organizational and social goals.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK6] demonstration of practical skills [SK8] observation of student's independent or team work

	Course outcome	Subject outcome	Method of verification
	[ADMINL3_KO01] He/she knows how to participate in preparing social, civic, legal and economic projects related to administration	The student is prepared to independently and collaboratively develop social, civic, legal, and economic projects related to public administration. They can identify social and administrative problems, define project objectives, and select appropriate methods and tools for implementation. The student demonstrates skills in coordinating activities, cross-sector communication, and considering the interests of various stakeholders. They are aware of formal, legal, and ethical requirements associated with the preparation and implementation of administrative projects.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
	[ADMINL3_KO02] The graduate is aware of the need to take actions that will protect the public interest and the rightful interests of the individual	The student comprehends the fundamental role of public administration in protecting the public interest as well as the legitimate rights and interests of individuals. They are able to identify situations requiring administrative actions to balance public and individual interests. The student demonstrates the ability to analyze such cases within the framework of applicable legal and ethical norms and to formulate solution proposals aligned with the principles of transparency, accountability, and social justice. They are aware of the challenges and tensions that may arise during the practical implementation of these goals in public management.	[SK1] oral statement/conversation/discussion [SK4] test/exam - oral or written [SK8] observation of student's independent or team work
	[ADMINL3_UO01] The graduate is prepared to actively participate in groups, organizations, and institutions implementing administrative activities, at the same time he/she is able to communicate with people who are and who are not specialists in administration	The student is able to actively participate in teamwork, organizations, and institutions conducting administrative activities, and communicate effectively with both experts and non-experts in administration.	[SU1] oral statement/conversation/discussion [SU4] test/exam - oral or written [SU8] observation of student's independent or team work

Subject contents	<p>Course Content</p> <ol style="list-style-type: none"> 1. The nature and key characteristics of public administration 2. Basic concepts of organisation and management 3. Organisational models in public administration: bureaucratic, managerial, and network-based approaches 4. Organisational structures of central and local government 5. Functions and competences of public administrative bodies 6. Principles of management in the public sector 7. Strategic and operational management in public administration 8. Human resource management in public institutions 9. Administrative ethics and the principles of good governance 10. Contemporary challenges in public administration: digital transformation, participatory governance, and change management 											
Prerequisites and co-requisites												
Assessment methods and criteria	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Subject passing criteria</th> <th style="width: 30%;">Passing threshold</th> <th style="width: 30%;">Percentage of the final grade</th> </tr> </thead> <tbody> <tr> <td>closed-format written test</td> <td>50.0%</td> <td>100.0%</td> </tr> </tbody> </table>			Subject passing criteria	Passing threshold	Percentage of the final grade	closed-format written test	50.0%	100.0%			
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Example issues/ example questions/ tasks being completed												
Work placement	Not applicable											

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