

Subject card

Subject name and code	Organization of the office work in public administration - auditorium classes, PG_00132100						
Field of study	Organizacja pracy biurowej w administracji - ćwiczenia						
Date of commencement of studies	October 2025		Academic year of realisation of subject		2026/2027		
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		credit		
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	The purpose of the course is: 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_UK02] The student is able to communicate professionally on issues related to administration and the economy, including formulating clear messages for both specialists and non-specialists in administration. He can also prepare an independent, in-depth written report and an oral presentation on topics related to administration and the economy.	The student is able to communicate effectively in administrative and economic matters and prepare clear written reports and oral presentations in this field.	[SU1] wypowiedź ustna/rozmowa/dyskusja [SU2] prezentacja/projekt/referat/raport
	[PAGMU2_UO04] The student is able to take on the role of the leading participant in a team whose activities are related to public administration or the economy.	The student is able to act as a leader of a team performing tasks related to public administration or economics, coordinating activities and supporting cooperation among team members.	[SU8] obserwacja samodzielnej lub zespołowej pracy studenta
	[PAGMU2_UU05] At an advanced level, the student is able to independently and critically acquire knowledge and develop his professional skills. Additionally, he is aware of the level of his knowledge and skills and understands the need for lifelong learning and sharing the knowledge he acquires with others.	Students at an advanced level are able to independently and critically acquire knowledge, develop professional skills, assess their own level of competence, understand the need for lifelong learning, and share the knowledge they have acquired with others.	[SU3] opracowanie tekstowe/praca pisemna
	[PAGMU2_KK01] The student is ready to critically assess the usefulness of the procedures and practices learned, related to various areas of the curriculum of his studied field. He is open to the importance of knowledge in solving theoretical and practical problems and effectively justifying assessments, opinions, and proposed solutions. When necessary, he seeks expert opinions, including those from legal doctrine and jurisprudence.	The student is prepared to critically evaluate the usefulness of the procedures and practices learned, justify opinions and proposed solutions, and, if necessary, use expert opinion, doctrine, and case law.	[SK4] test/egzamin - ustny lub pisemny [SK5] realizacja zadania problemowego
	[PAGMU2_KR03] The student is focused on responsibly fulfilling professional roles and developing his professional achievements in positions within public administration, administrative services of economic entities, and non-governmental organizations.	The student is focused on responsibly performing professional roles and developing professional competencies in public administration, administrative services of enterprises, and non-governmental organizations.	[SK1] wypowiedź ustna/rozmowa/dyskusja
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	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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