

The Angelus Silesius University of Applied Sciences in Wałbrzych

Direction: Administration - Public finances - bachelor degree, practical profile

Study mode Full-full-time

Academic year:

2017/2018

2018/2019

2019/2020

Lp.	Subject	total hours	ECTS	l./ konw.	c./ other	sem	ex/credit	I year				II year				III year			
								1 sem.		2 sem.		3 sem.		4 sem.		5 sem.		6 sem.	
								l.	c.	l.	c.	l.	c.	l.	c.	l.	c.	l.	c.
<b>Module I - University-wide</b>																			
1	English language I	30	2		30		z.o.		30										
2	English language II	30	2		30		z.o.			30									
3	English language III	30	2		30		z.o.				30								
4	English language IV	30	2		30		4					30							
5	Physical education I	30	0		30		z.o.		30										
6	Physical education II	30	0		30		z.o.			30									
7	Information Technology	30	2		30		z.o.	-		30		-		-					
8	Ethics in administration	30	2	15	15		4					15	15						
9	Psychology	30	1	30			z.o.	30											
10	Legal logic	30	3	30			1	30											
11	Protection of intellectual property and the adoption Library	15	2	15			z.o.	15											
<b>Total:</b>		<b>315</b>	<b>18</b>	<b>90</b>	<b>225</b>			<b>75</b>	<b>60</b>	<b>0</b>	<b>90</b>	<b>0</b>	<b>30</b>	<b>15</b>	<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Module II - Legal</b>																			
12	Legislation of civil society	30	4	15	15		3					15	15						
13	The Environmental Protection Law	15	2	15			z.o.											15	
14	Intruduction to Jurisprudence	45	6	30	15		1	30	15										
15	Public finances	45	3	30	15		z.o.							30	15				
16	Business law	30	3	15	15		z.o.							15	15				
17	Basics of civil proceedings	30	2	15	15		5							15	15				
18	Tax law	60	3	30	30		z.o.										30	30	
19	Civil law - general profile	45	4	30	15		z.o.				30	15							
20	Contracts in legal proceedings	45	4	15	30		4						15	30					
21	Labour law	45	6	15	30		3				15	30							
22	Law of civil servants	30	2	15	15		4						15	15					
23	Criminal law	45	2	15	30		4						15	30					
24	Code of petty offences	30	2	15	15		z.o.							15	15				
25	Basis for the interpretation of administrative law/ Jurisprudence in administrative law	30	3	15	15		z.o.										15	15	
<b>Total:</b>		<b>525</b>	<b>46</b>	<b>270</b>	<b>255</b>			<b>30</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>60</b>	<b>45</b>	<b>75</b>	<b>75</b>	<b>60</b>	<b>60</b>	<b>45</b>
<b>Module III - Economic</b>																			
26	Organization management	30	2	15	15		2			15	15								
27	Micro and Macro-economics	30	5	15	15		1	15	15										
<b>Total:</b>		<b>60</b>	<b>7</b>	<b>30</b>	<b>30</b>			<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Module IV - Administration</b>																			
28	Administrative legislation	30	3	15	15		2			15	15								
29	Organization and service of office work	30	2		30		z.o.			30									
30	Enforcement proceedings	30	2	15	15		z.o.										15	15	
31	The organizational structure and tasks of local government	45	3	15	30		z.o.						15	30					
32	The story of the modern administration	45	3	30	15		1	30	15										
33	Knowledge of Administration	45	4	30	15		2			30	15								
34	Administrative law. General part	60	5	30	30		z.o.			30	30								
35	Administrative law. Detailed part	60	6	30	30		3					30	30						
36	Administrative proceedings. General part	60	4	30	30		z.o.						30	30					
37	Administrative proceedings. Detailed part	60	4	30	30		5							30	30				
38	The constitutional system of the state	60	6	30	30		z.o.	30	30										
39	Constitutional system of state institutions	60	5	30	30		2			30	30								
40	Basics of negotiation and mediation in administration/ Organizational and decision-making techniques	30	4	15	15		z.o.					15	15						
<b>Total:</b>		<b>615</b>	<b>51</b>	<b>300</b>	<b>315</b>			<b>60</b>	<b>45</b>	<b>105</b>	<b>120</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>60</b>	<b>30</b>	<b>30</b>	<b>15</b>	<b>15</b>
<b>Module V - Diploma thesis</b>																			
41	Techniques for writing and presenting the thesis	75	3,3,5			75	z.o.							15		30		30	
42	Preparation of the thesis and final exam		10				6												
<b>Total:</b>		<b>75</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>75</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>30</b>
<b>Module VI - The administration of public finances</b>																			
43	National Tax Administration	30	3	15	15		z.o.							15	15				
44	Finance local	60	5	30	30		z.o.										30	30	
45	Banking law	30	3	15	15		z.o.						15	15					
46	Customs and foreign exchange law	30	2	15	15		z.o.							15	15				
47	Fundamentals of securities law	30	4	15	15		z.o.				15	15							
48	Financial crimes	30	2	15	15		z.o.						15	15					
<b>Total:</b>		<b>210</b>	<b>19</b>	<b>105</b>	<b>105</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>15</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Module VII - Professional practice</b>																			
49	Professional practice I	160	5		160		z.o.				160								
50	Professional practice II	160	5		160		z.o.						160						
51	Professional practice III	160	6		160		z.o.											160	
<b>Total:</b>		<b>480</b>	<b>16</b>		<b>480</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>
<b>OTHER</b>																			
52	Safety and Sanitation of work	4	1	4				4											
<b>Total:</b>		<b>4</b>	<b>1</b>	<b>4</b>				<b>4</b>											
<b>Total (without practice i bhp)</b>		<b>1815</b>	<b>162</b>	<b>795</b>	<b>930</b>	<b>75</b>		<b>180</b>	<b>135</b>	<b>120</b>	<b>225</b>	<b>120</b>	<b>150</b>	<b>135</b>	<b>225</b>	<b>135</b>	<b>150</b>	<b>105</b>	<b>120</b>
<b>Total (with practice i bhp):</b>		<b>2284</b>	<b>179</b>	<b>799</b>	<b>1410</b>	<b>75</b>		<b>184</b>	<b>135</b>	<b>120</b>	<b>385</b>	<b>120</b>	<b>150</b>	<b>135</b>	<b>385</b>	<b>135</b>	<b>150</b>	<b>105</b>	<b>280</b>