



DESCRIPTION OF THE SUBJECT

FIELD OF STUDY	Management
SPECIALISATION	Business management
MODE OF STUDY	Full-time / Part-time
SEMESTER	3

Name of the subject	Management in local government units	MW_2_8
Hourly dimension of particular forms of classes	Full-time studies – 30 Part-time studies - 18	
	• lectures Full-time studies – 10 Part-time studies – 8	
	• other forms Full-time studies – 20 Part-time studies - 10	

Learning objectives:	<ul style="list-style-type: none"> – To introduce students to the principles connected with the functioning of territorial units at the national, provincial, district and commune level. – To make students familiar with the legal aspect of local government units functioning through the analysis and interpretation of legal acts
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Learning outcomes for the subject	
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Number	Learning outcomes, a student who has successfully completed the course will be able to:	Reference of learning outcomes for the programme	The reference to the learning outcomes for the area
K_W01	has knowledge about processes and changes occurring in the functioning of local government units and knows the causes and effects of these changes.	K_W02	P7S_WG
K_W02	The student knows and interprets regulations, directives and recommendations of the European Union that regulate functioning of the economy and movement of goods, services and people within the European single market.	K_W18	P7S_WK
K_U03	use theoretical knowledge to describe and analyse causes and course of socio-economic phenomena	K_U03	P7S_UW
K_U04	use the provisions of the national and international law concerning economic activity in order to justify specific actions and decisions	K_U10	P7S_UW
K_U05	understand the need for lifelong learning, can initiate and participate in interdisciplinary teams	K_U13	P7S_UU
K_K06	is able to think and act in an entrepreneurial way, being creative, but taking into account the need for sustainable development in relation to business entities	K_K09	P7S_KO

K_K07	perceives the necessity of studying and adjusting methods of local self-government units functioning to the social needs	K_K01	P7S_KO
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Content number	Educational/ curricular content	Reference to learning outcomes for the subject
	Lectures	
TP_01	Public administration system. Public administration environment	K_W01 K_W02
TP_02	Principles of functioning of local self-government units.	K_W01 K_W02
TP_03	The organisational structure of the municipality.	K_W01 K_W02
TP_04	County structure.	K_W01 K_W02
TP_05	The organisational structure of a self-governing province.	K_W01 K_W02
TP_06	Local government employees.	K_W01 K_W02
TP_07	Forms of cooperation between local government units.	K_W01 K_W02
TP_08	Local acts and tasks of local self-government.	K_W01 K_W02
TP_09	Property of municipalities, districts and self-governing provinces.	K_W01 K_W02

	Exercises	
TP_10	The subject and object of self-government.	K_U03 K_U04 K_K05 K_K06 K_K07
TP_11	The origins of Polish territorial administration.	K_U03 K_U04 K_K05 K_K06
TP_12	The concept of a self-governing municipality.	K_U03 K_U04 K_K05 K_K06 K_K07
TP_13	County structure and organisational units.	K_U03 K_U04 K_K05 K_K06
TP_14	Voivodship self-government bodies.	K_U03 K_U04 K_K05 K_K06
TP_15	The concept of local government employee and employer.	K_U03 K_U04

		K_K05 K_K06 K_K07
TP_16	Management of local government property.	K_U03 K_U04 K_K05 K_K06

Methods and forms of teaching	Educational and curricular content
Lecture with Multimedia presentation of selected issues	T_03, T_04, T_05
Conversation lecture	
Problem-based lecture	
Informative lecture	T_01, T_02, T_06 – 09
Discussion	T_12
Work with text	
Case study method	
Problem-based learning	
Didactic/simulation game	
Exercise method	T_15
Workshop method	
Project method	
Multimedia presentation	T_11, T_13
Audio and/or video demonstration	
Activating methods (e.g. brainstorming, SWOT analysis technique, decision tree technique, snowball method, constructing mind maps)	
Working in groups	T_10, T_14, T_16
Other (which ones?) - ...	
...	

Evaluation criteria in relation to particular learning outcomes				
Learning outcome	For the assessment 2	For the assessment 3	For the assessment 4	For the assessment 5
K_W01	Student has no knowledge of processes and changes occurring in the functioning of local government units and does not know the causes and effects of these changes.	Student has elementary knowledge of processes and changes occurring in the functioning of territorial self-government units and knows the causes and effects of these changes.	Student has knowledge about processes and changes occurring in the functioning of territorial self-government units and knows the causes and effects of these changes.	Student has full knowledge of processes and changes occurring in the functioning of local government units and knows the causes and effects of these changes.
K_W02	The student does not know and does not interpret regulations, directives and recommendations of the European Union	The student knows and interprets to a basic degree the regulations, directives and recommendations of the European Union	The student knows and interprets the regulations, directives and recommendations of the European Union regulating the	The student fully knows and interprets the regulations, directives and recommendations of the European Union regulating the

	governing the functioning of the economy and the movement of goods, services and people within the single European market	regulating the functioning of the economy and the movement of goods, services and people within the single European market	functioning of the economy and the movement of goods, services and people within the single European market.	functioning of the economy and the movement of goods, services and people within the single European market
K_U03	The student does not use theoretical knowledge to describe and analyse the causes and course of socio-economic phenomena	The student uses theoretical knowledge to an elementary extent in order to describe and analyse the causes and course of socio-economic phenomena	Students use theoretical knowledge to describe and analyse the causes and course of socio-economic phenomena	The student makes full use of theoretical knowledge to describe and analyse the causes and course of socio-economic phenomena
K_U04	The student does not use the provisions of national and international law in the field of economic activity to justify specific actions and decisions	The student uses the provisions of the national and international law on business to a basic extent in order to justify specific actions and decisions	The student uses the provisions of the national and international law concerning business activity in order to justify concrete actions and decisions.	The student uses the provisions of the national and international law on business to a full extent in order to justify specific actions and decisions
K_U05	The student does not understand the need for lifelong learning, cannot initiate and participate in interdisciplinary teams.	Students understand in a basic way the need for lifelong learning, are able to initiate and participate in interdisciplinary teams.	Students understand the need for lifelong learning, they are able to initiate and participate in interdisciplinary teams.	The student fully understands the need for lifelong learning, is able to initiate and participate in interdisciplinary teams.
K_K06	The student is not able to think and act in an entrepreneurial way and is not creative	The student is able to think and act in an entrepreneurial way, is creative and partly takes into account the need for sustainable development in relation to economic entities	The student is not only able to think and act in an entrepreneurial way and is creative, but also takes into account the need for sustainable development in relation to economic entities	The student is not only able to define the essence and to think and act in an entrepreneurial way and is creative, but also takes into account the need for sustainable development in relation to economic entities by indicating case studies
K_K07	The student does not perceive the necessity to study and adjust the methods of functioning of local government units to social needs	The student does not perceive the necessity to study and adjust the methods of functioning of local government units to social needs	Student recognizes the necessity to study and adapt methods of functioning of local government units to social needs	The student fully recognises the need to study and adapt the methods of functioning of local government units to social needs

Verification of learning outcomes	EK symbols for the module/subject						
	W01	W02	W03	W04	U05	U06	K07
Written test							
Oral exam							
Written credit	X	X	X	X	X	X	X
Oral credit							
Written colloquium							
Oral colloquium							
Test							
Project							

Written work								
Report								
Multimedia presentation			X	X	X	X	X	X
Other (which ones?) -								
Work during exercises			X	X	X	X	X	X

Hourly teaching load and student workload	Full-time studies	Part-time studies
1. Lectures (joint participation of academics and students)	10	8
2. Other forms (joint participation of academic staff and students)	20	10
3. Consultation with the teacher	20	20
Total 1+2+3	50	38
4. Internships (carried out by students on their own)	—	—
5. Student's own work (including homework and project work, preparation for a credit/exam)	50	62
Total 4+5	50	62
SUMMARY 1+2+3+4+5	100	100
Total ECTS credits according to the study plan	4	

Reference literature	<ul style="list-style-type: none"> – Dolnicki B., „Samorząd terytorialny”- Wolters Kluwer Polska, Warszawa – 2009 r. – Borodo A., „ Samorząd terytorialny: system prawnofinansowy, Warszawa -2006 r. – Leoński Z., „:Samorząd terytorialny w RP” , C.H. Beck, Warszawa 2006 r.
Complementary literature	<ul style="list-style-type: none"> – Miszczuk A., „ Gospodarka samorządu terytorialnego” PWN, Warszawa 2007 r. – Patrzalek L., „ Finanse samorządowe” AE Wrocław , 1999 r. – Bucińska J., „ Samorząd terytorialny w Polsce na tle Europejskiej Karty Samorządu Lokalnego” Warszawa 2009 r.