University of Silesia in Katowice

1.	**Field of study**	**Administration**
2.	Faculty	Faculty of Law and Administration
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	**General information about the module**

Module name	**Fundamentals of management and leadership in administration**
Module code	pzpa_a1_01
Number of the ECTS credits	4
Language of instruction	Polish
Purpose and description of the content of education	The subject is to expand the knowledge of areas closely related to the activities of public administration. The student acquires additional knowledge of the basics related to management in various spheres of life, including public administration, learns about the different forms of governance, its features and how it is used in certain spheres of the economy. Selected organizations are analyzed, which differ in structure, function and area of activity, and are managed in different ways by managers In addition, in terms of the subject, the student acquires knowledge of how to capture organizations, learns about different models of organizations and modern forms of management of organizations in the global market.
List of modules that must be completed before starting this module (if necessary)	not applicable

8.	**Learning outcomes of the module**			

Code	**Description**	**Learning outcomes of the programme**	**Level of competenc (scale 1-5)**
K01	perceives changes in modern forms of organization and the emergence of new organizational structures	K_K02	3
		K_K04	4
U01	interprets certain management behavior of employees	K_U06	4
		K_U10	4
U02	has the ability to evaluate a given state of affairs in the field of management functions	K_U01	3
		K_U02	3
W01	knows the concept of management and organization	K_W01	4
W02	knows the mechanisms of management of economic organizations	K_W15	4
W03	knows types of organizations in the area of legal actions taken	K_W01	3
		K_W16	3

9.	Methods of conducting classes	
Code	**Category**	**Name (description)**
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture *a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided*

10.	Forms of teaching				
Code	**Name**	**Number of hours**	**Assessment of the learning outcomes of the module**	**Learning outcomes of the module**	**Methods of conducting classes**
01	lecture	30	course work	K01, U01, U02, W01, W02, W03	a01

11.	The student's work, apart from participation in classes, includes in particular:		
Code	**Category**	**Name (description)**	**Is it part of the BUNA?**
a01	Preparation for classes	Search for materials and review activities necessary for class participation *reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes*	No
a02	Preparation for classes	Literature reading / analysis of source materials *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	No
a03	Preparation for classes	Developing practical skills *activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)*	No
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation *developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes*	No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content *reading through the syllabus and getting acquainted with its content*	No
c01	Preparation for verification of learning outcomes	Determining the stages of task implementation contributing to the verification of learning outcomes *devising a task implementation strategy embracing the division of content, the range of activities, implementation time and/or the method(s) of obtaining the necessary materials and tools, etc.*	No
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class *exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class*	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion *a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course*	No
d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes *reading through the academic teacher's comments, assessments and opinions on the implementation*	No

		of the task aimed at checking the level of the achieved learning outcomes	
d02	Consulting the results of the verification of learning outcomes	Development of a corrective action plan as well as supplementary/corrective tasks *reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum passing grade*	No
e01	Activities complementary to the classes	Undertaking, on one's own initiative and individually, activities aimed at expanding the scope or depth of the teaching content, also beyond the walls of the University *a set of activities undertaken independently and on the student's own initiative, aimed at expanding the depth and scope of knowledge and skills, their revision and repetition, retention or verification, also activities carried outside the university, e.g., in a culture promoting or educational institution, a laboratory, in the open air, etc.; also self-education*	No

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: https://usosweb.us.edu.pl.