

COURSE GUIDE

<u>Name of the subject</u>	Public Management
<u>Degree course</u>	Management
<u>Form of studies</u>	stationary
<u>Qualification level</u>	2nd degree
<u>Year</u>	2
<u>Semester</u>	4
<u>Leading Unit</u>	Institute of Sociology and Psychology of Management
<u>Responsible Person</u>	Dr Anna Karczewska
<u>Profile</u>	General-academic
<u>Type of subject</u>	Within specialization
<u>Number of ECTS points</u>	6

TEACHING METHODS – NUMBER OF HOURS PER SEMESTER

LECTURE	CLASSES	LABORATORY	PROJECT	SEMINAR
30E	30			

COURSE PURPOSES

C1. Obtainment of knowledge base in the scope of public management

C2. Obtainment of skill of easier orientation in the detailed matters concerning realization of Public tasks

C3 Obtainment of chosen practical skills in the theme range of the subject

INITIAL REQUIREMENT FOR THE KNOWLEDGE, ABILITIES AND OTHER COMPETENCES

1. Knowledge of management fundamentals
2. Skill of working out presentation in power point
3. Basic knowledge on structural funds of the European Union
4. Essential knowledge on public finances

THE EFFECTS OF EDUCATION

EK1 - Student is able to describe differences and similarities between public management and management of private enterprise

EK2 - Student knows the essentials of strategic planning of public organizations and is able, on the fundamental level, to assess validity of the elements of development strategy of a given commune

EK3 Student recognizes significance and knows the instruments of economic development of communes/cities and is able to analyze validity of the implementation of economic development instruments in the specific commune

EK4 – Student knows in a very detailed manner chosen aspects concerning public tasks

COURSE CONTENT

Type of activity – Lectures	Liczba godzin
L 1- Introduction to the subject and reminder about the essentials of management	1
L 2- Public administration in Poland	1
L 3- Public Management and management in the enterprise	1
L 4- Notion of public tasks	1
L 5- Strategic planning of local development	1
L 6- Marketing of Commune/City	1
L 7- Regional Police of European Union and public tasks in Poland	1
L 8 – self-governments employees	1
L 9- Management of the office of Commune/City	1
L 10 – Significance of economic development in the local development	1
L 11 – Economic activity zones	1
L 12 – Chosen public tasks – spatial planning	1
L 13 – Chosen public tasks – public transport	1
L 14 – chosen management aspects in commune/city	1
L 15 – Summary	1
Type of activity – seminar	Number of Hours

C 1- Introduction	1
C 2- power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – strategic planning	3
C 3-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – commune marketing	3
C 4-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – support for economic development	2
C 5-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – spatial planning	2
C 6- power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – public transport	2
C 7-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – health care	2
C8-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – the use of EU funds	2
C9-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – culture	2
C10-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – culture	2
C11power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – social welfare	2
C12power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – social welfare	2
C13power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – support for sport	2
C14 power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune – support for sport	2
C15 summary – notes	1

TEACHING TOOLS

1. Student book and other publications
2. PC, projection system
3. Power Point presentations

WAYS OF ASSESSMENT (F – FORMING, P – SUMMARY)

F1. The assessment of Power Point Presentation worked out by student in the accepted theme

F2. Assessment of activity of student – participation in discussions

P1. Final note on the basis of partial notes

P2. Test exam

STUDENT WORKLOAD

Form of activity	The average number of hours spent of realized activities
Contact hours with tutor	60
Preparation for seminars and lectures	32
Tasks before the examination	20
Preparation for the examination	15
Present on the consultation	20
Present on the exam	3
Total	150
TOTAL NUMBER OF ECTS POINTS FOR SUBJECT	6

BASIC AND SUPPLEMENTARY LITERATURE

Basic literature:

1. McFenderson H.M. , Schiavo-Campo S., *Public Management in Global Perspective*, Routledge/Taylor & Francis Group, London/New York , 2015
2. Cichobłaziński L. , *Local Public Management in the Model of Multi – Level Governance: Challenges and Opportunities*, [In:] Human Resource Management and Corporate Competitiveness, Edited by Csaba Balint Illes, Felicjan Bylok, Anna Dunay. Godolo,2012

3. Łukomska Szarek J., Włókna M. *Theoretical Aspects of New Public Management*,
Oraldyn Fylym Zarsysy, No. 10 (46), 2012

4. *Polish Journal of Management* 2018, Wyd. PCz.

Supplementary literature:

1 *New trends in management in the 21st Century*, (eds) C. Illes, A. Dunay, A.
Słocińska, Wyd. PCz, Częstochowa 2014.

TEACHERS (NAME, SURNAME, ADRES E-MAIL)

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MATRIX OF REALIZATION OF EDUCATION EFFECTS

Educational effect	Reference of a given effect to the effects defined for the whole program	Subject goals	Program substance	Didactic tools	Way of assessment
EK1 Student is able to describe differences and similarities between public management and management of private enterprise	KW_01, KW_03 K_U1 K_U3 K_K01	C1, C2	W1, W2, W3, W4	1,2,3	F3, P2
EK2 Student knows the essentials of strategic planning of public organizations and is able, on the fundamental level, to assess validity of the elements of development strategy of a given commune	K_W01, K_W04, K_W10, K_U1 K_U3 K_U4 K_K01, K_K04, K_K05	C1, C2, C3	W5, W6, W7, W10, W11, C2, C3	1,2,3	F1,F2, F3, P1,P2
EK3 Student recognizes significance and knows the instruments of economic development of	K_W09 K_W10 K_U1 K_U3,	C1, C2, C3, C4	W3, W8, W10, W11,W12	1,2,3	F1,F2, F3, P1, P2

communes/cities and is able to analyze validity of the implementation of economic development instruments in the specific commune	K_U6 K_K01 K_K04, K_K05				
EK4 Student knows in a very detailed manner chosen aspects concerning public tasks	K_W09, K_W10 K_U4 K_U6 K_K01 K_K04	C2	W8, W9, W12,W13, W14 C5-C14	1,2,3	F1,F2, F3, P1, P2

EVALUATION FORM - DETAILS

	For note 2	For note 3	For note 4	For note 5
Effect 1	Student is not able to indicate any differences or similarities between public management and private enterprise	Student is able to indicate only some differences or similarities between public management and private enterprise	Student is able to indicate most differences and similarities between public management and private enterprise	Student is able to indicate all most important differences and similarities between public management and
Effect 2	Student does not know the principals of strategic planning of public authorities	Student knows methods of strategic planning of public authorities but is not able to indicate specific elements	Student knows methods of strategic planning of public authorities and is able to indicate specific elements of this planning	Student knows methods of strategic planning of public authorities and is able to indicate specific elements of this planning. Student is also able to assess any

Effect 3	Student is not able to recognize the significance of economic development for commune/city	Student is able to recognize the significance of economic development for commune/city but is not able to indicate instruments of this development	Student is able to recognize the significance of economic development for commune/city and is able to indicate instruments of this development	Student is able to recognize the significance of economic development for commune/city and is able to indicate instruments of this development and is also able to list the proper
Effect 4	Student does not know in detail any issues concerning public tasks	Student knows in detail issues concerning one public task	Student knows in detail issues concerning two public tasks	Student knows in detail issues concerning three or more public task

OTHER USEFUL INFORMATION ABOUT THE SUBJECT

1. Information where one can get access to presentations, instructions – all necessary information is to be communicated to students during first seminar meeting and information is to be sent in electronic way.
2. Information about the place of conducting the course – information is available on the internet site of the faculty
3. Information on the dates of seminars and lectures – internet site of the faculty.
4. Information on the consultation hours – internet site of the faculty.

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