

Guide to subject

<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 hab. Konrad Głębocki
<u>Profile</u>	General-academic
<u>Type of subject</u>	Within specialization
<u>Number of ECTS points</u>	6

TYPE OF ACTIVITY – NUMBER OF HOURS IN SEMESTER

LECTURE	SEMINAR	LABORATORY	PROJECT	DIPLOMA SEMINAR
15	30			

SUBJECT DESCRIPTION

1. GOAL OF THE SUBJECT

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

2. INTRODUCTORY REQUIREMENTS IN THE FRAME OF KNOWLEDGE, SKILLS 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**

3. EDUCATIONAL EFFECTS

EK 1- Student is able to tell the difference between self-government administration authorities and state administration authorities and knows relations between specific parts of public administration

EK 2- Student is able to describe differences and similarities between public management and management of private enterprise

EK 3- 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

EK 4- Student knows essential themes concerning self-government clerks and is able to prepare application form for the competition for workplace in the self-government administration

EK 5 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

EK 6 – Student knows in a very detailed manner chosen aspects concerning public tasks

EK 7 – Student is able, easier than before, to absorb the substance of detailed documents and laws in the area of public administration

EK8 – Student is able to assess the management style of specific persons who fulfill management functions in the administration

4. PROGRAM SUBSTANCE

Type of activity – Lectures	Liczba godzin
W 1- Introduction to the subject and reminder about the essentials of management	1
W 2- Public administration in Poland	1
W 3- Public Management and management in the enterprise	1
W 4- Notion of public tasks	1
W 5- Strategic planning of local development	1
W 6- Marketing of Commune/City	1
W 7- Regional Policy of European Union and public tasks in Poland	1
W 8 – self-governments employees	1
W 9- Management of the office of Commune/City	1
W10 – Significance of economic development in the local development	1
W11 – Economic activity zones	1
W12 – Chosen public tasks – spatial planning	1
W13 – Chosen public tasks – public transport	1
W14 – chosen management aspects in commune/city	1
W15 – 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 (choice of student, with the anterior acceptance of professor) – strategic planning Common analysis of student’s presentation substance in the frame of public management	3
C 3-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – commune marketing Common analysis of student’s presentation substance in the frame of public	3

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<p>C 4-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – support for economic development</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C 5-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – spatial planning</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C 6- power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – public transport</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C 7-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – health care</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C8-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – the use of EU funds</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C9-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – the use of EU funds</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C10-power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – the use of EU funds</p> <p>Common analysis of student’s presentation substance in the frame of public</p>	2

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<p>C11power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – social welfare</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C12power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – the use of EU funds</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C13power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – support for sport</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
<p>C14 power point presentation prepared and conducted by student, concerning the realization of a given public tasks in a chosen commune (choice of student, with the anterior acceptance of professor) – culture</p> <p>Common analysis of student’s presentation substance in the frame of public management</p>	2
C15 summary – notes	1

5. DIDACTIC TOOLS

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

6. WAYS OF STUDENTS WORK ASSESSMENT (F – FORMATIVE, P – SUMMARY)

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

F2. The assessment of the way of presenting the presentation worked out by student

F3. Assessment of activity of student – participation in discussions

P1. Final note on the basis of partial notes

P2. Oral examination

7. Students work load

Form of activity	The average number of hours spent of realized activities
Contact hours with tutor	45
Preparation for seminars and lectures	43
Tasks before the examination	30
Preparation for the examination	20
Present on the consultation	10
Present on the exam	2
Total	150
TOTAL NUMBER OF ECTS POINTS FOR SUBJECT	6

8. ESSENTIAL LITERATURE

- 1. K. Głębocki *Zarządzanie Zadaniem Publicznymi*, Wyd. Politechniki Częstochowskiej, Częstochowa 2010.**

COMPLEMENTARY LITERATURE:

- 1 M. Zawicki *Nowe zarządzanie publiczne*, Polskie Wydawnictwo Ekonomiczne, 2011.**
- 2. Chosen by students articles from different journals**

9. TUTOR (NAME, SURNAME, E-MAIL)

- 1. Dr hab. Konrad Głębocki, konradg158@gmail.com**

10. TABLE OF REALIZATION OF EDUCATIONAL 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 tell the difference between self-government administration authorities and state administration authorities and knows relations between specific parts of public administration	K_W01 K_W02, K_W06, K_W08 K_U1, K_U2, K_U8 K_U 10 K_K01, K_K04	C1, C2, C3	W1, W2, W4	1,2,3	F3, P2
EK2 Student is able to describe differences and similarities between public management and management of private enterprise	KW_01, KW_09 K_U 10 K_U1 K_K01	C1, C2	W3	1,2,3	F3, P2
EK3 Student knows the essentials of strategic planning of	K_W01, K_W05, K_W07,	C1, C2, C3	W5, W6, W7, W10, W11, C2, C3	1,2,3	F1,F2, F3, P1,P2

public organizations and is able, on the fundamental level, to assess validity of the elements of development strategy of a given commune	K_W08, K_U1 K_U3 K_U4 K_U 10 K_K01, K_K02, K_K04				
EK4 Student knows essential themes concerning self-government clerks and is able to prepare application form for the competition for workplace in the self-government administration	K_W05, K_W06 K_U5 K_U 10 K_K01	C1, C2, C3	W8, W9	1,2,3	F3, P2
EK5 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	K_W07 K_W08 K_U1 K_U3, K_U 10 K_K01 K_K02, K_K04	C1, C2, C3, C4	W3, W10, W11,W12	1,2,3	F1,F2, F3, P1, P2
EK6 Student knows in a very	K_W04,	C2	W12,W13,	1,2,3	F1,F2,

detailed manner chosen aspects concerning public tasks	K_W07 K_U1 K_U 10 K_K01 K_K04		C5-C14		F3, P1, P2
EK7 Student is able, easier than before, to absorb the substance of detailed documents and laws in the area of public administration	K_W06 K_U1 K_U2 K_U 10 K_K01, K_K04	C2	W12	1,2,3	F3, P1
EK8 Student is able to assess the management style of specific persons who fulfill management functions in the administration	K_W04, K_W08 K_U1 K_U8 K_U 10 K_K01	C2, C3	W9, W14	1,2,3	F3, P1, P2

11. ASSESSMENT FORMS - DETAILS

	For note 2	For note 3	For note 4	For note 5
Effect 1	Student is able to qualify principal authorities either to self-government or to state administration	Student is able to qualify only most important authorities and assign to them most essential competences	Student is able to qualify all most important authorities and assign to them most essential competences	Student is able to qualify all most important authorities and assign to them all essential competences
Effect 2	Student is not able to indicate any differences or similarities between public management and private enterprise management	Student is able to indicate only some differences or similarities between public management and private enterprise management	Student is able to indicate most differences and similarities between public management and private enterprise management	Student is able to indicate all most important differences and similarities between public management and private enterprise management

Effect 3	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 given development strategy of a local authority
Effect 4	Student does not know any principal issues concerning self-government employees	Student knows some principal issues concerning self-government employees	Student knows all principal issues concerning self-government employees	Student knows all principal issues concerning self-government employees and is able to prepare by him/herself application for the competition for clerk post

Effect 5	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 instruments for a given commune/city
Effect 6	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
Effect 7	Student after reading a city council regulation is not able to tell what it is about	Student after reading a city council regulation is able to tell something about its elements	Student after reading a city council regulation is able to tell something about its elements and understands what are the main important conclusions of the regulation	Student after reading a city council regulation is able to tell something about its elements and understands in detail the regulation

Effect 8	Student is not able to assess the management style of persons who are public managers	Student is able to indicate only some elements of the management style of persons who are public managers	Student is able to indicate all important elements of the management style of persons who are public managers	Student is able to indicate and assess all important elements of the management style of persons who are public managers
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12. 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.