

## COURSE CATALOGUE

### WARSAW SCHOOL OF INFORMATION TECHNOLOGY

ADMINISTRATION, FIRST CYCLE, PART-TIME, I YEAR, I SEMESTER

No.	Name of Subjects	Contact hours				ECTS	Form of credit score
		LE	CL	LA	TU		
1.	Fundation of law	24	16			6	E
2.	History of administration	24			8	4	E
3.	Constitutional body system	24	16		8	6	E
4.	Microeconomics	16	8			3	E
5.	Administration Science	24	8		8	5	C
6.	Basics of the Administration and Management in Administration	16	8		8	4	C
7.	Information Technologies 1			16		1	C
8.	English language A1 (higher)		16		8	2	C
<b>Total amount of hours:</b>		<b>128</b>	<b>72</b>	<b>16</b>	<b>40</b>	<b>31</b>	

LE – lectures, CL – classes, LA – laboratories, TU – tutoring, E – examination, C - credit

ADMINISTRATION, FIRST CYCLE, PART-TIME, I YEAR, II SEMESTER

No.	Name of Subjects	Contact hours				ECTS	Form of credit score
		LE	CL	LA	TU		
1.	Administrative Law 1 – general part	16	16		16	6	E
2.	Civil law with agreements in administration	16	16			5	E
3.	Macroeconomics	16	8			4	E
4.	System of local government	16				2	C
5.	Psychology and sociology of organizational attitudes in administration	16			8	3	C
6.	Sources and institutions of EU law	16				2	C
7.	Legal logics		16		8	2	C
8.	legal bases for the computerization of public administration	16				2	C
9.	Information Technologies II			16		1	C
10.	English language A2 (lower)		16		8	2	C
<b>Total amount of hours:</b>		<b>128</b>	<b>72</b>	<b>16</b>	<b>40</b>	<b>29</b>	

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ADMINISTRATION, FIRST CYCLE, PART-TIME, II YEAR, III SEMESTER

No.	Name of Subjects	Contact hours				ECTS	Form of credit score
		LE	CL	LA	TU		
1.	Administrative Law II – detailed part	16	16		16	5	E
2.	Basics of penal, substantive and adjective law	16	16			5	E
3.	Basics of civil proceedings	16	16			5	E
4.	Public finance and financial law	16	16		16	5	E
5.	Data bases in administration	8		16		4	C
6.	Project management	16		16		4	C
7.	English language A2 (higher)		16		8	2	C
<b>Total amount of hours:</b>		<b>88</b>	<b>80</b>	<b>32</b>	<b>40</b>	<b>30</b>	

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ADMINISTRATION, FIRST CYCLE, PART-TIME, II YEAR, IV SEMESTER

No.	Name of Subjects	Contact hours				ECTS	Form of credit score
		LE	CL	LA	TU		
1.	Administrative proceedings	16	16		16	5	E
2.	Philosophy	16			16	3	E
3.	e-Administration	16		16		4	E
4.	Labour law and Civil service law – workshops	24				3	C
5.	Environmental protection	8			8	2	C
6.	ICT System in Administration	16				3	C
7.	Human resources management	16			8	3	C
8.	Negotiations and mediation techniques in administration		16			3	C
9.	Internship					2	C
10.	English language B1 (lower)		16		8	2	C
<b>Total amount of hours:</b>		<b>112</b>	<b>48</b>	<b>16</b>	<b>56</b>	<b>30</b>	

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ADMINISTRATION, FIRST CYCLE, PART-TIME, III YEAR, V SEMESTER

No.	Name of Subjects	Contact hours				ECTS	Form of credit score
		LE	CL	LA	TU		
1.	Public international law	16	8			4	E
2.	Public commercial law	16	16		16	5	E
3.	Sociology and methods of sociological research	16	8		8	4	E
4.	Public procurement	16	8		8	4	C
5.	Electronic documents circulation in Administration	8		16		4	C
6.	Management and financing the local government projects	16		16		4	C
7.	Office organization techniques			16		3	C
8.	Diploma seminar I		16			2	C
9.	English language B1 (higher)		16		8	2	C
<b>Total amount of hours:</b>		<b>88</b>	<b>72</b>	<b>32</b>	<b>40</b>	<b>32</b>	

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ADMINISTRATION, FIRST CYCLE, PART-TIME, III YEAR, VI SEMESTER

No.	Name of Subjects	Contact hours				ECTS	Form of credit score
		LE	CL	LA	TU		
1.	Administrative Enforcement proceedings	16	8			4	E
2.	Copyright law	16				4	E
3.	Clerks Code of Ethics	16			4	2	C
4.	Computer modelling of processes in administration			16	8	3	C
5.	Basics of Requirement	16	16		8	5	C
6.	Diploma seminar II		16			2	C
7.	Diploma					10	E
8.	English language		16			2	E
<b>Total amount of hours:</b>		<b>64</b>	<b>56</b>	<b>16</b>	<b>20</b>	<b>31</b>	

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