PLAN ZAJĘĆ: TECHNIK ADMINISTRACJI

SEMESTR 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **13.02** | **14.02** | **27.02** | **28.02** | **13.03** | **14.03** | **27.03** | **28.03** | **10.04** | **11.04** | **24.04** | **25.04** | **08.05** | **09.05** | **22.05** | **23.05** | **19.06** | **20.06** |
| **1.** | BHP | BHP | JAZ | KPiS | BHP | JAZ | BHP | JAZ | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA | JAZ |
| **2.** | BHP | BHP | JAZ | KPiS | BHP | JAZ | BHP | JAZ | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA | JAZ |
| **3.** | BHP | BHP | JAZ | KPiS | BHP | JAZ | BHP | JAZ | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA | JAZ |
| **4.** | BHP | BHP | JAZ | KPiS | BHP | JAZ | BHP | JAZ | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA |  |
| **5.** | BHP | BHP | JAZ | KPiS | BHP | JAZ | BHP | JAZ | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA |  |
| **6.** | PP | PP | PP | PP | PP | JAZ | PP | KPiS | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA |  |
| **7.** | PP | PP | PP | PP | PP | JAZ | PP | KPiS | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA |  |
| **8.** | PP | PP | PP | PP | PP | JAZ | PP | KPiS | EP | JAZ | PPC | PWA | PWA | PWA | EP | PPC | PWA |  |
| **9.** |  |  |  |  |  |  | PP | KPiS |  |  |  |  |  |  | KPiS |  |  |  |
| **10.** |  |  |  |  |  |  | PP | KPiS |  |  |  |  |  |  | KPiS |  |  |  |
| **11.** |  |  |  |  |  |  |  | KPIS |  |  |  |  |  |  | KPIS |  |  |  |
| **12.** |  |  |  |  |  |  |  | KPIS |  |  |  |  |  |  |  |  |  |  |

**Legenda:**

**BHP** – Bezpieczeństwo i Higiena Pracy. **MPK** **KPiS** – Kompetencje personalne i społeczne. **AJ**

**PP** - Podstawy przedsiębiorczości. **ESD**  **JAZ** – Język angielski zawodowy

**EP** – Ekonomiczne podstawy funkcjonowania **PPC** – podstawy prawa cywilnego **PM**

Przedsiębiorstw **PM**

**PWA** – Postępowanie w administracji **PM**

 PLAN ZAJĘĆ: TECHNIK ADMINISTRACJI

SEMESTR 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **13.02** | **14.02** | **27.02** | **28.02** | **06.03** | **07.03** | **20.03** | **21.03** | **11.04** | **17.04** | **18.04** | **15.05** | **16.05** | **29.05** | **30.05** | **05.06** | **06.06** | **12.06** |
| **1.** | OPB | OPB | PPA | PPA | PPA | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PPB | PwA | PwA |
| **2.** | OPB | OPB | PPA | PPA | PPA | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PPB | PwA | PwA |
| **3.** | OPB | OPB | PPA | PPA | PPA | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PPB | PwA | PwA |
| **4.** | OPB | OPB | PPA | PPA | PPA | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PPB | PwA | PwA |
| **5.** | OPB | OPB | PPA | PPA | PPA | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PPB | PwA | PwA |
| **6.** | PPA | PPA | PPA | PPA | OPB | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PwA | PwA | PwA |
| **7.** | PPA | PPA | PPA | PPA | OPB | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PwA | PwA | PwA |
| **8.** | PPA | PPA | PPA | PPA | OPB | PPC | PPC | PPA | PPB | PPB | PPB | PPC | PwA | PwA | PPB | PwA | PwA | PwA |
| **9.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**OPB** – Organizacja pracy biurowej **PM**

**PPA** – Podstawy prawa administracyjnego **PM**

**PPC** – Podstawy prawa cywilnego **PM**

**PwA** – Postępowanie w administracji **PM**

**PPB** – Pracownia pracy biurowej **PM**

PLAN ZAJĘĆ: TECHNIK ADMINISTRACJI

SEMESTR 3

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **13.02** | **14.02** | **27.02** | **28.02** | **13.03** | **14.03** | **27.03** | **28.03** | **10.04** | **11.04** | **24.04** | **25.04** | **08.05** | **09.05** | **22.05** | **23.05** | **19.06** | **20.06** |
| **1.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPA | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **2.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPA | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **3.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPA | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **4.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPA | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **5.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPA | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **6.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **7.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **8.** | PPP | PPP | PPP | PPA | PPP | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA | PwA | PwA |
| **9.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PPA** – Podstawy prawa administracyjnego **PM**

**PwA** – Postępowanie w administracji **PM**

**PPB** – Pracownia pracy biurowej **PM**

**PPP –** Podstawy prawa pracy **PM**

PLAN ZAJĘĆ: TECHNIK ADMINISTRACJI

SEMESTR 4

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **13.02** | **14.02** | **27.02** | **28.02** | **13.03** | **14.03** | **27.03** | **28.03** | **10.04** | **11.04** | **24.04** | **25.04** | **08.05** | **09.05** | **22.05** | **23.05** | **19.06** | **20.06** |
| **1.** | PPP | PPP | PPF | PPF | PPF | PPF | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA |
| **2.** | PPP | PPP | PPF | PPF | PPF | PPF | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA |
| **3.** | PPP | PPP | PPF | PPF | PPF | PPF | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA |
| **4.** | PPP | PPP | PPF | PPF | PPF | PPF | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA |
| **5.** | PPP | PPP | PPF | PPF | PPF | PPF | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA |
| **6.** | PPP | PPP | PPP | PPF | PPF | PPB | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA | PwA |
| **7.** | PPP | PPP | PPP | PPF | PPF | PPB | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA | PwA |
| **8.** | PPP | PPP | PPP | PPF | PPF | PPB | PPB | PPP | PPB | PPB | PPB | PPB | PPB | PwA | PwA | PwA | PwA | PwA |
| **9.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **11.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PPF** – Podstawy prawa finansowego **PM**

**PwA** – Postępowanie w administracji **PM**

**PPB** – Pracownia pracy biurowej **PM**

**PPP –** Podstawy prawa pracy **PM**