

# CURRICULUM

Academic Year **2019/2020**  
 Major **MANAGEMENT**  
 Degree **Bachelor full-time**  
 Profile **Practical**



Zachodniopomorska  
 Szkoła Biznesu  
 w Szczecinie

Specialisation

**INTERNATIONAL BUSINESS**

Semester	Module	Module/Course name	ECTS	Pass/exam	Leader	Contact hours	Student effort	Total hours
Semester I	<b>Module Z1/1</b>	<b>Business in Practice</b>	<b>21</b>		prof. A. Zelek	<b>132</b>	<b>393</b>	<b>525</b>
	Course 1.1.	Project Business - workshop	8	pass		30	170	200
	Course 1.2.	Business Simulation Game	1	pass		6	19	25
	Course 1.3.	Real Management Problems - workshop	2	pass		18	32	50
	Course 1.4.	Copyrights and Intellectual Property	2	pass		18	32	50
	Course 1.5.	Law in Business	4	exam		30	70	100
	Course 1.6.	Foreign Language (1)	4	exam		30	70	100
	<b>Module Z1/2</b>	<b>Organisation and Management</b>	<b>12</b>		dr R. Nowak-Lewandowska	<b>135</b>	<b>165</b>	<b>300</b>
	Course 2.1.	Management and Organisational Behaviour	4	exam		45	55	100
	Course 2.2.	Human Resources Management	3	pass		30	45	75
	Course 2.3.	Process Management	3	pass		30	45	75
	Course 2.4.	Quality Management	2	pass		30	20	50
						<b>6</b>		
	Library training		pass		2			
	Occupational Health and Safety		pass		4			
	<b>Total in semester</b>		<b>33</b>			<b>273</b>	<b>558</b>	<b>825</b>
Semester II	<b>Module Z1/3</b>	<b>Key Competences in Business</b>	<b>13</b>		dr M. Stankiewicz	<b>120</b>	<b>205</b>	<b>325</b>
	Course 3.1.	Information and Communication Technologies	3	pass		30	45	75
	Course 3.2.	Spreadsheets and Data Bases in Business	4	pass		30	70	100
	Course 3.3.	Foreign Language (2)	4	exam		30	70	100
	Course 3.4.	Sociology	2	pass		30	20	50
	<b>Module Z1/4</b>	<b>Quantative Methods in Business</b>	<b>16</b>		dr M. Bzunek	<b>90</b>	<b>310</b>	<b>400</b>
	Course 4.1.	Mathematics in Business	8	exam		45	155	200
Course 4.2.	Statistics	8	exam		45	155	200	
	<b>Total in semester</b>		<b>29</b>			<b>210</b>	<b>515</b>	<b>725</b>
Semester III	<b>Module Z1/5</b>	<b>Personal Development and Interpersonal Skills</b>	<b>4</b>		mgr S. Świergiel	<b>54</b>	<b>46</b>	<b>100</b>
	Course 5.1.	Selfpresentation - workshop	1	pass		18	7	25
	Course 5.2.	Teamwork - workshop	1	pass		18	7	25
	Course 5.3.	Business Ethics - workshop	2	pass		18	32	50
	<b>Module Z1/6</b>	<b>Applied Economics in Management</b>	<b>18</b>		dr A. Lachowska	<b>120</b>	<b>330</b>	<b>450</b>
	Course 6.1.	Macroeconomics	7	exam		45	130	175
	Course 6.2.	Microeconomics	7	exam		45	130	175
	Course 6.3.	Economic Principles of Managerial Decisions	4	pass		30	70	100
	<b>Module Z1/7</b>	<b>Marketing Management</b>	<b>10</b>		dr J. Osuch	<b>60</b>	<b>190</b>	<b>250</b>
	Course 7.1.	Marketing	5	pass		30	95	125
Course 7.2.	Market Reasearch - workshop	5	pass		30	95	125	
	<b>Total in semester</b>		<b>32</b>			<b>234</b>	<b>566</b>	<b>800</b>
Semester IV	<b>Module Z1/8</b>	<b>Finance and Accounting</b>	<b>18</b>		dr D. Majewska-Bielecka	<b>150</b>	<b>300</b>	<b>450</b>
	Course 8.1.	Accountancy	6	exam		45	105	150
	Course 8.2.	Corporate Finance	6	exam		45	105	150
	Course 8.3.	Financial Analysis - workshop	4	pass		30	70	100
	Course 8.4.	Tax Strategies	2	pass		30	20	50
	<b>Module Z1/9</b>	<b>Specialisation Module (1) INTERNATIONAL BUSINESS</b>	<b>8</b>		dr A. Lachowska	<b>90</b>	<b>110</b>	<b>200</b>
	Course 9.1.	Globalisation	3	pass		45	30	75
Course 9.2.	International Financial Reporting Standards	5	pass		45	80	125	
	<b>Total in semester</b>		<b>26</b>			<b>240</b>	<b>410</b>	<b>650</b>
Semester V	<b>Module Z1/10</b>	<b>Diploma Module (1)</b>	<b>7</b>		prof. A. Zelek	<b>60</b>	<b>115</b>	<b>175</b>
	Course 10.1.	Methodology of Diploma Thesis	2	pass		12	38	50
	Course 10.2.	Methods of Economic Research - workshop	2	pass		24	26	50
	Course 10.3.	Diploma Thesis - workshop	3	pass		24	51	75
	<b>Module Z1/11</b>	<b>Specialisation Module (2) INTERNATIONAL BUSINESS</b>	<b>14</b>		dr A. Lachowska	<b>110</b>	<b>240</b>	<b>350</b>
	Course 11.1.	Project Management	5	pass		40	85	125
	Course 11.2.	Diversity Management	4	pass		30	70	100
	Course 11.3.	International Business	5	pass		40	85	125
	<b>Module Z1/12</b>	<b>Practical Activities Module (1)</b>	<b>2</b>		dr R. Nowak-Lewandowska	<b>40</b>	<b>10</b>	<b>50</b>
	Course 12.1.	Additional activities	2	pass		40	10	50
	<b>Total in semester</b>		<b>23</b>			<b>210</b>	<b>365</b>	<b>575</b>
Semester VI	<b>Module Z1/13</b>	<b>Diploma Module (2)</b>	<b>6</b>		prof. A. Zelek	<b>24</b>	<b>126</b>	<b>150</b>
	Course 13.1.	Diploma Thesis - workshop	6	pass		24	126	150
	<b>Module Z1/14</b>	<b>Specialisation Module (3) INTERNATIONAL BUSINESS</b>	<b>7</b>		dr A. Lachowska	<b>90</b>	<b>78</b>	<b>150</b>
	Course 14.1.	Information Management Systems	2	pass		30	20	50
	Course 14.2.	International Law	2	pass		30	20	50
	Course 14.3.	Financial Market	3	pass		30	38	50
	<b>Module Z1/15</b>	<b>Student Elective Module</b>	<b>8</b>		Dean	<b>90</b>	<b>110</b>	<b>200</b>
	Course 15.1.	Course to choose from available set of courses	3	pass		30	45	75
	Course 15.2.	Course to choose from available set of courses	3	pass		30	45	75
	Course 15.3.	Physical Education	2	pass		30	20	50
<b>Module Z1/16</b>	<b>Practical Activities Module (2)</b>	<b>29</b>		dr R. Nowak-Lewandowska	<b>725</b>		<b>725</b>	
Course 16.1.	Student Intership	29	pass		725		725	
	<b>Total in semester</b>		<b>50</b>			<b>929</b>	<b>314</b>	<b>1225</b>
<b>TOTAL 6 SEMESTERS</b>			<b>193</b>			<b>2096</b>	<b>2728</b>	<b>4800</b>

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/1											
Module name	Business in Practice							ECTS credits	21	Leader	prof. A. Zelek	
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	132

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The main aim of the module is to make students aware of the key issues related to the realities of creating a new business entity and implementing business ideas and running a business in its subsequent stages of life. The design of the module allows calling experience effect as understood in the Kolb cycle - from experience through the cognitive process taking place in subsequent thematic modules, in subsequent years of study.

The main task of the classes within the module is to simulate realistic conditions for setting up and running a business. Students take part in activating, hands-on workshops in which they "create" simulated companies. The element enriching team activities in simulated conditions is a strategy game and meetings with business practitioners. An equally important component of the module is a course on the foundations of economic law, focused on the organizational and legal forms of business entities and business taxation options, as well as a course on the protection of intellectual property rights.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

no formal and substantive requirements

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE <i>(Student knows and understand on advenced level...)</i>	SKILLS <i>(Student is able to...)</i>	SOCIAL COMPETENCES <i>(Student is ready to...)</i>
principles of creating and running a business, taking into account the following contexts: strategic, legal, financial, marketing, resource, operational, etc.	initiate and participate in the processes of analyzing and designing new business and running a business in its various stages of life, against the background of endogenous and exogenous diagnosis	to cooperate in creative processes, shows an entrepreneurial attitude and responsible for the decisions made

MODULE STRUCTURE

Course no.	Module Z1/1	Course 1.1.	Module Z1/1	Course 1.2.	Module Z1/1	Course 1.3.	Module Z1/1	Course 1.4.	Module Z1/1	Course 1.5.	Module Z1/1	Course 1.6.
Course name	Project Business - workshop		Business Simulation Game		Real Management Problems - workshop		Copyrights and Intelectual Property		Law in Business		Foreign Language (1)	
ECTS credits	8		1		2		2		4		4	



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Module Z1/1	Business in Practice											
Course no.	Course 1.1.											
Course name	Project Business - workshop				ECTS credits	8	Leader	prof. A. Zelek				
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">-&gt; CHECK THE KEY</a>
KNOWLEDGE	knows and understands the principles of constructing a business venture plan in the context of choosing a strategy, business model and organizational architecture	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
	knows and understands the course and stages of the company registration process in the context of formal and legal aspects of establishing companies in various organizational forms and ownership.	Z1_W10 Knows and understands the key elements of law and ethics principles related to Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
	knows and understands the elementary mechanisms of financial analysis, marketing analysis and risk analysis.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex Z1_W9 Knows and understands the nature of economic analysis and controlling in decision- Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
SKILLS	identifies and analyzes all endo- and exogenous factors determining the choice of a business model, is able to analyze them and can make optimal choice.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
	is able to design business ventures in the form of an elementary business plan, taking into account legal, financial and marketing determinants strategic.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U6 Able to make decisions regarding various functional areas of the organization,
SOCIAL COMPETENCES	shows creativity and openness to new initiatives, while maintaining criticism and rationalism in assessing variants of new ventures economic.	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	jest zdeterminowany i zorientowany na realizację zakładanych celów i wykazuje odpowiedzialność za nie	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	cooperates with the team in the analytical and decision-making process, demonstrating understanding and mindfulness for the opinions and ideas of other team members	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator,

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		multimedia presentation	
	lecture			workshop that uses activating methods	
	practice	10		group discussion	
	e-learning			team projects	
	laboratory			team analysis	
	seminar			practical workshop	
	practical workshop	16			
	study visit				
	others....				
	consulting hours	2		choice from given list	
	exams, assignments	2		preparation of the final project	
	Lectureship			student's own research	
	Student Effort	170		e-lectures	
	Total Student Effort	200			

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
	pass	pass		very good > 90%	
	choice from given list	% of final grade		good + 81% - 90%	
	tasks, exercises	100		good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1 / participation in the design of a new business venture - a business idea (product / service definition and target groups);
	2 / experience and understanding of the complexity of the process of creating a new business venture - macro- and micro-environment analysis; economic viability analysis (cost projection, break-even point, financial assumptions, price policy);
	3 / understanding all the determinants of the business model - decision on the organizational and legal form, organizational structures, financing strategy (available start-up financing instruments);
	4 / Building the company's architecture (organizational structure, procedures, staff, IT systems, etc.);
5 / Formulating strategy;	
6 / Demonstration of a comprehensive company concept.	
	Key literature
	Storner J.A.F., Freeman R.M., Gilber D R., (1995), Management (Sixth Edition), Prentice Hall, Inc,USA. Datf R.L., (2012), New Era of Management (Eleventh Edition), Cengage Learning, Florence. Armstrong M., (2009), Armstrong's Handbook of Human Resource Management (Eleventh Edition), Kogan Page, London and Philadelphia. many web links.
	Additional literature
	Armstrong M., (2008), Strategic Human Resource Management A guide to Action (Forth Edition), Kogan Page, London and Philadelphia. David F.R., (2007) Strategic Management Concepts and Cases, Pearson Prentice Hall, New Jersey. Lee J. Krajewski, Larry P. Ritzman, Manoj K. Malhotra, (2013) Operations Management: Processes and Supply Chains, 10/E Prentice Hall



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Module Z1/1	Business in Practice											
Course no.	Course 1.2.											
Course name	Business Simulation Game				ECTS credits	1	Leader	prof. A. Zelek				
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	6

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows, understands and is able to use in the decision-making process basic economic laws and regularities in the field of demand and supply theory as well as marketing	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
SKILLS	is able to make simple business decisions in the area of supply and price policy, taking into account economic conditions and competitive pressure.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	cooperates in a team and shows the ability to perform the function of a substantive leader in a specific functional area of management.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in

## STUDENT EFFORT

STUDENT EFFORT	
<b>Total contact hours</b>	<b>6</b>
<b>including:</b>	<b>30</b>
lecture	
practice	
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	30
consulting hours	
exams, assignments	
Lectureship	
<b>Student Effort</b>	<b>19</b>
<b>Total Student Effort</b>	<b>25</b>

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	<i>choice from given list</i>
	simulation, managerial and strategic games
Student Work	<i>choice from given list</i>
	own work with the text
	group work - joint task solving

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	<b>Final grade</b>
	<i>choice from given list</i>
	team projects
Grade scale	<b>pass</b>
	<i>% of final grade</i>
	100
Grade scale	<b>Percentage of final grade</b>
	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
satisfactory 51% - 60%	
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1 / experience of real conditions for making decisions under competitive pressure; 2 / experience of simulated market competition conditions; 3 / learning about competition mechanisms; 4 / understanding the principles of price competition and off-price; 5 / Introduction to gamification rules; 6 / Application process and correction of gamification decisions.
	Key literature
	Rules of the KING SIZE (or similar) strategy game.
	Additional literature

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Module Z1/1	Business in Practice											
Course no.	Course 1.3.											
Course name	Real Management Problems - workshop					ECTS credits	2	Leader	prof. A. Zelek			
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	18

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows and understands the essence of entrepreneurship, the principles of running a business and the associated risks.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
	knows and understands the real problems of company management in the context of both exogenous and endogenous problems.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W6 Knows and understands at an advanced level the fundamental concepts of economic
SKILLS	is aware of the realities of running a business in given endogenous and exogenous conditions.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
SOCIAL COMPETENCES	is open to the process of getting to know and experiencing as well as learning from experience based on real economic and managerial problems.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a

STUDENT EFFORT

Student Effort Structure	Total contact hours	18
	including:	18
	lecture	
	practice	
	e-learning	
	laboratory	
	seminar	
	practical workshop	10
	study visit	8
	others....	
	consulting hours	
	exams, assignments	
	Lectureship	
	<b>Student Effort</b>	<b>32</b>
<b>Total Student Effort</b>	<b>50</b>	

TEACHING METHODS

Teaching methods	<i>choice from given list</i>
	study visits
	case study
	meeting with a business practitioner
	practical workshop
Student Work	<i>choice from given list</i>
	group work - joint task solving

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Percentage of final grade
	<i>choice from given list</i>	% of final grade	very good > 90%
	written credit	90	good + 81% - 90%
	participation in the discussion	10	good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
		unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	<p>1 / Getting to know the real problems of management based on the presentation of business practitioners; 2 / Workshop and seminar sessions with business practitioners and during study visits to companies; 3 / Case studies concerning the areas: a / creating a new business; b / financing systems and structures; c / marketing strategies; d / key success factors.</p>
	Key literature
	Additional literature



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Module Z1/1	Business in Practice											
Course no.	Course 1.4.											
Course name	Copyrights and Intellectual Property					ECTS credits	2	Leader	prof. A. Zelek			
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	18

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows, identifies and understands basic categories of legal regulations in the field of intellectual property protection; can explain and illustrate the most important principles governing protection and trade in intangible assets; recognizes the overlapping of different legal regimes; can explain the essence of accumulation of protection rights contained in basic legal acts	Z1_W10 Knows and understands the key elements of law and ethics principles related to Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
SKILLS	is able to identify adequate sources of intellectual property protection law in the context of business and professional activity.  can combine his or her own ideas with opinions, concepts and theories taken from literature and expert publications, in accordance with legal and ethical standards.	Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving  Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
SOCIAL COMPETENCES	Understands and respects the principles and system of protection of intellectual property and copyright in his own professional and business activity.	Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

Student Effort Structure	Total contact hours	18
	including:	18
	lecture	8
	practice	8
	e-learning	
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	
	consulting hours	
	exams, assignments	2
	Lectureship	
	<b>Student Effort</b>	<b>32</b>
<b>Total Student Effort</b>	<b>50</b>	

## TEACHING METHODS

Teaching methods	choice from given list
	lecture
	multimedia presentation
	workshop that uses activating methods
Student Work	choice from given list
	own activity on platform
	trial tests
	own work with the text

## ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	knowledge test	50	good + 81% - 90%
	written credit	50	good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
		unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

- 1/ Copyright and related rights as a basis for intellectual property.
- 2/ Intellectual property in the light of the Law on Copyright and Related Rights and Industrial Property Law
- 3/ Trademark as a work and an object of industrial property.
- 4/ Law of the internet.

## Key literature

1. Copyrights and Related Rights – Act of 4th February 1994
2. Industrial Property Law – Act of 17th November 2013
3. Barta J., Markiewicz R., (red.) Prawo autorskie i prawa pokrewne. Komentarz, Lex a Wolters Kluwer, Warszawa 2011
4. Lewandowski, Prawo autorskie a prawo konkurencji, Wyższa Szkoła Umiejętności Społecznych w Poznaniu, Poznań 2009.
5. Nowińska R., (red.), Prawo własności przemysłowej, LexisNexis, Warszawa 2008.
6. Podrecki P., (red.) Prawo Internetu, LexisNexis, Warszawa 2004. Załucki M., (red.) Prawo własności intelektualnej. Repetytorium, DIFIN, Warszawa 2008

## Additional literature

1. Dereń M., Własność przemysłowa i dobra niematerialne w obrocie gospodarczym, TNOiK, Bydgoszcz 1998.
2. Stec P., (red.) Ochrona własności intelektualnej, Oficyna wydawnicza Branta, Bydgoszcz-Opole-Gliwice 2011.



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Module Z1/1	Business in Practice											
Course no.	Course 1.5.											
Course name	Law in Business				ECTS credits	4	Leader	prof. A. Zelek				
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows and understands the course and stages of the process of registering a business in the context of formal and legal aspects of creating enterprises in various organizational and ownership forms.	Z1_W10 Knows and understands the key elements of law and ethics principles related to Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
	knows and understands the main aspects of economic and tax law that determine the form and shape of business	Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
	recognizes the relevant aspects of commercial law, labour law, tax law and civil law in the context of the functioning of the company	Z1_W10 Knows and understands the key elements of law and ethics principles related to Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
SKILLS	is able to choose the optimal legal form and methods of taxation of a new business venture and conduct the company registration process	Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	is ready to take up the challenge of registering a new business entity in an appropriate form and procedure.	Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	30
including:	30
lecture	10
practice	18
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
Student Effort	70
Total Student Effort	100

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	lecture
	workshop that uses activating methods
	activity on e-learning platform
	task solving
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	own activity on platform
	trial tests

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	Final grade
	choice from given list
	knowledge test
Grade scale	exam
	% of final grade
	100
Grade scale	Percentage of final grade
	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
	satisfactory 51% - 60%
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1/ The concept of commercial law (public commercial law and private commercial law). 2/ Sources of commercial law; 3/ Concepts of economic activity, entrepreneurs and enterprises; 4/ The legal forms of conducting business activity; 5/ Business registration and registration systems; 6/ Free, regulated, licensed, concessional business activity; 7/ Companies. Normative division of partnerships (partnerships and companies; general partnership; professional partnership; limited partnership; limited joint-stock partnership) 8/ Business reporting obligations; 9/ Elements of labour law; 10/ Control of the establishment and performance of business activity; 11/ Elements of tax law.
	Key literature
	1. Commercial Companies Code – Act of 15th November 2000 2. Entrepreneurs law – Act of 6th March 2018 3. Civil Code – Act of 23rd April 1964 4. Cichórz R. Prawo dla studentów kierunków nieprawnych, Zachodniopomorska Szkoła Biznesu, 2012 5. Siuda W., Zarys prawa gospodarczego dla ekonomistów, Wydawnictwo CONTACT, 2010.
	Additional literature
	1. Nowak Maciej J., Podstawy prawa w Polsce : prawo dla nieprawników, CeDeWu, 2009 2. (red.) Olszewski J., Prawo gospodarcze. Kompendium, C.H. Beck, 2012 3. Gnala B., Prawo handlowe dla ekonomistów , LEXMISJA, 2014 4. Małecki J. , Gomułowicz A., Podatki i prawo podatkowe, Wydawnictwo Prawnicze LexisNexis, 2008.



2019/2020

Module Z1/1	Business in Practice											
Course no.	Course 1.6.											
Course name	Foreign Language (1)							ECTS credits	4	Leader	prof. A. Zelek	
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status <i>(choice list)</i>	OBLIGATORY	Language	Polish/English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	has the knowledge in business English	Z1_W15 Knows a foreign language at the communication level (level B2 ESJOK).
SKILLS	uses the language in simulated situations	Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
SOCIAL COMPETENCES	speaks Business English in various business situations	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, using Z1_K3 Is able to engage in social interactions, cooperation with other entities of the

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		workshop that uses activating methods	
	lecture			group discussion	
	practice			individual projects	
	e-learning			team projects	
	laboratory			video movie	
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours			choice from given list	
	exams, assignments	2		preparation to an exam/credit	
	Lectureship	28		own work with the text	
	Student Effort	70		group work - joint task solving	
	Total Student Effort	100			

ASSESSMENTS METHODS

Assessment methods	Final grade	exam	Grade scale	Percentage of final grade
	choice from given list	% of final grade		
	written exam	50		very good > 90%
	tasks, exercises	40		good + 81% - 90%
	participation in the discussion	10		good 71% - 80%
				satisfactory + 61% - 70%
				satisfactory 51% - 60%
				unsatisfactory < 51%

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	Communication skills Negotiation and persuasion skills Financial and numeracy skills Technological skills Organisational skills Selling skills Leadership and team skills Problem-solving and decision-making skills
	Key literature New International Business English, Leo Jones & Richard Alexander, Cambridge
	Additional literature



**MODULE DESCRIPTION**

2019/2020												
Module no.	Module Z1/2											
Module name	Organisation and Management							ECTS credits	12	Leader	dr R. Nowak-Lewandowska	
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choise list)	OBLIGATORY	Language	English	Total Contact Hours	135

**PURPOSE OF THE MODULE AND MODULE OBJECTIVES**

*Short description and objective list (max. 1100 letters)*

The module covers the issues that are the basis for educating managers. The aim of the module is to familiarize students with the main areas of organization management, in particular the enterprise; conditions for establishing an organization, its structure, stages of development, resources, taking into account internal dependencies and relations with the environment. In this context, students learn the principles, levels of business management, the course and functions of the management process, its main disruptions, and especially the role of management in achieving organizational efficiency and effectiveness. The aim of the module is also to familiarize students with the concepts and tools of process management, quality management and human resources. During the courses included in this module, the student acquires skills in the field obtaining and using information to analyze the strategic potential of the organization, designing and improving HR activities, assessing and analyzing the organization's situation in terms of processes, implementing quality management standards, as well as adopting and fulfilling various managerial roles in the process of managing the organization.

**REQUIREMENTS**

*Needed knowledge and skills before starting the module*

Before starting the module, the student should have knowledge, skills and competences from the Module: Business in Action. Additionally, the Module: Applied Economics is useful, including Courses: Macroeconomics and Microeconomics

**LEARNING OUTCOMES**

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

<b>KNOWLEDGE</b> (Student knows and understand on advenced level...)	<b>SKILLS</b> (Student is able to...)	<b>SOCIAL COMPETENCES</b> (Student is ready to...)
the essence, principles and functions of management, identifies and characterizes individual processes management; HRM models, types of HR strategies and the role of HR departments; knows modern tools for planning, selecting, evaluating, motivating, developing and managing employees' career; the essence of process management; methods of analyzing and evaluating processes, including decision support tools; methods of management and quality improvement in the organization.	acquire and use information for analyzing strategic potential organization and its environment; can play various roles of a manager; find adequate solutions to problems related to the organization of the personnel process in the company, identifying and skillfully using both opportunities / threats and strengths / weaknesses of the organization; compare, analyze and evaluate organizational processes in terms of the possibility of their improvement and reorganization; use quality management standards to evaluate business processes; select and apply specific tools for building a quality system in the organization.	adopt an entrepreneurial attitude, have managerial predispositions, are ready to cooperate with the team and to lead the team; function in a team, performing various functions (also as a group leader) - participates or manages the process of team decision-making, in an ethical manner and in accordance with social norms; for continuous learning due to the dynamics of market processes, including the creation of process organizations; express critical opinions on topics related to the possibility of introducing modern quality solutions in the area of quality management in the enterprise.

**MODULE STRUCTURE**

Course no.	Module Z1/2	Course 2.1.	Module Z1/2	Course 2.2.	Module Z1/2	Course 2.3.	Module Z1/2	Course 2.4.		
Course name	Management and Organisational Behaviour		Human Resources Management		Process Management		Quality Management			
ECTS credits	4		3		3		2			



2019/2020

Module Z1/2	Organisation and Management											
Course no.	Course 2.1.											
Course name	Management and Organisational Behaviour						ECTS credits	4	Leader	prof. A. Zelek		
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has advanced knowledge about the essence, principles and functions of management, identifies and characterizes individual management processes.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning,
	recognizes and describes types of organizations, in particular enterprises and their resources, knows the regularities of their functioning, as well as internal and external conditions for their development.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
SKILLS	is able to obtain and use information to analyze the strategic potential of the organization and its environment, as well as interpret data and analysis results.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human
	can identify problems associated with the organization management process, proposes solutions based on the collected data	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	can play various managerial roles.	Z1_U6 Able to make decisions regarding various functional areas of the organization,
SOCIAL COMPETENCES	has an entrepreneurial attitude, has managerial predispositions, is ready to start cooperation with the team and to lead the team.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	45
including:	45
lecture	12
practice	12
e-learning	
laboratory	
seminar	
practical workshop	17
study visit	
others....	
consulting hours	2
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>55</b>
<b>Total Student Effort</b>	<b>100</b>

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	lecture
	multimedia presentation
	workshop that uses activating methods
	group discussion
	meeting with a business practitioner
	practical workshop
Student Work	choice from given list
	preparation to an exam/credit
	own activity on platform
	review of the literature
	preparation of the final project

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	Final grade
	exam
	choice from given list
	written exam
	presentation of an individual or group task
	participation in the discussion
tasks, exercises	
Grade scale	Percentage of final grade
	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
	satisfactory 51% - 60%
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1 / Organization management process - the essence and functions of management. 2 / Definitions and types of organizations. Organization resources. 3 / Manager in the organization - manager's features, roles and skills. Manager types. 4 / Leading in the organization, motivating and management styles. 5 / Organizational environment. Types of surroundings. Ethical and cultural context of the organization's environment. 6 / Planning and decision making process. Types of goals and plans. Functions and levels of goals. Stages of the planning process. Stages of the decision making process. 7 / The organization process. Types of organizational structures. 8 / Elements of strategic management. Essence, concept and levels of strategy. SWOT analysis. 9 / Contemporary methods and techniques of organization management (reengineering, outsourcing, benchmarking, TQM, learning organization, Lean management and others).
	Key literature
	Storner J.A.F., Freeman R.M., Gilber D R., (1995), Management (Sixth Edition), Prentice Hall, Inc,USA.
	Additional literature
	Datf R.L., (2012), New Era of Management (Eleventh Edition), Cengage Learning, Florence.



2019/2020

Module Z1/2	Organisation and Management											
Course no.	Course 2.2.											
Course name	Human Resources Management			ECTS credits	3	Leader	prof. A. Zelek					
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	understands the essence of the strategic approach to the HRM process, knows the internal and external factors affecting the shape of modern human resource management	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W5 Knows and understands at an advanced level management processes in individual areas
	understands HR models, types of personnel strategies and the role of HR departments and entities responsible for managing people; knows what challenges they face in the process of effectively building company value	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W5 Knows and understands at an advanced level management processes in individual areas
	knows modern tools for planning, selecting, assessing, motivating, developing and managing employees' careers, and identifies activities that improve human resource management	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W5 Knows and understands at an advanced level management processes in individual areas
SKILLS	is able to create from scratch and constantly improve HR activities that meet the challenges of modern organizations	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U4 Can see the need to improve the organization and its own competences through the Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
	is able to identify key determinants affecting the shape of modern HRM, constructs and selects optimal human resource management concepts, in particular in the areas of planning, selection, assessment, motivation, development and management of employees' careers	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U4 Can see the need to improve the organization and its own competences through the Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	can find adequate solutions to problems related to the organization of the personnel process in the company, identifying and skillfully using both the opportunities / threats and the assets / weaknesses of the organization	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	is ready to assess the processes occurring in the organization and the labor market and critically refer to this assessment, maintaining reliability, diligence, objectivity and rationality in proposing appropriate solutions in the field of HRM	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems
	is ready to function in a team, performing various functions (also a group leader) – is able to participate or manage the process of team decision making by doing it in an ethical manner and in accordance with social norms	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and
	is open to diversity among other people and overcomes schematic thinking, prejudices and stereotypes - is tolerant and open	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

## STUDENT EFFORT

STUDENT EFFORT	
<b>Total contact hours</b>	<b>30</b>
<b>including:</b>	<b>30</b>
lecture	12
practice	8
e-learning	
laboratory	
seminar	
practical workshop	6
study visit	
others....	
consulting hours	2
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>45</b>
<b>Total Student Effort</b>	<b>75</b>

## TEACHING METHODS

TEACHING METHODS		
Teaching methods	choice from given list	
	lecture	
	multimedia presentation	
	workshop that uses activating methods	
	group discussion	
	case study	
	team analysis	
	practical workshop	
	Student Work	choice from given list
		preparation to an exam/credit
review of the literature		
group work - joint task solving		

## ASSESSMENTS METHODS

ASSESSMENTS METHODS				
Assessment methods	<b>Final grade</b>	<b>pass</b>	Grade scale	<b>Percentage of final grade</b>
	choice from given list	% of final grade		very good > 90%
	written exam	40		good + 81% - 90%
	tasks, exercises	50		good 71% - 80%
	participation in the discussion	10		satisfactory + 61% - 70%
			satisfactory 51% - 60%	
			unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1. Human resources and their strategic importance in the organization
	2. External and internal determinants of human resource management
	3. HRM models
	4. The concept and types of personnel strategies
	5. Elements and organization of the personnel process in the company
	6. Modern tools for planning, selecting, assessing, motivating, developing and managing employees' careers
	7. Improving human resource management.
	Key literature
	1. A. Poczowski, Zarządzanie zasobami ludzkimi. Koncepcje – praktyki – wyzwania, PWE, Warszawa 2018. 2. HR Business Partner. Rola – funkcje – Perspektywy, (red.) K. Popieluch, PWN, Warszawa 2018. 3. Praktyki HRM2 Najlepsze studia przypadku z polskiego rynku, Infor, Warszawa 2018. 4. G. Filipowicz, HR Toolbox czyli narzędziownik menedżera HR, Infor, Warszawa 2018. 5. G. Filipowicz, HR Business Partner, Koncepcja i praktyka, Wolters Kluwer, Warszawa 2018. 6. Gomez-Mejia L. R., Balkin D. B., Cardy R. L., Managing Human Resources, Pearson, Prentice Hall, New Jersey. 10. Mathis R. L., Jackson J. H., Human Resource Management, Thomson South-Western, USA 2008
	Additional literature
1. T. Oleksyn, Zarządzanie zasobami ludzkimi. Wyd. Wolters Kluwer Polska, Warszawa 2016. 2. Z. Pawlak, Zarządzanie zasobami ludzkimi w przedsiębiorstwie. Wyd. Poltext, Warszawa 2011. 3. M. Armstrong, S. Taylor, Zarządzanie zasobami ludzkimi. Wyd. 6 Wolters Kluwer Polska, Warszawa 2016. 4. Snell S., Bohlander G., Managing Human Resources, South-Western, Cengage Learning, USA. 5. Itika J. S., Fundamentals of human resource management, University of Groningen / Mzumbe University, 2011	



2019/2020

Module Z1/2	Organisation and Management											
Course no.	Course 2.3.											
Course name	Process Management					ECTS credits	3	Leader	prof. A. Zelek			
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	The student defines the concept of process and process management, recognizes the differences between process organizations and classical organizations, in terms of their development, structure and management.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W5 Knows and understands at an advanced level management processes in individual areas
	characterizes the essence of the process approach - typical and specific elements, methods, techniques and management concepts.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
	identifies process management issues that allow for practical analysis and finding ways to eliminate them, on a scale of organisation, national economy as well as globally.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of
	describes ways of analysing and evaluating process management, including decision support tools.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
SKILLS	is able to compare, analyse and evaluate organisational processes in terms of their improvements potential and reorganization	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
	is able to diagnose the situation of the organization and design possible variants of its strategy in a process perspective	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U6 Able to make decisions regarding various functional areas of the organization,
SOCIAL COMPETENCES	is open to the need for continuous learning, due to the dynamics of market processes, including the creation of process organisations.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems
	is ready to work in a team, takes an active approach to process evaluation taking place in contemporary organizations	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	is willing to discuss and present its position on process management	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator,

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		lecture	
	lecture	12		workshop that uses activating methods	
	practice	16		case study	
	e-learning			individual projects	
	laboratory			group discussion	
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours		Student Work	choice from given list	
	exams, assignments	2		review of the literature	
	Lectureship				
	Student Effort	45			
	Total Student Effort	75			

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
		pass			
	choice from given list	% of final grade		very good > 90%	
	individual project	60		good + 81% - 90%	
	tasks, exercises	20		good 71% - 80%	
	written exam	20		satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	Please describe main topics and areas of the course	
	<p>The process approach in modern management concepts. The essence of process management. Main and auxiliary processes Process maturity criteria and a model for adaptation and maturity assessment as an element of organization improvement Control and measurement of process performance. Process benchmarking. IT support in process management Value in creating and verifying processes. Value stream mapping Process Management Systems (BPMN 2.0) Process modelling - theoretical approach Modelling of resources and process documents - classes using computer programs (laboratory e.g. Adonis). Model simulation Visualization and process time analysis tools</p>	
	<p><b>Key literature</b></p> <p>Dumas, M., La Rosa, M., Mendling, J., &amp; Reijers, H. A. (2013). Fundamentals of business process management (Vol. 1, p. 2). Heidelberg: Springer. Allweyer, T. (2016). BPMN 2.0: introduction to the standard for business process modeling. BoD-Books on Demand; Jeston, J., &amp; Nelis, J. (2014). Business process management. Routledge.</p>	
<p><b>Additional literature</b></p> <p>Dormer, A. (2018, July). Business Rule Optimisation: Problem Definition, Proof-of-Concept and Application Areas. In International Conference on Business Information Systems (pp. 51-62). Springer, Cham.</p>		



2019/2020

Module Z1/2	Organisation and Management											
Course no.	Course 2.4.											
Course name	Quality Management						ECTS credits	2	Leader	prof. A. Zelek		
Major	MANAGEMENT	Bachelor	Year	I	Semester	1	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows the basic concepts of quality and quality management	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of
	knows and understands methods of management and quality improvement in the organisation	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W5 Knows and understands at an advanced level management processes in individual areas and
	characterizes problems related to the implementation, evaluation of the QMS	Z1_W5 Knows and understands at an advanced level management processes in individual areas and
	knows the importance of quality management process in the supply chain	Z1_W5 Knows and understands at an advanced level management processes in individual areas and
SKILLS	is able to analyse and determine conditions for the implementation of the QMS	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well as Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
	is able to apply ISO standards as a part of analyses	Z1_U4 Can see the need to improve the organization and its own competences through the
	uses quality management standards to assess business processes, including the assessment of the organization's management system	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well as Z1_U2 Is able to correctly interpret typical problems in the field of management, human resources,
	is able to select and apply specific tools for constructing a quality system in an organisation	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
SOCIAL COMPETENCES	is ready to express critical opinions on issues related to the possibilities of introducing modern quality solutions in the area of quality management in the company	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need
	is ready to make a conclusions on the definition of problems in the concept of quality management systems application	Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a critical
	is ready to strive to optimize decisions by accepting team solutions	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		multimedia presentation	
	lecture	10		workshop that uses activating methods	
	practice	18		group discussion	
	e-learning			case study	
	laboratory				
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours			choice from given list	
	exams, assignments	2		preparation to an exam/credit	
	Lectureship			review of the literature	
	Student Effort	20		others	
	Total Student Effort	50			

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		
				very good > 90%
				good + 81% - 90%
				good 71% - 80%
				satisfactory + 61% - 70%
				satisfactory 51% - 60%
				unsatisfactory < 51%

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1/ Evolution of the quality management system - QMS. 2/ Pioneers and their views on quality. 3/ History of standardization. Elements of ISO standards. 4/ Quality documentation. 5/ QMS certification. 6/ Quality methods and tools. 7/ Integrated systems: quality, environment, safety. 8/ Total quality management - TQM. 9/ The essence of quality management method. 10/ Selected techniques and tools for quality management (histograms, control cards, Ishikawa diagram, Pareto analysis). 11/ Practical approach to quality improvement ,ethods (Kaizen, 5S, JiT, Six Sigma). 12/ Quality system in the company,creation and procedures. 13/ The role of quality in customer service.
	Key literature
	1/ G.Dale Barrie, "Managing Quality 4th Edition", Blackwell Publishing Ltd, 1999, 2003. 2/ Knowles Graeme, "Quality Management", bookboon.com 2011., 3/ S. Thomas Foster, "Managing Quality: Integrating the Supply Chain, 6th Edition", Brigham Young University, Pearson, 2017.
Additional literature	1/ Donna C. S. Summers, "Lean Six Sigma", University of Dayton, Pearson 2011. 2/ David L. Goetsch Stanley B. Davis, "Quality Management for Organizational Excellence Eighth Edition", Pearson Education 2016.

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/3											
Module name	Key Competences in Business							ECTS credits	13	Leader	dr M. Stankiewicz	
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	120

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The main goals of education are:

- 1) the Student's acquisition of knowledge and skills in the use of IT solutions in the practice of economics - after completing the course, the student should understand the tasks of computer science and communication in the organization, acquire practical skills in the field of obtaining and processing information, and also use of selected information and communication tools.
- 2) introducing the authentic business vocabulary to the Student's language in the context of issues typical for business - familiarizing the Student with the methods of communication (formal and informal) in various, typical business situations; to sensitize the student to the issues of cultural differences in communication.
- 3) introducing students to the basic terms, definitions and theories describing social life, understanding the functioning of modern societies, enabling the setting of economic life in a wider social context (the sociology course will allow them to see and understand them as a social phenomenon).

REQUIREMENTS

*Needed knowledge and skills before starting the module*

Before starting this module, the student should know the basics of computer skills, know the basics of information technology and complete the courses assigned to the module E1 / 2 (Organization and Management), have passed the basic matura exam in a foreign language at the B1 level, and should have general knowledge of social. The student should be able to think analytically and logically.

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
possibilities of using information and communication technologies in the practice of economics; issues related to the functioning of man as a social entity within various social structures and society as a conglomerate of communities and institutions (along with the processes taking place within them); a foreign language in a business context (level B2).	acquire information and process it using selected IT and communication tools; prepare written studies and presentations; use a professional foreign language; interpret social phenomena and processes, observe and interpret economic phenomena in relation to other phenomena of social life.	work independently and achieve set goals as well as work in a team, playing roles from leader to executor of entrusted tasks.

MODULE STRUCTURE

Course no.	Module Z1/3	Course 3.1.	Module Z1/3	Course 3.2.	Module Z1/3	Course 3.3.	Module Z1/3	Course 3.4.		
Course name	Information and Communication Technologies		Spreadsheets and Data Bases in Business		Foreign Language (2)		Sociology			
ECTS credits	3		4		4		2			



2019/2020

Module Z1/1	Key Competences in Business											
Course no.	Course 3.1.											
Course name	Information and Communication Technologies					ECTS credits	3	Leader	dr M. Stankiewicz			
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows the possibilities of using information and communication technologies in the practice of economics	Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
	knows typical IT tools necessary to prepare written works, economic studies and presentations	Z1_W17 Knows and understands the substantive, methodological and formal requirements for
	distinguishes between basic IT tools, modern communication technologies and information systems and knows the possibilities of using them in practice business.	Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
SKILLS	uses selected IT tools necessary to prepare typical written works and public speeches.	Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
	is able to assess his own competences and understands the relationship between the increase in his knowledge and skills.	Z1_U4 Can see the need to improve the organization and its own competences through the Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	has practical information processing skills.	Z1_U9 Is able to use information and communication technologies (IT) in his professional work
	can compare and evaluate the effectiveness of the use of various tools and IT systems in business and implement solutions of their choice. Can prepare compilations, reports, and analyzes that facilitate making correct economic decisions.	Z1_U9 Is able to use information and communication technologies (IT) in his professional work
SOCIAL COMPETENCES	cooperates in a team appointed to achieve a specific goal, playing roles from project leader to executor of entrusted tasks.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in
	is independent and responsible for the implementation of entrusted tasks	Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	Takes the views of all team members attentively and is critical of their own work.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

STUDENT EFFORT	
<b>Total contact hours</b>	<b>30</b>
<b>including:</b>	<b>30</b>
lecture	
practice	
e-learning	
laboratory	28
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>45</b>
<b>Total Student Effort</b>	<b>75</b>

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	activity on e-learning platform
	task solving
	team projects
Student Work	choice from given list
	own activity on platform
	task solving
	preparation of the final project

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	<b>Final grade</b>
	choice from given list
	presentation of an individual or group task
	tasks, exercises
Grade scale	<b>pass</b>
	% of final grade
	50
	50
Percentage of final grade	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
	satisfactory 51% - 60%
	unsatisfactory < 51%

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	Introduction to information and communication technologies. Working in a text editor. Multimedia presentations. Searching for economic information on the Internet. Internet in business application.
	Key literature
	1/ A. Tomaszewska "ABC Word 2016 PL", Helion, 2016. 2/ G. Kowalczyk "Word 2016 PL. Ćwiczenia praktyczne", Helion, 2016. 3/ K. Wołk "Office 2019 oraz 365 od podstaw", Wyd. Psychoskok, 2019. 4/ P. Lenar "Profesjonalna prezentacja multimedialna. Jak uniknąć 27 najczęściej popełnianych błędów", Helion, 2012. 5/ A. Ciborowska, J. Lipiński "WordPress dla początkujących", Helion 2017. 6/ A. Nowakowski (red.), "Wykorzystanie technologii informatycznych w funkcjonowaniu organizacji wirtualnej", Szczecin, 2010. 7/ K. Woźniak "Współczesne narzędzia doskonalenia systemów zarządzania organizacjami", Wyd. Mfiles, 2012
Additional literature	
	H. Brett "Korzystanie z usług Microsoft Office 365 Prowadzenie małej firmy w chmurze", Wyd. Promise, 2016.

2019/2020

Module Z1/3	Key Competences in Business											
Course no.	Course 3.2.											
Course name	Spreadsheets and Data Bases in Business							ECTS credits	4	Leader	dr M. Stankiewicz	
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows the practical applications of spreadsheets and databases in managerial sciences.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
	knows ICT tools which are used for the purpose of reporting and presentation of results.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W17 Knows and understands the substantive, methodological and formal requirements for
	knows ICT tools which are necessary to analyze entities, processes, and events in sectorial, microeconomic, and macroeconomic perspective.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
	knows the possibilities of data base management systems.	Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
SKILLS	is able to analyze various issues related to business management, as well as choose proper ICT tools to solve them.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
	can assess their own competency and formulate questions which will lead them to deepen their understanding, and fill the lack of knowledge.	Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	can use ICT tools in order to solve various business management issues.,	Z1_U9 Is able to use information and communication technologies (IT) in his professional work Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work
SOCIAL COMPETENCES	works in target-oriented teams, taking in various roles, e.g., the role of leader or the role of team member.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in
	works independently and takes personal responsibility for completing tasks.	Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	listens carefully to all advices and comments from team members and adopts a critical attitude toward the results of their work.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		lecture	
	lecture	8		multimedia presentation	
	practice			activity on e-learning platform	
	e-learning			practical workshop	
	laboratory	20			
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours				
	exams, assignments	2	Student Work	choice from given list	
	Lectureship			preparation to an exam/credit	
	Student Effort	70		own activity on platform	
	Total Student Effort	100		task solving	
				group work - joint task solving	

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		
	written credit	30		very good > 90%
	tasks, exercises	40		good + 81% - 90%
	presentation of an individual or group task	30		good 71% - 80%
				satisfactory + 61% - 70%
				satisfactory 51% - 60%
				unsatisfactory < 51%

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	ASSESSMENTS METHODS	
	<p>1. SPREADSHEETS:</p> <p>1.1. Introduction to spreadsheets – entering and editing data.</p> <p>1.2. Performing basic spreadsheet operations.</p> <p>1.3. Formatting cells, defining styles, managing worksheet data, inserting and editing simple objects, and using keyboard shortcuts in spreadsheets.</p> <p>1.4. Adding and editing comments.</p> <p>1.5. Formulas and functions: basic formulas, financial formulas, date and time formulas, logical formulas, error trapping, and other functions.</p> <p>1.6. Absolute and relative cell references</p> <p>1.7. Conditional formatting, reordering and summarizing data.</p> <p>1.8. Charts and graphing.</p> <p>1.9. Using pivot tables and pivot charts.</p> <p>1.10. Worksheet design – editing, managing and printing.</p> <p>2. DATABASES:</p> <p>2.1. Introduction to databases - concepts of: data types, relation types, relationships types, DBMS keys, and data redundancy.</p> <p>2.2. Database Management System (DBMS) – MS Access.</p> <p>2.3. Creating empty database, creating database from a template, compacting database files, database performance analysis, compiling database, tables and operations on tables, queries, and reports.</p>	
	Key literature	
	<p>1) M. Alexander, "Excel 2019 Bible", Wiley, 2018.</p> <p>2) Ch. Frye, "Microsoft Excel 2019 Step by Step", Microsoft Press, 2018.</p> <p>3) W. Winston, "Microsoft Excel Data Analysis and Business Modeling", Microsoft Press, 2016.</p> <p>4) P. McFedries, "Microsoft Excel 2019 Formulas and Functions", Microsoft Press, 2019.</p> <p>5) M. Alexander, R. Kusleika, "Access 2019 Bible", Wiley, 2018.</p>	
Additional literature		
<p>1) B. Jelen, M. Alexander, "Microsoft Excel 2019 Pivot Table Data Crunching", Microsoft Press, 2019.</p> <p>2) B. Jelen, T. Syrstad, "Microsoft Excel 2019 VBA and Macros", Microsoft Press, 2019.</p>		



Module Z1/3	Key Competences in Business											
Course no.	Course 3.3.											
Course name	Foreign Language (2)					ECTS credits	4	Leader	dr M. Stankiewicz			
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status (choice list)	OBLIGATORY	Language	Polish/English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	identifies phrases, idioms, collocations and grammatical structures at the B2 level that allow for understanding the language in a business context.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex Z1_W15 Knows a foreign language at the communication level (level B2 ESJOK).
SKILLS	is able to conduct a business conversation in both spoken and written form, is able to independently solve specific situational tasks that require the use of business language.	Z1_U11 Is able to communicate in a foreign language at B2 CEFR level and is able to use it in
SOCIAL COMPETENCES	is able to work in a group while performing tasks and solving problems, taking on different roles	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, Z1_K3 Is able to engage in social interactions, cooperation with other entities of the

STUDENT EFFORT

Student Effort Structure	Total contact hours	30
	including:	30
	lecture	
	practice	
	e-learning	
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	
	consulting hours	
	exams, assignments	2
	Lectureship	28
<b>Student Effort</b>	<b>45</b>	
<b>Total Student Effort</b>	<b>75</b>	

TEACHING METHODS

Teaching methods	choice from given list
	lecture
	multimedia presentation
	workshop that uses activating methods
	group discussion
Student Work	choice from given list
	preparation to an exam/credit
	own work with the text
	group work - joint task solving

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		very good > 90%
	written exam	50		good + 81% - 90%
	tasks, exercises	40		good 71% - 80%
	participation in the discussion	10		satisfactory + 61% - 70%
				satisfactory 51% - 60%
		unsatisfactory < 51%		

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	<ol style="list-style-type: none"> <li>Brand</li> <li>Cultural differences</li> <li>Travel in business</li> <li>Human resources</li> <li>Changes in the work environment</li> <li>International markets</li> <li>Organization of work</li> <li>Ethics</li> <li>Advertising</li> <li>Leadership</li> <li>Money</li> <li>Competition</li> </ol>
	Key literature
	Market Leader Intermediate
	Additional literature
	Publications included in the Manual as additional literature for each unit.



2019/2020

Module Z1/3	Key Competences in Business											
Course no.	Course 3.4.											
Course name	Sociology				ECTS credits	2	Leader	dr M. Stankiewicz				
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	has knowledge and uses terminology in the field of sociology, understands the relationship between economics and sociology, identifies and is able to analyze contemporary economic phenomena as a manifestation of social life.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
	knows sociological terms and theories.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
	distinguishes between demographic processes.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
	has an orientation regarding current social processes and phenomena	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
SKILLS	has the ability to understand and interpret social phenomena and processes, is able to observe and interpret economic phenomena in relation to other phenomena of social life.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human
	is able to analyze events and processes in society.	Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	represents an entrepreneurial and creative attitude, is ready to take up professional challenges in the field of supporting economic processes and phenomena by using IT and communication tools, being aware of the processes characteristic of modern society.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K3 Is able to engage in social interactions, cooperation with other entities of the
	is able to formulate and express opinions on social life based on facts and critically interpret current events with respect for views other.	

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	30
including:	30
lecture	18
practice	10
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
Student Effort	20
Total Student Effort	50

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	video movie
	workshop that uses activating methods
Student Work	choice from given list
	preparation to an exam/credit
	group work - joint task solving
	task solving

## ASSESSMENTS METHODS

ASSESSMENTS METHODS			
Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	written credit	90	good + 81% - 90%
	participation in the discussion	10	good 71% - 80%
Grade scale			satisfactory + 61% - 70%
			satisfactory 51% - 60%
			unsatisfactory < 51%

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1. Sociology as a science. The rise of sociology as a science. Precursors and classics of sociology. The place of sociology among other sciences. Basic concepts, methods and areas of research.
	2. Man as a social being. The process of socialization (primary and secondary socialization). The role of society in shaping man.
	3. Personality. The concept of personality. Social role.
	4. Culture. The concept of culture. Elements of material and non-material culture. The multiplicity of cultures and cultural relativism. Subcultures and counter cultures. Socio-cultural change.
	5. Family as the basic social unit. Family and its role in the process of socialization. The role and functions of the modern family. Family models. Characteristics of the contemporary Polish family.
	6. Social structure. The concept of social structure. Different types of stratification. Closed and open social structures. Social mobility. Contemporary labor market.
	7. Social change and progress. Theories of social change. The process of globalization and its consequences.
	8. Nation - state - society. Ethnic community. The concept of the nation. Two ways of shaping nations in Europe. From state to nation - from nation to state. Multinational states and multiethnic nations
	Key literature
	1/ Giddens A. Socjologia. PWN, Warszawa 2008. 2/ Goodman N., Wstęp do socjologii Szacka B. Wydawnictwo Zysk i Spółka, Warszawa 2010. 3/ Szacka B., Wprowadzenie do socjologii, Oficyna Naukowa, Warszawa 2008. 4/ Sztompka P., Socjologia. Analiza społeczeństwa, Społeczny Instytut Wydawniczy Znak, Kraków 2012.
	Additional literature
	Barney D., Społeczeństwo sieci, Warszawa 2007; Budyta-Budzyńska M., Socjologia narodu i konfliktów etnicznych, PWN, Warszawa 2010; Dobek-Ostrowska B., Media masowe i aktorzy polityczni w świetle studiów nad komunikowaniem politycznym, Wrocław 2004; Golka M., Socjologia kultury, Wyd. Nauk. „Scholar”, Warszawa 2008; Jacyno M., Jawłowska A., Kempny M. (red.), Kultura w czasach globalizacji, Warszawa 2004; Kłosowska A., Socjologia kultury, PWN, Warszawa 2007; Majer A., Socjologia i przestrzeń miejska, PWN, Warszawa 2010.

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/4											
Module name	Quantative Methods in Business							ECTS credits	16	Leader	dr M. Bzunek	
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	90

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The main goal of the classes within the module is to provide students with knowledge of the application of quantitative methods in the area of business practice. The scope of the information provided applies to both mathematics and statistics. In the first case, the classes include selected elements of differential and integral calculus, as well as of linear algebra. Classes devoted to statistics relate to issues related to: structure (distribution) analysis, dynamics measures, as well as methods of describing the interdependence of statistical features. During the classes, students work independently and in groups, and their activities concern solving practical problems with the use of quantitative methods. The module is critical to the further development of the student's analytical skills. Its implementation allows to provide the audience with the knowledge that is necessary to become familiar with the essence of advanced research methods.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

Before starting the course, students should repeat mathematics issues included in the secondary school curriculum. It should be noted that the courses offered within the module are of a complementary nature. Therefore, the implementation of the statistics course will be based in part on the use of knowledge provided in the subject of "mathematics in business".

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
the essence of fundamental issues in the field of mathematics, and also accurately formulates conclusions, which are the result of his work; understands the importance of quantitative methods when identifying relations between various phenomena and economic processes, as well as processes related to management issues; knows the substantive scope of mathematics and statistics, and understands the importance and importance of these fields in the overall economic sciences.	use tools from the field of mathematics and statistics to describe and solve problems related to the course of economic phenomena and processes as well as processes related to management issues; select the correct phrases when interpreting the results, and also distinguish the substantive scope of mathematics from statistics.	to use the ability of logical and analytical thinking when formulating conclusions from the conducted analyzes; work independently or in a group in an objective and reliable manner; make a critical assessment of own skills and work done

MODULE STRUCTURE

Course no.	Module Z1/4	Course 4.1.	Module Z1/4	Course 4.2.					
Course name	Mathematics in Business		Statistics						
ECTS credits	8		8						



2019/2020

Module Z1/4	Quantative Methods in Business				ECTS credits	8	Leader	dr M. Bzunek				
Course no.	Course 4.1.											
Course name	Mathematics in Business											
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows and understands the role of mathematics in order to describe and solve problems related to the course of economic phenomena and processes related to management issues.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
	knows the basic problems of linear algebra, i.e. elements: systems of linear equations, vectors, matrices, matrix calculus and determinants, etc. Knows basics of differential and integral calculus. Understands the process of studying the course of function variability.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
SKILLS	is able to use the methods of mathematics in order to solve problems arising from economic practice	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	can use the most important elements of linear algebra, as well as elements of differential and integral calculus of functions of one and several variables.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	develops logical and analytical thinking skills. After studying the material, the student is aware of the usefulness of mathematics and is therefore able to independently solve selected economic problems with the use of tools offered by mathematics.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	throughout the course of the course, he / she is aware of the level of his / her knowledge and thus is able to carry out ongoing self-assessment of his / her competences.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	45
including:	45
lecture	13
practice	20
e-learning	
laboratory	10
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
Student Effort	155
Total Student Effort	200

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	workshop that uses activating methods
	task solving
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	task solving

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	Final grade
	exam
Grade scale	Percentage of final grade
	very good > 90%
Assessment methods	choice from given list
	written exam
	% of final grade
	100
	good + 81% - 90%
	good 71% - 80%
satisfactory + 61% - 70%	
satisfactory 51% - 60%	
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	<p><b>MATERIALS AND INDICATORS</b></p> <p>In this section, it is necessary to discuss the main principles of performing operations on matrices and determinants, as well as present numerous examples on how to calculate matrices and determinants. In particular, in this part you should: • explain the concept of matrix and transposed matrix; • present the most important rules for performing operations on matrices, including matrix addition and subtraction, matrix multiplication by matrix and matrix multiplication by number; • define the concept of a square, diagonal, unit, zero and symmetric matrix; • divide square matrices into singular and non-singular; • give the definition of the determinant, present the properties of the determinants and present methods of their calculation; • explain the essence of Laplace's theorem and show when and how to apply it; • discuss the meaning of the inverse matrix and present the method of its determination; • explain the concept of a minor and demonstrate its usefulness.</p> <p><b>SYSTEM OF LINEAR EQUATIONS</b></p> <p>In this part, the method of writing systems of linear equations in matrix form should be explained in detail and the tasks related to solving systems of linear equations using the Cramer method should be presented. In particular, this part requires: • define the concept of solving a system of equations; • give the meaning of the zero and non-zero solution of a system of linear equations; • divide systems of equations into compatible and contradictory • explain when a system can be called a system of equations dependent, and when a system with independent equations; • present a definition of a marked, indefinite and contradictory system; • explain the structure of the Cramer system and give Cramer's formulas; • show how a system of linear equations can be written in matrix notation, present examples of systems of linear equations consisting of two, three and four equations.</p> <p><b>FUNCTION TEST</b></p> <p>In this part it is necessary to: • define the concept of a function and the argument, value and domain of the function; • dividing the variables into dependent and independent; • an explanation when the function is continuous at the point and continuous over the interval; • performance the most important formulas for calculating limits, derivatives and integrals; • explanation of the essence of the derivative and demonstration of its usefulness in studying the course of function variability; • giving the definition of indefinite and definite integral, primary function, the integer function and the integer expression. In this part, it is necessary to present tasks related to: • determining the domain of functions, • determining the limits of functions at the ends of the domain; • functional continuity tests; • differential calculus of one function variable; • monotonicity studies and determination of function extremes; • studies of convexities, concavities and determination of inflection points; • use of the basic rules of integration; • determination of indefinite integrals and marked; • calculating partial derivatives.</p> <p><b>ADDITIONAL ISSUES THAT MAY BE DISCUSSED IN THE CLASSES AND WHICH DO NOT APPLY IN THE EXAM (OPTIONAL):</b> • basics of mathematical logic and elements of propositional calculus; • set theory and operation on numerical sets; • determining the order of a matrix; • series and number sequences; • types of asymptotes in graphs of functions; • determining the extremes of functions of several variables; • calculation of improper integrals and areas of their use in economics; • calculation of double integrals and triples, • ordinary differential equations and areas of their application in economics.</p>
	Key literature
	Additional literature

- Antoniewicz R., Misztal A., Matematyka dla studentów ekonomii. Wykłady z ćwiczeniami. Wydawnictwo Naukowe PWN, Warszawa 2003.
- Dorosiewicz S., Michalski T., Twardowska K., Matematyka. Podręcznik dla studentów kierunków ekonomicznych. Wydawnictwo C.H. Beck, Warszawa 2008.
- Sokołowska D., Dębkowska K., Matematyka dla studiujących nauki ekonomiczne. Wydawnictwo Wyższej Szkoły Finansów i Zarządzania w Białymstoku, Białystok 2008.
- Banaś J., Podstawy matematyki dla ekonomistów. Wydawnictwa Naukowo-Techniczne, Warszawa 2007.
- Gewert M., Skoczylas Z., Analiza matematyczna. Część 1. Definicje, twierdzenia, wzory. Oficyna Wydawnicza GiS, Wrocław 2009.
- Gewert M., Skoczylas Z., Analiza matematyczna. Część 2. Przykłady i zadania. Oficyna Wydawnicza GiS, Wrocław 2008.
- Matłoka M., Matematyka dla ekonomistów. Wydawnictwo Uniwersytetu Ekonomicznego w Poznaniu, Poznań 2011.
- Ostoja-Ostaszewski A., Matematyka w ekonomii. Modele i metody. Część 1. Algebra elementarna. Wydawnictwo Naukowe PWN, Warszawa 2006.
- Ostoja-Ostaszewski A., Matematyka w ekonomii. Modele i metody. Część 2. Elementarny rachunek różniczkowy. Wydawnictwo Naukowe PWN, Warszawa 2006.
- Smoluk A., Podstawy analizy matematycznej. Wydawnictwo Akademii Ekonomicznej im. Oskara Langego we Wrocławiu, Wrocław 2007.

2019/2020

Module Z1/4	Quantative Methods in Business											
Course no.	Course 4.2.											
Course name	Statistics							ECTS credits	8	Leader	dr M. Bzunek	
Major	MANAGEMENT	Bachelor	Year	I	Semester	2	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows the key concepts of statistics, and also knows the area of interest in this field, understands its importance and rank in all economic sciences and sciences about management.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools (including
	knows the basic data sources (of an economic nature, or regarding processes related to organization management) that can be used in statistical processing.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools (including
	knows the most important methods of descriptive statistics, which include structure analysis, interdependence analysis and dynamics analysis.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools (including Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
	knows methods of data presentation and research results, which are carried out using descriptive statistics methods.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools (including Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
SKILLS	is able to use concepts in the field of statistics and correctly choose words in formulating conclusions resulting from statistical analyzes.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well as Z1_U8 Is able to use a specialized language and communicate in a precise and consistent manner, Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work (reporting,
	can find and obtain relevant quantitative data using various sources. In addition, it processes them and prepares them for testing using descriptive statistics tools.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well as Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work (reporting,
	has the ability to independently build and calculate synthetic measures that facilitate making accurate managerial decisions.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work (reporting,
	can choose and apply appropriate statistical methods that will be used to describe a specific community	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work (reporting,
SOCIAL COMPETENCES	understands the need to constantly develop his statistical workshop and improve his own skills in working with statistical data	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need
	can critically refer to the results of his own work, as well as compare and evaluate the results of completed statistical surveys obtained by himself and others	Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a critical
	is able to perform data analysis in an objective and reliable manner, undertaking the implementation of specific tasks by working alone, as well as in teams.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the Z1_K3 Is able to engage in social interactions, cooperation with other entities of the environment Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a critical

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	45		choice from given list	
	including:	45		lecture	
	lecture	12		multimedia presentation	
	practice	17		team analysis	
	e-learning			task solving	
	laboratory	14		case study	
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours				
	exams, assignments	2			
	Lectureship				
	Student Effort	155			
	Total Student Effort	200			
			Student Work	choice from given list	
				preparation to an exam/credit	
				review of the literature	
				trial tests	
				others	

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
	choice from given list	exam			
	written exam	50		very good > 90%	
	individual project	50		good + 81% - 90%	
				good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	<ol style="list-style-type: none"> <li>Basic concepts, the essence of statistics and statistical research and the classification of statistical features.</li> <li>The most important areas of applying statistical surveys in business practice.</li> <li>Forms of data presentation in the form of statistical series and statistical charts.</li> <li>Construction of a detailed series and point and interval distribution series.</li> <li>Measures of central tendency (in other words, location, value level of the examined feature).</li> <li>Measures of variation (in other words differentiation, dispersion, dispersion, dispersion).</li> <li>Asymmetry (or skew) measures.</li> <li>Central tendency measures (arithmetic mean; positional: dominant, median, lower quartile, upper quartile).</li> <li>Dispersion measures (standard deviation, classic coefficient of variation; positional: range, quarter deviation, positional coefficient of variation).</li> <li>Skewness measures (classic asymmetry factor, positional asymmetry factor, classical-positional asymmetry factor).</li> <li>Dynamics measures (increments and indexes).</li> <li>Interpretation of individual measures used in the analysis of structure and dynamics.</li> <li>Methods for describing the interdependence of statistical features.</li> </ol>
	<p>Key literature</p> <p>Berenson., Levine., Szabat., (2015), Basic Business Statistics Concepts and Applications. (Thirteen Edition), Pearson Education Limited, Essex, England</p>
	<p>Additional literature</p> <p>Cortinhas C., Black K., (2012), Statistics for Business and Economics. (First European Edition), John Wiley &amp; Sons, West Sussex, UK.</p>

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/5											
Module name	Personal Development and Interpersonal Skills							ECTS credits	4	Leader	mgr S. Świergiel	
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choise list)	OBLIGATORY	Language	English	Total Contact Hours	54

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

Short description and objective list (max. 1100 letters)

Caring for the development of interpersonal competences is nowadays a sine qua non condition for efficient functioning in the socio-economic environment. Courses carried out as part of this module will allow the student to acquire universal skills related to effective communication and self-presentation, cooperation with others, division of duties during work, leadership of work in a group, or out-of-the-box thinking and creative problem solving. The expected result of the courses conducted is the production of or strengthening of proactive attitudes in students based on the principles of ethics and emphasizing the importance and positive consequences of constant involvement in self-development.

REQUIREMENTS

Needed knowledge and skills before starting the module

No prerequisites at the practical and substantive level.

LEARNING OUTCOMES

Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
principles of effective interpersonal communication at the verbal and non-verbal level; strategies and ways of creative problem solving and conditions for undertaking decisions; basic assumptions of CSR. Identifies unethical behavior of participants in economic life; distinguishes between the principles of conducting negotiations and conflict resolution strategies; rules for effective teamwork.	consciously shape your image in various social situations; analyze and interpret the behavior of other entities of economic life in terms of compliance with the principles of ethics; apply communication and conflict resolution techniques appropriately to the situation; consciously use different learning techniques; apply social and psychological techniques and mechanisms in individual and team work.	create a friendly and mutually respectful work environment; to dialogue and sensitive to the needs of others; consciously apply ethical principles in practice; assume different roles in a group and solve collective tasks effectively.

MODULE STRUCTURE

Course no.	Module Z1/5	Course 5.1.	Module Z1/5	Course 5.2.	Module Z1/5	Course 5.3.				
Course name	Selfpresentation - workshop		Teamwork - workshop		Business Ethics - workshop					
ECTS credits	1		1		2					



2019/2020

Module Z1/5	Personal Development and Interpersonal Skills											
Course no.	Course 5.1.											
Course name	Selfpresentation - workshop			ECTS credits	1	Leader	mgr S. Świergiel					
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	18

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows the principles of interpersonal communication on a verbal and non-verbal level	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	knows the techniques of influence.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
	distinguishes effective communication techniques tailored to different audiences	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
SKILLS	knows how to consciously shape his image in various situations of social exposure.	Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
	can actively and assertively communicate with others	Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
	can present his person in an orderly and thoughtful way.	Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
SOCIAL COMPETENCES	knows how to consciously shape his image in various situations of social exposure	Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	can actively and assertively communicate with others.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator,
	can present his person in an orderly and thoughtful way	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the

## STUDENT EFFORT

STUDENT EFFORT	
<b>Total contact hours</b>	<b>18</b>
<b>including:</b>	<b>18</b>
lecture	4
practice	
e-learning	
laboratory	
seminar	
practical workshop	14
study visit	
others....	
consulting hours	
exams, assignments	
Lectureship	
<b>Student Effort</b>	<b>7</b>
<b>Total Student Effort</b>	<b>25</b>

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	<i>choice from given list</i>
	workshop that uses activating methods
	lecture
	group discussion
Student Work	<i>choice from given list</i>
	review of the literature
	preparation of the final project

## ASSESSMENTS METHODS

ASSESSMENTS METHODS				
Assessment methods	<b>Final grade</b>	<b>pass</b>	Grade scale	<b>Percentage of final grade</b>
	<i>choice from given list</i>	<i>% of final grade</i>		very good > 90%
	individual project	50		good + 81% - 90%
	tasks, exercises	50		good 71% - 80%
			satisfactory + 61% - 70%	
			satisfactory 51% - 60%	
			unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	<ul style="list-style-type: none"> <li>1. Self-presentation as a way to get people to act as we want.</li> <li>2. Self-presentation tactics</li> <li>3. Values of self-presentation recipients</li> <li>4. Social self-presentation: norms and self-presentation goals</li> <li>5. Basic techniques of contact with people</li> </ul>
	<ul style="list-style-type: none"> <li>2. Self-presentation tactics</li> <li>3. Values of self-presentation recipients</li> <li>4. Social self-presentation: norms and self-presentation goals</li> <li>5. Basic techniques of contact with people</li> </ul>
	<p style="text-align: center;">Key literature</p> <p>M. Leary, Self-presentation, Impression management and interpersonal behavior, westview press, 1996; M. Leary, Handbook of self and identity 2003, Carnagie D, How to win and influence people, Faber A., Mazlish E., How to talk so kids will listen and listen so kids will talk, any publishment . R. Cialdini, Wywieranie wpływu na innych, Wydawnictwo GWP, 2013. A. Filiks, I Kucharewicz, M. Leśnikowska. Prezentacje publiczne i prowadzenie spotkań (e-book), Wolters Kluwer 2013. B. Bein, Sztuka prezentacji i wystąpień publicznych Wydawnictwo RM, Warszawa 2010 3. A. Szmajke, Autoprezentacja, Wyd</p>
	<p style="text-align: center;">Additional literature</p> <p>1. M. Kuziak, Jak mówić, rozmawiać, przemawiać, Wydawnictwo Szkolne PWN, 2008.</p>



2019/2020

Module Z1/5	Personal Development and Interpersonal Skills											
Course no.	Course 5.2.											
Course name	Teamwork - workshop						ECTS credits	1	Leader	mgr S. Świergiel		
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	18

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows the rules for group dynamics.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
	distinguishes between conflict resolution and negotiation techniques.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
	knows the conditions for effective interpersonal communication.	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
SKILLS	can organize his work and coordinate tasks with other team members	Z1_U6 Able to make decisions regarding various functional areas of the organization,
	can present their arguments and effectively listen to the arguments of team members.	Z1_U6 Able to make decisions regarding various functional areas of the organization,
	can take various roles in the team.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
	knows how to solve conflict problems and situations	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
SOCIAL COMPETENCES	shows openness and empathy towards other team members	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator,
	shows activity in the direction of obtaining information, expanding knowledge and self-improvement	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the
	is oriented on achieving common goals, is able to identify team goals and distinguish them from individual goals	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator,

STUDENT EFFORT

Student Effort Structure	<b>Total contact hours</b>	<b>18</b>
	<b>including:</b>	<b>18</b>
	lecture	4
	practice	
	e-learning	
	laboratory	
	seminar	
	practical workshop	14
	study visit	
	others....	
	consulting hours	
	exams, assignments	
	Lectureship	
<b>Student Effort</b>	<b>7</b>	
<b>Total Student Effort</b>	<b>25</b>	

TEACHING METHODS

Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	team projects
Student Work	choice from given list
	preparation of the final project
	review of the literature

ASSESSMENTS METHODS

Assessment methods	<b>Final grade</b>	<b>pass</b>	<b>Percentage of final grade</b>
	choice from given list	% of final grade	very good > 90%
	tasks, exercises	100	good + 81% - 90%
			good 71% - 80%
			satisfactory + 61% - 70%
		satisfactory 51% - 60%	
		unsatisfactory < 51%	

COURSE DESCRIPTION

Course description	Please describe main topics and areas of the course	
	<p>1. Team work and its conditions.                  2. Group dynamics.                  3. Team building process.                  4. Making team decisions.                  5. Conflict resolution and negotiation techniques.                  6. Team and crisis situations and implementing change</p>	
	Key literature	
	<p>Mears P., Voehl F., Team building, CRC Press, 1994; Bellman G., Ryan K, Extraordinary groups. How ordinary teams achieve amazing results, 2017; Lencioni P., The five dysfunctions of a team; Edmondson A., Teaming: How organizations learn, innovate, and compete in the knowledge economy, Harvard Business School</p>	
	Additional literature	
	<p>Katzenbach J., Smith D., The wisdom of teams, McGraw Hill</p>	





2019/2020

Module Z1/5	Personal Development and Interpersonal Skills											
Course no.	Course 5.3.											
Course name	Business Ethics - workshop					ECTS credits	2	Leader	mgr S. Świergiel			
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	18

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows and understands the assumptions of Corporate Social Responsibility (CSR). Knows the CSR stakeholders	Z1_W10 Knows and understands the key elements of law and ethics principles related to
	knows and understands, recognizes and identifies unethical behavior of stakeholders, both internal and external	Z1_W10 Knows and understands the key elements of law and ethics principles related to Z1_W16 Knows key concepts, principles and processes in the field of social sciences (sociology,
SKILLS	is able to analyze and interpret the attitudes and behaviors of individuals in the organization in relations with other stakeholders (inside and around the organization) in the light of ethical and social principles.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human
	is able to identify unethical phenomena in the functioning of the organization and economy (corruption, bribery, protectionism, nepotism, "shadow economy" and others).	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
SOCIAL COMPETENCES	jest świadomy występowania zasad etycznych w procesie gospodarowania i opowiada się za ich stosowaniem w praktyce.	Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	18
including:	18
lecture	4
practice	
e-learning	
laboratory	
seminar	
practical workshop	12
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>32</b>
<b>Total Student Effort</b>	<b>50</b>

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	role playing
	practical workshop
Student Work	choice from given list
	preparation to an exam/credit
	preparation of the final project
	review of the literature
	own activity on platform

## ASSESSMENTS METHODS

ASSESSMENTS METHODS			
Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	tasks, exercises	20	good + 81% - 90%
	team projects	30	good 71% - 80%
	presentation of an individual or group task	30	satisfactory + 61% - 70%
participation in the discussion	20	satisfactory 51% - 60%	
			unsatisfactory < 51%

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1 / The essence, concept and areas of business ethics and professional ethics. 2 / Idea and main assumptions of Corporate Social Responsibility. Evolution of ethics as a practice. 3 / Ethics in relations within the organization (relations between an employer and a candidate for an employee, ethical aspects of hiring, evaluating, firing). 4 / Ethics in the organization's relations with the environment (relations with the organisation's customers). 5 / CSR in practice (case study)
	Key literature
	1. Buglewicz K., Społeczna odpowiedzialność biznesu. Nowa wartość konkurencyjna, PWE, Warszawa 2017 2. Gasparski W., Biznes, etyka, odpowiedzialność, PWN, Warszawa 2019 3. Wolak-Tuzimek A., Społeczna odpowiedzialność przedsiębiorstwa a konkurencyjność przedsiębiorstw, CeDeWu Sp.z o.o. , 2019
	Additional literature
	1. Grabowski D., Etyka pracy. Przekonania wartościujące pracę a zaangażowanie, Wyd. Uniwersytetu Śląskiego, Katowice 2015 2. Rybak M., Etyka menedżera - społeczna odpowiedzialność przedsiębiorstwa, PWN, Warszawa 2011

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/6											
Module name	Applied Economics in Management							ECTS credits	18	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	120

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The Applied Economics module is a basic economics course with an emphasis on macroeconomics and microeconomics. The module is supplemented with the Contemporary economic policy course. The main goal of the module is to equip the student with basic knowledge of economics, management problems both at the microeconomic and macroeconomic level, taking into account the economic and social policy of the state. An important element of the Applied Economics module is its orientation towards practical aspects, thanks to which the listener gains the opportunity to understand the essence of the described phenomena in the economic reality. The content for the Applied Economics module has been selected in such a way as to present a complete model of the functioning of the economy at the domestic level, in the international environment, as a result of independent decisions of individual economic entities at the microeconomic level.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

No special prerequisites. Basic knowledge of the world, basics of mathematics. Business in Action module completed

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
entities participating in economic processes and their role in the economy, economic processes and phenomena in both macro and microeconomic scale; economic concepts related to the subject of macro- and microeconomics; dependencies between such categories as costs, revenues, profits, break-even point; the essence and role of the state's social and economic policy; what role does the state play in the economic process; areas, entities, goals and tools of the economic and social policy of the state.	correctly identify and explain the basic macroeconomic categories; analyze the causes and effects of the tools used in state policy; provide possible scenarios, arising from current events in different markets, and evaluate the company's situation in specific market structures, depending on development of costs, revenues, etc. ; use theoretical concepts to describing and explaining the relationship between the state and the market and its participants in modern economy; analyze the course of processes and propose possible solutions to specific economic problems, which are also components economic policy of the state.	actively participate in classes and discuss the issues raised; think and act entrepreneurial; actively participate in classes and discuss the issues raised; supplement and improve acquired knowledge and skills in the field social and economic policy.

MODULE STRUCTURE

Course no.	Module Z1/6	Course 6.1.	Module Z1/6	Course 6.2.	Module Z1/6	Course 6.3.				
Course name	Macroeconomics		Microeconomics		Economic Principles of Managerial Decisions					
ECTS credits	7		7		4					



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Module Z1/6	Applied Economics in Management											
Course no.	Course 6.1.											
Course name	Macroeconomics							ECTS credits	7	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	Has knowledge about entities participating in management processes and knows their role in the economy, knows the basic processes and phenomena of the economy on a macroeconomic scale. Knows the context of these phenomena with the dilemmas of modern management.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
	Knows and understands the system of functioning of economic entities, describes their key functions and relationships between them.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W6 Knows and understands at an advanced level the fundamental concepts of economic
	Knows and is able to use research tools to describe economic reality, in particular the analysis and description of the functioning of selected economic entities, economic authorities and economic phenomena.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
SKILLS	Can correctly identify and translate macroeconomic categories; can analyze the causes and effects of the tools used in state policy.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
	Is able to skillfully and efficiently describe the economic reality and processes occurring in the economy as a whole. He correctly expresses and communicates his observations.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U8 Is able to use a specialized language and communicate in a precise and consistent
	Is able to analyze and evaluate the behavior of individual business entities, including human units, participating in decision-making processes at the macroeconomic level	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work
	Can innovatively solve or propose solutions to economic problems and entities operating at the macroeconomic level.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	Is ready to take on professional challenges with a sense of responsibility towards business ventures and economic decisions, taking into account the resulting legal, economic and political consequences.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	Is ready for responsible and reliable risk assessment in initiating and implementing decisions and projects in the sphere of management.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	Is ready to make business decisions based on formal knowledge, objective and rational premises, as well as is ready to initiate and participate in the processes of creative, entrepreneurial design of ventures related to his professional activity.	Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

STUDENT EFFORT

Student Effort Structure	Total contact hours	45
	including:	45
	lecture	12
	practice	17
	e-learning	10
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	
	consulting hours	4
	exams, assignments	2
	Lectureship	
	<b>Student Effort</b>	<b>130</b>
<b>Total Student Effort</b>	<b>175</b>	

TEACHING METHODS

Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	case study
	workshop that uses activating methods
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	own activity on platform
	e-lectures

ASSESSMENTS METHODS

Assessment methods	Final grade	exam	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	written exam	80	good + 81% - 90%
	participation in the discussion	20	good 71% - 80%
			satisfactory + 61% - 70%
		satisfactory 51% - 60%	
		unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1) Basics of the economics, introduction to economics (the concept of economics, scarcity of resources); 2) Choice, opportunity cost, production possibilities frontier; 3) National accounts, circular model, balance in the economy; 4) The theory of global demand (the concept of global demand, consumption function, global demand function, multiplier); 5) Money and the banking system (money functions, money supply, money creation multiplier, role of the central bank); 6) Inflation (definition, types, effects); 7) Labor market and unemployment (definition, entities, imbalances); 8) Operation of the economy in the international environment.
	Key literature
	1) Lachowska A., Basics of Macroeconomics, ZPSB, Szczecin 2012. 2) BadeR., Parkin M. Essential Foundation of Economics, Pearson Education Limited, Ontario, 2007. 3) Rush M. Study guide for Essential Foundation of Economics, Pearson Education Limited, Ontario, 2007
	Additional literature
	1) Parkin M., Macroeconomics, Pearson Education Limited, Ontario, 2012. 2) Rush M., Study guide for Macroeconomics, Pearson Addison - Wesley, Florida, 2012

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Module Z1/6	Applied Economics in Management											
Course no.	Course 6.2.											
Course name	Microeconomics							ECTS credits	7	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	Knows the concept of economy, related to the subject interests of microeconomics, knows the relationships between categories such as costs, revenues, profits, break even point.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and
	Knows and understands the system of functioning of economic entities, describes their key functions and relationships between them.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W6 Knows and understands at an advanced level the fundamental concepts of economic Z1_W16 Knows key concepts, principles and processes in the field of social sciences (sociology,
	Knows and is able to use research tools to describe economic reality, in particular analysis and description of the functioning of selected entities on the microeconomic level.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
	Knows and understands the concepts and principles in the field of cost analysis necessary to conduct business on the scale of SME entities.	Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and
SKILLS	Knows how to predict possible scenarios resulting from current events in various markets and assess the company's situation in specific market structures, depending on the development of costs, revenues, etc.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	Is able to skillfully and efficiently describe the economic reality and processes occurring in the microenvironment of the enterprise. Student correctly expresses and communicates his observations.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work
	Is able to analyze and evaluate the behavior of individual business entities, including human units, participating in decision-making processes at the microeconomic level.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U4 Can see the need to improve the organization and its own competences through the Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	Can innovatively solve or propose solutions to economic problems and entities at the microeconomic level. Is able to apply creative thinking and an entrepreneurial attitude in professional activities	Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	Can think and act in an entrepreneurial manner.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	Is ready to take on professional challenges with a sense of responsibility towards business ventures and economic decisions, taking into account the resulting legal, economic and political consequences.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and
	Is ready for responsible and reliable risk assessment in initiating and implementing decisions and projects in the sphere of management. Student is ready to make economic decisions based on his formal knowledge, objective and rational premises, as well as he is ready to initiate and participate in the processes of creative, entrepreneurial design of ventures related to his professional activity.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	45		choice from given list	
	including:	45		lecture	
	lecture	12		multimedia presentation	
	practice	17		workshop that uses activating methods	
	e-learning	10		group discussion	
	laboratory			case study	
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours	4	Student Work	choice from given list	
	exams, assignments	2		preparation to an exam/credit	
	Lectureship		review of the literature		
	Student Effort	130	own activity on platform		
	Total Student Effort	175	e-lectures		

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
		exam			
	choice from given list	% of final grade		very good > 90%	
	written exam	80		good + 81% - 90%	
	knowledge test	20		good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	Please describe main topics and areas of the course	
	<p>1) Market mechanism (market definition, demand, supply, price, market equilibrium);                      2) Price, income and cross demand elasticity;                      3) Theory of household selection (utilitarian theory, theory of indifferent curves, Engel's laws);                      4) Productivity of the company in the short and long term (law of decreasing revenues, optimisation decisions);                      5) Cost theory (the concept of economic costs, classification of costs);                      6) Profitability of the enterprise (concept of profit, optimum production);                      7) Market structures (pure monopoly, polypol, oligopol, monopolistic competition).</p>	
	<p>Key literature</p> <p>1) A. Lachowska, Microeconomics part I. Wydaw. Zachodniopomorskiej Szkoły Biznesu, Szczecin, 2012.                      2) A. Lachowska, Microeconomics part II. Wydaw. Zachodniopomorskiej Szkoły Biznesu, Szczecin, 2013.                      3) BadeR., Parkin M. Essential Foundation of Economics, Pearson Education Limited, Ontario, 2007.                      4) Rush M. Study guide for Essential Foundation of Economics, Pearson Education Limited, Ontario, 2007</p>	
<p>Additional literature</p> <p>1) Parkin M., Microeconomics, Pearson Education Limited, Ontario, 2012.                      2) Rush M., Study guide for Microeconomics, Pearson Addison - Wesley, Florida, 2012</p>		



2019/2020

Module Z1/6	Applied Economics in Management											
Course no.	Course 6.3.											
Course name	Economic Principles of Managerial Decisions					ECTS credits	4	Leader	dr A. Lachowska			
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has knowledge that enables the correct assessment of economic phenomena and connections between economic entities, understands the regularities that govern them.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W6 Knows and understands at an advanced level the fundamental concepts of economic
	understands the relationship of the organization in the macro- and micro-environment.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W6 Knows and understands at an advanced level the fundamental concepts of economic
	knows the methods and tools used in economic and financial analysis to make managerial decisions	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
SKILLS	can analyze economic phenomena, including investment ones, can make a theoretically in-depth assessment of these phenomena with the use of methods research, applied in economic sciences.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
	has an extensive ability to formulate practical conclusions necessary to make managerial decisions, can present his own ideas, articulate doubts and critical assessments	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work
SOCIAL COMPETENCES	is aware of his knowledge and skills, can complement and improve them, understands the need for continuous learning and improving his qualifications.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	30
including:	30
lecture	16
practice	12
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>70</b>
<b>Total Student Effort</b>	<b>100</b>

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	task solving
	case study
	workshop that uses activating methods
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	task solving

## ASSESSMENTS METHODS

ASSESSMENTS METHODS				
Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		very good > 90%
	written exam	80		good + 81% - 90%
	tasks, exercises	20		good 71% - 80%
			satisfactory + 61% - 70%	
			satisfactory 51% - 60%	
			unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

- 1) The operation of the market and the market mechanism in the context of the behavior of companies on the market and the necessary managerial decisions,
- 2) The concept of demand elasticity in the context of decisions made by companies on the market,
- 3) The concept of managerial behavior in the context of the opportunity cost of decisions made,
- 4) Analysis of the company's profitability in the context of optimization decisions,
- 5) Behavior of companies in the context of various market structures.

## Key literature

- 1) Samuelson W.F., Marks S.G., Ekonomia menedżerska, PWE, Warszawa 2009,
- 2) Froeb L.M., McCann B.T., Ekonomia menedżerska, PWE, Warszawa 2012;
- 3) Piocha S., Gabryszak R., Ekonomia menedżerska dla MSP, W teorii i praktyce, Difin, Warszawa 2008.

## Additional literature

- 1) Zelek A., Strategie biznesu, Od klasyki do postmodernizmu w zarządzaniu, Wydawnictwo Zachodniopomorskiej Szkoły Biznesu, Szczecin 2008 ;
- 2) Kopycińska D. (red.), Mikroekonomia, Wyd. Kreos, Szczecin 2011;
- 3) Milewski R. (red.), Elementarne zagadnienia ekonomii, PWN, Warszawa 2003.

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/7											
Module name	Marketing Management							ECTS credits	10	Leader	dr J. Osuch	
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	60

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The main aim of the module is to present and understand by students the fundamental principles of the concept of marketing, allowing them to develop the ability to design and conduct market activities adapted to the needs of the target group. An important goal is to indicate the practical implications of marketing activities and developing the ability to use marketing tools and techniques in practice.

Classes are conducted in a dynamic way, with the use of activating methods, based on practical examples, market situations for which students look for solutions, e.g. designing questionnaires for marketing research, recommending methods creating a brand, choosing promotion instruments, learning how to evaluate the effectiveness of distribution channels, preparing an action plan, etc. The program of the module allows you to understand the importance of marketing activities in contemporary organizations of various types, including non-profit ones, operating in the conditions of a rapidly changing environment.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

"Organization management and behavior" course, "Microeconomics" course, "Statistics" course.

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
marketing instruments, understands the behavior of buyers and the principles of designing marketing strategies; rules for conducting market and marketing research and for creating research tools; the specificity of marketing activities in various industries, various types of organizations and in various situations of the market environment	shape marketing mix instruments and design marketing activities, adequately to the situation; use the main methods and tools for acquiring market data in order to diagnose market processes, can independently carry out basic research work and recommend marketing decisions; analyze the marketing situation and propose alternative solutions marketing problems, rationally select marketing instruments.	to work in a group, assuming different roles in it; independently identify, diagnose and resolve problems and apply various variants of solutions in business practice; think in an entrepreneurial and creative way, taking into account the specificity of the market and organization.

MODULE STRUCTURE

Course no.	Module Z1/7	Course 7.1.	Module Z1/7	Course 7.2.					
Course name	Marketing		Market Reasearch - workshop						
ECTS credits	5		5						

2019/2020

Module Z1/7	Marketing Management											
Course no.	Course 7.1.											
Course name	Marketing							ECTS credits	5	Leader	dr J. Osuch	
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows marketing instruments, understands buyer behavior and principles of marketing strategy design.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
	has knowledge about the specifics of marketing activities in various industries, different types of organizations and in various market environment situations.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W5 Knows and understands at an advanced level management processes in individual areas
	knows trends in marketing activities and understands the principles of their use in various industries, types of organizations and in various market situations	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and social
	understands the importance of adapting product policy, price, distribution and promotion to target groups, market situations and product maturity.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
SKILLS	can shape marketing-mix instruments and design marketing activities appropriate to the situation.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human
	is able to analyze the marketing situation and propose alternative solutions to marketing problems, select marketing instruments rationally.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U6 Able to make decisions regarding various functional areas of the organization,
	can analyze and plan the target group of his communication.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	can use marketing trends to design marketing activities for his own industry, business or organization.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
SOCIAL COMPETENCES	is focused on group work, taking on various roles in it	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the Z1_K3 Is able to engage in social interactions, cooperation with other entities of the
	is ready to think in an entrepreneurial and creative way, taking into account the specificities of the market and organization.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	is aware of development and lifelong learning.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		lecture	
	lecture	8		multimedia presentation	
	practice	10		workshop that uses activating methods	
	e-learning	2		case study	
	laboratory			team projects	
	seminar			activity on e-learning platform	
	practical workshop	8		practical workshop	
	study visit				
	others....				
	consulting hours				
	exams, assignments	2			
	Lectureship				
	Student Effort	95			
	Total Student Effort	125			
			Student Work	choice from given list	
				preparation to an exam/credit	
				preparation of the final project	
				own activity on platform	
				group work - joint task solving	

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
	choice from given list	pass % of final grade			
	knowledge test	40		very good > 90%	
	tasks, exercises	20		good + 81% - 90%	
	team projects	40		good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	Please describe main topics and areas of the course	
	1/ The essence of marketing. Market orientations of enterprises. 2/ Market environment of the enterprise and its impact on marketing activities. 3/ Buyers' behavior. 4/ Segmentation and positioning. 5/ Persona and its importance in marketing strategy. 6/ Marketing mix instruments. Product. Promotion. Price. Distribution. 7/ Brand and brand management. 8/ New media marketing. 9/ Analysis of the effectiveness of marketing activities.	
	Key literature Kotler Philip, Keller Kevin Lane "Marketing", 2019; Burnett J., Introducing marketing, Creative Commons, 2010	
Additional literature Fahy J., Jobber D., Foundations of marketing, McGraw, 2019		



2019/2020

Module Z1/7		Marketing Management										
Course no.		Course 7.2.										
Course name		Market Research - workshop					ECTS credits	5	Leader	dr J. Osuch		
Major	MANAGEMENT	Bachelor	Year	II	Semester	3	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows the rules of conducting market and marketing research and the principles of creating research tools.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
	understands the purpose of market and marketing research to design the marketing and business strategy of an organization	Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W5 Knows and understands at an advanced level management processes in individual areas
	knows the tools and methods of marketing research.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
SKILLS	is able to use the main methods and tools of obtaining market data to diagnose market processes.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human
	is able to independently carry out basic research.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	is able to analyze the results of market and marketing research and recommend marketing decisions based on them.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U6 Able to make decisions regarding various functional areas of the organization,
SOCIAL COMPETENCES	independently identifies, diagnoses and resolves problems	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	applies various variants of solutions in business practice	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	jest gotów krytycznie podejść do problemów z praktyki gospodarczej i poprzez analizę zaproponować warianty rozwiązań.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

STUDENT EFFORT

<b>Total contact hours</b>	<b>30</b>
<b>including:</b>	<b>30</b>
lecture	8
practice	12
e-learning	
laboratory	
seminar	
practical workshop	10
study visit	
others....	
consulting hours	
exams, assignments	
Lectureship	
<b>Student Effort</b>	<b>95</b>
<b>Total Student Effort</b>	<b>125</b>

TEACHING METHODS

Teaching methods	<i>choice from given list</i>
	lecture
	multimedia presentation
	workshop that uses activating methods
	individual projects
	team analysis
	practical workshop
Student Work	<i>choice from given list</i>
	preparation of the final project
	review of the literature
	student's own research
	task solving

ASSESSMENTS METHODS

Assessment methods	<b>Final grade</b>	<b>pass</b>	Grade scale	<b>Percentage of final grade</b>
	<i>choice from given list</i>	<i>% of final grade</i>		very good > 90%
	individual project	50		good + 81% - 90%
	tasks, exercises	50		good 71% - 80%
			satisfactory + 61% - 70%	
			satisfactory 51% - 60%	
			unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

- 1/ Sources of information, concept, purpose and subject of market and marketing research, research procedure.
- 2/ Research methods - surveys.
- 3/ Research methods - interview, group interview.
- 4/ Research methods - observation and experiment.
- 5/ Research methods - projection methods.
- 6/ Designing research and tools using quantitative and qualitative methods, including designing a survey questionnaire.
- 7/ Research of marketing mix instruments - solving specific examples (exercises, tasks).
- 8/ Buyer behavior research - solving specific examples (case study - as a team).
- 9/ Rules for selecting a research sample.
- 10/ Survey questionnaire - preparation of a questionnaire (as an individual assignment to pass).

Key literature

Paul N Hague, Nicholas Hague, Carol-Ann Morgan, Market research in practice, Kogan Page Publishers 2004; Saarsted. M., Mooi E., A concise guide to market research, Springer 2011

Additional literature

Sierra J., Hyman M., Market Research for dummies, Wiley 2010



**MODULE DESCRIPTION**

2019/2020												
Module no.	Module Z1/8											
Module name	Finance and Accounting							ECTS credits	18	Leader	dr D. Majewska-Bielecka	
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	150

**PURPOSE OF THE MODULE AND MODULE OBJECTIVES**

*Short description and objective list (max. 1100 letters)*

The essence of the module is to learn and understand the concepts of accounting, tax law and corporate finance, as well as to understand the relationship between them and skilful data processing in order to conduct economic analysis. The purpose of the module is therefore understanding the principles of economic records in the enterprise, understanding the complexity of economic processes taking place in the enterprise, with particular emphasis on financial phenomena, awareness of various possibilities of tax settlements and their impact on enterprises' finances, as well as awareness of risk factors in financing the host activity. The module has been built in such a way that, after its completion, the student is equipped with a variety of tools that can be used by taking a position in the financial and accounting department in the company.

**REQUIREMENTS**

*Needed knowledge and skills before starting the module*

Business in Action; Applied Economics.

**LEARNING OUTCOMES**

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

<b>KNOWLEDGE</b> <i>(Student knows and understand on advenced level...)</i>	<b>SKILLS</b> <i>(Student is able to...)</i>	<b>SOCIAL COMPETENCES</b> <i>(Student is ready to...)</i>
concepts in the field of accounting, the essence of accounting, its functions, principles, subjective and objective scope, as well as legal regulations shaping the accounting system; concepts from the scope of the finances of enterprises, financial situations and processes in the enterprise, economic phenomena occurring in it; the essence and importance of economic analysis, methods, techniques and research tools used in the assessment of the economic situation of the enterprise; principles of presentation and interpretation of the results of economic analysis; concepts in the field of tax law, subjective and objective scope, as well as legal regulations shaping the tax system.	classify economic assets and their sources of origin, use accounting tools and record balance sheet and result operations, determine the financial result and draw up a simplified final balance sheet; make observations and interpret phenomena financial, economic and social issues and assess their impact on the financing of the enterprise, as well as prepare synthetic data sets necessary to make decisions on financing enterprises; identify, select and organize data to analyze specific economic processes and phenomena occurring in the enterprise, process them, analyze, evaluate and interpret, using standard methods, techniques and analytical tools; read with understanding and interpreting tax law, as well as adjusting the form of tax settlements to the needs of a given company.	maintain due diligence, responsibility and honesty by carrying out tasks consisting in independent or group solving of moral dilemmas related to the performance of the accounting profession; respond to changes in the company by taking appropriate actions; supplement and improve their knowledge, understanding the need for continuous professional training; think logically and analytically while assessing economic phenomena occurring both in the company and its environment.

**MODULE STRUCTURE**

Course no.	Module Z1/8	Course 8.1.	Module Z1/8	Course 8.2.	Module Z1/8	Course 8.3.	Module Z1/8	Course 8.4.		
Course name	Accountancy		Corporate Finance		Financial Analysis - workshop		Tax Strategies			
ECTS credits	6		6		4		2			



2019/2020

Module Z1/8	Finance and Accounting											
Course no.	Course 8.1.											
Course name	Accountancy					ECTS credits	6	Leader	dr D. Majewska-Bielecka			
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	defines and understands the concepts of accounting, knows the essence of accounting, its functions, principles, subject and object scope, as well as legal regulations shaping the accounting system.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	knows the scope and general structure of the obligatory financial statements.	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
SKILLS	can classify assets and liabilities and distinguishes between elements that shape the financial result. In addition, it determines the financial result and distributes it using basic economic operations.	Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
	evaluates and records business transactions on balance sheet and result accounts, while noticing their impact on individual elements of the financial statements.	Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
SOCIAL COMPETENCES	maintains due diligence, responsibility and integrity in performing tasks consisting in solving individual or group solving moral dilemmas related to the exercise of the accounting profession.	Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	45
including:	45
lecture	21
practice	22
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>105</b>
<b>Total Student Effort</b>	<b>150</b>

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	lecture
	workshop that uses activating methods
	group discussion
	task solving
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	task solving

## ASSESSMENTS METHODS

ASSESSMENTS METHODS			
Assessment methods	Final grade	exam	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	written exam	90	good + 81% - 90%
	participation in the discussion	10	good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
			unsatisfactory < 51%

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	<ol style="list-style-type: none"> <li>Accounting as an information system - the essence, features, superior principles and functions of accounting, the scope and subject scope of accounting.</li> <li>Assets resources and sources of their financing.</li> <li>Accounting books and accounting documents in business transactions.</li> <li>Characteristics of accounting events.</li> <li>Valuation and records of accounting events on balance sheet and result accounts.</li> <li>Determination and distribution of the financial result.</li> <li>Elements of financial reporting - preparation of a simplified form of the balance sheet and income statement.</li> </ol>
	Key literature
	<ol style="list-style-type: none"> <li>Moston G. Basic Accounting Concepts, Principles, and Procedures, Vol. 1, Building the Conceptual Foundation, Worthy &amp; James Pub., 2017;</li> <li>Moston G. Basic Accounting Concepts, Principles, and Procedures, Vol. 2, Applying Principles and Procedures, Worthy &amp; James Pub., 2017.</li> <li>Pfaff J., Rachunkowość - podstawy, Wydawnictwo Stowarzyszenie Księgowych w Polsce, Warszawa 2019;</li> <li>Pfaff J., Rachunkowość - podstawy zbior zadań, Wydawnictwo Stowarzyszenie Księgowych w Polsce, Warszawa 2019;</li> </ol>
	Additional literature
	1. Podstawy rachunkowości od teorii do praktyki, red. P. Szczypa, Wydawnictwo Cedewu, Warszawa 2018;

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Module Z1/8	Finance and Accounting											
Course no.	Course 8.2.											
Course name	Corporate Finance						ECTS credits	6	Leader	dr D. Majewska-Bielecka		
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows and understands the concepts of corporate finance	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws
	knows and understands the meaning of information coming from individual elements of the company's financial situation	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W5 Knows and understands at an advanced level management processes in individual areas
	knows the sources and possibilities of raising capital (equity capital and external capital)	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
	knows and understands the impact of exchange rate fluctuations on the business	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
SKILLS	can analyse the financial situation of the company	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	is able to estimate the optimal form of financing the company	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	is able to estimate the impact of exchange rate fluctuations on the business	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	is able to analyse selected financial indicators of the company (profitability and liquidity)	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	is determined and oriented towards achieving its objectives and shows responsibility for them	Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	is open to experience and learn based on real economic and management problems	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	45		choice from given list	
	including:	45			
	lecture	21		multimedia presentation	
	practice	22		case study	
	e-learning			group discussion	
	laboratory			workshop that uses activating methods	
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours				
	exams, assignments	2		choice from given list	
	Lectureship			preparation to an exam/credit	
	Student Effort	105		e-lectures	
	Total Student Effort	150		review of the literature	

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
	exam	90			
	choice from given list	% of final grade		very good > 90%	
	written exam	90		good + 81% - 90%	
	participation in the discussion	10		good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	Please describe main topics and areas of the course	
	1/ Principles of corporate finance, 2/ Legal forms of conducting the business activity, 3/ Equity and external capital in financing enterprise assets, 4/ Sources of enterprise financing, 5/ Liquidity management, 6/ Mergers and acquisitions, 7/ Exchange rate fluctuations and their impact on businesses, 8/ Sources of information on financial situation of the enterprise.	
	Key literature 1/ J. Berk, P. DeMarzo, "Corporate Finance", Addison Wesley Higher Education, 2007, 2/ J.C. Van Horne, M. Wachowicz "Fundamentals of Financial Management 12/E, Prentice Hall, 2005.	
Additional literature 1/ M. H. Moffett, A. L. Stonehill, D. K. Eiteman, "Fundamentals of Multinational Finance 6/E", Addison Wesley Publishing, 2017.		

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Module Z1/8	Finance and Accounting											
Course no.	Course 8.3.											
Course name	Financial Analysis - workshop							ECTS credits	4	Leader	dr D. Majewska-Bielecka	
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows fundamental concepts related to areas of corporate finance, accounting, and financial reporting.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	has knowledge about the purpose, layout and creation of financial statements; moreover, knows and understands the meaning of their fundamental elements.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	understands the meaning of each element of a financial statement and knows how the information, embodied in reports, is used for a financial statement analysis.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, laws Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex Z1_W9 Knows and understands the nature of economic analysis and controlling in decision-making
	knows the fundamental methods of financial ratio analysis.	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and social Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's
SKILLS	is able to find a financial statement of a public company, and other entities, which reports are available in KRS.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well as Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving specific
	acquires and prepares data from financial statements for financial ratio analysis.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well as Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their effects, Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving specific
	while working individually, or in a team, is able to prepare a financial statement ratio analysis.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human resources, Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their effects, Z1_U8 Is able to use a specialized language and communicate in a precise and consistent manner,
	can interpret results of financial statement ratio analysis, as well as present them accurately, and coherently in an objective report.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human resources, Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their effects, Z1_U8 Is able to use a specialized language and communicate in a precise and consistent manner,
SOCIAL COMPETENCES	is aware of the state of one's knowledge related to methods of financial statement analysis and takes a critical look on it. Moreover, they think critically about their knowledge and are aware of the fact that it needs a constant development.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need
	is able to work in a team, while preparing financial analyses.	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the Z1_K3 Is able to engage in social interactions, cooperation with other entities of the environment
	can work alone while preparing analysis. Is rational, logical and adopts a critical attitude toward results of their analyses.	Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a critical

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	30		choice from given list	
	including:	30		lecture	
	lecture	12		multimedia presentation	
	practice	16		case study	
	e-learning			task solving	
	laboratory			team projects	
	seminar				
	practical workshop				
	study visit				
	others....				
	consulting hours			choice from given list	
	exams, assignments	2		preparation to an exam/credit	
	Lectureship			preparation of the final project	
	Student Effort	70		review of the literature	
	Total Student Effort	100		task solving	
				own work with the text	

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
		pass			
	choice from given list	% of final grade		very good > 90%	
	knowledge test	40		good + 81% - 90%	
	team projects	60		good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	ASSESSMENTS METHODS	
	1. Introduction to financial reporting. 2. The concept of a financial statement – definition, purpose, elements, methods, and structure. 3. Introduction to corporate financial policy. 4. Financial analysis – definition, purpose, and typology. 5. Presentation of data and results of a financial analysis. 6. The concept of financial ratio analysis – definition, purpose, elements, methods, and structure. 7. Initial analysis of balance sheet and income statement. 8. Analysis of relationship between company's assets, and their sources of financing, with financial ratios. 9. The concept of financial liquidity and liquidity ratios. 10. The notion of financial leverage. 11. Capital structure, and debt ratios. 12. Performance (activity) ratios. 13. Profitability ratios. 14. The most important valuation and capital market ratios.	
	Key literature	
	1) M.S. Fridson, F. Alvarez, "Financial Statement Analysis: A Practitioner's Guide", Wiley; 4 edition, 2011. 2) M. Rist, A.J. Pizzica, "Financial Ratios for Executives: How to Assess Company Strength, Fix Problems, and Make Better Decisions", Apress, 1st ed. Edition, 2014. 3) A. Tracy, "Ratio Analysis Fundamentals: How 17 Financial Ratios Can Allow You to Analyse Any Business on the Planet", Bidi Capital Pty Ltd, 2 edition, 2012. 4) P.D. Easton, M.L. McAnally, G.A. Sommers, X.J. Zhang "Financial Statement Analysis & Valuation", Cambridge Business Publishers, 2018. 5) R. Bull, "Financial Ratios: How to use financial ratios to maximise value and success for your business", CIMA Publishing, 2007.	
	Additional literature	
	1) M. Buffet, D. Clark, "Warren Buffett and the Interpretation of Financial Statements: The Search for the Company with a Durable Competitive Advantage", Scribner, 2008. 2) S.H. Penman, "Financial Statement Analysis and Security Valuation", McGraw-Hill Education, 5 edition, 2012. 3) S. Costales, "The Guide to Understanding Financial Statements", McGraw-Hill Education; 2 edition, 1993.	



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Module Z1/8	Finance and Accounting											
Course no.	Course 8.4.											
Course name	Tax Strategies					ECTS credits	2	Leader	dr D. Majewska-Bielecka			
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows and understands the concepts of corporate tax.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W10 Knows and understands the key elements of law and ethics principles related to
	knows and understands the rules of selecting the forms of taxation to support the development of the enterprise.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W10 Knows and understands the key elements of law and ethics principles related to
SKILLS	is able to assess and select the correct type of tax for a given entity so as to optimize costs.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
	is able to properly assess the consequences of choosing a tax strategy and taxation of the enterprise	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
SOCIAL COMPETENCES	jest gotów odpowiedzialnie dobierać opodatkowania dla danego przedsiębiorstwa.	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and
	is ready to make tax cost management decisions so that it can be optimized.	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and
	can correctly identify entities from the external environment with whom cooperation in the field of tax proceedings is necessary	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	30
including:	30
lecture	20
practice	8
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
Student Effort	20
Total Student Effort	50

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	lecture
	multimedia presentation
	group discussion
	case study
Student Work	choice from given list
	preparation of the final project
	review of the literature

## ASSESSMENTS METHODS

ASSESSMENTS METHODS				
Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		very good > 90%
	knowledge test	90		good + 81% - 90%
	participation in the discussion	10		good 71% - 80%
				satisfactory + 61% - 70%
		satisfactory 51% - 60%		
		unsatisfactory < 51%		

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	1. Structural elements of taxes. 2. Tax classification. 3. Tax proceedings. 4. Characteristics of basic taxes and their choice depending on the conducted activity: income taxes and simplified forms of taxes. 5. Other tax expenses of the entrepreneur. 6. Tax risk management and the possibility of its optimization
	Key literature
	1. Paweł Smoleń (red), Prawo podatkowe, C.H.Beck, 2019. 2. Podatki 2019 z komentarzem „Crido”, Wolters Kluwer Polska, 2019. 3. Bożena Ciupek, Teresa Famulska, Strategie podatkowe przedsiębiorstw, Wydawnictwo Uniwersytetu Ekonomicznego w Katowicach, 2013.
	Additional literature
	1. M.Poszwa, Zarządzanie podatkami w małej i średniej firmie, Warszawa, C.H. Beck, 2007, 2. Aktualne teksty ustaw podatkowych.

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/9											
Module name	Specialisation Module (1) INTERNATIONAL BUSINESS							ECTS credits	8	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	90

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

Contemporary business environments are subjected to very rapid changes. For example, globalization processes, tend to intensify the exchange of cultural, political and economic relations across various countries. Therefore, students, need to be able to examine reasons for the integration across different markets and understand its consequences. It is important to notice, that also different systems are being integrated on international level. For instance, investors need to understand the financial standing of different companies, which operate on different markets. For this reason, they are in need of unified methods of financial data presentation. Therefore, the module also includes a course during which students will be exposed to various international standards of financial reporting.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

Students should have prior exposure to basic concepts of financial and managerial accounting, as well as to introduction to microeconomics and macroeconomics.

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
Knows and understands the reasons for the changes associated with globalization. Moreover, students will understand the differences between economic, ideological and political aspects of globalization. Furthermore, student knows most important international standards of financial reporting as well as and understand the reasons for which they were introduced. Student is also aware about the possible uses of the information which is presented in financial statements.	Student is able to present ideas and reflections on globalization related topics in a formal way during oral presentation and in writing. Moreover, one is able to interpret the economic, political and social impact of globalization processes. In addition to that, a student will be able to understand the information embodied in financial statements which are prepared in accordance with international standards of financial reporting.	Student is able to critically assess the level of one's knowledge and skills and understands why the changes related with globalization processes create a need to develop them on constant basis. Moreover, student thinks critically and independently and is able to diagnose, identify and solve various economic and management issues.

MODULE STRUCTURE

Course no.	Module Z1/9	Course 9.1.	Module Z1/9	Course 9.2.					
Course name	Globalisation		International Financial Reporting Standards						
ECTS credits	3		5						



2019/2020

Module Z1/9	Specialisation Module (1) INTERNATIONAL BUSINESS											
Course no.	Course 9.1.											
Course name	Globalisation							ECTS credits	3	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	The student understands the relations taking place in the global economy and their reference to social life.	Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	The student recognizes the elements of the global environment as determinants of the operation of a national / local company.	Z1_W16 Knows key concepts, principles and processes in the field of social sciences (sociology, Z1_W5 Knows and understands at an advanced level management processes in individual areas
SKILLS	The student has the ability to interpret global phenomena in economy and is able to formulate own opinions and recommendations	Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U4 Can see the need to improve the organization and its own competences through the
SOCIAL COMPETENCES	The student is aware of the complexity of the processes taking place in the modern global economy, is able to verify and evaluate them	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	45
including:	45
lecture	22
practice	20
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	1
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>30</b>
<b>Total Student Effort</b>	<b>75</b>

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	lecture
	multimedia presentation
	workshop that uses activating methods
	group discussion
	individual projects
	team projects
	video movie
	practical workshop
	others....
Student Work	choice from given list
	task solving
	group work - joint task solving
	preparation of the final project
	review of the literature

## ASSESSMENTS METHODS

ASSESSMENTS METHODS			
Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	tasks, exercises	50	good + 81% - 90%
	individual project	50	good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
			unsatisfactory < 51%

## COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1 / Introduction to globalization: different definitions of globalization, globalization yesterday, today and tomorrow.
	2 / Globalization from a scientific perspective: how do economists perceive globalization and its problems.
	3 / Man and globalization: social and cultural problems, ethical, linguistic. Is there one global culture?
	4 / Globalization and economic development: the division of the world into countries rich North and poor South.
	5 / Globalization and consumer awareness: products fair trade, genetically food modified.
	6 / Globalization and democracy: will democracy resolve terrorism problem?
	7 / Globalization and corporations: how corporations perceive global market?
	8 / Globalization and the environment.
	Key literature
	1. Stiglitz J., Globalization and its discontents, WW Norton & Company, 2002, Stiglitz J., Making globalization work, W. W. Norton Company, 2006
	2. Globalizacja i regionalizacja w gospodarce światowej, red. Stiglitz J. Measuring what counts, The global movement for well-being, The New Press, 2020, Stiglitz J., The price of inequality, Penguin Books, 2015,
	Additional literature
	Pickett K., The equality is better for everyone, The spirit level, Penguin Books, 2010, Ferguson N., Why nations fail, the origins of power, prosperity and poverty, Profile Books, Ltd, 2013,



2019/2020

Module Z1/9	Specialisation Module (1) INTERNATIONAL BUSINESS											
Course no.	Course 9.2.											
Course name	International Financial Reporting Standards						ECTS credits	5	Leader	dr A. Lachowska		
Major	MANAGEMENT	Bachelor	Year	II	Semester	4	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	45

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has specialized, advanced knowledge of international accounting standards (IFRS and US GAAP).	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	knows and understands the principles and issues related to international financial reporting standards.	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	knows the recommendations in IFRS that relate to the presentation, measurement and recognition of selected elements of the financial statements.	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	has established, deep knowledge of the differences between different accounting standards	Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
SKILLS	can relate national financial accounting rules and regulations to international standards in the context of the interpretation and assessment of selected economic phenomena.	Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
	is able to recognize balance sheet and income statement items in line with IFRS.	Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
SOCIAL COMPETENCES	is able to work independently and in a team, taking up challenges that require honesty and reliability, which prepare them to work in finance and accounting departments.	Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

STUDENT EFFORT	
<b>Total contact hours</b>	<b>45</b>
<b>including:</b>	<b>45</b>
lecture	22
practice	20
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	1
exams, assignments	2
Lectureship	
<b>Student Effort</b>	<b>80</b>
<b>Total Student Effort</b>	<b>125</b>

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	<i>choice from given list</i>
	lecture
	multimedia presentation
	task solving
Student Work	<i>choice from given list</i>
	preparation of the final project
	review of the literature
	own work with the text
	task solving

## ASSESSMENTS METHODS

ASSESSMENTS METHODS			
Assessment methods	<b>Final grade</b>	<b>pass</b>	<b>Percentage of final grade</b>
	<i>choice from given list</i>	<i>% of final grade</i>	very good > 90%
	knowledge test	90	good + 81% - 90%
	tasks, exercises	10	good 71% - 80%
Grade scale			satisfactory + 61% - 70%
			satisfactory 51% - 60%
			unsatisfactory < 51%

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	<ol style="list-style-type: none"> <li>Introduction to the problems of harmonization and standardization of accounting.</li> <li>Conceptual framework, assumptions and key principles of international standards.</li> <li>International Financial Reporting Standards - presentation of financial statements, basic principles, layout and elements of financial statements.</li> <li>Recognition of balance sheet items and the income statement in accordance with IFRS.</li> <li>Characteristics of selected international financial reporting standards.</li> <li>The role of EU directives in the field of accounting as well as similarities and differences in accounting principles between National Accounting Standards, the Accounting Act and IFRS.</li> </ol>
	Key literature
	<ol style="list-style-type: none"> <li>Joanne M. Flood, GAAP 2020: Interpretation and Application of Generally Accepted Accounting Principles, Wiley 2020;</li> <li>Steven M. Bragg, IFRS Guidebook: 2020 Edition, 2019;</li> <li>Interpretation and Application of IFRS Standards, PKF International Ltd., 2019.</li> </ol>
	Additional literature
	<ol style="list-style-type: none"> <li>Katarzyna Trzpiola, Księgowania 2019 wg znowelizowanych regulacji UoR, MSSF/MSR oraz podatkowych - praktyczne wskazówki, Wiedza i Praktyka, Sulejówkę, 2019.</li> </ol>



MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/10											
Module name	Diploma Module (1)							ECTS credits	7	Leader	prof. A. Zelek	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	60

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The aim of the module is the methodical and substantive preparation of the student to carry out an independent intellectual effort, as a result of which the diploma thesis will be created. In the first stage (Diploma Module I), the student will develop his / her skills in creating the concept and structure of work, indicating the purpose, research area, research methods, and will recognize the main principles and techniques of conducting applied research in the field of economics and management sciences.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

The student should have basic knowledge of economics and finance and management (knowledge of basic concepts in scientific disciplines: management and quality science, and economics and finance).

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
the essence, purpose and components of the research process / procedure constituting the basis of the work a thesis with a practical profile and a spectrum of analytical / diagnostic methods and techniques used in such proceedings.	independently carry out a complete research procedure (including literature studies and empirical research) in the utilitarian area for real business.	undertaking an independent intellectual effort, the aim of which is to carry out a complete research process, including the stage of original conclusions and recommendations.

MODULE STRUCTURE

Course no.	Module Z1/10	Course 10.1.	Module Z1/10	Course 10.2.	Module Z1/10	Course 10.3.				
Course name	Methodology of Diploma Thesis		Methods of Economic Research - workshop		Diploma Thesis - workshop					
ECTS credits	2		2		3					



2019/2020

Module Z1/10	Diploma Module (1)												
Course no.	Course 10.1.												
Course name	Methodology of Diploma Thesis			ECTS credits	2	Leader	prof. A. Zelek						
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	12	

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has knowledge of the methodology of writing a thesis, taking into account the challenges of empirical, design and implementation work with taking into account its usefulness / utilitarianism.	Z1_W17 Knows and understands the substantive, methodological and formal requirements for
	has knowledge of the principles of independent research processes, including primary and secondary research for the purposes of the thesis	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W17 Knows and understands the substantive, methodological and formal requirements for
	has knowledge of research methods used in economic and management sciences, both in the group of primary and secondary analysis methods	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W14 Knows and understands the possibilities of using selected IT tools supporting Z1_W17 Knows and understands the substantive, methodological and formal requirements for
SKILLS	develops the ability to independently prepare a diploma thesis project, including the ability to define utilitarian research goals and the selection of adequate research methods.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
	develops the ability to independently conduct research and prepare a report on the research process (thesis).	Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
SOCIAL COMPETENCES	is aware of the complexity of processes taking place in the organization and is able to research them - analyze, evaluate and report.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	thinks logically and analytically, is capable of independent research work, presenting its assumptions and effects	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K5 Is ready to independently identify and diagnose management and economic problems

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	12
including:	12
lecture	6
practice	
e-learning	
laboratory	
seminar	
practical workshop	6
study visit	
others....	
consulting hours	
exams, assignments	
Lectureship	
Student Effort	38
Total Student Effort	50

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	multimedia presentation
	individual projects
Student Work	choice from given list
	preparation of the final project
	review of the literature
	student's own research

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	Final grade
	pass
	choice from given list
	individual project
Grade scale	Percentage of final grade
	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
	satisfactory 51% - 60%
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	<ol style="list-style-type: none"> <li>The diploma procedure in the field of Management, first-cycle studies with a practical profile.</li> <li>Basic issues related to the thesis creation process: topic selection; formulating the aim of the work and the research problem; selection of research methods; layout, content and volume of chapters; selection and use of literature sources; collecting and processing empirical data; presentation and interpretation of research results; inference).</li> <li>Rules for using book collections and magazines, electronic databases and Internet resources.</li> <li>Technique of writing scientific papers: form, style and language, requirements for editing text and graphic elements (tables, figures, charts).</li> <li>Overview of the principles of preparing and carrying out a multimedia presentation of your own final project.</li> <li>Ethical rules for writing a thesis.</li> <li>The diploma and anti-plagiarism procedure at ZPSB.</li> </ol>
	Key literature
	<ol style="list-style-type: none"> <li>G. Maniak, E. Świergiel, A. Zelek, Twoja praca promocyjna – od dylematów do perfekcji. Poradnik dla studentów ZPSB, Wyd. Naukowe ZPSB, Szczecin 2010 (także w wersji elearningowej).</li> <li>J. Lichtarski, Praktyczny wymiar nauk o zarządzaniu, PWE, Warszawa 2015.</li> </ol>
	Additional literature
	<ol style="list-style-type: none"> <li>Zenderowski R., Technika pisania prac magisterskich i licencjackich, CeDeWu, Warszawa 2014.</li> <li>M. Blaug, Metodologia ekonomii, PWN, Warszawa, 1995.</li> <li>Kwaśniewski K., Jak pisać prace dyplomowe? Wskazówki praktyczne, Wyd. KPSW, 2010.</li> </ol>



2019/2020

Module Z1/10	Diploma Module (1)											
Course no.	Course 10.2.											
Course name	Methods of Economic Research - workshop							ECTS credits	2	Leader	prof. A. Zelek	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	24

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows and differentiates methods, techniques and tools used in primary research in the area of management sciences.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
	Knows and understands rationales for the choice of research techniques, tools and methods, that are crucial for the research process.	Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W14 Knows and understands the possibilities of using selected IT tools supporting Z1_W17 Knows and understands the substantive, methodological and formal requirements for
SKILLS	without the assistance of others, is able to design a set of research tools that is necessary to conduct empirical research for a thesis.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
	is able to select and use appropriate research tools in order to conduct an analysis on acquired data.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
SOCIAL COMPETENCES	is both aware of, and capable to develop, their analytical capabilities, and knowledge related to research tools and techniques.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a

## STUDENT EFFORT

Student Effort Structure	Total contact hours	24
	including:	24
	lecture	12
	practice	12
	e-learning	
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	
	consulting hours	
	exams, assignments	
	Lectureship	
	<b>Student Effort</b>	<b>26</b>
<b>Total Student Effort</b>	<b>50</b>	

## TEACHING METHODS

Teaching methods	choice from given list
	lecture
	multimedia presentation
	workshop that uses activating methods
	case study
Student Work	choice from given list
	preparation of the final project
	review of the literature
	student's own research

## ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	individual project	100	good + 81% - 90%
			good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
		unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	<ol style="list-style-type: none"> <li>Fundamental types of research problems in managerial sciences.</li> <li>Scientific methods of solving research problems.</li> <li>Examples of contemporary micro and macroeconomic research problems.</li> <li>Fundamental approaches to research.</li> <li>Types of inference.</li> <li>Typology of causal models.</li> <li>Causality and counterfactuality.</li> <li>Causal and correlational research.</li> <li>Experimental research projects.</li> <li>Qualitative research methods.</li> <li>Quantitative research methods.</li> <li>Case study as a research method.</li> <li>Principles of creating research tools.</li> <li>Principles of creating analytical tools.</li> <li>Reporting research findings.</li> </ol>
	Key literature
	<ol style="list-style-type: none"> <li>G. Maniak, E. Świergiel, A. Zelek, Twoja, "Your Degree Dissertation - From Dilemmas to perfection (Handbook) Your Degree Dissertation - From Dilemmas to perfection (Handbook)", ZPSB, Szczecin 2010.</li> <li>M. Blaug "The Methodology of Economics or How Economists Explain", Press Syndicate of the University of Cambridge, 1992.</li> <li>J. Collins, R. Hussey, Business Research: A Practical Guide for Undergraduate and Postgraduate Students", Palgrave Macmillan, 2009.</li> </ol>
	Additional literature
	<ol style="list-style-type: none"> <li>M. Saunders, A. Thornhill, P. Lewis, "Research Methods for Business Students", Pearson Education, 5th edition, 2009.</li> <li>M. Odoh And I.E. Chinedum, "Research Designs, Survey and Case Study", IOSR Journal of VLSI and Signal Processing (IOSR-JVSP), Volume 4, Issue 6, Ver. 1, pp 16-22.</li> <li>A. Bryman, "Social Research Methods", OUP Oxford, 5 edition, 2015.</li> </ol>



2019/2020

Module Z1/10	Diploma Module (1)											
Course no.	Course 10.3.											
Course name	Diploma Thesis - workshop				ECTS credits	3	Leader	prof. A. Zelek				
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	24

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has the knowledge to identify research problems and is the basis for independent research processes, including primary and secondary research for thesis.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's Z1_W17 Knows and understands the substantive, methodological and formal requirements for
SKILLS	develops the ability to independently define / identify research problems as well as conduct research and prepare a report on the process research (thesis).	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
SOCIAL COMPETENCES	is aware of the complexity of the processes taking place in the organization and is able to analyze, evaluate, report and solve them.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	24
including:	24
lecture	
practice	
e-learning	
laboratory	
seminar	24
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	
Lectureship	
Student Effort	51
Total Student Effort	75

## TEACHING METHODS

TEACHING METHODS	
Teaching methods	choice from given list
	group discussion
	other activating methods
Student Work	choice from given list
	preparation of the final project
	review of the literature
	student's own research
	own work with the text

## ASSESSMENTS METHODS

ASSESSMENTS METHODS			
Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	individual project	100	good + 81% - 90%
			good 71% - 80%
			satisfactory + 61% - 70%
		satisfactory 51% - 60%	
		unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

Preparing the student for an independent, scientifically based problem analysis and for presenting the results of own research as part of the diploma thesis. The diploma seminar (semester 1) includes:

1. Choosing the topic of work.
2. Defining the main elements of the research model, including research goals, hypotheses, methods of hypothesis verification.
3. Defining the framework structure of the work.
4. Establishing the phases and schedule of preparing and writing thesis.
5. Preliminary selection of literature.

Key literature

Additional literature

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/11											
Module name	Specialisation Module (2) INTERNATIONAL BUSINESS							ECTS credits	14	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choise list)	OBLIGATORY	Language	English	Total Contact Hours	110

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

Short description and objective list (max. 1100 letters)

International business environment provides its participants with many opportunities. In order to seize them, however, they will have to use many tools and practices which are necessary to be properly identify and interpret every opportunity which comes their way. Therefore, the module consists of courses which will introduce the students to courses strongly related to the notion of international business. Namely, students will be introduced to the international business theory, as well as to related concepts, such as of diversity management - contemporary organizations need to take advantage of skills represented by every employee in order to enhance their full potential. Moreover, students will learn how to enhance the quality of project's execution, through utilizing various skills which will allow them to manage risks, schedules and resources.

REQUIREMENTS

Needed knowledge and skills before starting the module

tudents should have prior exposure to the introductory concepts and basics of management. Moreover, experience working in a company (or nonprofit organisation) may be beneficial.

LEARNING OUTCOMES

Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
Knows and understands the concepts, principles and methods of organization and management. Moreover, understands management processes in the areas of operational management, and personnel management. Furthermore, knows key concepts, principles and processes in the field of social sciences (e.g., social communication), and understands the correctness of behavior, attitudes and ways of action of people and entities in the area of market and business operations.	Is able to correctly identify and interpret opportunities available in the international business environment. Has the skills which are necessary to utilize skills represented by employees in a way which benefits the organization. Therefore, is able to use knowledge of the discipline of management and quality science observe and interpret management and socio-economic problems at both macro- and microeconomic level.	Is aware of various social and economic traits of international business environments. Can present reflections and ideas issues related to international business. Critically assesses the level of their knowledge (as well as skills) and understands the need for continuous learning. Is able to act ethically, and with emotional sensitivity in various international business environments.

MODULE STRUCTURE

Course no.	Module Z1/11	Course 11.1.	Module Z1/11	Course 11.2.	Module Z1/11	Course 11.3.				
Course name	Project Management		Diversity Management		International Business					
ECTS credits	5		4		5					

2019/2020

Module Z1/11	Specialisation Module (2) INTERNATIONAL BUSINESS											
Course no.	Course 11.1.											
Course name	Project Management							ECTS credits	5	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	40

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows and understands the role of projects in the functioning of modern organizations.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
	knows and uses advanced terminology in design.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences,
	knows and is able to apply the tools and techniques of planning project activities at an advanced level.	Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning,
SKILLS	is able to prepare documentation initiating the project using appropriate tools and techniques.	Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving Z1_U11 Is able to communicate in a foreign language at B2 CEFR level and is able to use it in
	is able to see the needs of the organization and identify sources of problems that are a catalyst for design activities.	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
	is able to use knowledge, methods and tools in the field of organization and management, finance to solve typical problems associated with the implementation of projects	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
SOCIAL COMPETENCES	is prepared to cooperate with other members of project teams.	Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,
	is able to think creatively in seeking solutions to identified problems at the planning and project implementation stages.	Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a
	is aware of the variability of the environment and the conditions in which the project is carried out.	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in

STUDENT EFFORT

Student Effort Structure	Total contact hours	40
	including:	40
	lecture	12
	practice	
	e-learning	6
	laboratory	
	seminar	
	practical workshop	18
	study visit	
	others....	
	consulting hours	2
	exams, assignments	2
	Lectureship	
<b>Student Effort</b>	<b>85</b>	
<b>Total Student Effort</b>	<b>125</b>	

TEACHING METHODS

Teaching methods	choice from given list
	workshop that uses activating methods
	simulation, managerial and strategic games
	practical workshop
Student Work	choice from given list
	group work - joint task solving
	others

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		very good > 90%
	presentation of an individual or group task	50		good + 81% - 90%
	other activities	50		good 71% - 80%
				satisfactory + 61% - 70%
				satisfactory 51% - 60%
		unsatisfactory < 51%		

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1. Basic concepts related to project management. 2 / Place and role of projects in contemporary organizations. 3 / Project life cycle. 4 / Planning the scope, time, costs and non-financial resources of the project. 5 / Selected areas of project management - team management, communication, risk, changes, quality.
	Key literature
	S. E. Portny, Project Management for Dummies, Stanley and Sons, 2017 A guide to the Project Management Body of Knowledge, Project Management Institute, 2018
	Additional literature
	Just Enough Project Management: The Indispensable Four-step Process for Managing Any Project, Better, Faster, Cheaper, Mc GrawHill 2004



2019/2020

Module Z1/11	Specialisation Module (2) INTERNATIONAL BUSINESS											
Course no.	Course 11.2.											
Course name	Diversity Management					ECTS credits	4	Leader	dr A. Lachowska			
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	Understand what constitutes diversity. Explain the benefits of managing diversity. Describe challenges of managing a workforce with diverse demographics.	Z1_W16 Knows key concepts, principles and processes in the field of social sciences (sociology,
	Describe the challenges of managing a multicultural workforce. Understand diversity and ethics. Understand cross-cultural issues regarding diversity.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
	Understand how diverse organizational cultures are created. Learn how to maintain a diverse organizational culture. Recognize diverse organizational culture signs.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
SKILLS	Gain the ability to work in a multicultural environment professionally.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
	Avoid Xenophobia as a professional business decisionmaker.	Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	Create healthy, harmonious, and productive professional relationships with people.	Z1_U4 Can see the need to improve the organization and its own competences through the
SOCIAL COMPETENCES	Cultivate professional values, ethics towards humanity. Prohibits Discrimination and Harassment of Any Kind based on race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations.	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the

## STUDENT EFFORT

STUDENT EFFORT		TEACHING METHODS	
Student Effort Structure	Total contact hours	30	Teaching methods
	including:	30	
	lecture	16	
	practice	12	
	e-learning		
	laboratory		
	seminar		
	practical workshop		
	study visit		
	others....		
	consulting hours		
	exams, assignments	2	
	Lectureship		
	Student Effort	70	
Total Student Effort	100	Student Work	
		choice from given list	
		lecture	
		group discussion	
		team projects	
		video movie	
		multimedia presentation	
		choice from given list	
		group work - joint task solving	

## ASSESSMENTS METHODS

ASSESSMENTS METHODS		Grade scale	
Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	presentation of an individual or group task	100	good + 81% - 90%
			good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
		unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description
<p>Introduction to Diversity Management Type of Diversity Management Characteristics of Diversity Management Best Practices of Diversity Management Specific Diversity Issues Diversity and Ethics Diversity around the Globe Dimensions of Organizational Culture and Diversity Impact</p>
Key literature
<p>Datf R.L., (2012), New Era of Management (Eleventh Edition), Cengage Learning, Florence. Luthans F., (2011), Organizational Behavior An Evidence-Based Approach (Twelfth Edition) McGraw-Hill/Irwin, New York. Storner J.A.F., Freeman R.M., Gilber D R., (1995), Management (Sixth Edition), Prentice Hall, Inc,USA.</p>
Additional literature



2019/2020

Module Z1/11	Specialisation Module (2) INTERNATIONAL BUSINESS											
Course no.	Course 11.3.											
Course name	International Business							ECTS credits	5	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	40

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	knows the basic concepts, phenomena and dependencies that take place in the global economy, he knows the rules of international trade	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W10 Knows and understands the key elements of law and ethics principles related to
SKILLS	understands and is able to analyze the causes, course and effects of processes occurring in international trade	Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the
SOCIAL COMPETENCES	is able to supplement and improve the acquired knowledge and skills	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the

STUDENT EFFORT

Student Effort Structure	Total contact hours	40
	including:	40
	lecture	20
	practice	16
	e-learning	
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	
	consulting hours	2
	exams, assignments	2
	Lectureship	
	<b>Student Effort</b>	<b>85</b>
<b>Total Student Effort</b>	<b>125</b>	

TEACHING METHODS

Teaching methods	choice from given list
	lecture
	multimedia presentation
	case study
Student Work	choice from given list
	preparation to an exam/credit
	task solving
	group work - joint task solving

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Percentage of final grade
	choice from given list	% of final grade	very good > 90%
	written credit	90	good + 81% - 90%
	participation in the discussion	10	good 71% - 80%
			satisfactory + 61% - 70%
			satisfactory 51% - 60%
		unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1/ Globalisation and international economic integration, 2/ Classical and neoclassical theories of international trade, 3/ International capital movement, 4/ International movement of labour, services and technology, 5/ Exchange rate and FOREX, 6/ BOP and its problems, 7/ Modern financial crises and their impact on national economies.
	Key literature
	1/ K. Osiński, "International Business", West Pomeranian Business School, 2010, 2/ Cavusgil S.T., Knight G., Riesenberger J.R. "International Business Strategy, Management, a the New Realities, Pearson Prentice Hall, 2008, 3/ Griffin R.W., Pustay M.W., "International Business 4/ E", Pearson Education Limited, 2005.
	Additional literature
	1/ Hodgets R.M, Rugman A.M., "International Business 3/ E", Pearson Education, 2003.



MODULE DESCRIPTION



2019/2020												
Module no.	Module Z1/12											
Module name	Practical Activities Module (1)							ECTS credits	2	Leader	dr R. Nowak-Lewandowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	40

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The main goal of this module is to create an active student attitude, in particular, social, scientific and professional activation of students, supporting students' initiatives and activities (volunteering, activities in associations, activities for the local environment, universities, etc.). Detailed information on supplementary activities is specified in the Additional Activities Catalogue and Students' Traineeships Regulations.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

Before starting this module, the student should have the skills and competences in the field of the Module: Key competences for business; course: Sociology and from the Module: Personal development and personal competences, courses: Team work, Ethics in business.

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
the importance of civil society created by individuals and local communities, non-governmental organizations (formal and informal), social movements, trade unions, entrepreneurs of social economy entities, cooperatives, etc., as well as know the relations between them.	identify social, professional and scientific goals and needs of various types organizations, including enterprises; join or build networks of social relations in the local environment, supporting the implementation of tasks and projects carried out in that environment.	to actively participate in building and implementing various types of projects and social initiatives; for continuous self-development and for shaping an active and ethical attitude on a professional and social basis.

MODULE STRUCTURE

Course no.	Module Z1/12	Course 12.1.							
Course name	Additional activities								
ECTS credits	2								



2019/2020

Module Z1/12	Practical Activities Module (1)											
Course no.	Course 12.1.											
Course name	Additional activities							ECTS credits	2	Leader	dr R. Nowak-Lewandowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	5	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	40

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has advanced knowledge of the functioning of the economy and society, also in the local dimension, taking into account structures and processes in economic and social organizations	Z1_W16 Knows key concepts, principles and processes in the field of social sciences (sociology, Z1_W3 Knows and understands at an advanced level the relations between the enterprise /
	understands the importance of civil society that is made up of individuals, local communities, non-governmental organizations (formal and informal), social movements, trade unions, entrepreneurs of social economy entities, cooperatives, etc., as well as know the relations between them.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W13 Knows and understands at an advanced level the mechanisms of organizational-market
SKILLS	is able to identify social, professional and scientific goals and needs in various types of organizations, including enterprises.	Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
	can create individual and team action plans in social economy entities, non-governmental organizations.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U6 Able to make decisions regarding various functional areas of the organization,
	is able to join or builds networks of social relations in the local environment, supporting the implementation of tasks and projects carried out in that environment.	Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	is ready to actively participate in building and implementing various projects and social initiatives.	Z1_K3 Is able to engage in social interactions, cooperation with other entities of the Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator,
	is aware of the constant self-development and is ready to shape an active and ethical attitude on a professional and social basis	Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and

## STUDENT EFFORT

Student Effort Structure	Total contact hours	40
	including:	40
	lecture	
	practice	
	e-learning	
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	40
	consulting hours	
	exams, assignments	
	Lectureship	
Student Effort	10	
Total Student Effort	50	

## TEACHING METHODS

Teaching methods	choice from given list
	multimedia presentation
	activity on e-learning platform
	group discussion
	other activating methods
Student Work	choice from given list
	others

## ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		very good > 90%
	participation in the discussion	10		good + 81% - 90%
	other activities	90		good 71% - 80%
				satisfactory + 61% - 70%
				satisfactory 51% - 60%
		unsatisfactory < 51%		

## COURSE DESCRIPTION

Please describe main topics and areas of the course

- Discussion on the WPBS Rules and Regulations in Szczecin, in particular in the field of complementary activities in the form of:
  - activities, organized by the University and for the University, allowing to achieve the assumed learning effects, in line with the field of study and the specialization studied,
  - individual - pro-social activity, allowing to achieve the assumed learning effects, in line with the field of study and specialization studied,
  - activities for personal development, in line with the field of study and the field of study
  - other activities not listed in the catalog, which mean an active attitude of the student in his professional and / or social environment.
- Presentation of the catalog of additional activities.
- Discussion on traineeship documentation, in particular in the field of complementary activities.
- Acquainting with framework and detailed traineeship programs for particular specializations.
- Implementation of additional activities listed in the catalog of activities and outside the catalog by the student.

## Key literature

The Traineeship Regulations and traineeship documentation are available at [www.zpsb.pl](http://www.zpsb.pl) and [www.zpsb.pl/en](http://www.zpsb.pl/en)

## Additional literature

MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/13											
Module name	Diploma Module (2)							ECTS credits	6	Leader	prof. A. Zelek	
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	24

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The aim of the module - work with the supervisor is to prepare the student for the process of developing a diploma thesis, which is a solution to the actual, real problem related to various management functions, against the background of literature studies and the scientific and research process.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

The student must complete two courses: 1 / Methodology of writing diploma theses; 2 / Methods of conducting economic research.

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
all exo- and endogenous conditions of management processes, constituting the basis for solving real managerial problems.	demonstrate practical skills in identifying, diagnosing and solving real management problems in various functions and areas of management, including those consistent with the chosen specialization.	to conduct an independent research process and demonstrate a critical and selective attitude towards the collected sources of information and to formulate consistent, logical recommendations / recommendations for changes.

MODULE STRUCTURE

Course no.	Module Z1/13	Course 13.1.							
Course name	Diploma Thesis - workshop								
ECTS credits	6								



2019/2020

Module Z1/13	Diploma Module (2)											
Course no.	Course 13.1.											
Course name	Diploma Thesis - workshop		ECTS credits	6	Leader	prof. A. Zelek						
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	24

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	has the knowledge to identify research problems and is the basis for independent research processes, including primary and secondary research for thesis.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's Z1_W17 Knows and understands the substantive, methodological and formal requirements for
SKILLS	rozwija umiejętność samodzielnego definiowania / identyfikowania problemów badawczych oraz przeprowadzenia badań i przygotowania raportu z procesu badawczego (praca dyplomowa).	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U10 Is able to prepare an oral presentation (presentation) and typical written work Z1_U13 Is able to independently prepare and develop a diploma project, taking into account Z1_U2 Is able to correctly interpret typical problems in the field of management, human
SOCIAL COMPETENCES	jest świadomy złożoności procesów zachodzących w organizacji i jest zdolny do ich analizy, oceny i raportowania i rozwiązywania.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	24
including:	24
lecture	
practice	
e-learning	
laboratory	
seminar	24
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	
Lectureship	
Student Effort	126
Total Student Effort	150

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	individual projects
	group discussion
	other activating methods
Student Work	choice from given list
	review of the literature
	student's own research
	own work with the text

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	Final grade
	choice from given list
	individual project
Grade scale	pass
	% of final grade
	100
Grade scale	Percentage of final grade
	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
satisfactory 51% - 60%	
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

The seminar in the last semester includes: completion of the empirical research process (analysis of results, reporting, conclusions, recommendations), structuring and integration of the theoretical and empirical parts, inference, editing and composition.

Key literature

Additional literature

MODULE DESCRIPTION



2019/2020												
Module no.	Module Z1/14											
Module name	Specialisation Module (3) INTERNATIONAL BUSINESS							ECTS credits	7	Leader	dr A. Lachowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	90

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The processes which shape the dynamics of International business environment often require unconventional and interdisciplinary approach to be understood and interpreted. First of all, it is important to acknowledge that there are international dimensions of law, which determine many market processes. Moreover, in contemporary business environments, access to information is crucial for gaining and maintaining a competitive advantage. They are considered to be a backbone of many organizations' operations. Namely, most of business decision making processes require an aid of multiple systems, which analyze the information and report essential data. It is also very important to notice, that financial markets are also a crucial part of business done internationally. Namely, most companies which operate on the international level, will have a need to grow their cash, decrease risks, by trading for e.g. securities and currencies. The module includes three courses which will familiarize students with key notions and theory related to international law, information management systems and financial market.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

Students should have prior exposure to basic concepts of law, corporate finance and college-level mathematics.

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE (Student knows and understand on advenced level...)	SKILLS (Student is able to...)	SOCIAL COMPETENCES (Student is ready to...)
Student knows and understands of how Information Management Systems are used in business environments for meeting strategic and operational goals. Moreover, they are aware of international dimensions of law. In addition to that, they understand essential concepts of information management and the importance of information management systems for business decision making process. Furthermore, student knows and understand the significance of financial markets.	Student is able to define and address key issues in the study of the international law. Furthermore, thy can describe how the financial markets operate, who uses them, and their role in international business environment. In addition to that, they can critically assess information and data associated with financial issues in a global context. Moreover, they can demonstrate the beginning skills with communication and information technologies to solve business-related problems.	Student is ready to respect legal and ethical norms in business environments, and professional life. Moreover, is ready to diagnose and solve various economic and management problems in an international context. Furthermore, student is able to work individually and in teams to make rational and professional decisions in business related cases.

MODULE STRUCTURE

Course no.	Module Z1/14	Course 14.1.	Module Z1/14	Course 14.2.	Module Z1/14	Course 14.2.				
Course name	Information Management Systems		International Law		Financial Market					
ECTS credits	2		2		2					



2019/2020

Module Z1/14	Specialisation Module (3) INTERNATIONAL BUSINESS											
Course no.	Course 14.1.											
Course name	Information Management Systems						ECTS credits	2	Leader	dr A. Lachowska		
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	Knows and understands issues related to information management in the organization and functional aspects of its use.	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools Z1_W12 Knows advanced research and analysis methods in selected areas of the organization's Z1_W14 Knows and understands the possibilities of using selected IT tools supporting
SKILLS	is able to design tools for obtaining information and creating collections of information in the organization and recognizes and analyzes sources of information depending on the type of information available data.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U9 Is able to use information and communication technologies (IT) in his professional work
SOCIAL COMPETENCES	Can independently conduct basic research	Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

STUDENT EFFORT

Student Effort Structure	Total contact hours	30
	including:	30
	lecture	16
	practice	12
	e-learning	
	laboratory	
	seminar	
	practical workshop	
	study visit	
	others....	
	consulting hours	
	exams, assignments	2
	Lectureship	
	<b>Student Effort</b>	<b>20</b>
<b>Total Student Effort</b>	<b>50</b>	

TEACHING METHODS

Teaching methods	<i>choice from given list</i>
	multimedia presentation
	workshop that uses activating methods
	individual projects
	group discussion
	team projects
Student Work	<i>choice from given list</i>
	review of the literature
	student's own research
	task solving

ASSESSMENTS METHODS

Assessment methods	Final grade	pass	Percentage of final grade
	<i>choice from given list</i>	% of final grade	very good > 90%
	knowledge test	40	good + 81% - 90%
	individual project	30	good 71% - 80%
	team projects	30	satisfactory + 61% - 70%
			satisfactory 51% - 60%
		unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

1. Classification of management information systems. Introduction to information systems. System typology of management information.
2. Information systems of management and levels of organization. Examples of management information systems at the Workplace level. Examples of management information systems at the operational level. Examples of information systems management at a strategic level.
3. The role of information and information processes in the management process. Types and sources of information. Features and properties of information. Computerization strategy. Information and decision-making process.
4. Integrated management information systems. Integration areas. Integrated management systems - sample solutions.
5. Basics of designing information systems. Identification of business needs. Requirements needed for classification of IT systems supporting management organization. The structure of the implementation project

Key literature

Additional literature

Course description



2019/2020

Module Z1/14	Specialisation Module (3) INTERNATIONAL BUSINESS											
Course no.	Course 14.2.											
Course name	International Law				ECTS credits	2	Leader	dr A. Lachowska				
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	<a href="#">→ CHECK THE KEY</a>
KNOWLEDGE	The student knows the sources of law, the basic types of economic entities and the principles of their operation in EU countries and the world.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and
SKILLS	The student has basic skills and competences enabling to function in the realities of the four freedoms UE, knows and understands their conditions and influence on activity	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human
	The student has the ability to shape the activity business, taking into account the provisions of economic law in the EU and international law	Z1_U8 Is able to use a specialized language and communicate in a precise and consistent Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional Z1_U6 Able to make decisions regarding various functional areas of the organization,
SOCIAL COMPETENCES	The student is aware of the level of own legal knowledge in area of EU and international law.	Z1_K4 Is able to make rational professional decisions, initiate actions and engage colleagues in Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility,

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	30
including:	30
lecture	16
practice	12
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
Student Effort	20
Total Student Effort	50

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	lecture
	multimedia presentation
	case study
	activity on e-learning platform
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	own activity on platform

## ASSESSMENTS METHODS

ASSESSMENTS METHODS	
Assessment methods	Final grade
	choice from given list
	written exam
Grade scale	pass
	% of final grade
	100
Grade scale	Percentage of final grade
	very good > 90%
	good + 81% - 90%
	good 71% - 80%
	satisfactory + 61% - 70%
satisfactory 51% - 60%	
unsatisfactory < 51%	

## COURSE DESCRIPTION

Please describe main topics and areas of the course

COURSE DESCRIPTION	
Course description	<ol style="list-style-type: none"> <li>The setting of International Law.</li> <li>The making of international law.</li> <li>The law of treaties.</li> <li>The subjects of international law, including Human Rights.</li> <li>The law on responsibility.</li> <li>International Courts and Tribunals.</li> <li>Sanctions, Countermeasures and Collective Security.</li> <li>The law of armed conflict.</li> <li>International Criminal Law.</li> <li>The Sea, the air, the outer space.</li> <li>Domestic Courts and their Relationship with international law.</li> </ol>
	Key literature
	<ol style="list-style-type: none"> <li>Shaw, M. (2017). Contents. In International Law (pp. Ix-Xx). Cambridge: Cambridge University Press ;</li> <li>J. Klebbers., International LAW , 2nd edition, Cambridge University Press 2018</li> </ol>
	Additional literature
	<ol style="list-style-type: none"> <li>A. Wróbel (red.), Traktat o funkcjonowaniu Unii Europejskiej. Komentarz, t. I-III, Warszawa 2012.</li> <li>1. C. Kosikowski, Publiczne prawo gospodarcze Polski i Unii Europejskiej, LexisNexis, Warszawa 2010.</li> </ol>



2019/2020

Module Z1/14	Specialisation Module (3) INTERNATIONAL BUSINESS											
Course no.	Course 14.3.											
Course name	Financial Market					ECTS credits	3	Leader	dr A. Lachowska			
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	30

## LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	Knows and defines the concept of financial market and understands its importance for the economic system.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	Knows fundamental terminology, and has an extensive knowledge related to the structure of financial market.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	Knows definitions and most important types of financial instruments.	Z1_W1 Knows and understands in the general advanced key concept, terms, competences, Z1_W8 Knows and understands, at an advanced level, concepts, facts, phenomena and complex
	Knows and understand the rationale for undertaking economic activities in the area of financial markets by both issuers and investors. Furthermore, they define and identify the fundamental types of risk related to these activities.	Z1_W5 Knows and understands at an advanced level management processes in individual areas
SKILLS	Is able to describe laws and economic rules which underlay effectively functioning financial markets and financial instruments.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
	Analyses various financial market phenomena, and describes their outcomes, taking into consideration factors which relate to the area of financial policy in both microeconomic and macroeconomic perspectives.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U2 Is able to correctly interpret typical problems in the field of management, human Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their
	Is able to suggest financial instruments which may be issued in order to build up the capital, simultaneously providing the information about related costs and benefits.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U12 Is able to independently, and collectively identify, diagnose and resolve professional
SOCIAL COMPETENCES	Is able to solve dilemmas related to acquirement and allocation of capital on a financial market, while being aware of benefits and costs related to activities which are undertaken in the area of financial markets.	Z1_K5 Is ready to independently identify and diagnose management and economic problems Z1_K8 In his professional life he is ready to respect legal norms, principles of social life and
	Is aware of the complexity of financial markets, and is able to assess the relationships which occur between real and financial areas of financial system.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the Z1_K6 Is capable of rational thinking in independent professional work, while maintaining a

## STUDENT EFFORT

STUDENT EFFORT	
Total contact hours	30
including:	30
lecture	16
practice	12
e-learning	
laboratory	
seminar	
practical workshop	
study visit	
others....	
consulting hours	
exams, assignments	2
Lectureship	
Student Effort	38
Total Student Effort	68

## TEACHING METHODS

TEACHING METHODS	
Student Effort Structure	choice from given list
	lecture
	multimedia presentation
	workshop that uses activating methods
	group discussion
	individual projects
Student Work	choice from given list
	preparation to an exam/credit
	review of the literature
	task solving
	others

## ASSESSMENTS METHODS

ASSESSMENTS METHODS				
Assessment methods	Final grade	pass	Grade scale	Percentage of final grade
	choice from given list	% of final grade		very good > 90%
	written exam	75		good + 81% - 90%
	individual project	25		good 71% - 80%
				satisfactory + 61% - 70%
		satisfactory 51% - 60%		
		unsatisfactory < 51%		

## COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	1. Financial market as an element of the financial system. 2. The notion of the financial market and its functions. 3. The concept and types of financial instruments. 4. The structure of financial market. 5. The segments of financial market such as: - money market, - capital market, - commodity market, - foreign exchange market, - and derivative market. 6. Costs, benefits and risk associated with undertaking activities on a financial market.
	Key literature
	1) F. S. Mishkin, "Financial Markets and Institutions", Pearson Education, 2018. 2) F. S. Mishkin, "The Economics of Money, Banking and Financial Markets", Pearson Education, 2018. 3) Drake, F.J. Fabozzi, „The Basics of Finance. The Introduction to Financial Markets, Business Finance and Portfolio Management”, John Wiley & Sons, Inc., New Jersey 2010 4) L. Martellini, Ph. Priaulet, S. Priaulet, „Fixed-Income Securities. Valuation, Risk Management and Portfolio Strategies”, Wiley, 2003
Course description	Additional literature
	1) K. Pilbeam, "Finance and Financial Markets", Palgrave Macmillan, 2010. 2) D. Hillier, M. Grinblatt, S. Titman, "Financial Markets and Corporate Strategy", McGraw-Hill Europe, 2011. 3) F.J. Fabozzi (ed.), „The Handbook of Fixed Income Securities”, McGraw Hill, ed. 8, 2012.



MODULE DESCRIPTION

2019/2020												
Module no.	Module Z1/16											
Module name	Practical Activities Module (2)							ECTS credits	29	Leader	dr R. Nowak-Lewandowska	
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status <i>(choise list)</i>	OBLIGATORY	Language	English	Total Contact Hours	725

PURPOSE OF THE MODULE AND MODULE OBJECTIVES

*Short description and objective list (max. 1100 letters)*

The main objective of the module is to deepen the skills of the practical application of theoretical knowledge, to integrate the knowledge and skills acquired by students in the course of studying within the chosen specialization, as well as to equip the student with a resource of practical experience necessary for the efficient performance of the profession.  
Detailed rules for internships are set out in the Students' Traineeship Regulations.

REQUIREMENTS

*Needed knowledge and skills before starting the module*

The modules that the student should know before starting the implementation of this Module are: Diploma module (1), (2), Specialization module (1), (2), (3)

LEARNING OUTCOMES

*Short descriptions of learning outcomes gain during the course of a module (3-4 key learning outcomes)*

KNOWLEDGE <i>(Student knows and understand on advenced level...)</i>	SKILLS <i>(Student is able to...)</i>	SOCIAL COMPETENCES <i>(Student is ready to...)</i>
issues related to the functioning of the organization in which one practiced; knows its organizational and legal form, organizational structure, nature and profile of activities and scope of actions; main functional areas of the organization of strategic importance, relations between them and has knowledge about internal and external conditions of its operation; main IT and statistical tools used in the organization where the Traineeship is carried out.	perform commissioned tasks related to the ongoing operations of the company / organization, in which one practices, adequately to the field of study; analyze and solve common problems using the knowledge gained during studies in practice; develop teamwork and communication rules with the principal of the task.	understand the need for continuous improvement and development; respect the applicable ethical and legal principles resulting from external and internal regulations.

MODULE STRUCTURE

Course no.	Module Z1/16	Course 16.1.							
Course name	Student Intership								
ECTS credits	29								



2019/2020

Module Z1/16	Practical Activities Module (2)											
Course no.	Course 16.1.											
Course name	Student Internship						ECTS credits	29	Leader	dr R. Nowak-Lewandowska		
Major	MANAGEMENT	Bachelor	Year	III	Semester	6	Status (choice list)	OBLIGATORY	Language	English	Total Contact Hours	725

LEARNING OUTCOMES

Outcomes type	Description of SPECIFIC learning outcomes of the course	Reference to MAJOR learning outcomes
	Student...	→ CHECK THE KEY
KNOWLEDGE	knows and understands the issues related to the functioning of the company or other organization in which one has traineeship; knows its mission and main values, organizational and legal form, organizational structure, nature and profile of activities and scope of activities.	Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning,
	knows the main functional areas of an organization of strategic importance (e.g. financial, production, marketing, HR, logistics departments, etc.), the relations between them and has knowledge of internal and external conditions of its operation (market, social, legal - e.g. e.g. internal regulations and external legal acts regulating the functioning of the organization, including the provisions of the GDPR, health and safety regulations).	Z1_W2 Knows and understands at an advanced level the concepts, principles and methods of Z1_W3 Knows and understands at an advanced level the relations between the enterprise / Z1_W5 Knows and understands at an advanced level management processes in individual areas Z1_W11 Understands the essence of entrepreneurship and knows the economic, legal and social
	has knowledge of the company / organization management system in the areas of: planning, organizing, leading, and controlling. Knows the main IT and statistical tools used in the organization in which one has traineeship.	Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W9 Knows and understands the nature of economic analysis and controlling in decision-
	knows the principles of accounting, economic and financial analysis.	Z1_W4 Knows and recognizes at the advanced level theories and concepts regarding planning, Z1_W7 Knows the advanced level and is able to use typical analytical methods and tools
SKILLS	is able to perform commissioned tasks related to the current activities of the company / organization in which one has traineeship, adequately to the field of study; analyze and solve typical problems, using in practice the knowledge gained during studies.	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U5 Is able to identify phenomena in the field of accounting and finance, forecast their Z1_U11 Is able to communicate in a foreign language at B2 CEFR level and is able to use it in
	is able to work out rules of team work and communication with the task supervisor.	Z1_U6 Able to make decisions regarding various functional areas of the organization, Z1_U13 Is able to independently prepare and develop a diploma project, taking into account
	is able to use the knowledge of economics and finance as well as management and quality sciences, legal, ethical and social regulations and principles to carry out the tasks entrusted to the employer.	Z1_U1 Is able to use knowledge of scientific disciplines: management and quality science as well Z1_U7 Is able to use norms, rules and systems (legal, moral, social, professional) in solving
	can analyze financial results, prepare financial statements and apply IT tools in accounting	Z1_U3 Is able to diagnose and solve management problems (in various functional areas of the Z1_U4 Can see the need to improve the organization and its own competences through the
SOCIAL COMPETENCES	is aware of own professional knowledge, understands the need for continuous improvement and development.	Z1_K1 Is ready to critically assess the level of his knowledge and skills and understands the need Z1_K5 Is ready to independently identify and diagnose management and economic problems as Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, using
	is ready to make economic decisions based on the possessed knowledge and professional experience in relation to implemented projects	Z1_K7 Is ready to take on professional challenges in a sense of reliability and responsibility, using
	in the course of the professional practice, he / she respects the applicable ethical and legal principles resulting from external and internal regulations	Z1_K2 Is willing to work and cooperate in a team task, taking in the various roles of initiator, the

STUDENT EFFORT

TEACHING METHODS

Student Effort Structure	STUDENT EFFORT		Teaching methods	TEACHING METHODS	
	Total contact hours	725		choice from given list	
	including:	725		multimedia presentation	
	lecture			group discussion	
	practice			activity on e-learning platform	
	e-learning			other activating methods	
	laboratory				
	seminar				
	practical workshop				
	study visit				
	others....	725			
	consulting hours			choice from given list	
	exams, assignments			others	
	Lectureship				
	Student Effort				
	Total Student Effort	725			

ASSESSMENTS METHODS

Assessment methods	Final grade		Grade scale	Percentage of final grade	
		pass			
	choice from given list	% of final grade		very good > 90%	
	other activities	100		good + 81% - 90%	
				good 71% - 80%	
				satisfactory + 61% - 70%	
				satisfactory 51% - 60%	
				unsatisfactory < 51%	

COURSE DESCRIPTION

Please describe main topics and areas of the course

Course description	<p>1. The rules of WPBS traineeship (goals and forms of traineeship, organization and course of apprenticeships, apprentice duties, duties of apprenticeship tutor, duties of apprenticeship organizer, apprenticeship course, conditions for passing apprenticeship).</p> <p>2. Documentation of the traineeship.</p> <p>3. Framework and detailed program of the traineeship for individual specialties.</p> <p>4. Forms of professional traineeship:</p> <p>a) traineeship organized by the University in a traditional or virtual form. The student uses the traineeship offer prepared by the University, on the basis of agreements concluded between the University and the host organization for internships,</p> <p>b) Individual traineeship in a traditional or virtual form. The student independently organizes the traineeship, initiates an agreement with the host organization for the traineeship. The university supervises the course of the traineeship,</p> <p>c) Employment in an organization in a position with the scope of activities corresponding to the field of study and specialization under study, on the basis of an employment contract, service relationship, civil law contract or running your own business.</p> <p>5. Implementation of the traineeship at the place of traineeship in contact with the traineeship organizer, traineeship tutor on behalf of the traineeship organizer and traineeship tutor on behalf of the University.</p>
	Key literature
	Additional literature