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COURSE OF STUDY

MAJOR (FIELD OF STUDY) MANAGEMENT

Part III INTERNATIONAL BUSINESS in the blended-learning system

Second-cycle studies
Practical profile

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GENERAL CHARACTERISTIC OF CONDUCTED STUDIES

Item	CHARACTERISTIC	SPECIFICATION
1.1	MAJOR TITLE	MANAGEMENT
1.2	STUDY LEVEL	SECOND-CYCLE STUDIES
1.3	STUDY PROFILE	PRACTICAL
1.4	FORMS OF STUDIES	FULL-TIME STUDIES in the BLENDED LEARNING system
1.5	NUMBER OF SEMSTERS	4
1.6	NUMBER OF ECTS CREDITS NECESSARY TO COMPLETE THE STUDIES	120
1.7	PROFESSIONAL TITLE AWARDED TO GRADUATES	MASTER'S DEGREE

ASSIGNMENT OF THE MAJOR TO THE DISCIPLINE

Item	SCIENCE DISCIPLINE	ECTS CREDITS	
		number	%
1.	management and quality studies	120	100
	TOTAL	120	100

GRADUATE PROFILE

The course of studies in the field of management is designed to train candidates for positions in management teams and task force leaders in companies or organisations in the public, social and non-profit sector, companies and retail chains, companies providing logistics and tourism services, as well as individuals running or intending to run their own or family businesses, including those operating in the international market.

A graduate of second-cycle studies in management is characterised by:

1. **Knowledge** of theoretical, interdisciplinary basics of modern management, including social sciences and humanities, which are substantially related to the issues of efficient management in modern market conditions; socio-cultural and mathematical and statistical basics of business; social, legal and economic conditions of economic processes and effective management of small and medium-sized enterprises both in the domestic and foreign markets, as well as

specialist knowledge of the specialization in which they will be educated as part of their studies.

2. **Skills** of critical analysis, interpretation and evaluation of facts and expert opinions concerning the management of economic, legal and social aspects of economic, legal and social sector organisations; practical use of knowledge acquired during the studies in the work in the enterprise sector; forecasting and conducting business simulations, using the standards of international, EU and national law in the field of management; preparation in Polish and selected foreign languages, in compliance with scientific rules, written works and oral presentations covering the issues of broadly understood management.
3. **Social competence** in the field of permanent self-education skills, as well as organizing the process of learning from others using various sources and tools, including ICT; cooperation in teams created to solve problems related to various aspects of management; participating in the preparation of various projects for the development of entrepreneurship; thinking and acting in an entrepreneurial and innovative way.

In addition, graduates are characterised by knowledge and specific skills resulting from the choice of an educational pathway in international business including:

- knowledge of global, regional and national conditions as well as political, economic, legal, marketing and logistics, important for running international business,
- knowledge of global and European trends, strategies and modern business models used in managing an international business organization,
- skills in planning and building global business strategy, using IT marketing instruments, management and effective communication in international teams;
- ability to use specialist vocabulary, covering the issues of broadly understood management, as well as typical administrative and other documents related to management practice in English, which he or she is improving as part of his or her studies.

Due to the practical profile of the studies, students will receive full institutional support in finding a valuable place to take a practical placement on the local market, in companies

with international reach and in institutions cooperating with organizations operating on the international market.

Graduates of the management in the scope of international business will be prepared to work:

- in managerial positions in companies and international organisations, as independent consultants for companies operating on the international market,
- as economic, marketing and management specialists for companies operating on the international market,
- in the sector of enterprises from various industries, non-profit organizations, local government units, business environment institutions, especially those oriented towards international activities.

The second-cycle studies in the field of management require students to actively participate in classes at the university and learn using the e-learning platform, as well as to complete a three-month practical placement. They also require individual independent and team intellectual work in their time free from didactic classes. The time of the student's education in international business enable them acquiring an appropriate, in-depth resource of general, professional and specialist knowledge, diverse skills and necessary social competences.

The curriculum of management studies includes courses related to making organizational, personnel and financial decisions, as well as those related to work organization, building employee teams, industry service, quality and pace of services, investing, or raising capital. These issues, in the scope of the educational path of international business education, refer primarily to companies oriented towards international activities.

DESCRIPTION OF INTENDED LEARNING OUTCOMES

The learning outcomes for the field of management have been directed primarily at the socio-economical, institutional-structural and subject-functional aspects of management in various sectors of the economy and institutions. They cover issues that affect rational decision making in various types of organisations and their efficient functioning, as well as widely understood conditions and problems of managerial work. The effects also include the preparation of graduates for the needs of the knowledge

society, which includes the acquisition of skills in the use of modern IT technologies, mainly in the area of professional activities, by students. Such an approach to the formulation of learning outcomes results in the fact that they as well as the entire learning programme fit into the field of social sciences.

As the main learning outcomes in the second-cycle studies in the field of management were intended, among others:

- transferring a comprehensive and in-depth knowledge in the field of management sciences (in the acquisition of which general knowledge in the field of social sciences was taken as the starting point) to students and shaping a critical understanding of the theoretical basis of general knowledge of economic, psychosocial and organizational phenomena and processes,
- preparing graduates for their own business activities, co-managing family businesses and career development of specialists and managers in the management structures of domestic, foreign and international companies by shaping the skills of innovative designing and efficient implementation of teamwork models,
- preparing graduates for rational and modern management of human resources and other undertakings affecting the functioning of enterprises,
- shaping ethical and social sensitivity, openness to the rationale of the other party, commitment and sense of responsibility within and outside the work environment,
- awareness of the need and development of lifelong learning and personal development skills.

These learning outcomes can be achieved by pursuing the following objectives:

- interdisciplinary basis for management sciences with a special focus on economic, legal and humanities,
- conducting scientific research in accordance with the methodology adopted in social sciences, and mainly in management and quality studies,
- functioning of business in the market economy system on the domestic and foreign market, its institutional, legal, historical and social conditions, taking into account the activity of institutions of the economy sector as well as the public sector,

- running their own business, co-managing family businesses and working in teams of managers in the management structures of small and medium-sized enterprises, as well as in foreign and international companies,
- human resources management in the economic and social aspect,
- detailed - specialized issues concerning international business,
- scientific analysis of phenomena and interpretation of facts and results of research and expertise related to the functioning and management of institutions in the economy sector, mainly in economic, legal and social aspects,
- practical use of knowledge acquired during studies,
- use of the standards of international and national law on management,
- preparation of written works and oral presentations covering the issues of broadly understood management in Polish and selected foreign languages, in compliance with scientific rules.
- specific skills covering international business issues,
- ability of permanent self-education, and organising the learning of others using a variety of sources and tools, including ICT,
- cooperation in teams of specialists and task forces created to solve problems related to various aspects of management,
- participation in the preparation of various social programmes for the development of entrepreneurship,
- thinking and acting in an entrepreneurial and innovative way

LIST OF MAJOR LEARNING OUTCOMES

The table below lists the major (major) learning outcomes including foreign language learning outcomes.

Legal basis	<ul style="list-style-type: none"> – Act of 22 December 2015 on Integrated Qualification System (Journal of Laws of 2018, item 2153) – Regulation of the Minister of Science and Higher Education of 14 November 2018 on the characteristics of the second level of learning outcomes for qualifications at levels 6-8 of the Polish
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Explanation of markings

K (before the underscore)	• major learning outcomes
W	• knowledge category
U	• skill category
K (after underscore)	• social competence category
01,02,03 and following	• next learning outcome number

Number of major learning outcome	Learning outcomes for second-cycle studies, practical profile, field of study (<i>major</i>): management
KNOWLEDGE: The graduate knows and understands	
K_W01	the basic concepts, facts, objects and phenomena of the management sciences and their sub-disciplines and of other fields of science and social science disciplines closely related to management theory and practice to a greater extent
K_W02	the place and role of the management sciences and other scientific disciplines related to the theory and practice of management inherent in the field of social sciences and their relationship with other sciences to a greater extent
K_W03	theoretical foundations of management, including scientific theories in the field of management sciences, related sciences and the sciences interacting with management sciences, as well as their evolutionary directions and development trends and the resulting consequences for management theory and practice to a greater extent
K_W04	research methodology applied in the management sciences, its relation to social research methodologies, as well as research methods, techniques and tools for solving scientific problems related to management, as well as the possibility of using them to solve typical and unusual practical problems to a greater extent
K_W05	different types of personal and structural actors, including humans, as a social unit, groups, organisations, institutions, networks and social systems, their internal organisation and mutual relations in different social systems, from the perspective of management theory and practice, to a greater extent
K_W06	the rules, norms and ethical, moral and legal principles governing the functioning of man in his social and cultural environment and various groups, organisations, institutions and social structures, as well as their significance and impact on management theory and practice to a greater extent

K_W07	the organisation and functioning principles of various types of organisations, institutions and social systems from the perspective of management theory and practice to a greater extent
K_W08	the essence of management processes in the organisation at its various structural levels and in the various subject areas related to its functioning in the social and economic environment to a greater extent
K_W09	traditional and modern methods, techniques and tools improving management practice, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting the processes of solving typical and unusual social and professional problems to a greater extent
K_W10	basic and specialist vocabulary, grammatical principles and rules applicable to the process of communicating in a foreign language that is being learned or improved as part of the studies to a greater extent
K_W11	the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management to a greater extent
K_W12	psychological, economic, social, legal, ethical, moral and praxeological conditions of the management process in various types of organizations and social structures to a greater extent
K_W13	the principles of intellectual property management and forms of development of individual entrepreneurship to a greater extent
SKILLS: The graduate can	
K_U01	identify, interpret and explain complex phenomena and processes closely related to management theory and practice using interdisciplinary knowledge acquired in the course of studies in different classes
K_U02	perform basic professional tasks, on the basis of theoretical knowledge and practical skills acquired during studies, in an innovative way and using various sources of knowledge, research methods, techniques and research tools and information and communication tools (IT)
K_U03	properly select the sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both management theory and practice
K_U04	use in practice traditional and modern methods, techniques and tools to improve management processes, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting processes of solving typical and unusual social and professional problems

K_U05	use research methods, techniques and tools to solve scientific management problems as well as complex and unusual practical problems
K_U06	forecast and model complex processes related to the management of human teams and selected areas of the organization's operations
K_U07	use normative systems correctly, including rules, norms and ethical, moral and legal principles closely related to management practice in the organization in order to solve selected, complex problems and carry out typical and unusual professional tasks
K_U08	use concepts, facts and various specialist information freely when communicating with different audiences in different professional situations
K_U09	prepare written works covering the issues of broadly understood management, as well as typical administrative and other documents related to management practice in Polish or foreign language, in compliance with scientific and grammatical rules.
K_U10	prepare oral presentations on matters related to management theory and practice in Polish or foreign languages, such as e.g. a communiqué, press release, statement, paper, speech, multimedia presentation
K_U11	participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice
K_U12	use a foreign language in accordance with the requirements of level B2+ of the Common European Framework of Reference for Languages
K_U13	plan and organize the work of task forces and specialist teams operating in organizations
K_U14	manage the work of task and specialist teams during the execution of professional tasks and solving typical and untypical problems of a theoretical and practical nature
K_U15	plan and implement in practice the idea of lifelong learning, including the application of various forms, methods and techniques of effective learning and methods and techniques of personal development in the mental and physical sphere
K_U16	guide and motivate others to implement lifelong learning in their lives
SOCIAL COMPETENCES: The graduate is ready to	
K_K01	critical evaluation of the content related to the course of study, its proper interpretation and the use of one's own thoughts in both theory and practice of management
K_K02	recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense

K_K03	perform their professional tasks in a professional and responsible manner, including taking up other challenges and actions for the benefit of the social environment
K_K04	initiate and take up an action in the public interest
K_K05	thinking and acting in an entrepreneurial and innovative way, both in terms of tasks undertaken for the benefit of the organisation in which he will find employment and tasks related to the implementation of his own life goals, including personal and professional development
K_K06	fulfil in a responsible manner the socio-occupational roles related to the management practice building the ethos of the profession which they perform
K_K07	develop their own professional achievements and further training in accordance with the idea of lifelong learning
K_K08	observe, develop and take action to observe and promote professional ethics

ASSIGNMENT OF MAJOR OUTCOMES TO THE DESCRIPTION OF UNIVERSAL CHARACTERISTICS OF THE SECOND LEVEL OF THE POLISH QUALIFICATION FRAMEWORK FOR QUALIFICATIONS OBTAINED UNDER THE HIGHER EDUCATION AND SCIENCE SYSTEM

Explanation of markings

K (before the underscore)

W

U

K (after underscore)

P7S_WG etc.

01,02,03 and following

- major learning outcomes
- knowledge category
- skill category
- social competence category
- learning outcomes of the second level
- next learning outcome number

Universal characteristics of the seventh level in PQF	Characteristic of the second level of learning outcomes		Major outcomes
Knowledge: knows and understands			
<p>P7U_W</p> <p style="text-align: center;">selected facts, theories, methods and complex relationships between them, also in connection with other fields,</p> <p style="text-align: center;">diverse, complex conditions and axiological context of the business conducted to a greater extent</p>	P7S_WG	<p>selected facts, objects and phenomena, as well as methods and theories that explain the complex relationships between them, constituting advanced general knowledge of scientific or artistic disciplines forming the theoretical basis, structured and theoretically underpinned knowledge covering key issues and selected issues of advanced detailed knowledge - relevant to the course of the studies, as well as the practical application of this knowledge in professional activities related to their field, to a greater extent</p>	<p>K_W01</p> <p>K_W02</p> <p>K_W03</p> <p>K_W04</p> <p>K_W05</p> <p>K_W07</p> <p>K_W08</p> <p>K_W09</p>
	P7S_WK	<p>fundamental dilemmas of modern civilization</p>	<p>K_W11</p>
		<p>economic, legal, ethical and other conditions of various professional activities related to the field of study, including rules on industrial property and copyright protection</p>	<p>K_W06</p> <p>K_W12</p> <p>K_W13</p>

Universal characteristics of the seventh level in PQF		Characteristic of the second level of learning outcomes		Major outcomes
			basic principles for creating and developing different forms of individual entrepreneurship	K_W13
Skills: is able to				
P7U_U	<p>perform tasks and formulate and solve problems, using new knowledge, also from other fields</p> <p>plan their own lifelong learning and guide others in this area</p> <p>communicate with a diverse range of audiences, and justify their position accordingly</p>	P7S_UW	Use their knowledge - formulate and solve complex and unusual problems and innovatively perform tasks in unpredictable conditions by: <ul style="list-style-type: none"> – proper selection of sources and information coming from them, making evaluations, critical analysis, synthesis, creative interpretation and presentation of this information, – selection and application of appropriate methods and tools, including advanced information and communication technologies, – adapting existing methods and tools or developing new ones 	K_U01 K_U02 K_U03 K_U04 K_U05 K_U07
			formulate and test hypotheses related to simple implementation problems	K_U06
		P7S_UK	communicate on specialist topics with a diverse range of audiences	K_U07 K_U08 K_U09 K_U10
			debate	K_U11
			use a foreign language at B2+ level of the Common European Framework of Reference for Languages and specialist terminology	K_U08 K_U12
		P7S_UO	manage the team work	K_U13 K_U14
			interact with others as part of teamwork and take a leading role in teams	K_U13

Universal characteristics of the seventh level in PQF		Characteristic of the second level of learning outcomes		Major outcomes
		P7S_UU	plan and implement their own lifelong learning and guide others in this respect	K_U15 K_U16
Social competence: is ready to				
P6U_K	create and develop patterns of good behaviour in the working and living environment take initiatives, critically assess themselves and the teams and organisations in which they participate lead and be responsible for the group	P7S_KK	critically assess the knowledge possessed and the content their receive	K_K01
			recognise the importance of knowledge in solving cognitive and practical problems and consult experts if it is difficult to solve the problem alone	K_K02
		P7S_KO	fulfil social obligations, inspiring and organizing activities for the social environment	K_K03
			initiate actions in the public interest	K_K04
			think and act in an entrepreneurial way	K_K05
		P7S_KR	responsible performance of professional roles taking into account changing social needs, including <ul style="list-style-type: none"> – developing the achievements of the profession, – maintaining the ethos of the profession, – respecting and developing professional ethics and to promoting compliance with these principles. 	K_K06 K_K07 K_K08

DESCRIPTION OF THE COURSE OF STUDIES

CLASSES WITH THE ASSIGNMENT OF LEARNING OUTCOMES AND PROGRAM CONTENT TO ACHIEVE THESE OUTCOMES

The studies last four semesters and are conducted in a stationary form in blended-learning system. The total number of hours is presented in the degree programme. A graduate of the studies receives a Master's degree. The following set of groups of classes was used to construct the degree programme:

- general classes,
- major classes,
- specialist classes in international business,
- dissertation related,
- practical placement.

There are classes in all groups that implementation allow shaping practical skills.

Groups of general, specialized and major education create sets of classes for which (for each of them separately) the class sheets have been drawn up, indicating, among other things, the purpose of the classes, learning outcomes in terms of knowledge, skills and social competences, the number of ECTS credits and their distribution into different forms of student work, initial requirements, form of classes, methods and ways of verification and assessment of learning outcomes, including the form and conditions for passing the classes, teaching methods, curriculum content, list of basic and supplementary literature.

ECTS credits in individual groups of classes were assigned to individual classes in accordance with the general principles of Article (67) (3) of the *Law on Higher Education and Science* of 20 July 2018 (Journal of Laws of 2018, item 1668) indicating that one ECTS credit corresponds to 25-30 hours of student work comprising classes organised by the university and his individual work related to those classes, performed both during those classes and independently.

The methods of verification of the learning outcomes in question are set out in detail in the course descriptions developed in accordance with the template in force at the Pomeranian Academy (*Principles of constructing documentation of courses of studies at the Pomeranian Academy in Slupsk*, Appendix to the Ordinance No. R.021.06.19 of the Rector of the Pomeranian Academy in Slupsk of 14 January 2019 on the principles of constructing the courses of studies in accordance with the Polish Qualification Framework for Higher Education at the Pomeranian Academy in Slupsk). The above documentation defines the methods of checking for each outcome included in the list of learning outcomes for individual classes, as well as specifying the conditions for passing them. The verification of the learning outcomes in question takes into account the rules concerning the organization of the learning process specified in the Rules of Studies of the Pomeranian Academy in Slupsk (Resolution No. R.000.46.19 of the Senate of the Pomeranian Academy

in Slupsk dated 19 June 2019 on the introduction of the Rules of Studies of the Pomeranian Academy in Slupsk).

The method of verification of the learning outcomes obtained during the professional placement is defined by the Placement Regulations and program documentation. The Placement Regulations were developed in accordance with the rules of the Pomeranian Academy in Slupsk.

The process of verification of learning outcomes through the thesis and degree examination is set out in the Rules of Granting Diplomas with annexes in force at the Pomeranian Academy. The rules for diploma theses and diploma examination are included in the Rules of Studies of the Pomeranian Academy in Slupsk (Resolution No. R.000.46.19 of the Senate of the Pomeranian Academy in Slupsk on the introduction of the Rules of Studies of the Pomeranian Academy in Slupsk of 19 June 2019).

The matrix of learning outcomes presents the implementation of major learning outcomes under individual classes.

OHS Occupational Health and Safety

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
code	name			
OHS	Occupational Health and Safety	Z	-	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
practical	SDS	yes	no	
Discipline				
Name of teaching unit		Persons conducting the classes:		
Department of Management		OHS employee;		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	number of hours			number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	4	-		-
• Lecture	4	-		
Total:	4	-		
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
theoretical classes:		practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
a participatory lecture with the use of multimedia presentation, discussion, colloquium - knowledge test				
• student's independent work		• student's independent work		
perception of the content of classes available in electronic form, taking notes, studying literature, preparing for the colloquium				
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
• none		• none		
Course objectives				
for knowledge:				
<ul style="list-style-type: none"> getting acquainted with the objectives, tasks and organisation of the occupational health and safety service in the company getting acquainted with the legal regulations of the occupational health and safety 				
for skills:				
<ul style="list-style-type: none"> teaching the use of health and safety knowledge in the company 				

- teaching how to evaluate and organize workstations according to the principles of ergonomics, identify and measure the factors present in the working environment and identify the tasks of occupational health and safety services.

for social competence:

- prepare for critical assessment of OSH-related content, its proper interpretation and use of one's own thoughts in both theory and practice.

Learning contents:

theoretical classes:

subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Legal aspects of occupational health and safety in the company	2	-
2.	Rules of shaping the occupational health and safety. Personal protective equipment. Passing the course	2	-
Theoretical classes in total:		4	-

Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform

Abbreviations used: FTS – full-time studies; PTS – part-time studies

Learning outcomes:

category;	number	content
knowledge	W_01	basic concepts, facts, objects and phenomena of the occupational health and safety management sciences and of other fields of science and science disciplines from the area of social sciences closely related to the OHS management theory and practice to a basic degree
	W_02	theoretical fundamentals of occupational health and safety management, including scientific theories in management sciences, related sciences and sciences interacting with the management sciences and the directions of their evolution and development trends, as well as the resulting consequences for the theory and practice of OSH management to a basic degree
	W_03	from the perspective of the theory and practice of OSH management, different types of personal and structural actors, including the individual, as a social unit, groups, organisations, institutions, networks and social systems, their internal organisation and their mutual relations in different social systems, including those relating to different occupational safety systems to a basic degree
skills	U_01	can identify, interpret and explain complex phenomena and processes closely related to the theory and practice of health and safety management in the working environment using interdisciplinary knowledge acquired in the course of studies in different learning modules and courses
	U_02	properly select the sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both theory and practice of OHS management
	U_03	use concepts, facts and various specialist information freely when communicating with different audiences in different professional situations
social competences	K_01	critical evaluation of the content related to the course of study its proper interpretation and the use of one's own thoughts in both theory and practice of OHS management
	K_02	recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to OHS management in the broad sense

Course credit/ verification of learning outcomes:					
form of crediting a course:	passing				
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> • students shall obtain, according to the criteria adopted by the lecturer, an appropriate number of points in the colloquium (test) for theoretical classes, • achieving a minimum of 70% participation 				
how to pass the theoretical classes:					
form of final assessment:	Crediting a course				
assessment criteria:	1. Knowledge test - more than 70% of correct answers passed 2. Participation in the classes - more than 70% of the hours performed				
how to calculate the grade and verify learning outcomes:	item	method of verification	reference to the outcomes	grade weight in %	
	01	knowledge test by the colloquium	W_01,W_02,W_03, U_01, U_02, U_03	80	
	02	attendance at classes	all outcomes	20	
how to calculate the final grade:	$O_t = 0,8 \times 01 + 0,2 \times 02$				
how to receive credit for the course:					
form of final assessment:	passing without a grade				
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.				
how to calculate the grade and verify learning outcomes:	item	method of verification	reference to the outcomes	ECTS credits	grade weight in %
	0t	theoretical classes:	all outcomes	-	100
how to calculate the final grade:	$Ok = Ot$				
Learning outcomes matrix for classes:					
number (symbol) of the learning outcome	reference to learning outcomes for the major				
W_01	K_W01, K_W02, K_W03				
W_02	K_W06, K_W07, K_W08				
W_03	K_W12				
U_01	K_U01, K_U02				
U_02	K_U03				
U_03	K_U07, K_U14				
K_01	K_K04				
K_02	K_K05, K_K08				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Boryczka M., <i>Ergonomia i bezpieczeństwo pracy</i>, Ed. Uniw. Ekonomiczny w Katowicach, 2014 					

- Kamińska J., Tokarski T., *Ergonomia pracy z komputerem – od tabletu do stanowisk z wieloma monitorami*, poradnik, CIOP – PIB, 2016
- Łach P., *Sposoby ograniczania obciążenia i zmęczenia na stanowiskach pracy powtarzalnej*, poradnik, CIOP – PIB, 2016

B. Supplementary literature:

- Communication from the Commission of the European Parliament, the Council of the European Economic and Social Committee and the Committee of the Regions on the EU strategic framework for health and safety at work 2014-2020, European Commission, COM(2014) 332 final, online access: <http://eur-lex.europa.eu/legal-content/PL/TXT/PDF/?uri=CELEX:52014DC0332&from=EN>
- Health and safety and labour protection laws and regulations

C. Source materials:

-

D. Useful websites:

- www.pip.gov.pl
- www.ciop.pl
- <https://osha.europa.eu/pl/tools-and-publications>

Contact:

contact person:	IB&Z Secretariat employee
phone:	(59) 306 76 04
e-mail:	sekretariat.ibiz@apsl.edu.pl

K.1 Management of organizations

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.1	Management of organizations	E	5	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	I
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	25	50	75	3
• Lectures	14	-		
• Seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	10	-		
• summary classes - final test	1	-		
• literature study/preparation to obtain a course credit	-	35		
• working on an e-learning platform	-	15		
Practical classes [total]	20	30	50	2
• workshop exercises	20	-		
• summary classes - final test (colloquium)	-	-		
• literature studies	-	10		
• homework preparation	-	10		
• preparation for the colloquium	-	10		
Total:	45	80	125	5
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		

<ul style="list-style-type: none"> problem-focused lecture, lecture materials on the e-learning platform 	<ul style="list-style-type: none"> case studies, group work, discussion 		
student's independent work	student's independent work		
<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> literature study, homework, preparation for the colloquium 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
none	none		
Course objectives familiarizing students with basic concepts, methods and practical issues in the field of knowledge of organization management			
for knowledge:			
<ul style="list-style-type: none"> providing basic knowledge of concepts, methods and issues useful in the management of organisations in terms of skills: 			
for skills:			
<ul style="list-style-type: none"> teaching basic skills for planning, making decisions, organizing, motivating and controlling processes in contemporary organizations teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> development of basic skills for managing human teams and managing organisations in a spirit of social responsibility 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	1	-
2.	Organizations in the modern environment: the concept of organization (in the functional, attribute and material sense and as the social system), the basic features of organization as a social system, basic models of organization, the concept of environment and its components, factors of success and failure of the modern enterprise.	-	2
3.	Role and tasks of the manager in the organization: basic management concepts (control, leadership, management, administration, governance), power, authority, leadership, management levels and managerial skills, managerial work, manager's roles and functions in the organization, the concept and types of management styles, static and flexible approach to management styles, management tools.	3	-
4.	Planning in economic organizations: Strategic and operational planning, the role of planning, stages of the planning process, mission, goals and strategy of the organization, types of corporate strategy, business plan (principles of creation and functions).	3	-

5.	Organizational structures process of building the organization, main structure-forming factors of the company, organizational ties, slender and flat structures, range and span of management, configuration of classical organizational structures (linear, functional, staff - line), decentralized organizational structures (divisional and holding), modern, flexible organizational structures (task, matrix, organic).	-	3
6.	Motivating: basic theories of motivating, evolution of motivating theories, contemporary views on motivating, classification and individualization of needs, motivating tools, pay and non- pay incentives, guidelines for effective motivating.	1	2
7.	Formalization of the organization, control essence and meaning of formalization, optimum formalization, formalization documents, principles of good formalization, concept and types of control, functions and features of good control, stages of control process.	3	-
8.	Making managerial decisions: essence and meaning of formalization, optimum formalization, formalization documents, concept and types of control, functions and features of good control, stages of control process, essence and types of decisions, decision making process, decision classification, decision making techniques. Praxeological approach (efficiency, basic and additional advantages of efficient operation).	3	-
9.	Organizational changes, restructuring of enterprises: causes of organizational changes, concept and types of organizational changes, process of carrying out organizational changes, people in the period of organizational changes (resistance to changes and ways of their elimination), methods of carrying out organizational changes, concept, causes, types and dimensions of restructuring, examples of typical restructuring undertakings.	-	3
10.	Summary classes. Passing theoretical classes.	1	-
Theoretical classes in total:		15	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Managerial skills: practical exercise - analysis of desired managerial skills for different positions, discussion	4	-
2.	Planning: practical exercise - SWOT analysis of the company and main directions of its development determined on the basis of this analysis	4	-
3.	Organizational structures: practical exercise - designing the organizational structure of a company	4	-
4.	Motivating employees: ways to motivate employees in a modern company - discussion	4	-
5.	Decision making in a company: practical exercise - multi-criteria analysis of an investment purchase option in an organization.	2	-
6.	Organizational changes: practical exercise - methods to reduce resistance to organizational changes	2	-
Practical classes in total:		20	-
In total, theoretical and practical classes:		35	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform.			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	

knowledge	W_01	has an in-depth knowledge of the theoretical foundations of management, including scientific theories in the field of management sciences, related sciences and the sciences interacting with management sciences, as well as the directions of their evolution and development trends, and the resulting consequences for management theory and practice
	W_02	has an in-depth knowledge, from the point of view of management theory and practice, of the various personal and structural actors, including the human being, as a social unit, groups, organisations, institutions, networks and social systems, their internal organisation and mutual relations in various social systems
	W_03	has an in-depth knowledge of the rules, norms and ethical, moral and legal principles governing the functioning of man in his socio-cultural environment and various groups, organisations, institutions and social structures, as well as their significance and impact on management theory and practice
skills	U_01	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both management theory and practice
	U_02	is able to use research methods, techniques and tools to solve scientific management problems as well as complex and unusual practical problems
	U_03	is able to plan and organise the work of task forces and specialist teams within organisations
	U_04	is able to manage the work of task and specialist teams in the course of carrying out professional tasks and solving typical and unusual problems of a theoretical and practical nature
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
Social competences	K_01	is able to critically assess the learning content relevant for the field of study, properly interpret it and use its own reflections both in management theory and practice
	K_02	thinks and acts in an entrepreneurial and innovative way both in terms of tasks undertaken for the benefit of the organisation in which he will find employment and tasks related to the implementation of his own life goals, including personal and professional development
	K_03	feels responsible for fulfilling the socio-occupational roles associated with the management practice building up the ethos of the profession it performs
Course credit/ verification of learning outcomes:		
form of crediting a course:	examination	
date of crediting a course:	semester I	
conditions and criteria to receive credit for the course:	<ul style="list-style-type: none"> • active participation of students in classes • obtaining a positive grade for the exercises on practical classes by the students • obtaining a positive grade for the examination • obtaining a positive grade for working independently on the e-learning platform. 	
how to pass the theoretical classes:		
form of final assessment:	Weighted average grade for: <ol style="list-style-type: none"> 1. Knowledge test: The grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer, 2. for an independent solution of tests on the e-learning platform including methodological units for theoretical classes: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student. 	
assessment criteria:	1. Knowledge test (single or multiple choice):	

	<ul style="list-style-type: none"> • 5.0 - over 90% of correct answers • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers <p>2. Independent solving of tests on the e-learning platform: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>			
subject of the assessment and how to verify learning outcomes:	symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	knowledge test by the colloquium	W_01, W_02, W_03, K_01	80
	02	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_05	20
how to calculate the final grade:	$O_t = 01 \times 0,8 + 02 \times 0,2$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. evaluation of the frequency of participation in discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem</p> <p>2. solution of practical exercises: average grade for practical tasks (01, 02, 0n) prepared by the lecturer calculated according to the formula:</p> $Final\ grade = \frac{01 + 02 + 0n}{n}$			
assessment criteria:	<p>1. Active participation in the classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions <p>2. solution of practical exercises:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the task correctly and independently • 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task 			

subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>O1</i>	active participation in the classes	K_01, K_02, K_03	60%	
	<i>O2</i>	solution of practical exercises	U_01, U_02, U_03, U_04, K_03	40%	
how to calculate the final grade:	$Op=O1 \times 0,4 + O2 \times 0,6$				
how to pass the examination:					
examination form:	written examination using single- or multiple-choice tests				
form of final assessment:	grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer				
assessment criteria:	<p>Knowledge test:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 				
how to calculate the grade and verify learning outcomes during examination:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>Ot</i>	written test	W_01, W_02, W_03, K_01	100	
how to calculate the final grade:	$Final\ grade = Ot$				
how to receive credit for the course:					
form of final assessment:	Weighted average of grades for: theoretical and practical classes, including the weighting of ECTS credits, exam and the student's independent work on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	<p>1) The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes with taking into account the weight of ECTS credits.</p> <p>2) The grade for the examination in accordance with accepted criteria.</p> <p>3) Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p>				
subject of the assessment and how to verify learning outcomes:	symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_05, K_01	3	40
	<i>Op.</i>	practical classes:	U_01, U_02, U_03, U_04, K_01, K_02, K_03	2	
	<i>Oe</i>	examination	W_01, W_02, W_03, K_01	-	50

	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,4x \left(\frac{Otx3 + Opx2}{3 + 2} \right) + 0,50e + 0,10el$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W03				
W_02	K_W05				
W_03	K_W06				
U_01	K_U03				
U_02	K_U05				
U_03	K_U13				
U_04	K_U14				
U_05	K_U15				
K_01	K_K01				
K_02	K_K05				
K_03	K_K06				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Czermiński A., Rutka R., Nogalski B., Czerska M, <i>Zarządzanie organizacjami</i>, TNOiK, Toruń 2002 and newer • Griffin R.W, <i>Podstawy zarządzania organizacjami</i>, PWN, Warszawa 1996 and newer • Stoner J., Wankel Ch., <i>Kierowanie</i>, PWE, Warszawa 1997 and newer 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Czermiński A., Grzybowski M., Ficoń K., <i>Podstawy organizacji i zarządzania</i>, WSAiB, Gdynia 1999 and newer • Korzeniowski L., <i>Menedżment. Podstawy zarządzania</i>, EAS, Kraków 2003 • Drucker P., <i>Praktyka zarządzania</i>, AE Kraków 1994 and newer 					
Contact:					
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K.2. Global economic market

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.2	Global economic market	Z0	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
Practical	SDS	yes	no	
semester/s				
I				
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	20	55	75	3
• Introductory classes	-	-		
• Seminar	-	-		
• Lectures/ seminars with indirect teacher participation on the e-learning platform	20	-		
• working on an e-learning platform	-	55		
Total:	20	55	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
Participatory lecture, information, discussion, lecture materials on the e-learning platform		Not applicable.		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course		Not applicable.		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
• none		• Student knows basic issues related to market economy and world economy		

Course objectives			
for knowledge:			
<ul style="list-style-type: none"> familiarizing students with the fundamental changes taking place on the global and EU economic market. familiarizing students with the basic types of economic ties and the resulting cause-and-effect relationships between individual entities operating in the global and EU economic market, with particular emphasis on national economies and transnational corporations. 			
for skills:			
<ul style="list-style-type: none"> addressing in depth issues related to economic integration in the international dimension. assessing the benefits and costs of engaging in globalization processes. acquiring the ability to make simple research hypotheses relating to global economic market problems and to verify them. teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> prepare students for critical analysis and evaluation of the substantive contents that are part of the economic research and use the above knowledge to build their own personal potential and professional competences prepare them to think and act in an entrepreneurial way 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course - including work on the e-learning platform.	-	1
2	Economic market globalization: the economic market, essence of the globalisation process of the global economy and its characteristics, measures of globalisation, global interdependence and impact, benefits and threats of globalisation, the main actors in the globalisation process.	-	3
3	Transnational corporations as the driving force of globalisation: the concept and types of transnational corporations, strategies of global operations of transnational corporations, international mergers and acquisitions.	-	3
4	Economic market integration: the essence of the process of integration of national economies and its features, the model of international integration, customs union theory and common market theory, stages of integration: free trade area, customs union, common market, monetary union, economic union, political union.	-	3
5	Institutions and decision making in the European Union: division of EU competences - Member States, competences of individual EU institutions, free movement of people, capital, services and goods.	-	3
6	Innovation in the globalisation era: innovation as a challenge of globalisation, new dimension of competitiveness, taxonomy of globalisation of innovation.	-	3
7	Economic and Monetary Union: European Monetary System - origins and objectives. Euro - costs and benefits, stages of implementation.	-	2
8	Course credit - colloquium	-	2
Theoretical classes in total:		-	20
practical classes:			
	learning contents:	number of hours	

subject number			FTS	
			T	EL
-	-		-	-
Practical classes in total:			-	-
In total, theoretical and practical classes:			-	20
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform				
Abbreviations used: FTS – full-time studies; PTS – part-time studies				
Learning outcomes for the course. As a result of the course implementation, a graduate				
Category	number	content		
Knowledge	W_01	has an in-depth knowledge, from the point of view of management theory and practice, of the various personal and structural actors, including the human being, as a social unit, groups, organisations, institutions, networks and social systems, their internal organisation and mutual relations in various social systems		
	W_02	the organisation and functioning principles of various types of organisations, institutions and social systems from the perspective of management theory and practice to a greater extent		
	W_03	the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management to a greater extent		
skills	U_01	is able to identify, interpret and explain complex phenomena and processes closely related to management theory and practice within a global and including EU economic market		
	U_02	is able to participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice		
	U_03	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
social competences	K_01	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense		
	K_02	is ready to think and act in an entrepreneurial and innovative way		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	semester I			
conditions and criteria to receive credit for the course:	<p>The condition for passing the course is that students receive a positive grade for theoretical classes according to the specific criteria adopted for them:</p> <ul style="list-style-type: none"> • for an independent solution of tests on the e-learning platform including methodological units for theoretical classes • independent work of the student on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	The grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	<p>1. independent solving of tests on the e-learning platform:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers 			

	<ul style="list-style-type: none"> • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>01</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	100	
how to calculate the final grade:	$O_t = 01$				
how to pass the practical classes:					
form of final assessment:	-				
assessment criteria:	-				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>01</i>	-	-	-	
	<i>02</i>	-	-	-	
how to calculate the final grade:	-				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: <ol style="list-style-type: none"> 1. theoretical classes taking into account the weighting of ECTS credits, 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform. 				
assessment criteria:	<ol style="list-style-type: none"> 1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits. 2. Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>O_t</i>	theoretical classes:	all outcomes	3	90
	<i>O_{el}</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$O_k = 0,9xO_t + 0,1xO_{el}$				
Learning outcomes matrix for the class:					
number (symbol) of the learning outcome	reference to learning outcomes for the program:				
W_01	K_W05, K_W06, K_W07				
W_02	K_W07, K_W08, K_W012				

W_03	K_W11, K_W12
U_01	K_U01, K_U03, K_U05
U_02	K_U05, K_U08, K_U11
U_03	K_U15
K_01	K_K02
K_02	K_K04, K_K05
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Globalizacja i regionalizacja w gospodarce światowej, red. R. Orłowska, K. Żołądkiewicz, PWE, Warszawa 2012. • Międzynarodowe stosunki gospodarcze, red. E. Oziewicz, T. Michałowski, PWE, Warszawa 2013. • Barcz J., Kawecka-Wyrzykowska E., Michałowska-Gorywoda M., Integracja europejska w okresie przemian. Aspekty ekonomiczne, PWE, Warszawa 2017. 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Finansowe aspekty globalizacji, red. B. Szopa, E. Ślązak, PWE, Warszawa 2016. • Pinder J., Usherwood S., Unia Europejska, PWE, Warszawa 2008. 	
Contact:	
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e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

K.3 Micro and macroeconomics

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.3	Micro and macroeconomics	E	5	
Major:	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	I
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	25	50	75	3
• Introductory classes	1	-		
• Lectures	13	-		
• lectures with indirect teacher participation on the e-learning platform	10	-		
• Summary classes - test	1	-		
• literature studies/preparation to obtain a course credit	-	35		
• work on the platform	-	15		
Practical classes [total]	20	30	50	2
• workshop exercises	18	-		
• summary classes - final test (colloquium)	2	-		
• literature studies	-	20		
• homework preparation	-	10		
• preparation for the colloquium	45	80		
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
• problem-focused lecture, lecture materials on the e-learning platform		workshop exercises, discussion, solving problem-focused tasks		
student's independent work		• student's independent work		

<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of credit work, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> perception of the content of classes, taking notes, studying literature, preparing for the classes 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> student knows basic issues related to the functioning of the economy and its elements 		
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> acquaint students with basic concepts, facts and substantive issues of micro and macroeconomics, taking into account the specificity of research on management theory and practice; acquaint students with the basic research methods, techniques, tools and procedures used in examining selected aspects of management; acquaint them with moral, ethical and legal rules related to the conduct of scientific research, including with the basic principles of intellectual property protection. 			
for skills:			
<ul style="list-style-type: none"> teach students to use basic research methods, techniques, tools and procedures, including the use of IT in research related to management theory and practice ; teach them to plan their research properly, as well as to use available sources of scientific knowledge; prepare them to plan and carry out self-education work in the area of knowledge concerning research methodology and its practical use to solve typical and unusual professional tasks;; teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> Prepare them for critical analysis and evaluation of the substantive content of economic research; teach them the importance of scientific and specialist knowledge in solving cognitive and practical problems related to management theory and practice. 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course - including work on the e-learning platform.	1	-
2	Logic of economic choice: economics; economic resources; production capacity of the economy; microeconomics; macroeconomics; economic choice; production possibilities curve; alternative cost.	3	-
3	Microeconomic basis of management: market; types of market; market mechanism; demand; supply; market balance and imbalance; minimum price; maximum price.	3	-
4	Company selection theory: principles of functioning of companies in different markets, profitability analysis, marginal analysis.	2	2
5	Macroeconomic description of the economy: economy - concept, essence and structure; economic entities; circular flow in the economy.	-	2

6	National accounting: Product and national income categories; methods of estimating GDP; economic growth and development.	4	-
7	Monetary and banking system in the economy: definition of money; functions of money; demand for money; supply of money; balance of the money market; formation of monetary policy by the central bank; phenomenon of inflation.	-	3
8	Macroeconomic labour market: labour demand; labour supply; balance and imbalance in the labour market; unemployment in the economy.	-	3
9	Final test (colloquium): final test, discussion of the test results, giving final grades for theoretical classes, summary of theoretical classes.	2	-
Theoretical classes in total:		15	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1	Logic of economic choice: economics; microeconomics; macroeconomics; economic choice; production possibilities curve; alternative cost.	2	-
2	Microeconomic basis of management: market; demand; supply; market balance and imbalance; minimum price; maximum price.	4	-
3	Macroeconomic description of the economy: economy - concept, essence and structure; economic entities; circular flow in the economy.	2	-
4	National accounting: Product and national income categories; methods of estimating GDP; economic growth and development.	4	-
5	Monetary and banking system in the economy: definition of money; functions of money; demand for money; supply of money; balance of the money market; formation of monetary policy by the central bank; phenomenon of inflation.	2	-
6	Macroeconomic labour market: labour demand; labour supply; balance and imbalance in the labour market; unemployment in the economy.	4	-
7	Final test (colloquium): final test, discussion of the test results, giving final grades for theoretical classes, summary of theoretical classes.	2	-
Practical exercises in total:		20	-
In total, theoretical and practical classes:		35	10
Note: the division applies to classes with direct participation of teachers			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
Category	number	Content	
Knowledge	W_01	has an in-depth knowledge, from the point of view of management theory and practice, of the various personal and structural actors, including the human being, as a social unit, groups, organisations, institutions, networks and social systems, their internal organisation and mutual relations in various social systems	
	W_02	has an in-depth knowledge of the organisation and functioning principles of various types of organisations, institutions and social systems from the perspective of management theory and practice	
	W_03	has an in-depth knowledge of the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management	
skills	U_01	is able to identify, interpret and explain complex phenomena and processes related to the micro and macroeconomic foundations of the economy	

	U_02	is able to participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice		
	U_03	is able to use basic research methods, techniques and tools to solve scientific problems related to economic theory and practice		
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
social competences	K_01	is ready to critically analyse and evaluate the substantive content of the scientific research undertaken		
	K_02	is ready to recognise the importance of scientific and expertise knowledge in solving cognitive and practical management problems		
Course credit/ verification of learning outcomes:				
form of crediting a course:	examination			
date of crediting a course:	semester I			
conditions and criteria to receive credit for the course:	<ul style="list-style-type: none"> • students receive positive grades from exercises on theoretical classes • students receive positive grades from exercises on practical classes • obtaining a positive grade for the examination • obtaining a positive grade for working independently on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	Weighted average grade for: 1. Knowledge test: The grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer, 2. independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student			
assessment criteria:	Knowledge test/self-control tests on the e-learning platform: <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	Written colloquium with the use of tests	W_01, W_02, W_03, U_01, U_03, U_04, K_01, K_02	80
	<i>02</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_01, U_03, U_04, K_01, K_02	20
how to calculate the final grade:	$O_t = 01 \times 0,8 + 02 \times 0,2$			
how to pass the practical classes:				
form of final assessment:	The grade for written colloquium with the use of single- or multiple-choice tests: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer and problem-focused tasks including methodological units for theoretical classes: average grade for practical tasks (O1, O2, On) prepared by the lecturer calculated according to the formula:			

	$Final\ grade = \frac{O1 + O2 + On}{n}$			
assessment criteria:	<p>1. Knowledge test:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers <p>2. Problem-focused task</p> <ul style="list-style-type: none"> • 5.0 - the student performed the task correctly and independently • 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	O1	Written colloquium with the use of tests	W_01, W_02, W_03, U_01, U_03	50
	O2	Problem-focused tasks	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	50
how to calculate the final grade:	$Final\ grade = 0.5x\ O1 + 0,5xO2$			
how to pass and form of the exam:				
examination form:	written examination using single- or multiple-choice tests			
form of final assessment:	The grade for written colloquium with the use of single- or multiple-choice tests including methodological units for theoretical classes: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer			
assessment criteria:	<p>Knowledge test:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
how to calculate the grade and verify learning outcomes during examination:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	Ot	written test	W_01, W_02, W_03, U_01, U_03	100
how to calculate the final grade:	$Final\ grade = Ot$			
how to receive credit for the course:				

form of final assessment:	Weighted average of the grades for: 1. theoretical and practical classes taking into account the weighting of ECTS credits, examination, 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	The average of the grades calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for: 1. theoretical and practical classes taking into account the weighting of ECTS credits. 2. examination in accordance with accepted criteria. 3. Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	Theoretical classes:	W_01, W_02, W_03, U_01, U_03, U_04, K_01, K_02	3	40
	<i>Op.</i>	Practical classes:	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	2	
	<i>Oe</i>	Examination	W_01, W_02, W_03, U_01, U_03	-	50
	<i>Oel</i>	Working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Final\ grade = 0,4x \left(\frac{Otx3 + Op \times 2}{3 + 2} \right) + 0,5Oe + 0,1Oel$				
Learning outcomes matrix for the class:					
number (symbol) of the learning outcome	reference to learning outcomes for the program:				
W_01	K_W01, K_W02, K_W05				
W_02	K_W05, K_W07, K_W012				
W_03	K_W11, K_W12				
U_01	K_U01, K_U03				
U_02	K_U08, K_U010, K_U11				
U_03	K_U04, K_U05, K_U09, K_U10				
U_04	K_U15				
K_01	K_K01				
K_02	K_K02				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Milewski R., Kwiatkowski E. (red.), <i>Podstawy ekonomii</i>, Warszawa 2018. • Samuelson P.A., Nordhaus W.D., <i>Ekonomia</i> v.1 and 2., Warszawa 2012. • Żukowski M. (red.), <i>Ekonomia: zarys wykładu</i>, Lublin 2005. 					

B. Supplementary literature:

- Grabia T., Nyk M., *Ekonomia: zadania i ćwiczenia z elementami ekonomii menedżerskiej*, Łódź 2018.
- Kwiatkowski E., Kucharski L., *Podstawy ekonomii. Ćwiczenia i zadania*, Warszawa 2018.

Contact:

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K.4. Labour Law

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.4	Labour Law	Z0	2	
Major:	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
Practical	SDS	yes	no	
			semester/s I	
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• introductory classes	-	-		
• seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	15	-		
• summary classes - test	-	-		
• literature studies	-	-		
• working on an e-learning platform	-	35		
Total:	15	35	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
participatory lecture with the use of multimedia presentation, analysis of legal acts and jurisprudence combined with discussion, case study (situational description), lecture materials on the e-learning platform		not applicable		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently		not applicable		

- preparation for the colloquium and passing the course			
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Basics of law,		student knows the basic issues of law,	
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> • acquaint students with the general characteristics of labour law, sources of labour law and the position of labour law in the system of national law, • acquaint students with the characteristics and content of the employment relationship, conditions of creation, change and termination of the employment relationship, as well as to acquaint students with special employment relationships, • acquaint students with the duties of employees and the liability of the employees (ordinal, disciplinary, material, for damages), • acquaint students with the employer's obligations and the legal consequences of their failure to fulfil them, • acquaint students with the notion of working time standards and working hours, systems and work schedules, as well as with the rules concerning overtime and night work, work on Sundays and Kings, employee holidays and rest periods, • acquaint students with the concept of remuneration for work and to indicate the components of remuneration and rules of remuneration protection, • acquaint students with the concept and subject of collective labour law, the rules of functioning of trade unions and employer organisations, • acquaint students with the legal aspects of labour disputes. 			
for skills:			
<ul style="list-style-type: none"> • teach students the ability to analyse and solve problems concerning labour law institutions based on legal acts, • teach students to interpret the norms of labour law based on case law and doctrine, • teach students how to apply the principles and concepts of labour law in practice, • teach students to draw up work regulations, • teach students how to obtain information, determine and use the texts of normative acts to solve problems of labour law application, • teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> • prepare students to think and act in an entrepreneurial and innovative way, both in terms of tasks undertaken for the benefit of the organisation in which he will find employment and tasks related to the implementation of his own life goals, including personal and professional development • prepare students to recognize the importance of knowledge of labour law in solving cognitive and practical problems related to running a business or employment, • prepare students for continuous development of their own professional achievements and professional development in accordance with the idea of lifelong learning. 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and learning outcomes of the labour law course, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform. The concept, subject, specificity of labour law and place of labour law in the system of applicable law. Characteristics of sources of labour law, including autonomous sources (so	-	2

	called "specific" - collective agreements, collective arrangements, regulations and statutes). The principles of labour law (within the meaning of Article 300 of the labour code and basic principles of labour law). Characteristics of labour law norms, characteristics of semi-imperative norms.		
2.	Characteristics of the employment relationship, employment contract, and specific employment relationship: parties to the employment relationship, employee capacity, content of the employment relationship, creation, change and termination of the employment relationship. Employment contract: concept, types, form, content, modes of termination of the employment contract - termination without notice of termination, termination of the employment contract, termination based on the agreement of the parties. Termination of the employment relationship. Characteristics of special employment relationships: employment relationship on the basis of appointment, nomination, non-employee nomination relationships, on the basis of choice and cooperative employment contract.	-	4
3.	Employee duties and responsibilities: employee duties and their sources, ordinal, disciplinary, material (for entrusted property) liability and liability for damages (for untrustworthy property).	-	2
4.	Employer's obligations and legal consequences of their non-fulfilment: general labour protection, supervision and control of compliance with labour law, general and specific labour protection (including protection of work of young people, disabled people, women). Employer's misconduct liability. State Labour Inspectorate, State Sanitary Inspectorate, social labour inspection.	-	2
5.	Working time and remuneration: standards and general working hours, rest periods, working time systems and schedules, overtime and night work, work on Sundays and public holidays, employee holidays Compensation for work - concept, components and protection.	-	2
6.	Collective labour law and labour disputes: the concept and subject matter of collective labour law, trade unions, and employer organisations. Disputes from employment.	-	2
7.	Summary classes - examination.	-	1
Theoretical classes in total:		-	15
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	Number	content	
knowledge	W_01	has an extended knowledge of labour law provisions and their application, knows the general characteristics and location of labour law in the national legal system	
	W_02	knows and understands the issue of the employment relationship, content of the employment relationship, conditions of creation, change and termination of the employment relationship, as well as knows and understands the essence of special employment relationships	
	W_03	knows and understands the essence of the employees' obligations and the principles of employees' responsibility (ordinal, disciplinary, material, for damages), and also knows and understands the essence of the employer's obligations and the principles concerning the legal consequences of their non-performance	
	W_04	knows and understands the notion of working time norm and dimension, working time system and schedule, as well as rules concerning overtime and night work, work on Sundays and public holidays, employee leaves and rest periods	
	W_05	knows and understands the concept of remuneration for work and is able to indicate the components of remuneration and the principles of remuneration protection,	

	W_06	knows and understands the concept and subject matter of collective labour law, principles The functioning of trade unions and employer organisations, and knows and understands the legal aspects of labour disputes.		
skills	U_01	is able to analyse and solve specific problems concerning labour law institutions on the basis of legal acts, as well as to interpret labour law norms based on jurisprudence and the views of doctrine		
	U_02	has the ability to apply the principles and concepts of labour law in practice		
	U_03	is able to draw up work regulations himself		
	U_04	has the ability to use the acquired knowledge in professional activity, including the ability to obtain information, establish and use the texts of normative acts to solve problems of applying labour law		
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
Social competences	K_01	thinking and acting in an entrepreneurial and innovative way, both in terms of tasks undertaken for the benefit of the organisation in which he will find employment and tasks related to the implementation of his own life goals, including personal and professional development		
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense		
	K_03	develop their own professional achievements and further training in accordance with the idea of lifelong learning		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	semester I			
conditions and criteria to receive credit for the course:	The condition for passing the course is that the students receive a positive grade for: 1. theoretical classes according to the specific criteria adopted for them 2. working independently on the e-learning platform.			
how to pass the theoretical classes:				
form of final assessment:	The grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	Self-control tests: <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, W_04, W_05, W_06, U_01, U_02, U_03, U_04, U_05, K_01, K_02, K_03	100
how to calculate the final grade:	<i>Ot = 01</i>			

how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes taking into account the weighting of ECTS credits, 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits. 2. Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ok</i>	theoretical classes:	all outcomes	2	90
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,9xOt + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W06, K_W07, K_W12				
W_02	K_W06, K_W07, K_W12, K_W13				
W_03	K_W06, K_W07, K_W12				
W_04	K_W06, K_W07, K_W12				
W_05	K_W06, K_W07, K_W12, K_W13				
W_06	K_W06, K_W07, K_W12, K_W13				
U_01	K_U01, K_U03, K_U07, K_U11				
U_02	K_U01, K_U02				
U_03	K_U02, K_U04, K_U09				
U_04	K_U01, K_U02, K_U03, K_U07				
U_05	K_U15				
K_01	K_K05				
K_02	K_K02				
K_03	K_K07				
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Liszcz T., <i>Prawo pracy</i>, Ed. 11, Wolters Kluwer SA, Warszawa 2016. • Florek L., <i>Prawo pracy</i>, Ed.18, C.H. Beck, Warszawa 2016. • Flisek A., <i>Prawo pracy. Pytania. Kazusy. Tablice. Testy</i>, C.H. Beck, Warszawa 2016. 					

B. Supplementary literature:

- Sobczyk A. (red.), *Kodeks pracy. Komentarz.* Ed. 3rd, C.H. Beck, Warszawa 2017.
- Z. Kiątkowski A.M., *Kodeks pracy. Komentarz.* Ed. 5, C.H. Beck, Warszawa 2016.

C. Source materials:

- Act of 26 June 1974. - Labour Code (u.t. Journal of Laws of 2016, item 1666),
- Act of 23 April 1964 - Civil Code (u.t. Journal of Laws of 2016, item 380),
- Act of 17 November 1964. - Civil Procedure Code (u.t. Journal of Laws of 2016, item 1822),
- Act of 13 March 2003 on special rules of termination of employment relationships with employees for reasons not related to employees (u.t. Journal of Laws of 2016, item 1474),
- Act of 23 May 1991 on Employer Organisations (u.t. Journal of Laws of 2015, item 2029),
- Act of 23 May 1991 on Resolution of Collective Disputes (u.t. Journal of Laws of 2015, item 295),
- Act of 23 May 1991 on Trade Unions (u.t. Journal of Laws of 2015, item 1881).

D. Useful websites:

- <https://isap.sejm.gov.pl>
- www.dziennikustaw.gov.pl/
- <http://www.pip.gov.pl>

Contact:

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K.5 Strategic management

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.5	Strategic management	E	4	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	II
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• Seminar	10	-		
• literature studies	-	25		
• lectures with indirect teacher participation on the e-learning platform	5	-		
• preparation for passing the course	-	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• workshop exercises	15	-		
• literature studies	-	25		
• preparation for passing the project	-	10		
Total:	30	70	100	4
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
• seminar, materials on the e-learning platform		presentation on how to perform exercises and tests. Discussion of the achieved results of independent tasks carried out by students in task groups.		
student's independent work		• student's independent work		
• perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures		preparation of a draft practical strategy in task groups		

with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course			
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Basics of management		student knows the basic issues related to management issues in organizations	
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> acquaint students with basic concepts, facts and substantive issues in the field of strategic management in enterprises acquaint students with the basic methods of strategic analysis and methodology of creating a company strategy 			
for skills:			
<ul style="list-style-type: none"> teach students how to use the basic methods of strategic analysis and correct conclusions from the analyses carried out; prepare students in practical terms for the company's strategy; teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> prepare students in practical terms to implement the strategy in the company; 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	1	-
2.	The essence of the company strategy: The objectives of the company's operations, change in the conditions of operation of modern enterprises, strategy vs. strategic management, vision vs. mission of the company, choice of the domain of the company's operations, elements of strategic management, dilemmas of strategic choice, market trends affecting contemporary strategic management.	2	-
3.	Factors of the company's strategic success: main concepts of strategic management, levels of strategic management in the company, Ansoff paradigms, characteristics of good companies by T. Peters and R. Waterman, factors of success and failure of Polish companies, defects in strategic management in Polish companies.	-	3
4.	Strategic analysis of the company environment: costs and benefits of strategic analysis, environment and components of macro and micro environment, sources of information on environmental factors, environmental factors influencing the company, scenario methods, M. Porter's analysis of 5 forces, points assessment of the attractiveness of the sector, maps of strategic groups, analysis of the organization's supporters.	3	-
5.	Strategic analysis of the company interior: sources of information about the actual state of the organization, balance of the company's strategic potential, KCS analysis, M. Porter's value chain analysis, business, product, sector life	3	-

	cycles, benchmarking, types and applications, essence and application of portfolio methods (BCG, GE, ADL).		
6.	Strategic selection models: SWOT/SPACE analysis and resulting strategies, competitive strategies, marketing strategies, functional level strategies, new approach to strategic development.	-	2
7.	Summary of classes and passing the course.	1	-
Theoretical classes in total:		10	5
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Practical exercise: looking for drivers of success and failure of companies.	7	-
2.	Practical exercise: designing the company's development strategy on the basis of conducted analyses	8	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		25	5
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	has an in-depth knowledge of the organisation and functioning principles of various types of organisations, institutions and social systems from the perspective of management theory and practice	
	W_02	has an in-depth knowledge of the theoretical foundations of management, including scientific theories in the field of management sciences, related sciences and the sciences interacting with management sciences, as well as the directions of their evolution and development trends, and the resulting consequences for management theory and practice	
	W_03	has an in-depth knowledge of the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management	
skills	U_01	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both management theory and practice	
	U_02	is able to use research methods, techniques and tools to solve scientific management problems as well as complex and unusual practical problems	
	U_03	participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense	
	K_02	thinks and acts in an entrepreneurial and innovative way both in terms of tasks undertaken for the benefit of the organisation in which he will find employment and tasks related to the implementation of his own life goals, including personal and professional development	
Course credit/ verification of learning outcomes:			

form of crediting a course:	examination			
date of crediting a course:	semester II			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in classes; • obtaining a positive grade for the theoretical classes by the students, according to the criteria adopted by the lecturer • obtaining a positive grade for the project during practical classes by the students, according to the criteria adopted by the lecturer, • obtaining a positive grade for the examination; • obtaining a positive grade for independent work on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	<p>Weighted average grade for:</p> <p>1. Knowledge test: The grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer,</p> <p>2. independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p>			
assessment criteria:	<p>Knowledge test / self-control tests(single or multiple choice):</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	end-term test	W_01, W_02, W_03, U_01	80
	02	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_01, U_04	20
how to calculate the final grade:	$O_t = 01 \times 0,8 + 02 \times 0,2$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. active participation in the classes: The grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem;</p> <p>2. independent preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the project.</p>			
assessment criteria:	<p>1. Active participation in the classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 			

	<ul style="list-style-type: none"> • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions <p>2. Independent preparation of the final project:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the project in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the project in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the project • 4.0 - the student performed the project in the form specified by the lecturer, and its substantive value is rather at a good level, with the shortcomings that do not significantly affect the overall substantive level of the project • 3.5 - the student did not fully performed the project in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project • 3.0 - the student performed the project in a form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project • 2.0 - the student did not perform the project 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	active participation in the classes	U_03, K_02	20
	02	preparation and defence of the practical project	U_02, U_01, K_01	80
how to calculate the final grade:	$Op = 0,2 \times 01 + 0,8 \times 02$			
how to pass the examination:				
examination form:	written examination using single- or multiple-choice tests			
form of final assessment:	grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer			
assessment criteria:	<p>Knowledge test (single or multiple choice):</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
how to calculate the grade and verify learning outcomes during examination:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	Ok	written test	W_01, W_02, W_03	100
how to calculate the final grade:	$Final\ grade = Oe$			
how to receive credit for the course:				

form of final assessment:	Weighted average of the grades for: 1. theoretical and practical classes taking into account the weighting of ECTS credits. 2. examination in accordance with accepted criteria. 3. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	Weighted average grade for: The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits. 2. Grade for the examination in accordance with accepted criteria. 3. Grades for independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_01, U_04	2	40
	<i>Op.</i>	practical classes:	U_01, U_02, U_03, K_01, K_02	2	
	<i>Oe</i>	examination	W_01, W_02, W_03	-	50
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,4x \left(\frac{Otx2 + Opx2}{2 + 2} \right) + 0,5Oe + 0,1Oel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W07				
W_02	K_W03				
W_03	K_W11				
U_01	K_U03				
U_02	K_U05				
U_03	K_U11				
U_04	K_U15				
K_01	K_K02				
K_02	K_K05				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Obłój K., <i>Pasja i dyscyplina strategii</i>, Poltext, Warszawa 2010 • Gierszewska G., Romanowska M., <i>Analiza strategiczna przedsiębiorstwa</i>, PWE, Warszawa 2001 i nowsze • Porter M., <i>Strategia konkurencji. Metody analizy sektorów i konkurentów</i>, MT Biznes, Warszawa 2006 					

B. Supplementary literature:

- Pierścionek Z., Strategie konkurencji i rozwoju przedsiębiorstwa, PWN, Warszawa 2007
- Drążek Z., Niemczynowicz B., Zarządzanie strategiczne przedsiębiorstwem, PWE, Warszawa 2003

C. Source materials:

- Forbes
- Manager
- Puls Biznesu
- Rzeczpospolita – dodatek ekonomiczny

D. Useful websites:

- www.pb.pl
- www.rp.pl strony ekonomiczne

Contact:

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K.6 Marketing management

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.5	Strategic management	E	4	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
Practical	SDS	yes	no	
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
▸ Introductory classes	-	-		
▸ seminar	10	-		
▸ lectures with indirect teacher participation on the e-learning platform	5	-		
▸ literature study/preparation to obtain a course credit	-	25		
▸ working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
▸ Introductory classes	1	-		
▸ workshop exercises	14	-		
▸ literature studies	-	15		
▸ preparation of presentation/coursework/project	-	20		
Total:	30	70	100	4
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		

<ul style="list-style-type: none"> problem-focused lecture, lecture materials on the e-learning platform 	<ul style="list-style-type: none"> information, demonstration of the implementation of the outline with commentary, discussion, individual and team consultations 		
student's independent work	student's independent work		
<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> perception of the content of classes, taking notes, studying literature, preparing project/ coursework 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
theoretical basis of management	student knows basic issues related to social aspects of management		
Course objectives: The objective of the classes is to introduce the issues of business marketing and the rules of its application in a market economy. During the course implementation, students will become familiar with the principles of planning and applying marketing in the process of influencing the market.			
for knowledge:			
acquainting students with contemporary concepts and terms in the field of marketing showing the place of marketing in the hierarchy of strategies applied in enterprises acquainting with selected marketing concepts			
for skills:			
teaching students to use marketing in practice teaching them to use selected modern marketing concepts in management practice teaching them to analyse and critically evaluate the usefulness of various sources of marketing literature teaching them to participate in discussions on marketing issues teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform			
for social competence:			
develop students' group work skills develop their ability to present their work to the public teach them how to present and justify alternative ways to achieve the organization's marketing goals			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introduction, discussion of the course program, and rules to obtain a course credit - including work on the e-learning platform.	0.5	-
2.	Basics of marketing management	-	1
3.	Analysis of the marketing situation of the company	2	
4.	Phases of the marketing management process	-	2
5.	Marketing strategies	2	-

6.	Operational marketing plan	2	-
7.	Selection criteria in the marketing decision making process	1.5	-
8.	Information for marketing management	-	2
9.	Modern trends in marketing management	1	-
10.	Use of the Internet for marketing management	1	-
Theoretical classes in total:		10	5
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the practical classes; rules for the preparation of a final project	1	-
2.	Organisation and formulation of the marketing management process: general scheme; conceptual phase; development of research materials.	2	-
3.	Practical classes: direct participation of academic teacher: mini-lecture, case study, information, presentation of projects prepared by students, discussion based on the presentation and studied literature	12	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		25	5
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows the structure and essence of marketing management	
	W_02	is able to analyse the company's marketing situation and design its marketing strategy	
	W_03	understands marketing in business management under commercial market conditions	
	W_04	is able to define concepts for marketing management and use them in practice.	
skills	U_01	is able to see and solve problems occurring in the area of management sciences, using his/her expertise in marketing management	
	U_02	the student is able to analyse the role of marketing in business management	
	U_03	recognises, interprets and verifies information that affects the operation of an enterprise in a changing environment	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	has the ability to work in research teams in the area of marketing management	
	K_02	acquires the ability to communicate with the environment and present his own views in an interesting way	
Course credit/ verification of learning outcomes:			
form of crediting a course:	examination		

date of crediting a course:	semester II			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <p>obtaining a positive grade for the colloquium for theoretical classes by the students, according to the criteria adopted by the lecturer</p> <p>obtaining a positive grade for the colloquium for practical classes by the students, according to the criteria adopted by the lecturer,</p> <p>obtaining a positive grade for the examination by the students, according to the criteria adopted by the lecturer</p> <p>obtaining a positive grade for independent work on the e-learning platform.</p>			
how to pass the theoretical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. colloquium: the grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer,</p> <p>2. participation in classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module.</p> <p>3. independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student</p>			
assessment criteria:	<p>1/3. Knowledge test/self-control tests on the e-learning platform</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers <p>2. participation in classes:</p> <ul style="list-style-type: none"> • 5.0 - participation in more than 90% of the class hours • 4.5 - participation from 86 to 90% of the hours of classes • 4.0 - participation from 81 to 85% of the hours of classes • 3.5 - participation from 76 to 80% of the hours of classes • 3.0 - participation from 70 to 75% of the hours of classes • 2.0 - participation in less than 70% of class hours 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	knowledge test by the colloquium	W_01, W_02, W_03, W_04, U_01, U_02, U_03	60
	<i>02</i>	attendance at classes	K_01, K_02, K_03, K_04	20
	<i>03</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, W_04, U_01, U_02, U_03, U_04	20
how to calculate the final grade:	$O_t = 0,6 \times 01 + 0,2 \times 02 + 0,2 \times 03$			
how to pass the practical classes:				

form of final assessment:	Weighted average of the grades for presentation/coursework/project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation and activity during classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem			
assessment criteria:	<p>1. Group project:</p> <ul style="list-style-type: none"> ● 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution ● 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation ● 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation ● 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation ● 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant ● 2.0 - the group did not carry out the project or the student did not participate in it project <p>2. activity in classes:</p> <ul style="list-style-type: none"> ● 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem ● 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed ● 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem ● 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed ● 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem ● 2.0 - the student did not participate in the discussions 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	presentation/ coursework	W_01 W_02, W_03, W_04, U_1, U_2, U_3	70
	02	activity at exercises	K_01, K_02, K_03, K_04	30
how to calculate the final grade:	$O_p = 0,7 \times 01 + 03 \times 02$			

how to pass and form of the exam:					
examination form:	written examination using single- or multiple-choice tests				
form of final assessment:	grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer				
assessment criteria:	5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers				
how to calculate the grade and verify learning outcomes during examination:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>Oe</i>	written test	W_01 W_02, W_03, W_04, U_1, U_2, U_3	100	
how to calculate the final grade:	<i>Final grade = Oe</i>				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical and practical classes taking into account the weighting of ECTS credits. 2. examination in accordance with accepted criteria. 3. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits. 2. The grade for the examination in accordance with accepted criteria. 3. Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01 W_02, W_03, W_04, U_1, U_2, U_3, U_04, K_01, K_02, K_03, K_04	2	40
	<i>Op</i>	practical classes:	W_01 W_02, W_03, W_04, U_1, U_2, U_3, K_01, K_02, K_03, K_04	2	
	<i>Oe</i>	examination	W_01 W_02, W_03, W_04, U_1, U_2, U_3	-	50
	<i>Oel</i>	working on an e-learning platform	all outcomes		10
how to calculate the final grade:	$Ok = 0,4 \times \left(\frac{Ot \times 2 + Op \times 2}{2+2} \right) + 0,5 \times Oe + 0,1 \times Oel$				
Learning outcomes matrix for the class:					

Number (symbol) of the learning outcome	Reference to learning outcomes for the program
W_01	K_W01
W_02	K_W04
W_03	K_W06, K_W13
W_04	K_W09
U_01	K_U01, K_U02
U_02	K_U03
U_03	K_U04, K_U05
U_04	K_U15
K_01	K_K01
K_02	K_K02
List of literature:	
A. Literature required for final course credit (passing the exam):	
Pomykalski A., <i>Zarządzanie i planowanie marketingowe</i> , PWN, Warszawa, 2013	
Michalski E., <i>Marketing. Podręcznik akademicki</i> , PWN, Warszawa, 2012	
B. Supplementary literature:	
Doyle P., <i>Marketing wartość</i> , Felberg. Warszawa 2003	
Garbarski L. (red.), <i>Marketing. Kluczowe pojęcia i praktyczne zastosowania</i> , PWE, Warszawa 2011	
Kotler P., Keller K.L., <i>Marketing</i> , Rebis, 2012	
C. Source materials:	
Journal of Laws, reports published by industrial state institutions, thematic periodicals, scientific publications of the industry	
D. Useful websites:	
Official state, industry, institutional and recognised official websites in the field.	
Contact:	
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K.7. Corporate finance management

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
code	name			
K.7	Corporate finance management	E	5	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
Practical	SDS	yes	no	
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	25	50	75	3
• Lecture	15	-		
• lectures with indirect teacher participation on the e-learning platform	10	-		
• literature studies/preparation to obtain a course credit	-	35		
• preparation for the colloquium	-	-		
• working on an e-learning platform	-	15		
Practical classes [total]	20	30	50	2
• workshop exercises	20	-		
• preparation to exercises	-	20		
• coursework	-	10		
Total:	45	80	125	5
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
theoretical classes:		practical classes:		
classes with participation of teachers		classes with participation of teachers		
<ul style="list-style-type: none"> problem-focused lecture, lecture materials on the e-learning platform 		<ul style="list-style-type: none"> Mini-lectures, case study, presentation of materials prepared by the teacher and students, discussion based on the presented presentation and studied literature and other materials; 		
student's independent work		student's independent work		

<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> Studying the literature and materials indicated by the teacher in the scope of the discussed issues, performing practical tasks, preparing for the credit. 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
Micro and macroeconomics, Strategic management	basic micro and macroeconomic concepts, strategic planning principles		
Course objectives			
for knowledge:			
Familiarize students:			
<ul style="list-style-type: none"> with general concepts, essence, organization and course of financial processes in a company; with methods, techniques and tools used in financial management in a company with the principles of economic efficiency of the company 			
for skills:			
Teach students:			
<ul style="list-style-type: none"> identifying the financial needs of the company, using of financial tools in company decision-making processes methods of assessing the efficiency of economic processes, making a decision based on the results of the assessment measures obtained, teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
develop students' social competences in:			
<ul style="list-style-type: none"> communicating on topics concerning the financial dimension of business operations, orally and in writing; the need for professional development and self-education and leading specialist teams working in the spirit of professionalism and professional ethics. 			
Learning contents:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory information for the course, including work on the e-learning platform, Subject and tasks of the company finances. Goodwill - scope of the concept and sources of information. Forms of economic events registers.	1	1
2.	Company capitals - policy of capital structure formation. Forms of equity and foreign capital. Conditions for raising capital: share issue, bond issue, ownership loans, leasing, franchising, factoring, trade credit, and public support. The influence of the form of capital on tax costs.	-	5
3.	Analysis of decision-making processes in the company: significant costs and insignificant costs, optimal production structure depending on the level of variable costs and fixed costs, produce or buy, optimal production structure in the context of limiting resources.	4	-

4.	Short-term financial decisions: assessment of current assets, measures to assess the effectiveness of operations, including the break-even analysis and safety indicators.	2	2
5.	Investment account: investment categories and profitability account methods /static, dynamic/.	4	-
6.	Financial planning: planning principles and methods. Using economic leverage in financial planning.	2	2
7.	Colloquium.	2	-
Theoretical classes in total:		15	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Conditions of financial decisions of companies: short term, long term.	2	-
2.	Company capitals - estimating the impact of selected forms of capital on: company liquidity, company profitability and the risk of losing control.	3	-
3.	Analysis of decision-making processes in the company: significant costs and insignificant costs, optimal production structure depending on the level of variable costs and fixed costs, produce or buy, optimal production structure in the context of limiting resources.	4	-
4.	Short-term financial decisions: assessment of current assets, measures to assess the effectiveness of operations, including the break-even analysis and safety indicators.	3	-
5.	Investment account: estimating cash flows, estimating cost of capital. Application of static and dynamic methods to assess the effectiveness of investments.	4	-
6.	Financial planning: principles and methods. Economic levers and their application in corporate finance: operating leverage, financial leverage, combined leverage.	4	-
Practical classes in total:		20	-
In total, theoretical and practical classes:		35	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows the principles of functioning of the corporate finance system and strategies for controlling the effectiveness of financial management	
	W_02	has an advanced and structured knowledge of the methodology of financial aspects of management in the company	
	W_03	knows the principles of economic efficiency	
skills	U_01	interprets significant problems of practical financial management in the company	
	U_02	practically uses financial tools in economic decision-making processes	
	U_03	analyses and evaluates the effectiveness of financial management in the enterprise from the point of view of the adopted criteria of effective financial management	
	U_04	use research methods, techniques and tools to solve financial management problems	

	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
social competence	K_01	shows the need for continuous improvement and knowledge and financial skills;		
	K_02	demonstrates the need for continuous professional development for the effective operation of human resources in the company		
Course credit/ verification of learning outcomes:				
form of crediting a course:	Examination			
date of crediting a course:	Semester II			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • obtaining a positive grade from the final test (colloquium) for theoretical classes by the students, according to the criteria adopted by the lecturer; • obtaining a positive grade from workshop work by the students, according to the criteria adopted by the lecturer • preparation for classes and activity during practical classes. • obtaining a positive grade for independent work on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	<p>Weighted average grade for:</p> <ol style="list-style-type: none"> 1. Knowledge test: the grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer, 2. independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student 			
assessment criteria:	<p>Knowledge test/ Self-control tests:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	Written colloquium	W_01, W_02, W_03	80
	<i>02</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_05	20
how to calculate the final grade:	$O_t = 01 \times 0,8 + 02 \times 0,2$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ul style="list-style-type: none"> • Workshop - case study the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation • substantive preparation for classes and activity during classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem 			
assessment criteria:	1. Case study:			

	<ul style="list-style-type: none"> • 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not carry out the project or the student did not participate in the project <p>2. substantive preparation for classes and activity during classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	Workshop - case study	U_01, U_02, U_03, U_04	80
	02	Preparation for classes, realization of exercises and activity on exercises	U_01, U_02, U_03, U_04, K_01, K_02	20
how to calculate the final grade:	$Ok = 0,8 \times 0,1 + 0,2 \times 0,2$			
how to pass the examination:				
form of final assessment:	<p>Written examination</p> <p>1. using single- or multiple-choice tests: the grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer,</p> <p>2. practical tasks: average grade for three practical tasks (O1, O2, O3) prepared by the lecturer calculated according to the formula:</p> $Ocenakońcowa = \frac{O1 + O2 + O3}{3}$			

assessment criteria:	<p>Grade for the examination:</p> <p>1. test: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers;</p> <p>2. practical tasks:</p> <ul style="list-style-type: none"> • 5.0 - the student performed all tasks correctly • 4.5 - the student performed all the tasks fairly correctly, although there were minor shortcomings that did not significantly affect their overall level of competence • 4.0 - the student correctly performed at least two tasks and partially one, and the shortcomings in its implementation significantly affect its merits • 3.5 - the student correctly performed at least one task and partly two consecutive ones, with the emerging deficiencies affecting their overall level of competence quite significantly • 3.0 - student correctly performed at least one task partially two consecutive ones, with any shortcomings occurring having a significant impact on their general level of competence • 2.0 - the student did not perform any task correctly, and deficiencies in their implementation significantly affect their general level of competence 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>01</i>	Written examination - single-choice test	W_01, W_02, W_03	50	
	<i>02</i>	Written examination - practical tests	U_01, U_02, U_03, U_04	50	
how to calculate the final grade:	<i>Final grade = 01 x 0.5+ 02 x 0.5</i>				
how to receive credit for the course:					
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. theoretical and practical classes taking into account the weighting of ECTS credits.</p> <p>2. examination</p> <p>3. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.</p>				
assessment criteria:	<p>1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits.</p> <p>2. The grade for the examination in accordance with accepted criteria.</p> <p>3. Independent work on the e-learning platform:</p> <p>5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p>				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>0t</i>	Theoretical classes:	W_01, W_02, W_03, U_05	3	40
	<i>0p.</i>	Practical classes:	U_01, U_02, U_03, U_04, K_01, K_02	2	

	<i>Oe</i>	Examination	W_01, W_02, W_03, U_01, U_02, U_03, U_04	-	50
	<i>Oel</i>	Working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,4x \left(\frac{Otx3 + Opx2}{3 + 2} \right) + 0,5xOe + 0,1xOel$				
Learning outcomes matrix for the class:					
number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W08, K_W09, K_W12				
W_02	K_W08, K_W09, K_W12				
W_03	K_W08, K_W09, K_W12				
U_01	K_U01, K_U04, K_U06				
U_02	K_U04, K_U05, K_U06				
U_03	K_U04, K_U06				
U_04	K_U04, K_U05, K_U06				
U_05	K_U15				
K_01	K_K01, K_K06				
K_02	K_K05, K_K06, K_K07				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Dyduch A., Sierpińska M., Wilimowska Z., <i>Decyzje finansowe i inwestycyjne w gospodarce rynkowej: nowe wyzwania i możliwości</i>; PWE 2013 • Świdorska G., <i>Rachunek kosztów i rachunkowość zarządcza: definicje, podstawowe problemy, pytania testowe i zagadnienia sytuacyjne z rozwiązaniami</i>, Stowarzyszenie Księgowych w Polsce, Warszawa 2005. 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Sierpińska M., Jachna T., <i>Metody podejmowania decyzji finansowych</i>, Warszawa 2007. • K. Winiarska (red.), <i>Rachunek kosztów i rachunkowość zarządcza jako instrumenty wspomagania decyzji kierowniczych</i>, Ed. Uczelniane Politechniki Koszalińskiej, Koszalin 2009. 					
C. Source materials:					
D. Useful websites:					
Contact:					
contact person:	IB&Z Secretariat employee				
phone:	59 306 76 04 (office)				
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)				

K.8 Human Resource Management

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.8	Human Resource Management	E	4	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	Yes	No	II
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• Seminars	9	-		
• Lectures/ seminars with indirect teacher participation on the e-learning platform	5	-		
• summary classes - final test (colloquium)	1	-		
• literature studies/preparation to obtain a course credit	-	15		
• working on an e-learning platform	-	20		
Practical classes [total]	15	35	50	2
• workshop exercises	14	-		
• summary classes - presentation of coursework	1	-		
• literature studies	-	10		
• homework preparation	-	10		
• preparation for the execution of the HRM case study to pass	-	15		
Total:	30	70	100	4
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		

<ul style="list-style-type: none"> seminar, informative lecture, problem-focused lecture, information, discussion, lecture materials on the e-learning platform 	<ul style="list-style-type: none"> practical and workshop exercises, competence tests, case studies, project method 		
student's independent work	student's independent work		
<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> performing tasks and tests, literature studies, preparation of homework, preparation for the execution of the HRM case study to pass 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
Not applicable	Management of organizations		
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> acquaint students in depth with the basic concepts, processes and theoretical concepts of human resource management in an organization; acquaint students in depth with modern methods and techniques of human resources management in an organization 			
for skills:			
<ul style="list-style-type: none"> teach how to use available sources of scientific knowledge on human resources management for analysis, planning and effective performance of managerial tasks and activities; teach how to modern methods, techniques and tools of human resources management in an organization, teach how to use in-depth knowledge of human resources management in an organization to diagnose and solve typical and unusual personnel problems teach them how to plan and organize their own self-study work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> prepare for critical assessment of methods and techniques of human resources management available in practice and encourage the optimisation of human resources processes; shape professional choices based on the concept of corporate social responsibility and respect for social diversity 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course - including work on the e-learning platform.	0.5	-
2.	Subject matter and role of HRM in strategic management of the organisation: objectives and tasks of HRM in the organisation's strategy, relation of HRM with labour market trends. The notion of the HR function and the HRM sub-process in the HR process (planning - recruitment - selection - development - motivation/evaluation - derecruitment).	-	3
3.	Theoretical and practical models of HRM (Michigan, Harvard, hard-soft, sieves - development). Personnel management and HRM - similarities and	2	-

	differences. New approaches of HRM - social capital management, competence management, talent management.		
4.	Personnel Marketing - Employer Branding, talent management, Corporate Social Responsibility (CSR). Modern recruitment and selection tools.	2	-
5.	Wage and non-wage incentive systems - traditional and flexible wage forms, wage components, package systems. Non-wage motivators (development programmes, occupational health care, career paths). Theories and principles of effective motivation to work.	-	2
6.	Employee assessment systems (assessment: principles, methods, tools, typical assessment errors). Forms and methods of professional development of employees (on-boarding, improvement, further education, long-life learning, employee training, mentoring/coaching).	2	-
7.	Career management: employee career paths, career and succession planning, new categories of employees (gig employees, teleworkers, etc.).	2	-
8.	HR business partner: new form of HRM services for the organisation, competence profile of the HRM manager.	1	-
9.	Summary classes - final test (colloquium).	0.5	-
Theoretical classes in total:		10	5
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	HRM and leadership - Mc Gregor's X and Y philosophy. Hawthorne research - conclusions for HRM practice. Typical mistakes of managers in the HRM area. - guided discussion	2	-
2.	Workstation description on the given tool profile. Analysis of the competency profile required for the selected work position (group work)	2	-
3.	Employers' expectations regarding employee competence: methods and tools for assessment and development of employee competences, examples of tests, on-line competence test (homework).	2	-
4.	Designing HR functions in an organization: analysis of recruitment/selection processes; human resources development, motivation system, evaluation system (group work).	4	-
5.	Recruitment and selection trends: reviewing job portals and job offers. Interview - elements of the recruitment skills workshop.	2	-
6.	Career planning: comparing the aspirations and values of different generations of employees. Alternative career models. Schein's test self-analysis (homework).	2	-
7.	Summary classes: presentations of selected personnel issues (case studies) to obtain a credit	1	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		25	5
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows and understands in depth the basic concepts, facts and phenomena in the field of social sciences, closely related to human resource management theory and practice	

	W_02	knows and understands in depth the place and role of the management sciences and other scientific disciplines in the field of social sciences, together with the possibilities of applying knowledge and methods of human resource management
	W_03	knows and understands in depth the essence and theoretical foundations of modern human resources management and their use in the process of managing the organization and its functioning in the environment skills
skills	U_01	is able to identify, interpret, explain and discuss complex phenomena and processes closely related to the theory and practice of management based on knowledge and methods relating to the area of human resources management
	U_02	is able to carry out professional tasks based on theoretical knowledge and practical skills acquired in the course of studies in an innovative way and using various sources of knowledge, research methods, techniques and tools used in human resources management
	U_03	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesize and interpret them in terms of both the theory and practice of human resources management in an organisation
	U_04	is able to use in practice traditional and modern methods, techniques and tools improving human resources management processes, including motivating other members of the organization to permanent development, managing task forces and solving typical and unusual social and professional problems
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
Social competences	K_01	is ready to critically assess the content related to the issue of organisation management and its impact on the operation of the organisation in terms of human resources management
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to human resources management in the broad sense
	K_03	develops awareness of the need to build and adhere to managerial ethics and corporate social responsibility values
Course credit/ verification of learning outcomes:		
form of crediting a course:	Examination	
date of crediting a course:	Semester II	
conditions and criteria to receive credit for the course:	The condition for passing the course is that students receive a positive grade: for the lecture and practical classes, for the exam and for independent work on the e-learning platform, in accordance with the criteria adopted by the lecturer.	
how to pass the theoretical classes:		
form of final assessment:	<p>A weighted average grade for knowledge of basic terms, issues, concepts, methods and techniques relating to human resources management in the form of a colloquium:</p> <ol style="list-style-type: none"> with the use of open questions: average grade for three practical tasks (01, 02, 03) prepared by the lecturer calculated according to the formula: $Final\ grade = \frac{01+02+03}{3}$ closed: The grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer, tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning 	

	platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	<p>1. Written colloquium with the use of open questions:</p> <ul style="list-style-type: none"> • 5.0 - the student gave a comprehensive answer to all questions • 4.5 - the student gave a comprehensive answer to all the questions, although there were minor shortcomings that do not significantly affect their overall level of competence • 4.0 - the student gave a comprehensive answer to at least two questions and a partial answer to one, and the deficiencies in the answer significantly affect their overall level of competence • 3.5 - the student gave a comprehensive answer to at least one question and a partial answer to two further questions, with the emerging shortcomings affecting in quite an important way to their general level of competence • 3.0 - the student gave a relatively comprehensive answer to at least one question and a partial answer to the next two, with the emerging deficiencies having a significant impact on their overall level of competence • 2.0 - the student did not give an exhaustive answer to any question and deficiencies in the answers significantly affect their overall level of competence <p>2. Knowledge test/ Self-control tests:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	Written colloquium using open questions	W_01, W_02, W_03, U_01, U_02	40
	02	Knowledge test:	W_01, W_02, W_03, U_01, U_02	40
	03	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_01, U_02, U_05	20
how to calculate the final grade:	$O_t = 01 \times 0,4 + 02 \times 0,4 + 03 \times 0,2$			
how to pass the practical classes:				
form of final assessment:	Project - case study of HRM: grade calculated on the basis of the lecturer's assessment of the formal and substantive aspect of the project.			
assessment criteria:	<p>Project - case study of HRM:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the project in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the project in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the project • 4.0 - the student performed the project in the form specified by the lecturer, and its substantive value is rather at a good level, with the shortcomings that do not significantly affect the overall substantive level of the project • 3.5 - the student did not fully performed the project in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project 			

	<ul style="list-style-type: none"> 3.0 - the student performed the project in a form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project 2.0 - the student did not perform the project 				
subject of the assessment and method of verification of learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>01</i>	HRM case study:	U_01, U_02, U_03, U_04	100	
how to calculate the final grade:	<i>Op = 01</i>				
how to pass the examination:					
form of final assessment:	Grade for the written examination: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer.				
assessment criteria:	<p>Knowledge test:</p> <ul style="list-style-type: none"> 5.0 - more than 90% correct answers to test questions 4.5 - 86 to 90% correct answers 4.0 - 81 to 85% correct answers 3.5 - 76 to 80% correct answers 3.0 - 70 to 75% correct answers 2.0 - less than 70% correct answers 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>01</i>	Written examination - single-choice test	W_01, W_02, W_03, U_01, U_02	100	
how to calculate the final grade:	<i>Oe=01</i>				
how to receive credit for the course:					
form of final assessment:	Weighted average of grades for: theoretical and practical classes, including the weighting of ECTS credits, exam and the student's independent work on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	<ol style="list-style-type: none"> 1) The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits. 2) Grade for the examination in accordance with accepted criteria. 3) Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_01, U_02, U_05	2	40
	<i>Op.</i>	practical classes:	U_01, U_02, U_03, U_04 K_01, K_02, K_03	2	
	<i>Oe</i>	written examination	W_01, W_02, W_03, U_01, U_02	-	50

	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,4x \left(\frac{Otx2 + Opx2}{2 + 2} \right) + 0,5xOe + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01				
W_02	K_W02, K_W12,				
W_03	K_W03, K_W08,				
U_01	K_U01, K_U11,				
U_02	K_U02				
U_03	K_U03				
U_04	K_U04, K_U14, K_U16,				
U_05	K_U15				
K_01	K_K01				
K_02	K_K02				
K_03	K_K03, K_K08, K_K04				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Król H., Ludwiczynski A. (red), <i>Zarządzanie zasobami ludzkimi. Tworzenie kapitału ludzkiego organizacji</i>, PWN, Warszawa 2006. • Król H., Ludwiczynski A. (red), <i>Zarządzanie zasobami ludzkimi. Tworzenie kapitału ludzkiego organizacji, Materiały do ćwiczeń</i>, PWN, Warszawa 2007. • Lewicka D., Zarządzanie kapitałem ludzkim w polskich przedsiębiorstwach. Metody, narzędzia, mierniki. Ed. PWN Warszawa, format Ibuk 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Marciniak J.(red), <i>Human Resources</i>, ABC Wolters Kluwer business, Warszawa 2011. • Listwan T. (red.), <i>Zarządzanie kadrami</i>, Wydawnictwo C.H. Beck, Warszawa 2006. 					
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K.9 Team management

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.9	Team management	Z0	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	Yes	No	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Seminars	-	-		
• Lectures/ seminars with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• workshop exercises	13	-		
• summary classes - presentation of coursework	2	-		
• literature studies	-	10		
• homework preparation	-	10		
• preparation for the execution of the HRM case study to pass	-	15		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		
<ul style="list-style-type: none"> seminar, informative lecture, problem-focused lecture, information, discussion, lecture materials on the e-learning platform, final test (colloquium) 		<ul style="list-style-type: none"> practical and workshop exercises, competence tests, case studies, project method 		
student's independent work		student's independent work		

<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> performing tasks and tests, literature studies, preparation of homework, preparation for the execution of the case study to pass 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
Not applicable	Organisation management, human resource management		
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> acquaint students in depth with the basic concepts, processes and theoretical concepts of team management in an organization; acquaint students in depth with modern methods and techniques of team management in an organization 			
for skills:			
<ul style="list-style-type: none"> teach how to use available sources of scientific knowledge on team management for analysis, planning and effective performance of managerial tasks and activities; teach how to use of modern methods, techniques and tools of team management in an organization, teach how to use in-depth knowledge of team management in an organization to diagnose and solve typical and unusual personnel problems teach them how to plan and organize their own self-study work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> prepare for critical assessment of methods and techniques of team management available in practice and encourage the optimisation of the course of organisation processes; shape professional choices based on the concept of corporate social responsibility and respect for social diversity 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course - including work on the e-learning platform.	-	0.5
2.	The role and importance of teamwork in managing an organization: the concept and characteristics of a team, the rules of functioning of teams in an organization. Management by objectives and strategic management versus team management, modern forms of organisation as flexible, multi-task and complementary teams (organization: turquoise, agile, design, virtual, gig economic teams). Discoveries of neuroeconomics in cooperative behaviour.	-	3
3.	Team building: stages of the team building process, dynamics of teamwork, methods and techniques of acquiring team members depending on the type of task and its duration, features of a good team, team integration/disintegration, advantages and challenges of teamwork. The role of organizational culture in teamwork.	-	3
4.	Role and competence of the team leader. The leadership concept 3.0 and traditional leadership styles. Errors and deficits of managers in managing teams (reports, research results).	-	2

4.	Teamwork as a project management cycle: setting objectives and priorities, efficiency and effectiveness, allocation of tasks and resources, techniques for controlling progress and evaluating results, added value.	-	2
5.	Methods and techniques of teamwork: integrative, creative, decision-making, areas of application in management.	-	2
7.	Psychological mechanisms of team management: participation, inspiration, communication (persuasion, feedback), motivation/engagement, delegation, integration, support, initiation of innovation.	-	2
9.	Summary classes - final test (colloquium).	-	0.5
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Group and team. Characteristics of the teams. Examples of teamwork in various tasks - case studies. Typical mistakes of managers in the area of team management - guided discussion.	2	-
2	Role and position of the members in the team - a derivative of the personality and experience of the employee - Meredith Belbin model, discussion, self-diagnosis. Online competence tests (homework)	2	-
3.	Recognition and description of roles and positions in a team based on the performance of an Assessment Centre task (group work). Conformism and assertiveness in teamwork.	2	-
3.	Methods and techniques of teamwork - workshop of creative and decision-making techniques	3	-
6.	Building a task team according to the principles of Project Cycle Management - working in groups according to a defined task profile	4	-
7.	Summary classes: presentations of case studies description to obtain a credit	2	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	knows and understands in depth the basic concepts, facts and phenomena in the field of social sciences, closely related to team management theory and practice	
	W_02	knows and understands in depth the place and role of the management sciences and other scientific disciplines in the field of social sciences, together with the possibilities of applying knowledge and methods of team management	
	W_03	knows and understands in depth the essence and theoretical foundations of modern team management and their use in the process of managing the organization and its functioning in the environment skills	
skills	U_01	is able to identify, interpret, explain and discuss complex phenomena and processes closely related to the theory and practice of management based on knowledge and methods related to the area of team management	
	U_02	is able to carry out professional tasks based on theoretical knowledge and practical skills acquired in the course of studies in an innovative way and using	

		various sources of knowledge, research methods, techniques and tools used in team management		
	U_03	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both team management theory and practice		
	U_04	is able to use in practice traditional and modern methods, techniques and tools improving team management processes, including motivating other members of the organization to permanent development, managing task forces and solving typical and unusual social and professional problems		
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
Social competences	K_01	is ready to critically assess the content related to the issue of organisation management and its impact on the operation of the organisation in terms of team management		
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to team management in the broad sense		
	K_03	develops awareness of the need to build and adhere to managerial ethics and corporate social responsibility values		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	Semester III			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • student participation in practical classes • obtaining a positive grade for the theoretical classes and practical classes by the students, according to the criteria adopted by the lecturer • obtaining a positive grade for working independently on an e-learning platform. by the students, according to the criteria adopted by the lecturer. 			
how to pass the theoretical classes:				
form of final assessment:	Grade from the tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	<p>Closed questions/ Self-control tests:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_01, U_02, U_05	100
how to calculate the final grade:	<i>O_t = 01</i>			
how to pass the practical classes:				
form of final assessment:	Weighted average of the grades for:			

	<p>1. participation in the classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module.</p> <p>2. group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation.</p>			
assessment criteria:	<p>1. Participation in the classes:</p> <ul style="list-style-type: none"> • 5.0 - participation in more than 90% of the class hours • 4.5 - participation from 86 to 90% of the hours of classes • 4.0 - participation from 81 to 85% of the hours of classes • 3.5 - participation from 76 to 80% of the hours of classes • 3.0 - participation from 70 to 75% of the hours of classes • 2.0 - participation in less than 70% of class hours <p>2. Case study – team management - project:</p> <ul style="list-style-type: none"> • 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not make the project or the student did not participate in the project 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	Participation in the classes:	U_01, U_02, U_03, U_04, K_01, K_02, K_03	20
	<i>02</i>	case study – team management	U_01, U_02, U_03, U_04, K_01, K_02, K_03	80
how to calculate the final grade:	$Op = 01 \times 0,2 + 02 \times 0,8$			
how to receive credit for the course:				
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes</p> <p>2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.</p>			
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for			

	<p>1. theoretical and practical classes with taking into account the weighting of ECTS credits.</p> <p>2. independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p>				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_01, U_02, U_05	1	90
	<i>Op.</i>	practical classes:	U_01, U_02, U_03, U_04 K_01, K_02, K_03	2	
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Final\ grade\ of\ the\ course(Ok) = 0,9x\left(\frac{Otx1 + Opix2}{3}\right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01				
W_02	K_W02, K_W12,				
W_03	K_W03, K_W08,				
U_01	K_U01, K_U11,				
U_02	K_U02				
U_03	K_U03				
U_04	K_U04, K_U14, K_U16,				
U_05	K_U15				
K_01	K_K01				
K_02	K_K02				
K_03	K_K03, K_K08, K_K04				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Polska Agencja Rozwoju Przedsiębiorczości (2014). <i>Zarządzanie zespołem. Techniki i metody pracy zespołowej</i> • Stabryła A. (2010). <i>Koncepcje zarządzania współczesnym zespołem</i>, MFiles, Kraków • Lencioni P.(2016). <i>Pięć dysfunkcji pracy zespołowej</i>, MT Biznes, Warszawa 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Stabryła A. (2015). <i>Praktyka projektowania systemów organizacyjnych przedsiębiorstwa</i>, MFiles, Kraków • Trocki M. (2014). <i>Organizacja projektowa</i>. PWE, Warszawa 					
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K.10 Management decision making

Code and name of the class:			form of crediting a course:	Number of ECTS credits
Code	Name			
K.10	Management decision making		Z0	3
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	III
Discipline				
Management and quality studies				
Name of teaching unit			Persons conducting the classes:	
Department of Management			Designated employees of the Institute of Safety and Managements (ISM)	
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Seminars	-	-		
• Lectures/ seminars with indirect teachers' participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• workshop exercises	15	-		
• summary classes - final test (colloquium)	-	-		
• literature studies	-	10		
• homework preparation	-	15		
• preparation for passing the course	-	10		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:			Practical classes:	
classes with participation of teachers			classes with participation of teachers	

<ul style="list-style-type: none"> seminar, discussion, lecture materials on the e-learning platform 	<ul style="list-style-type: none"> Workshop exercises, group work, tasks to be performed, work with information systems, discussion 		
student's independent work	student's independent work		
<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> literature studies, preparation for the colloquium 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
Organisation Management, Micro and Macroeconomics	The student is familiar with the basic issues related to the specificity of functioning of an organization in the contemporary environment and its management, they know basic macro and microeconomic theories in order to use them effectively in the management decision making processes in organizations.		
Course objectives conveying knowledge on the basic principles of rational decision making in contemporary organizations and teaching students to use various types of tools (including IT) supporting decision making processes in management			
for knowledge:			
<ul style="list-style-type: none"> conveying knowledge about the basic principles of rational decision making in contemporary organizations and the main tools (methods and techniques) supporting decision making processes in management 			
for skills:			
<ul style="list-style-type: none"> teaching the effective use of various types of tools (including IT) supporting decision-making processes in management in specific situational circumstances teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> create the right managerial attitudes - rational, effective and efficient decision-making and implementation of decisions in contemporary organizations 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes including work on the e-learning platform. The area of complexity of the issue of making decisions in management. Basic concepts, the relationship between decisions and the management process, types of decisions and their characteristics, knowledge and skills necessary for managers to make decisions efficiently. Individual and group decisions - advantages and disadvantages. Vroom-Yetton-Yago's decision model.	-	3
2.	Decision-making process. Comparison of views on the decision-making cycle, stages of the decision-making process, decision-making criteria and their role in the decision-making process, praxeology as a basis for rational decision making. Nature of strategic, tactical and operational decision-making processes.	-	2
3.	The rationality of managerial decisions. The essence of methodological and factual rationality, basic determinants of decision making rationality in	-	2

	organizations, basic organizational decision barriers, basic behavioural barriers of decision making, results of research in practice.		
4.	Decision-making in conditions of certainty. Characteristics of certainty conditions, selected techniques and models for making decisions under certainty conditions. Decision trees and their application, matrix of forced comparisons, balance of pros and cons, costs and benefits of opportunities, multi-criteria analysis of decisions).	-	2
5.	Decision making in conditions of risk and uncertainty. Characteristics of risk and uncertainty conditions. Selected techniques and models of decision making in conditions of risk and uncertainty (Game theory and its application in decision making, pay-out matrix, method of maximizing the expected value of benefit, method of maximizing the expected value of usefulness, Hurwicz, Wald, Laplace, and Savage criteria). Market decision making based on marginal analyses: marginal analysis, marginal yield and marginal cost.	-	2
6.	Using IT in the decision-making process. Information and decision-making subsystem in a management system, the importance of efficient information flow in a vertical and horizontal arrangement for the decision-making process in an organization, methods, techniques and sources of obtaining information, criteria for assessing the usefulness of information, types of IT decision support systems, selected problems of decision making using IT systems.	-	2
7.	Summary of classes Colloquium.	-	2
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Use of tools supporting decision making in conditions of certainty - solving decision-making problems with the use of IT tools (Expert Choice, Excel).	4	-
2.	Use of tools supporting decision making in conditions of risk and uncertainty (KED - Effective Decision Creator, Excel).	4	-
3.	Solving problems in management - introduction to the essence of the concept. Types of problems in management, the process of solving a problem in the organization, methods supporting problem solving in the organization (methods of analysis and diagnosis of the actual state of the organization, Pareto analysis, Eisenhower matrix, Ishikawa diagram, Genchi Genbutsu, heuristic methods) - the presentation of the trainer. Solving a selected problem in the organization using the discussed ones - practical exercise. Summary conclusions.	4	-
4.	Methods and techniques supporting the creativity of employees. Creativity as a basis for a good solution of a problem in the organization - discussion. Techniques to warm up the mind before difficult mental tasks, individual methods of creative creation of variants of problem solving, heuristic methods - managerial training.	3	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	

knowledge	W_01	knows and understands in depth the basic concepts, facts and theoretical issues related to managerial decision-making
	W_02	has an in-depth knowledge and understanding of the nature of management processes in the organisation at its various structural levels and in the various subject areas related to its functioning in the socio-economic environment
	W_03	has an in-depth knowledge and understanding of traditional and modern methods, techniques and tools to improve management practice, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting the processes of solving typical and unusual socio-occupational problems
skills	U_01	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both theory and practice of solving management problems
	U_02	use in practice traditional and modern methods, techniques and tools to improve management processes, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting processes of solving typical and unusual social and professional problems
	U_03	use research methods, techniques and tools to solve scientific management problems as well as complex and unusual practical problems
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
social competence	K_01	is ready to recognise the importance of scientific and expertise in solving cognitive and practical management problems
	K_02	is ready to fulfil in a responsible manner the socio-occupational roles related to the management practice building the ethos of the performed profession

Course credit/ verification of learning outcomes:

form of crediting a course:	passing with a grade
date of crediting a course:	Semester III
conditions and criteria to receive credit for the course:	<ul style="list-style-type: none"> • active participation of students in practical classes • obtaining a positive grade for the exercises on practical classes by the students • obtaining a positive grade for theoretical classes • obtaining a positive grade for working independently on an e-learning platform. by the students, according to the criteria adopted by the lecturer.

how to pass the theoretical classes:

form of final assessment:	The grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.
assessment criteria:	<p>Knowledge / Self-control test:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers

subject of the assessment and how to	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
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verify learning outcomes:	01	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_04, K_01	100
how to calculate the final grade:	$O_t = 01$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ul style="list-style-type: none"> Workshop - case study the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation Substantive preparation for classes and activity during classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem. 			
assessment criteria:	<p>1. Workshop - case study</p> <ul style="list-style-type: none"> 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant 2.0 - the group did not make the project or the student did not participate in the project <p>2. Preparation for classes, realization of exercises and activity on exercises:</p> <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem 2.0 - the student did not participate in the discussions 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	Workshop - case study	U_01, U_02, U_03, K_02	80

	02	Preparation for classes, realization of exercises and activity on exercises	W_01, W_02, W_03, K_01	20	
how to calculate the final grade:	$Ok = 0,8 \times 0,1 + 0,2 \times 0,2$				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_04, K_01	1	90
	<i>Op</i>	practical classes:	U_01, U_02, U_03, K_02	2	
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Final\ grade\ of\ the\ course\ (Ok) = 0,9x \left(\frac{Otx1 + Opx2}{3} \right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01				
W_02	K_W08				
W_03	K_W09				
U_01	K_U03				
U_02	K_U04				
U_03	K_U05				
U_04	K_U15				
K_01	K_K02				
K_02	K_K06				
List of literature:					

A. Literature required for final course credit (passing the exam):

- Penc J., *Decyzje menedżerskie – o sztuce zarządzania*, Wydawnictwo C.H. Beck, Warszawa 2001.
- Bolesta – Kukułka K., *Decyzje menedżerskie*, PWE, Warszawa 2004.
- Tyszka T., Zaleśkiewicz T., *Racjonalność decyzji. Pewność i ryzyko*. PWE, Warszawa 2001.

B. Supplementary literature:

- Heath C., Heath D., *Decyduj! Jak podejmować lepsze decyzje w życiu i pracy*, MT Biznes, Warszawa 2016.
- Robbins S.P., *Skuteczne podejmowanie decyzji*, PWE, Warszawa 2005.
- Walentynowicz P., *Racjonalność podejmowania decyzji menedżerskich (w:) Przedsiębiorstwo u progu XXI w.*, Jerzemska M. (red.), Wydawnictwo WSZ w Słupsku, Słupsk 2002.

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K.11 Budgeting and controlling

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.11	Budgeting and controlling	ZO	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Lectures	-	-		
• Lectures/ seminars with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• workshop exercises	14	-		
• summary classes - final test (colloquium)	1	-		
• literature studies	-	15		
• homework preparation	-	10		
• preparation for the colloquium	-	10		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		
<ul style="list-style-type: none"> informational lecture, participatory lecture with multimedia presentation, discussion, lecture materials on the e-learning platform; 		<ul style="list-style-type: none"> Mini-lectures, case study, workshop exercises, presentation of materials prepared by the teacher and students, discussion based on the presented presentation and studied literature and other materials; 		
student's independent work		student's independent work		

<ul style="list-style-type: none"> perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> perception of the content of classes, taking notes, studying literature, preparing for the colloquium 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
strategic management	It is necessary to have a comprehensive knowledge of financial phenomena and processes taking place in the company. The student should also know the basics of strategic and operational management.		
Course objectives			
for knowledge:			
Familiarize students:			
<ul style="list-style-type: none"> with the problems of controlling and budgeting with controlling as a risk mitigation tool in business operations. 			
for skills:			
Teach students:			
<ul style="list-style-type: none"> to distinguish between the type of controlling and its instruments the use of controlling instruments according to the nature of the economic risks, with particular reference to budgeting problem solving based on case studies teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
develop students' social competences in:			
<ul style="list-style-type: none"> preparation for organising and managing the work of controlling teams internal-feedback communication, which is based on controlling analysis 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes including work on the e-learning platform, rules of course crediting.	-	1
2.	Genesis and idea of controlling concept. Controlling tasks and functions Controller profile and controlling organization in an enterprise.	-	2
3.	Controlling varieties and their use. Selected instruments of operational controlling.	-	3
4.	Budgeting: methods, types and need for use. Budgeting including the ABB method in controlling.	-	3
5.	Selected instruments of strategic controlling. Balanced scorecard as an instrument of strategic controlling.	-	3
6,	Elements of financial accounting in controlling. Centres of responsibility for costs, revenues and results. Stages of implementation of operational controlling in an enterprise.	-	3
Theoretical classes in total:		-	15

practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Application of operational and strategic controlling instruments in practice - case study	3	-
2.	Project of implementing the controlling system in the company.	3	-
3.	Risk management in the company: Theoretical basis of risk management in an organization - repeating and consolidating the content of lectures	3	-
4.	Risk and requirements of PN ISO 31000:2012. Identification of risks affecting the organization's operations. Role and scope of responsibility of the risk owner. Methodology of risk identification and assessment. Software for risk analysis and mapping. Risk mapping - what it is and what benefits it brings.	3	-
5.	Practical task: execution of a controlling project for a given area of company activity - group work	3	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	has a general knowledge of controlling and budgeting concepts	
	W_02	has a general knowledge of controlling and budgeting as a risk mitigation tool in business.	
	W_03	identifies centres of responsibility for costs, revenues and results in the company.	
skills	U_01	is able to distinguish between types of controlling and budgeting and assign them the right instruments,	
	U_02	use appropriate controlling instruments depending on the nature of the economic risk,	
	U_03	can solve typical management problems with controlling	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	is prepared for organising and managing the work of controlling teams,	
	K_02	is prepared for internal-feedback communication, which originates from controlling analysis	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade		
date of crediting a course:	Semester III		
conditions and criteria to receive credit for the course:	<ul style="list-style-type: none"> • obtaining a positive grade of the final test for theoretical classes • active participation of students in practical classes • obtaining a positive grade for the exercises on practical classes by the students • obtaining a positive grade for working independently on an e-learning platform. by the students, according to the criteria adopted by the lecturer. 		
how to pass the theoretical classes:			

form of final assessment:	Grade for independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
	Knowledge / Self-control test: <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>O1</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_04	100
how to calculate the final grade:	$O_t = O1$			
how to pass the practical classes:				
form of final assessment:	Weighted average of the grades for: <ol style="list-style-type: none"> 1. active participation in the classes: The grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem; 2. written colloquium- practical: average grade for three practical tasks (O1, O2, O3) prepared by the lecturer calculated according to the formula: $Final\ grade = \frac{O1 + O2 + O3}{3}$ 			
form of final assessment:	<ol style="list-style-type: none"> 1. Active participation in the classes: <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 2. Written colloquium- practical: <ul style="list-style-type: none"> • 5.0 - the student performed all tasks correctly • 4.5 - the student performed all the tasks fairly correctly, although there were minor shortcomings that did not significantly affect their overall level of competence • 4.0 - the student correctly performed at least two tasks and partially one, and the shortcomings in its implementation significantly affect its merits • 3.5 - the student correctly performed at least one task and partly two consecutive ones, with the emerging deficiencies affecting their overall level of competence quite significantly 			

	<ul style="list-style-type: none"> • 3.0 - student correctly performed at least one task partially two consecutive ones, with any shortcomings occurring having a significant impact on their general level of competence • 2.0 - the student did not perform any task correctly, and deficiencies in their implementation significantly affect their general level of competence 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	<i>O1</i>	Active participation in the classes.	U_01, U_02, U_03, K_01, K_02	20	
	<i>O2</i>	Practical colloquium	U_01, U_02, U_03, K_01, K_02	80	
how to calculate the final grade:	$Op = O1 \times 0,2 + O2 \times 0,8$				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
form of final assessment:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_04	1	90
	<i>Op.</i>	practical classes:	U_01, U_02, U_03	2	
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Final\ grade\ of\ the\ course(Ok) = 0,9x\left(\frac{Otx1 + Opx2}{1 + 2}\right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01, K_W02, K_W03, K_W05, K_W06 K_W11, K_W12, K_W13				
W_02	K_W01, K_W02, K_W03, K_W05, K_W06, K_W07, K_W08, K_W09				
W_03	K_W01, K_W03, K_W05, K_W06, K_W07, K_W09, K_W11, K_W12, K_W13				
U_01	K_U01, K_U03, K_U04, K_U05, K_U11, K_U13				
U_02	K_U06, K_U07, K_U09, K_U11				

U_03	K_U03, K_U09, K_U13, K_U14
U_04	K_U15
K_01	K_K05, K_K06, K_K07
K_02	K_K01, K_K02, K_K03 K_K04, K_K06
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • M. Foremna-Pilarska, Controlling. Narzędzia i struktury, PWE, 2014 • M. Foremna-Pilarska Zastosowanie budżetowania jako instrumentu controllingu w jednostkach gospodarczych, Wydawnictwo PK, Koszalin 2007. • M. Sierpińska, B. Niedbała: Controlling operacyjny w przedsiębiorstwie, Wydawnictwo Naukowe PWN, Warszawa 2003. 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • D. Chachuła, Controlling. Koncepcje, narzędzia, modele, Difin 2009 • E. Duda-Piechaczek, Controlling: wspieranie zarządzania przedsiębiorstwem, Onepress 2007 • Skowronek-Mielczarek, Anna, Controlling, analiza i monitoring w zarządzaniu przedsiębiorstwem, 2007 	
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K.12 Project Management

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
K.12	Project Management	E	3	
Major:	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Introductory classes	-	-		
• seminar	-	-		
• lectures with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• introductory classes	1	-		
• workshop exercises	14	-		
• practical (professional) skills training	-	-		
• preparation to exercises	-	15		
• literature studies	-	15		
• preparation for passing the practical classes	-	5		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
participatory lecture with elements of discussion, problem-focused lecture, lecture materials on the e-learning platform;		Introductory classes, demonstration of the project implementation with discussion, individual and team consultations, group work, case study.		

<ul style="list-style-type: none"> • student's independent work 		<ul style="list-style-type: none"> • student's independent work 	
<p>perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course</p>		<p>perception of the content of classes, taking notes, studying literature, drafting a project outline.</p>	
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
none		the student knows basic issues related to business operations and managerial management	
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> • familiarizing students with basic concepts, principles and techniques of project management according to various methodologies used in project management • familiarizing them with the basic test methods, techniques, tools and procedures used in examining problems related to project management theory and practice 			
for skills:			
<ul style="list-style-type: none"> • acquiring the ability to apply the known methodology by students when preparing a project application in accordance with the guidelines of the competition documentation under national and regional operational programmes • acquiring by them the ability to manage the project on the company ground • teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> • preparing students to work in a project group • teach them the importance of scientific and specialist knowledge in solving cognitive and practical problems related to project management in the company 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course - including work on the e-learning platform	-	1
2.	Introduction to project management: Project essence, types of projects, importance of projects in management, process approach as a basis for project management, project life cycle.	-	4
3.	Project management planning: project structure, project structure planning mode, project schedule, project milestones, critical chain technique, project risk management.	-	4
4.	Project management methodology: systematization of project management methods, project management methodological approaches, project management techniques, project management methodologies.	-	5
5.	Passing the theoretical classes - colloquium.	-	1
Theoretical classes in total:		-	15

practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the practical classes; rules for the preparation of a project outline	1	-
2.	Organizing the project team: project team, role of the project manager, competences of project participants according to IPMA.	3	-
3.	Planning and organizing project execution: project purpose, project structure, WBS, network charting, project scheduling, defining project milestones, and planning project resources.	3	-
4.	Project cost planning and budgeting.	3	-
5.	Risk management in the project.	2	-
6.	Project communication management: project communication plan, project communication flow, definition of communication barriers in the project.	2	-
7.	Passing the practical classes: presentation of the project outline.	1	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course.			
category;	number	content	
knowledge	W_01	knows in depth the basic concepts objects and phenomena of the project management sciences and their sub-disciplines and of other sub-disciplines and fields of science from social sciences closely related to project management theory and practice	
	W_02	knows in depth the research methodology applied in the management sciences, its relation to social research methodologies, as well as research methods, techniques and tools for solving scientific problems related to project management, as well as the possibility of using them to solve typical and unusual practical problems	
	W_03	knows in depth the essence of management processes in the organisation at its various structural levels and in the various subject areas related to its functioning in the social and economic environment to a greater extent	
	W_04	knows in depth traditional and modern methods, techniques and tools improving management practice, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting the processes of solving typical and unusual social and professional problems	
skills	U_01	is able to use in practice traditional and modern methods, techniques and tools to improve project management processes, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting processes of solving typical and unusual social and professional problems	
	U_02	is able to use research methods, techniques and tools to solve scientific problems related to project management as well as complex and unusual practical problems	
	U_03	is able to forecast and model complex processes related to the management of human teams and selected areas of the organization's operations	

	U_04	is able to use concepts, facts and various specialist information freely when communicating with different audiences in different professional situations		
	U_05	is able to prepare, in Polish, written works covering the issues of broadly understood project management		
	U_06	is able to prepare an oral presentation on matters related to management theory and practice in Polish using a multimedia presentation		
	U_07	is able to plan and organise the work of task forces and specialist teams within organisations		
	U_08	is able to manage the work of task and specialist teams in the course of carrying out professional tasks and solving typical and unusual problems of a theoretical and practical nature		
	U_09	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
Social competences	K_01	is ready to recognise the importance of scientific and specialist knowledge in solving cognitive and practical problems related to project management		
	K_02	is ready to think and act in an entrepreneurial and innovative way		
Course credit/ verification of learning outcomes:				
form of crediting a course:	examination			
date of crediting a course:	semester IV			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • obtaining a positive grade from the final test (colloquium) for theoretical classes by the students, according to the criteria adopted by the lecturer • active participation of students in practical classes • obtaining a positive grade for the project outline and its presentation • obtaining a positive grade for the examination • obtaining a positive grade for working independently on an e-learning platform. by the students, according to the criteria adopted by the lecturer. 			
how to pass the theoretical classes:				
form of final assessment:	Grade for independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	<p>Knowledge / Self-control test:</p> <ul style="list-style-type: none"> • 5.0 - more than 90% correct answers to test questions • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_04, U_09	100
how to calculate the final grade:	<i>O_t = 01</i>			
how to pass the practical classes:				

form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. preparation of a project outline:: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation, 2 . Its presentation - the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation 3 . active participation in the classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem.
assessment criteria:	<ol style="list-style-type: none"> 1. Group preparation of a project outline: <ul style="list-style-type: none"> • 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not make the project or the student did not participate in the project 2. presentation of the project assumptions: <ul style="list-style-type: none"> • 5.0 - the group made the task in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4,5 -the group made the task in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the task, and the student had a very large contribution to its implementation • 4.0 - the group made the task in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the task in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the task, and the student had rather little input into its implementation • 3.0 - the group made the task in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the task, which makes the participation of the student in the task implementation insignificant • 2.0 - the group did not make the task or the student did not participate in the task preparation

	<p>3. active participation in the classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	01	Group preparation of a project outline::	U_01, U_02, U_03, U_04, U_05, U_07, U_08, K_01, K_02	70	
	02	presentation of the project assumptions	U_05, U_06	10	
	03	active participation in the classes	W_03, U_02, U_03, U_04, K_02	20	
how to calculate the final grade:	$Op = 0,7 \times 01 + 0,1 \times 02 + 0,2 \times 03$				
how to pass the examination:					
examination form:	written examination using single- or multiple-choice tests				
form of final assessment:	grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer				
assessment criteria:	5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers				
how to receive credit for the course:					
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. examination 3. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform. 				
assessment criteria:	<p>The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for</p> <ol style="list-style-type: none"> 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. examination 3. independent work on the e-learning platform: <ul style="list-style-type: none"> 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. 				
subject of the assessment and how to	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade	grade weight in %

verify learning outcomes:	<i>Ot</i>	theoretical classes:	W_01, W_02, W_04, U_09	1	40
	<i>Op.</i>	practical classes:	W_03, U_01, U_02, U_03, U_04, U_05, U_06, U_07, U_08, K_01, K_02	2	
	<i>Oe</i>	examination	W_01, W_02, W_04	-	50
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	<p style="text-align: center;"><i>Final grade of the course (Ok)</i> $= 0,4x \left(\frac{Otx1 + Opx2}{3} \right) + 0,5xOe + 0,1xOel$</p>				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01				
W_02	K_W04				
W_03	K_W08				
W_04	K_W09				
U_01	K_U04				
U_02	K_U05				
U_03	K_U06				
U_04	K_U08				
U_05	K_U09				
U_06	K_U013				
U_07	K_U014				
U_08	K_U010				
U_09	K_U15				
K_01	K_K02				
K_02	K_K05				
List of literature:					
A. Literature required for final course credit:					
<ul style="list-style-type: none"> • Wirkus M., Roszkowski H., Dostatni E., <i>Zarządzanie projektem</i>, PWE, Warszawa 2014. • Cabała P. (red.), <i>Metody doskonalenia procesów zarządzania projektami w organizacji</i>, Difin, Warszawa 2016. • Trocki M. (red.), <i>Metodyki i standardy zarządzania projektami</i>, PWE, Warszawa 2017. 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Kandefer-Winter K., Nadskakuła O., <i>Komunikacja w zarządzaniu projektami</i>, CeDeWu, Warszawa 2016. 					
C. Source materials:					
<ul style="list-style-type: none"> • Selected by the student according to the subject of the classes. 					

D. Useful websites:

- <https://www.parp.gov.pl/publikacje/biblioteka>
- www.zarzadzanieprojektami.org
- zarzadzanieprojekt.pl
- <http://4pm.pl/>

Contact:

contact person:	IB&Z Secretariat employee
phone:	59 306 76 04 (office)
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

O.1 Foreign languages

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
0.1	Foreign language (courses to choose from: language course of English, German or Russian)	ZO	6 (3 for sem. I 3 for sem. II)	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	yes	I, II
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Teaching staff of the PNJO Study		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	60	120	180	6
• Introductory classes	1	-		
• practical skills training (foreign language course)	59	-		
• preparation to exercises	-	60		
• preparation for the colloquiums, passes and exams	-	20		
• preparation of presentation/project	-	15		
• reading and working with specialist literature	-	25		
Total:	60	120	180	6
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		communication exercises (lectures), translation, conversation, project method, computer lab work and others		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes; making notes, performing exercises at the teacher's instruction		

	preparation for classes, colloquia and credits; preparation of presentations, reading and working with specialised literature	
Formal requirements related to the admission of students to classes:		
Introductory classes	Initial requirements :	
none	SPS knowledge and skills (Recommended intermediate level (B2) of the Common European Framework of Reference for Languages)	
Additional notes: It is recommended that students who do not meet the initial criterion (language proficiency at the intermediate level of higher education) should supplement their language skills on additional (parallel to the classes of the foreign language course) commercial language courses for students, organized by the PNJO Studio or by other entities, in order to obtain final language proficiency at B2+ level of the Common European Framework of Reference for Languages.		
Course objectives		
for knowledge:		
<ul style="list-style-type: none"> A student completing the course should know a foreign language at B2+level of the Common European Framework of Reference for Languages and specialist terminology at a higher level. 		
for skills:		
<ul style="list-style-type: none"> graduate should use a foreign language at B2+ level of the Common European Framework of Reference for Languages and specialist terminology at a higher level 		
for social competence:		
<ul style="list-style-type: none"> the student should be aware of the need for continuous self-study in a foreign language 		
Program content:		
practical classes under the direction of the teacher:		
learning contents:	number of hours	
	FTS	
	T	EL
<ul style="list-style-type: none"> working with teaching materials for learning a foreign language indicated by the lecturer; analysis of foreign language specialist texts on management and business indicated by the lecturer; working with audio-visual material in a foreign language; learning specialist vocabulary in management and business; creating thematic language projects using students' inventiveness and creativity (e.g. multimedia presentations); searching for foreign language materials related to the subject of the thesis in the Internet resources creating an English-German-Russian-Polish dictionary of specialist terms use of interactive materials, including specialist portals (work in a computer laboratory) use of the e-learning platform (if necessary) 	60	-
Practical classes in total:		60 -
Abbreviations used: FTS – full-time studies; PTS – part-time studies		
Learning outcomes for the course. As a result of the course implementation, a graduate		
category;	number	content
knowledge	W_01	knows the foreign language at B2+level of the Common European Framework of Reference for Languages and specialist terminology at a higher level
skills	U_01	use a foreign language in accordance with the requirements of level B2+ of the Common European Framework of Reference for Languages

	U_02	prepares oral presentations in a foreign language, such as a message, statement, speech, multimedia presentation
Social competences	K_01	is able to undertake self-study in a foreign language
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade (Zo)	
date of crediting a course:	after I and II semester	
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> • positive completion of written and oral colloquia and presentations verifying the achieved learning outcomes • attendance at exercises 	

how to pass the practical classes:

form of final assessment:	weighted average of grades calculated in individual semesters
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SEMESTER I

subject of the assessment and how to verify learning outcomes:	Subject of the assessment:	Learning outcomes	Code	grade weight in %
	Written colloquium	W_01	K ₁	25
		U_01	K ₂	25
		K_01	K ₃	25
Presentation/project/oral colloquium		U_01	P ₁	25
		U_02		

how to calculate the final grade:	$O_{KS1} = (K_1 \times 0,25) + (K_2 \times 0,25) + (K_3 \times 0,25) + (P_1 \times 0,25)$
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SEMESTER II

subject of the assessment and how to verify learning outcomes:	Subject of the assessment:	Learning outcomes	Code	grade weight in %
	Written colloquium	W_01	K ₄	25
		U_01	K ₅	25
		K_01	K ₆	25
Presentation/project/oral colloquium		U_01	P ₂	25
		U_02		

how to calculate the final grade:	$O_{KS2} = (K_4 \times 0,25) + (K_5 \times 0,25) + (K_6 \times 0,25) + (P_2 \times 0,25)$
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how to receive credit for the course:

form of final assessment:	weighted average of grades for each semester, taking into account the weighting of ECTS credits
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subject of the assessment and how to verify learning outcomes:	Subject of the assessment:	Learning outcomes	Code	grade weight in %
Final grade for the first semester	Final grade for the first semester	W_01, U_01, U_02, K_01	O _{KS1}	50
		W_01, U_01, U_02, K_01	O _{KS2}	50

how to calculate the final grade:	$O_{KM} = [(O_{KS1} \times 3) + (O_{KS2} \times 3)] : \Sigma P$ O _{KS} - final semester grade O _{KM} - final grade from a linguistic course ΣP - number of ECTS for the course
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Grading scale:	Scale	Grade	Notes :
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	3,0 – 3,24	satisfactory	The calculation of the final grade from the course is made in accordance with § 30 (1) c and d and § 41 (1) of the Regulations of the AP Studies in Słupsk.
	3,25 – 3,74	satisfactory plus	
	3,75 – 4,24	good	
	4,25 – 4,74	good plus	
	4,75 – 5,00	very good	

Learning outcomes matrix for the class:

Number (symbol) of the learning outcome	Reference to learning outcomes for the program
W_01	K_W10
U_01	K_U10, K_U12
U_02	K_U10, K_U12
K_01	K_K05

List of literature:

A. Literature required for final course credit:

- Teaching materials for learning a foreign language indicated by the lecturer.
- Textbook for learning foreign language grammar indicated by the lecturer.
- Interactive teaching materials selected by the lecturer.

B. Supplementary literature:

- **B. Supplementary literature**
- Additional materials selected by the lecturer.
- English/German/Russian-Polish and Polish-English/German/Russian dictionaries.
- Thematic dictionaries.
- Interactive dictionaries.

C. Source materials:

- Regulation of the Minister of Science and Higher Education of 8 August 2011 on the areas of knowledge, fields of science and art and scientific and artistic disciplines (Journal of Laws of 2011 No. 179, item 1065).

D. Useful websites:

- online websites with teaching materials for the selected handbook
- language learning portals
- parties of scientific, research and official bodies (specialist terminology)
- press releases
- websites of specialist portals

Contact:

contact person:	Manager of SPNJO, MA Bożena Sypiańska
phone:	Secretariat: 59 840 53 25
e-mail:	jezykiobce@apsl.edu.pl

0.2 Management psychology

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
0.2	Management psychology	Z0	2	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
Practical	SDS	Yes	No	
semester/s				
I				
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• Seminars	9	-		
• Classes with indirect teacher participation on the e-learning platform	5	20		
• summary classes - final test (colloquium)	1	-		
• literature studies	-	10		
• preparation for the colloquium	-	5		
Total:	15	35	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		
<ul style="list-style-type: none"> seminar, informative lecture, problem-focused lecture, information, discussion, final test (colloquium) 		<ul style="list-style-type: none"> Not applicable 		
student's independent work		student's independent work		
<ul style="list-style-type: none"> perception of the contents of the classes, making and collecting notes; studying literature, preparation for passing the course in the form of a written colloquium, independent work on the platform within the classes with indirect participation of teachers, 		<ul style="list-style-type: none"> Not applicable 		
Formal requirements related to the admission of students to classes:				

Introductory classes		Initial requirements :	
Not applicable		Basic knowledge of psychology	
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> acquaint students in depth with basic concepts, facts and phenomena concerning management psychology and behavioural economics; acquaint students in depth with modern methods and techniques of management using knowledge and skills from management psychology. 			
for skills:			
<ul style="list-style-type: none"> teach to use available sources of scientific knowledge from management psychology for analysis, planning and effective performance of managerial tasks and activities; teach the use of methods and techniques of management psychology for efficient management and for solving typical problems in an organization teach how to use in-depth knowledge of management psychology to optimize relationships and processes in an organization 			
for social competence:			
<ul style="list-style-type: none"> prepare for a critical assessment of the leadership patterns available in practice and encourage the search for an optimal model of influencing through leadership; develop responsible professional choices based on the concept of corporate social responsibility and respect for social diversity teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course	0.5	-
2.	Management psychology: the concept and mechanisms of organisational participation, management versus leadership, roles, functions and tasks of a manager. Managerial career paths. Levels of management versus responsibility. Management dilemmas.	-	2
3.	Communication in the organization: model, principles, forms, codes of verbal and non-verbal communication. Communication networks in the organization and their efficiency. Communication in the field of employer branding and corporate social responsibility (CSR)	2	-
4.	Managerial competence: concept, components, diagnosis and development methods. Work - life balance and time management, resistance to stress and styles of dealing with managerial stress.	-	1
5.	Psychological concepts of thinking and making decisions. Thinking analytical, strategic, and creative. Decision-making models. Kahnemann's concept - application of behavioural economics, conclusions for homo oeconomicus paradigm.	2	-
6.	Influencing in a managerial role: management styles, team building, motivating with material and non-material instruments, management 3.0, and agile management.	2	1
7.	Relationship and motivation management in the organization: managing interpersonal conflicts, overcoming resistance to change, psychological mechanisms of stimulating employee involvement.	2	1

8.	Nudging - stimulating desired organisational behaviour. Discovery of neuroeconomics and optimization of management.	1	-
9.	Summary classes - final test (colloquium).	0.5	-
Theoretical classes in total:		10	5
In total, theoretical and practical classes:		10	5
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	knows and understands in depth the basic concepts, facts and phenomena in the field of social sciences, closely related to management theory and practice with the possibilities of applying psychological knowledge to the area of organization and management	
	W_02	knows and understands in depth the place and role of management sciences and other scientific disciplines falling within the field of social sciences together with the possibilities of applying psychological knowledge to the professional work of managers	
	W_03	knows and understands in depth the essence and theoretical foundations of management, including scientific theories in the field of psychology and their impact on the use in the process of managing the organization and its functioning in the environment	
skills	U_01	is able to identify, interpret, explain and discuss complex phenomena and processes closely related to management theory and practice using psychological knowledge relating to the area of organisation and management	
	U_02	is able to perform professional tasks on the basis of theoretical knowledge and practical skills acquired during the course of studies in an innovative way and using various sources of knowledge, research methods, techniques and tools used in management psychology	
	U_03	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesize and interpret them from the point of view of both theory and practice of organisation management in psychological aspect	
	U_04	is able to use in practice traditional and modern methods, techniques and tools improving management processes, managing task forces and supporting processes of solving typical and unusual social and professional problems	
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	is ready to critically assess the content related to the problem of organizational management and its impact on the organization's operations from a psychological perspective	
	K_02	is ready to recognise the importance of scientific and specialist knowledge in solving cognitive and practical problems related to the broadly understood management and management of the organisation from a psychological perspective	
	K_03	develops an awareness of the need to build and adhere to managerial ethics and corporate social responsibility values	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade		
date of crediting a course:	Semester I		

conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum; • obtaining a positive grade by the students for the final test (colloquium) of theoretical classes, according to the criteria adopted by the lecturer, • Independent work on the e-learning platform; 			
how to pass the theoretical classes:				
form of final assessment:	grade for the knowledge of basic terms, issues and concepts relating to the field of management psychology and independent solution of tests on the e-learning platform including methodological units for theoretical classes			
assessment criteria:	<p>1) Written colloquium with the use of single- or multiple-choice tests: Form of final assessment: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer. Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p> <p>2) independent solution of tests on the e-learning platform including methodological units for theoretical classes: Form of final assessment: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student. Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Written colloquium	W_01, W_02, W_03, U_01, U_02, U_03, U_04, K_01, K_02, K_03	70
	02	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_05	30
how to calculate the final grade:	$O_t = 0,7 \times 01 + 0,3 \times 02$			
how to receive credit for the course:				
form of final assessment:	$O_k = O_t$			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade in ECTS credits
	O_t	theoretical classes:	W_01, W_02, W_03, U_01, U_02, U_03, U_04, U_05, K_01, K_02, K_03	2
how to calculate the final grade:	$O_k = O_t$			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01			

W_02	K_W02, K_W12,
W_03	K_W03, K_W08,
U_01	K_U01, K_U11,
U_02	K_U02
U_03	K_U03
U_04	K_U04, K_U14, K_U16,
U_05	K_U15
K_01	K_K01
K_02	K_K02
K_03	K_K03, K_K08, K_K04

List of literature:

A. Literature required for final course credit (passing the exam):

- Zawadzka A.M., *Psychologia zarządzania*. Ed. PWN Warszawa 2012, format Ibuk
- Przytuła S., *Psychologia zarządzania. Wybrane zagadnienia*, Ed. UE we Wrocławiu, Wrocław 2008;
- Kahnemann D., *Pułapki myślenia*, Media Rodzina 2012

B. Supplementary literature:

- Covey S. R., *7 nawyków skutecznego działania*, Warszawa 2007.

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0.3 Sociology for managers

Code and name of the class:			form of crediting a course:	Number of ECTS credits
Code	Name			
0.3	Sociology for managers		Z0	2
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	-	I
Discipline				
Management and quality studies				
Name of teaching unit			Persons conducting the classes:	
Department of Management			Designated employees of the Institute of Safety and Managements (ISM)	
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• introductory classes	1	-		
• seminar	7	-		
• classes with indirect teacher participation on the e-learning platform	5	20		
• summary classes – test	2	-		
• literature studies	-	10		
• preparation for the colloquium	-	5		
Total:	15	35	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
Seminar, with the use of multi-media presentation		Not applicable		
• student's independent work		• student's independent work		
perception of the contents of the classes, making and collecting notes; studying literature, preparation for passing the course in the form of written colloquium, independent work on the platform as part of classes with indirect participation of teachers		Not applicable		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
Not applicable		Basics of Sociology		

Course objectives			
for knowledge:			
<ul style="list-style-type: none"> acquaint students in depth with the basic concepts, facts and phenomena relating to the problems of management and governance in the social aspect acquaint students with existing social problems including conflicts, motivation process and structural aspects of management in the social aspect acquaint students with negotiation tactics and the impact of multiculturalism on the operation of the organisation 			
for skills:			
<ul style="list-style-type: none"> teach the use of available sources of scientific knowledge teach the use of negotiation techniques, motivation process, social and cultural differences to solve problems in the organization teach how to use in-depth knowledge to predict and resolve conflicts in the community teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> prepare for a critical assessment of the proposed methods and forms of motivation and negotiation in the organisation prepare for a critical analysis of the functioning of the organization in sociological terms 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	<ul style="list-style-type: none"> Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course 	1	-
2.	<ul style="list-style-type: none"> Social totality: community varieties, organized groups; community types and their dynamics; community varieties; social divisions - power and authority 	1	1
3.	<ul style="list-style-type: none"> Structural aspects of governance: theoretical problems of governance and power; bureaucratization; management styles. 	1	1
4.	<ul style="list-style-type: none"> Workplace as a social system: what we expect from the management - analysis of social research. 	2	-
5.	<ul style="list-style-type: none"> Motivation process: theories and models of motivation; motivation and job satisfaction; motivation systems (sociotechnical aspects) 	1	1
6.	<ul style="list-style-type: none"> Cooperation and conflicts in the organisation: the concept and essence of conflicts; cooperation in a team; ways of conflict resolution, negotiation aspect of conflicts; negotiation tactics; effective communication 	1	1
7.	<ul style="list-style-type: none"> Culture and multiculturalism: the culture in the organization, the culture of the organization and its effectiveness, multiculturalism and its influence on the success of the organization; the future of culturally diverse organizations 	1	1
8.	<ul style="list-style-type: none"> Summary classes - final test (colloquium). 	2	-
Theoretical classes in total:		10	5
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	

knowledge	W_01	knows and understands in depth the basic concepts, facts and phenomena in the field of social sciences, closely related to theory and practice of management relating to sociology for managers
	W_02	knows and understands in depth the place and role of the management sciences and other scientific disciplines that are part of the social sciences and their relationship with sociology for managers
	W_03	knows and understands in depth the theoretical foundations of management, including scientific theories in management sciences, related sciences and sciences interacting with management sciences and their impact on use in the process of managing an organisation or collective in sociological terms
skills	U_01	is able to identify, interpret and explain complex phenomena and processes closely related to management theory and practice using interdisciplinary knowledge relating to community management and problems arising therefrom in sociological aspect
	U_02	is able to carry out basic professional tasks, on the basis of theoretical knowledge and practical skills acquired in the course of studies, in an innovative way and using various sources of knowledge, research methods, techniques and tools, as well as information and communication technology (IT) tools used in sociology for managers
	U_03	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesize and interpret them in terms of sociological theories and practices of community management and to direct others to learning in the spirit of permanent education
	U_04	is able to use in practice traditional and modern methods, techniques and tools to improve management processes, including IT technologies, allowing for optimization of team management in the organization, improving decision-making processes and supporting the processes of solving typical and unusual social and professional problems
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
Social competences	K_01	is ready to critically assess the content related to the problem of community management, its impact on the organization's sociological performance and the public interest
	K_02	is ready to recognise the importance of scientific and specialist knowledge in solving cognitive and practical problems related to the broadly understood management and management of the community in the sociological aspect
	K_03	is ready to fulfil professional tasks in a socially responsible manner, initiate business activities in the public interest, observe the principles of managerial ethics
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade	
date of crediting a course:	semester I	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining a positive grade from the final test (colloquium) for theoretical classes by the students, according to the criteria adopted by the lecturer; Independent work on the e-learning platform 	
how to pass the theoretical classes:		
form of final assessment:	<ul style="list-style-type: none"> assessment for knowledge of basic terms and issues relating to the field of sociology for managers Independent work on the e-learning platform 	
assessment criteria:	<p>1) Written colloquium with the use of single- or multiple-choice tests:</p> <p>Form of final assessment: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer.</p>	

	<p>Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p> <p>2) independent solution of tests on the e-learning platform including methodological units for theoretical classes:</p> <p>Form of final assessment: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p> <p>Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Written Colloquium (knowledge of basic terms and substantive issues related to the field of sociology for managers)	W_01, W_02, W_03, U_01, U_02, U_03, U_04, K_01, K_02, K_03	70
	02	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_05	30
how to calculate the final grade:	$O_t = 01 \times 0,7 + 02 \times 0,3$			
how to receive credit for the course:				
form of final assessment:	Grade for theoretical classes			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade in ECTS credits
	O_t	theoretical classes:	All outcomes	2
how to calculate the final grade:	$O_k = O_t$			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01			
W_02	K_W02			
W_03	K_W03			
U_01	K_U01			
U_02	K_U02			
U_03	K_U03, K_U16			
U_04	K_U04; K_U14			
U_05	K_U15			
K_01	K_K01, K_K04			
K_02	K_K02			

K_03	K_K03, K_K04, K_K08
List of literature:	
A. Literature required for final course credit:	
<ul style="list-style-type: none"> • Moore Ch. W., <i>Mediacje. Praktyczne strategie rozwiązywania konfliktów</i>, Warszawa 2016, • Blanchard K., <i>Menedżer motywuje</i>, Warszawa 2014. • Puchalska M., Chybicka A., <i>Skuteczny menedżer</i>, Gdańsk 2015. 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Penc J., <i>Menedżerowie i organizacje jutra. Praktyka kierowania w społeczeństwie wiedzy</i>, Szczytno 2010. • Sztompka P., <i>Socjologia</i>, Kraków 2004. 	
C. Source materials:	
<ul style="list-style-type: none"> • Not applicable 	
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e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

0.4 Directions of development of modern civilization

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
0.4	Directions of development of modern civilization	ZO	2	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	-	I
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• introductory classes	1	-		
• Lectures	8	-		
• lectures with indirect teacher participation on the e-learning platform	5	20		
• summary classes – test	1	-		
• literature studies	-	10		
• preparation for the colloquium	-	5		
Total:	15	35	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
problem-focused lecture with elements of guided discussion with students, use of multimedia		not applicable		
• student's independent work		• student's independent work		
ongoing preparation to participation in classes based on the given sources of knowledge; preparation for the colloquium on the basis of the content of the lecture and the given sources of knowledge; independent work on the platform in the framework of lectures with indirect participation of teachers		not applicable		
Formal requirements related to the admission of students to classes:				

Introductory classes		Initial requirements :	
None		General knowledge of the development of human civilisation	
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> convey knowledge about the directions of development of contemporary civilization due to changes taking place in the field of technology, in the sphere of politics and international and intercultural relations and due to demographic processes 			
for skills:			
<ul style="list-style-type: none"> develop the ability to use a conceptual apparatus interdisciplinary connected with the theory and practice of management in interpreting the directions of development of modern civilisation teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> prepare for critical analysis of content in the field of development of modern civilization based on knowledge and scientific methods 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introduction. General presentation of the subject of the course; objectives and outcomes of learning; organization of classes; rules of passing the classes.	1	-
2.	Development and technology. Modelling the development of civilization due to technological revolutions and their influence on changes in socio-economic formations. Increased importance of access to public knowledge from the industrial revolution to the information technology revolution.	1	1
3.	Development of digital media and information economy. Mediamorphosis and its influence on social and economic development. Information as a strategic product in digital civilization. Investments in information infrastructure and jumping development. Information society and evolution of employment structure. Digital division of the world and political and infrastructural challenges for the development of global information economy.	1	1
4.	Economy in the context of localness and globalness dialectic. Globalisation as a result of tensions between the centre and the peripheries. Globalization versus regionalization. Global metropolis and its influence on the global economy. Horizontal and vertical institutional integration. Transnational institutions and the role of civil society as grassroots movements in the global world.	2	1
4.	Transnationalism and multicultural dilemmas. Development of transnational management structures. Liberation of economy, politics and societies from national borders. Influence of technocratic strategies on economic Internationalisation. Cosmopolitan sovereignty versus national egoism; capitalism and cosmopolitan neoliberalism versus populism. Multiculturalism and ethnocentrism in a radical and moderate variety. Dilemmas of integration in the face of cultural differences.	2	-

5.	Globalisation and migration. Labour migration and forced migration, refugees and asylum. Transnationalisation of immigration policy. Economic and social transfers in the framework of migration in Europe and worldwide. Brain drain and brain circulation. The impact of migration on the dynamics of changes in the labour force structure. Immigration and relocation of production. Growth of the informal labour market - regulatory challenges. Impact of increased mobility on service employment regimes and new inequalities.	1	1
6,	Dialects of modernity and global risk management. Victories of modernity as a simultaneous source of modernity crises. Power and awareness of civilization risk: political and economic strategies of construction, dramatization and risk minimization. Global risk logic: economic, ecological and terrorist risks.	1	1
7.	Summary classes - final test (colloquium).	1	-
Theoretical classes in total:		10	5
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows and understands in depth the basic categories of analysis of civilization development and knows how to use them for the analysis of facts, phenomena and processes occurring in the development of modern civilization, and knows how to connect the analysed issues with the management sciences	
	W_02	knows and understands in depth the directions of development of civilization due to changes in the field of technology, in the sphere of politics and international and intercultural relations, and due to demographic processes	
	W_03	knows and understands in depth the axiological and praxeological dilemmas of the development of modern civilisation and the challenges and threats related to them, as well as their impact on the theory and practice of management in inter- and transnational structures	
skills	U_01	is able to freely use a specialized conceptual apparatus, interdisciplinary connected with management theory and practice, in identifying, interpreting and explaining complex phenomena and processes in the development of modern civilization	
	U_02	is able to model and predict the directions of development of contemporary civilization with the use of theoretical and methodological tools appropriate to the relevant area of knowledge	
	U_03	is able to properly select the necessary information from the abovementioned sources of knowledge, analyse, synthesize and interpret it, as well as join the discussions held during classes and prepare his or her oral statements on the basis of these sources for that purpose	
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	is ready to critically select and evaluate specialized content on the development of modern civilization and to recognize the importance of scientific knowledge in analysing the problems resulting from this development in terms of their reference to management theory and practice	
	K_02	is ready to initiate actions in the public interest and in the interest of social environment in which he works	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade		

date of crediting a course:	semester I			
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> obtaining a positive grade from the oral colloquium (two oral colloquia) Independent work on the e-learning platform 			
how to pass the theoretical classes:				
form of final assessment:	The condition to receive credit for the course is: <ul style="list-style-type: none"> obtaining a positive grade in the oral colloquium Independent work on the e-learning platform 			
assessment criteria:	1) obtaining a positive grade in the oral colloquium Assessment criteria: <ul style="list-style-type: none"> 5.0 - the student gave a comprehensive answer to all questions in the set. 4.5 - the student gave a comprehensive answer to all the questions, although there were minor shortcomings that do not significantly affect their overall level of competence 4.0 - the student gave a comprehensive answer to at least two questions and a partial answer to one, and the deficiencies in the answer significantly affect their overall level of competence 3.5 - the student gave a comprehensive answer to at least one question and a partial answer to the next two, with the emerging deficiencies having a significant impact on their overall level of competence 3.0 - student has given a partial answer to questions correctly at least one task partially two consecutive ones, with the emerging deficiencies having a significant impact on their overall level of competence 2.0 - the student did not give an exhaustive answer to any question and deficiencies in the answers significantly affect their overall level of competence 2) independent solution of tests on the e-learning platform including methodological units for theoretical classes: Form of final assessment: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student. Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	oral statement made in the colloquium concerning knowledge	W_01, W_02, W_03	40
	02	oral statement formulated in the colloquium on intellectual skills	U_01, U_02	40
	03	Working independently on an e-learning platform	U_04	20
how to calculate the final grade:	$O_t = 0,4 \times 01 + 0,4 \times 02 + 0,2 \times 03$			
how to receive credit for the course:				
form of final assessment:	Grade for theoretical classes			
subject of the assessment and how to	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade

verify learning outcomes:				in ECTS credits
	<i>Ot</i>	The statement formulated in the framework of the colloquium and activity in the discussion led during the lecture and independent work on the e-learning platform	W_01, W_02, W_03, U_01, U_02, U_03, U_04, K_01, K_02	2
how to calculate the final grade:	<i>Ok = Ot</i>			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01, K_W02			
W_02	K_W05, K_W06, K_W07			
W_03	K_W11, K_W12			
U_01	K_U01, K_U08,			
U_02	K_U06			
U_03	K_U03, K_U10, K_U11			
U_04	K_U15			
K_01	K_K01, K_K02			
K_02	K_K03, K_K04			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> • Castells, M., <i>Spółeczeństwo sieci</i>, PWN, Warszawa, 2008 • Castles, S., Miller, M., <i>Migracje we współczesnym świecie</i>, PWN, Warszawa, 2011 • Sassen, S., <i>Globalizacja. Eseje o nowej mobilności ludzi i pieniędzy</i>, Ed. Uniw. Jagiellońskiego, Kraków, 2007 				
B. Supplementary literature:				
<ul style="list-style-type: none"> • Beck, U., <i>Spółeczeństwo światowego ryzyka. W poszukiwaniu utraconego bezpieczeństwa</i>, Scholar, Wa-wa, 2012 • Beck, U., Grande E., <i>Europa kosmopolityczna. Spółeczeństwo i polityka w drugiej nowoczesności</i>, Scholar, 2009 				
C. Source materials:				
Not applicable				
D. Useful websites:				
<ul style="list-style-type: none"> • http://ec.europa.eu/eurostat/data/database 				
Contact:				
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0.5 Statistics for managers

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
0.5	Statistics for managers	ZO	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	-	I
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Pomeranian Academy in Słupsk		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FPS		
Theoretical classes [total]	10	15	25	1
• Introductory classes	-	-		
• Lectures	-	-		
• Classes with indirect teacher participation on the e-learning platform	10	15		
• summary classes - colloquium	-	-		
Practical classes [total]	20	30	50	2
• Introductory classes	1	-		
• laboratory exercises	18	-		
• summary classes - colloquium	1	-		
• literature studies	-	10		
• homework preparation	-	10		
• preparation for the colloquium	-	10		
Total:	30	45	75	3

T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies

Teaching methods:	
Theoretical classes:	Practical classes:
<ul style="list-style-type: none"> classes with participation of teachers 	<ul style="list-style-type: none"> classes with participation of teachers
informative lecture, problem-focused lecture, information, discussion	Presentation of problem solving methods, individual and team consultations, classes in the computer lab
<ul style="list-style-type: none"> student's independent work 	<ul style="list-style-type: none"> student's independent work

perception of the lectures' content, taking notes, studying literature, preparation for the colloquium; working on the platform independently within the framework of classes with indirect participation of teachers	perception of the lectures' content, studying literature, homework preparation, preparation for the colloquium		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
None	knowledge of mathematics at secondary school level		
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> • learning the basic concepts of statistics. • familiarizing with the applications of statistics in various areas of life. • developing the ability to think analytically, select known tools and solve practical problems. 			
for skills:			
<ul style="list-style-type: none"> • acquiring the ability to analyse data statistically. • learning about the methods of studying the interdependence of various features. • ability to determine the confidence interval of a feature based on data from a sample. • teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> • integration of a group of students • implementation in self-study 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and results of the course; learning content; definition of requirements, organization of classes; principles of passing the lectures and the course.	-	-
2.	Basic concepts of descriptive statistics: feature value distributions, normal distribution, frequency distribution, histogram, polygonal chain of frequencies, frequency distribution types, and variable types.	-	1
3.	Medium measures, scattering measures, asymmetry measures: mean value, median, dominant, variance, standard deviation, coefficient of variation, asymmetry coefficient.	-	2
4.	Comprehensive data analysis.	-	2
5.	Interdependence of mass phenomena: correlation, Pearson correlation coefficient, regression line.	-	2
6,	Basics of mathematical statistics: estimation of feature values from a sample, confidence interval, level of significance, idea of verifying statistical hypotheses.	-	2
7.	Summary classes - final test (colloquium).	-	1
Theoretical classes in total:		-	10
practical classes:			

subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and results of the course; learning content; definition of requirements, organization of classes; principles of passing the lectures and the course.	1	-
2.	Creation and analysis of frequency distribution, histogram, data analysis.	2	-
3.	Determination of basic measures of mean, dispersion and asymmetry.	3	-
4.	Comprehensive data analysis.	2	-
5.	Correlation study of two features using Pearson's correlation coefficient and Spearman's rank factor.	3	-
6.	Determination and analysis of regression line.	3	-
7.	Searching for point and interval estimation of the parameter.	3	-
8.	Testing statistical hypotheses	2	-
9.	Summary classes - final test (colloquium).	1	-
Practical classes in total:		20	-
In total, theoretical and practical classes:		20	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	knows and understands the basic parameters of mass phenomenon structure analysis.W_02	
	W_02	knows and understands the methods of studying the interdependence of different characteristics.	
	W_03	knows and understands the basic concepts of estimating and verifying statistical hypotheses.	
skills	U_01	builds the frequency distribution	
	U_02	determines average measures, measures of dispersion and asymmetry.	
	U_03	is able to investigate the relationship between two characteristics by selecting an appropriate test.	
	U_04	can determine the regression ratios.	
	U_05	can determine the confidence interval for a given parameter.	
	U_06	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	understands the need for constant improvement of his own knowledge.	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade (Zo)		
date of crediting a course:	semester I		
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum classes; 		

	<ul style="list-style-type: none"> obtaining a positive grade by the students from the final test (colloquium) for the theoretical and practical classes, according to the criteria adopted by the lecturer; Independent work on the e-learning platform 			
how to pass the theoretical classes:				
form of final assessment:	Written colloquium on an e-learning platform			
Assessment criteria:	<p>1) independent solution of tests on the e-learning platform including methodological units for theoretical classes: Form of final assessment: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p> <p>Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Knowledge of the issues presented in the lecture solved on the e-learning platform	W_01, W_02, W_03, U_06	100
how to calculate the final grade:	$O_t = 1$			
how to pass the practical classes:				
form of final assessment:	Colloquium in the computer lab.			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Written Colloquium on the ability to apply the learned statistical methods	U_01, U_02, U_03, U_04, U_05	100
how to calculate the final grade:	$O_p = O_1$			
how to receive credit for the course:				
form of final assessment:	weighted average of grades for practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade in ECTS credits
	O_t	Theoretical classes:	W_01, W_02, W_03, K_01	1
	O_p	Practical classes:	U_01, U_02, U_03, U_04, U_05	3
how to calculate the final grade:	$O_k = 1 \times \left(\frac{O_t \times 1 + O_p \times 3}{4} \right)$			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			

W_01	KW_02, KW_09
W_02	KW_02, KW_09
W_03	KW_02, KW_09
U_01	KU_05
U_02	KU_05
U_03	KU_05
U_04	KU_02, KU_04, KU_05
U_05	KU_02, KU_04, KU_05
U_06	K_U15
K_01	KK_05

List of literature:

A. Literature required for final course credit:

- Krysicki W., Bartos J., Dyczka W., Królikowska K., Wasilewski M.– *Rachunek prawdopodobieństwa i statystyka matematyczna w zadaniach część II Statystyka Matematyczna*, PWN, Warszawa 1995.
- Sobczyk M. –*Statystyka, aspekty praktyczne i teoretyczne*, Wydawnictwo Uniwersytetu Marii Curie-Skłodowskiej, Lublin 2006.
- Aczel A.– *Statystyka w zarządzaniu. Pełny wykład.*, PWN, Warszawa 2005.

B. Supplementary literature:

- Plucińska A., Pluciński E., *Zadania z rachunku prawdopodobieństwa i statystyki matematycznej*, PWN, Warszawa 1978.
- Parlińska M., Parliński J., *Statystyczna analiza danych z Excelem*, Wyd. SGGW, Warszawa 2011.

C. Source materials:

- Statistical tables (any)

D. Useful websites:

- <http://www.statsoft.pl/textbook/stathome.html>

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0.6 Business forecasting and simulation

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
0.6	Business forecasting and simulation	Z0	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	-	I
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	10	15	25	1
• Seminars	-	-		
• summary classes - final test (colloquium)	-	-		
• classes with indirect teacher participation on the e-learning platform	10	15		
Practical classes [total]	20	30	50	2
• laboratory exercises	19	-		
• summary classes - final test (colloquium)	1	-		
• literature studies	-	10		
• exercises with indirect teacher participation on the e-learning platform	-	-		
• homework preparation	-	10		
• preparation for the colloquium	-	10		
• preparation for the colloquium /reparation of the case study /work on the platform	-	-		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		

<ul style="list-style-type: none"> independent work on the platform as part of classes with indirect participation of teachers 	<ul style="list-style-type: none"> use of computer techniques (standard software) in solving tasks, discussions on the results of forecasting models, computer simulations 		
student's independent work	student's independent work		
<ul style="list-style-type: none"> perception of the classes' content, taking notes, studying literature, working on the platform independently within the framework of classes with indirect participation of teachers, working on the platform independently - preparation for the colloquium and passing the course 	<ul style="list-style-type: none"> perception of the content of classes, taking notes, studying literature, preparing for the colloquium 		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
Courses related to IT content	knowledge of the basics of computer science and computer operation, including Microsoft Office		
Course objectives			
for knowledge:			
<ul style="list-style-type: none"> defines and constructs the prognostic process, its stages, evaluation for macro- and microeconomic phenomena. selects appropriate forecasting methods on the basis of time series to predict economic variables (from models: adaptive, analytical trend functions, models with seasonal fluctuations) selects the forecasting methodology in the processes of economic relations and factors causing them - in quantitative terms (trend models, cause-effect models). identifies heuristic forecasting methods, forecasting by analogy, forecasting simulations in the macro- and micro-environment of the enterprise. 			
for skills:			
<ul style="list-style-type: none"> collects and analyses data statistically in terms of forecasting analysis, creating and presenting time series of business, economic and social phenomena. applies appropriate quantitative prediction methods (adaptive methods, linear and non-linear analytical methods, methods with periodical fluctuations) and forecasting simulations for specific economic phenomena using standard software. uses appropriate forecasting models and tools to create quantitative variant predictions, scenarios of phenomena development. interprets the results of analyses. is able to use tools for verification and evaluation of the forecasting process (ex-post and ex-ante forecasting errors). teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> has the ability to work in a group on specific forecasting tasks. allows for different results of forecasting analyses and cognitive perspectives of economic phenomena and is able to determine own assessments and scenarios of phenomena development. 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Concept and functions of economic forecasts - definitions, classification, significance of forecasts in management, period and horizon of forecasts, forecasting process, principles, methods and stages of forecasting, assessment of forecast quality.	-	2

2.	Forecasts on the basis of time series - development trend models, setting the analytical form and forecasts for linear and non-linear models. Prognostic methods of exponential smoothing. Forecasting errors..	-	2
3.	Forecasting on the basis of time series models with periodical fluctuations - time series components and decomposition, forecasting models of the periodical component (index method, Klein, trends of homogeneous periods, Winter model and others).	-	2
4.	Forecasting methods by analogy - (historical analogies, spatial and temporal analogies); heuristic forecasting methods: Delphi method, brainstorming, questionnaire method, forecasting based on market tests.	-	2
5.	Scenarios, projections, foresight - warning forecasts, qualitative methods (variants of development of phenomena), forecasts of selected elements of the company's macro environment: economic situation, inflation, stock market prices.	-	2
Theoretical classes in total:		-	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Adaptive forecasting methods - forecasting variables, decomposition of time series, naive models, simple and weighted moving averages, assessment of the accuracy and precision of forecasts, forecasting analyses - combined forecast.	4	-
2.	Exponential smoothing models - Brown's model, Holt's linear model, predictive simulations, techniques for selection of smoothing parameters.	4	-
3.	Prognosis based on linear trend function - estimation of parameters and model verification, trend extrapolation, point and interval forecasts. Accuracy and acceptability of forecasts; use of various computer calculation techniques: matrix account, REGLINP function, Solver, chart, regression procedure.	4	-
4.	Forecasting on the basis of non-linear trend functions - application of exponential, power, polynomial and other models, predictive analysis, assessment of forecasts - absolute, relative errors of forecasts.	4	-
5.	Forecasting on the basis of time series with periodical fluctuations - seasonality analysis. Forecasting methods: seasonality indices, trends of homogeneous periods: linear and non-linear models with additive and multiplicative fluctuations.	4	-
Practical classes in total:		20	-
In total, theoretical and practical classes:		20	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	defines and constructs the prognostic process, its stages, evaluation for macro- and microeconomic phenomena.	
	W_02	selects appropriate forecasting methods on the basis of time series to predict economic variables (from models: adaptive, analytical trend functions, models with seasonal fluctuations)	
	W_03	selects the forecasting methodology in the processes of economic relations and factors causing them - in quantitative terms (trend models, cause-effect models).	

skills	U_01	collects and analyses data statistically in terms of forecasting analysis, creating and presenting time series of business, economic and social phenomena.
	U_02	applies appropriate quantitative prediction methods (adaptive methods, linear and non-linear analytical methods, methods with periodical fluctuations) and forecasting simulations for specific economic phenomena using standard software.
	U_03	uses appropriate forecasting models and tools to create quantitative variant predictions, scenarios of phenomena development. interprets the results of analyses.
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
Social competences	K_01	has the ability to work in a group on specific forecasting tasks.
	K_02	allows for different results of forecasting analyses and cognitive perspectives of economic phenomena and is able to determine own assessments and scenarios of phenomena development.

Course credit/ verification of learning outcomes:

form of crediting a course:	passing with a grade
date of crediting a course:	semester I
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum; • obtaining a positive grade for the lecture and practical classes by the students, according to the criteria adopted by the lecturer; • independent work on the e-learning platform.

how to pass the theoretical classes:

form of final assessment:	Written colloquium on an e-learning platform
assessment criteria:	<p>independent solution of tests on the e-learning platform including methodological units for theoretical classes:</p> <p>Form of final assessment: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p> <p>Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>

subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	<i>O1</i>	final test of theoretical content on the e-learning platform	W_01, W_02, W_03, U_04	100

how to calculate the final grade: $O_t = O_1$

how to pass the practical classes:

form of final assessment:	Practical colloquium in the computer lab.
assessment criteria:	<p>Form of final assessment: average grade for practical tasks (O1, O2, O3 , On) prepared by the lecturer calculated according to the formula:</p> $Final\ grade = \frac{O1 + O2 + O3 + \dots . On}{N}$ <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - the student performed all tasks correctly

	<ul style="list-style-type: none"> • 4.5 - the student performed all the tasks fairly correctly, although there were minor shortcomings that did not significantly affect their overall level of competence • 4.0 - the student correctly performed at least 80% tasks and partially 20% tasks, and the shortcomings in its implementation significantly affect their overall level of competence • 3.5 - the student correctly performed at least 30% task and partly 70% consecutive ones, with the emerging deficiencies affecting their overall level of competence quite significantly • 3.0 - student correctly completed at least 30% task partially 70% consecutive ones, with any shortcomings occurring having a significant impact on their general level of competence • 2.0 - the student did not perform any task correctly, and deficiencies in their implementation significantly affect their general level of competence 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %	
	<i>O1</i>	Practical colloquium	U_01, U_02, U_03	100	
how to calculate the final grade:	$Op = O_1$				
how to receive credit for the course:					
form of final assessment:	weighted average of grades for the student's independent work on the e-learning platform and for theoretical and practical classes, taking into account the weighting of ECTS credits for theoretical and practical classes				
assessment criteria:	<p>2) Independent work on the e-learning platform: Form of final assessment: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform. Assessment criteria: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p> <p>3) The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits.</p>				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes using the e-learning platform	W_01, W_02, W_03, U_04	1	35
	<i>Op.</i>	practical classes:	U_01, U_02, U_03	2	65
how to calculate the final grade:	$Ok = 0,35Ot + 0,65Op$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W08, K_W09				
W_02	K_W08, K_W09				

W_03	K_W08, K_W09
U_01	K_U04, K_U06
U_02	K_U04, K_U06
U_03	K_U04, K_U06
U_04	K_U15
K_01	K_K06
K_02	K_K07

List of literature:

A. Literature required for final course credit (passing the exam):

- Maciąg A., Pietroń R., Kukła S. - *Prognozowanie i symulacja w przedsiębiorstwie z płytą CD*, PWE.
- Cieślak M.- *Prognozowanie gospodarcze*, (red. nauk.), PWN, Warszawa, 2012.
- Zeliaś A., Pawełek B., Wanat S., *Prognozowanie ekonomiczne. Teoria, przykłady, zadania*. PWN, Warszawa, 2004.
- Guzik B., Appenzeller D., Jurek W., *Prognozowanie i symulacje: wybrane zagadnienia*, Wyd. 3, Wyd. AE, Poznań, 2007.

B. Supplementary literature:

- Witkowski M., Klimanek T., *Prognozowanie gospodarcze i symulacje w przykładach zadaniach*, Wydaw. AE, Poznań, 2006.
- Błaszczuk D., *Wstęp do prognozowania i symulacji*, PWN, Warszawa, 2012.

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0.7 Social research methodology

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
0.7	Social research methodology	ZO	2	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	no	II
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• Lectures	-	-		
• Seminars	10	-		
• summary classes - final test (colloquium)	-	-		
• Classes with indirect teacher participation on the e-learning platform	5	20		
• literature studies	-	5		
• preparation for the colloquium	-	10		
Total:	15	35	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		
• Seminar, discussion		Not applicable		
student's independent work		student's independent work		
• perception of the contents of the classes; studying literature, preparation for passing the course - development of a research concept for a selected scientific problem; independent work on the platform as part of classes with indirect participation of teachers, independent work on the platform - preparation for passing the course		Not applicable		
Formal requirements related to the admission of students to classes:				

Introductory classes		Initial requirements :	
none		none	
Course objectives			
<ul style="list-style-type: none"> familiarizing students with the basics of research methodology in the field of social sciences and teaching them how to conduct research properly in the discipline of management and quality science 			
for knowledge:			
<ul style="list-style-type: none"> familiarizing students with basic concepts and substantive issues in the field of social research methodology familiarising students with the basic research methods, techniques, tools and procedures used in examining problems related to management theory and practice 			
for skills:			
<ul style="list-style-type: none"> teach students to use basic research methods, techniques, tools and procedures in research related to management theory and practice teach students to plan their research properly and to use available sources of scientific knowledge prepare them in practical terms to conduct their own research and write their thesis teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> teach students to critically analyse and evaluate the contents of the research undertaken for the purpose of writing their MA thesis create in students attitudes related to moral, ethical and legal approach to conducting scientific research, including respect for the principles of intellectual property protection 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introduction - methodology of scientific research: scientific cognition versus other types of human cognition; types of reasoning in scientific cognition; effects of scientific cognition; principles applicable to scientific cognition. Methodology of science and its types, methodology vs. research methodology; research methods based on general methodology; subject matter and objectives of research; basic types of scientific research; copyright protection and ethics of scientific research. State and directions of development of contemporary science; features and classification of contemporary science; social sciences and management and quality science in the system of sciences.	2	-
3.	Research methods, techniques and tools: the concept and types of research methods; the concept and types of research techniques; the concept and types of research tools; typical research tools used in social research.	1	2
4.	Essence and formal conditions of research problems: research objectives, concept and types of research problems; hypotheses in scientific research; verification and falsification of hypotheses; variables in scientific research; indicators in scientific research.	2	1
5.	Quantitative methods in management and quality sciences: characteristics of quantitative research problems, random and non-random sample selection, methods of collecting quantitative information, methods of analysis and presentation of quantitative data.	1	2
6.	Application of qualitative methods in management and quality sciences: analysis of source documentation, free and categorized interviews, surveys, observation methods, comparative analysis, case study. Systemic approach to	2	-

	research and triangulation of research methods, logical reasoning and presentation of research results.		
7.	Basics of the methodology for the development of qualification papers. Selection of the research problem, establishing the research concept - objectives, questions and research methods, developing the literary basis of the research problem solution, implementation of empirical research and presentation of its results. Conclusions of research results as a result of scientific work. Basics of formal, linguistic and aesthetic processing of research results	2	-
Theoretical classes in total:		10	5
In total, theoretical and practical classes:		10	5
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	knows and understands to an advanced degree the basic concepts, facts and theoretical issues related to the methodology of social research	
	W_02	knows and understands to an advanced degree the research methodology used in social sciences, as well as methods, techniques and tools used for research on broadly understood management theory and practice	
	W_03	knows and understands, to a basic extent, the rules, standards and ethical, moral and legal principles governing the conduct of scientific research, including the protection of intellectual property	
skills	U_01	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both theory and practice of scientific research	
	U_02	is able to use basic research methods, techniques and tools, including IT, to solve scientific problems related to management theory and practice	
	U_03	is able to plan the course of research for the purposes of writing a thesis and determine its substantive and logical structure	
	U_04	is able to organise a process of self-education in order to deepen the knowledge related to the research methodology and its practical application	
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	is ready to critically analyse and evaluate the contents of the research undertaken for the purpose of writing the thesis	
	K_02	is ready to recognise the importance of scientific and expertise knowledge in solving cognitive and practical management problems	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade		
date of crediting a course:	Semester II		
conditions and criteria to receive credit for the course:	Developing a research concept for a selected scientific problem and working independently on an e-learning platform		
how to pass the theoretical classes:			
form of final assessment:	Developing a research concept for a selected scientific problem and working independently on an e-learning platform		
assessment criteria:	1. Grade for developing a research concept for a selected scientific problem		

	<p>Grade on a scale of 2-5 (5,0; 4,5; 4,0; 3,5; 3,0, 2,0)</p> <p>2. Grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - realization of more than 90% of the class hours • 4.5 - realization of 86 to 90% of the class hours • 4.0 - realization of 81 to 85% of the class hours • 3.5 - realization of 76 to 80% of the class hours • 3.0 - realization of 70 to 75% of the class hours • 2.0 - realization of less than 70% of the class hours
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subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Development of research concepts	W_01, W_02, U_01, U_02, U_04, K_01, K_02	80%
	02	Working independently on an e-learning platform	W_01, W_02, U_01, U_02, U_04, U_05, K_01, K_02	20%

how to calculate the final grade:	$Final\ grade = 0.8 \times O1 + 0.2 \times O2$
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how to receive credit for the course:

form of final assessment:	weighted average of grades for independent student work on the e-learning platform and for theoretical classes. Grade on a scale of 2-5 (5,0; 4,5; 4,0; 3,5; 3,0, 2,0).
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assessment criteria:	$Final\ grade\ from\ the\ course = Final\ grade\ from\ the\ theoretical\ classes$
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subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade in ECTS credits
	01	Development of research concepts	W_01, W_02, U_01, U_02, U_04, K_01, K_02	80%
	02	Working independently on an e-learning platform	W_01, W_02, U_01, U_02, U_04, U_05, K_01, K_02	20%

how to calculate the final grade:	$Final\ grade\ for\ the\ course = Final\ grade\ for\ the\ theoretical\ classes$
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Learning outcomes matrix for the class:

Number (symbol) of the learning outcome	Reference to learning outcomes for the program
W_01	K_W04
W_02	K_W06, K_W13
W_03	K_W09
U_01	K_U03
U_02	K_U04, K_U05
U_03	K_U09
U_04	K_U15

U_05	K_U15
K_01	K_K01
K_02	K_K02

List of literature:

A. Literature required for final course credit (passing the exam):

- Babbie E., *Podstawy badań społecznych*, Warszawa 2013.
- Czakon W. (red.), *Podstawy metodologii badań w naukach o zarządzaniu*, Warszawa 2015.
- Apanowicz J., *Zarys metodologii prac dyplomowych z organizacji i zarządzania*, Gdynia 1997.

B. Supplementary literature:

- Hajduk Z., *Ogólna metodologia nauk*, Lublin 2012.
- Nowak S., *Metodologia badań społecznych*, Warszawa 2011.
- Karpiński J., *Wprowadzenie do metodologii badań społecznych*, Warszawa 2006.

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P.Z.4 Practical placement

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
P.Z.4	Practical placement	ZO	12	
Major:	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	Yes (within the selected scope International Business)	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	-	360	360	12
• Familiarisation with the specificity of the institution's functioning in terms of management	-	30		
• familiarisation with the tasks and legal basis of functioning of the institution	-	30		
• familiarisation with the work organisation of the management and task forces (specialist) of the institution	-	50		
• familiarisation with the procedures of the institution's operation, substantially related to the objectives of the placement	-	40		
• familiarisation with the types and manner of keeping the documentation related to the objectives of the placement	-	50		
• performing basic administrative and substantive tasks (under the supervision of the person responsible for the care of the trainee on behalf of the institution)	-	160		
Total:	-	360	360	12
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		

<ul style="list-style-type: none"> • classes with participation of teachers 		<ul style="list-style-type: none"> • classes with participation of teachers 	
not applicable		not applicable	
<ul style="list-style-type: none"> • student's independent work 		<ul style="list-style-type: none"> • student's independent work 	
not applicable		independent work of the student: carrying out basic administrative and substantive tasks under the supervision of the person responsible for taking care of the student undergoing the placement on behalf of the institution, preparing documentation for crediting the student's practical placement	
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
completed first semester of studies		<p>formal requirements - first semester completed, selection of the place of placement (consent to the placement in the institution where the student wants to take practical placement), preparation of a referral from the University and an agreement concluded by the University with the institution where the student will take practical placement</p> <p>Initial requirements: the student has basic knowledge of management in the broadest sense of the word, necessary in the institution where he or she is going to take practical placement, as well as the ability to express himself or herself in speech and writing on substantive issues and can work in a group.</p>	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> • acquaint students with the specifics of the functioning of the institution, including its regulations (statutes) • acquaint them with the tasks and legal basis of functioning of the institution in which they take practical placement within the selected scope • acquaint them with the organisation of the work of the management and teams of specialists involved in specialist tasks carried out for the benefit of the institution in which they take practical placement • acquaint them with the types and ways of keeping safety records in the institution where they take practical placement 			
for skills:			
<ul style="list-style-type: none"> • teach students to perform simple professional tasks using the knowledge, skills and social competences acquired during their studies • teach them to comply with basic rules and other regulations (legal, ethical, moral) in force in the institution where they take practical placement • prepare them to work in teams of specialists, including in their managerial role 			
for social competence:			
<ul style="list-style-type: none"> • develop students' willingness to carry out their professional tasks in a professional and responsible manner, while maintaining the principles of professional ethics • develop their willingness to think and act in an entrepreneurial and innovative way, including self-education and personal development activities 			
Program content:			
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL

1.	Familiarizing oneself with the specifics of the functioning of the institution in which the student is taking their practical placement.	30	-
2.	Familiarizing oneself with the tasks and legal basis of functioning of the institution in which the student is taking their practical placement.	30	-
3.	Familiarizing oneself with the work organization of the management and the task and specialist teams involved in the tasks substantively related to the objectives of the practical placement.	50	-
4.	familiarizing with the procedures of the institution's operation, substantially related to the objectives of the placement.	40	-
5.	familiarizing with the types and manner of keeping the documentation related to the objectives of the placement.	50	-
6.	performing basic administrative and substantive tasks (under the supervision of the person responsible for the care of the trainee on behalf of the institution).	160	-
Practical classes in total:		360	-
In total, theoretical and practical classes:		360	-

Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform

Abbreviations used: FTS – full-time studies; PTS – part-time studies

Learning outcomes for the course. As a result of the course implementation, a graduate

Category	number	content
Knowledge	W_01	knows and understands to an advanced degree the theoretical and practical aspects of management at all levels of the institution in which they take practical placement, including factors related to international business
	W_02	knows and understands, to an advanced degree, various types of personal and structural entities operating within the structures of the institution where the practical placement takes place, as well as its organisation and relations with the socio-economic environment
	W_03	knows and understands to an advanced degree the rules, norms and ethical, moral and legal principles governing the functioning of the institution in which the practical placement takes place, as well as its rules for the management of intellectual property resources
Skills	U_01	is able to carry out, on the basis of theoretical knowledge and practical skills acquired in the course of study, basic professional tasks in the institution where he or she is taking his or her practical placement
	U_02	is able to use in practice traditional and modern methods, techniques and tools, including IT technologies allowing for optimization of management and supporting the processes of solving typical and unusual problems of the institution in which they take practical placement
	U_03	is able to correctly use normative systems, including rules, norms and ethical, moral and legal principles closely related to the practice of the institution in which they take practical placement
	U_04	is able to use freely, both orally and in writing, concepts, facts and various specialist information when communicating with different audiences in different professional situations encountered in the institution in which they take practical placement, including the production of simple administrative and specialist documents relating to international business in the broadest sense of the word
	U_05	is able to plan and organise the work of task forces and specialist teams operating in the institution in which they take practical placement, including managing their work under the supervision of an experienced specialist
social competence	K_01	is ready to perform professional tasks in a professional and responsible manner, including undertaking other challenges and tasks for the benefit of the institution in which they take practical placement

	K_02	is ready to think and act in an entrepreneurial and innovative way both in terms of tasks undertaken for the benefit of the organisation in which it will find employment and tasks related to the implementation of its own life goals, including personal and professional development		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	semester IV			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • have a positive opinion on the course of the practice placement • implementation of the practical placement programme • a positive result of an interview verifying the achievement of the expected learning outcomes 			
how to pass the practical classes:				
form of final assessment:	weighted average of assessments for knowledge and social skills and competences			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	<i>01</i>	knowledge	W_01, W_02, W_03	30
	<i>02</i>	social skills and competences	U_01, U_02, U_03, U_04, U_05 K_01, K_02	70
how to calculate the final grade:	$O_p = 0,3 \times 01 + 0,7 \times 02$			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade in ECTS credits
	<i>Op.</i>	practical classes:	all outcomes	12
how to calculate the final grade:	$O_k = O_p$			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01, K_W03, K_W08, K_W12			
W_02	K_W05, K_W07			
W_03	K_W06, K_W13			
U_01	K_U02			
U_02	K_U04, K_U05, K_U06			
U_03	K_U07			
U_04	K_U08, K_U09, K_U10			

U_05	K_U13, K_U14
K_01	K_K03
K_02	K_K05, K_K06
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • The Act of 17 July 2009 on Graduate Practices (Journal of Laws of 2009. No 127, item 1052). • Labour Code. • The Regulation of the Minister of Labour and Social Policy of 26 September 1997, on general regulations of safety and hygiene at work (Journal of Laws of 2003, No. 169, item 1650). • The letter of the Vice-Rector for Education and Students dated 15.03.2016 r. - PKS.400.45.2016. 	
Contact:	
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S.1.1 International Trade Law

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
code	name			
S1.1	International Trade Law	ZO	4	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	II
Discipline				
Legal science.				
Name of teaching unit:		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	35	50	2
• seminars	-	-		
• classes with indirect teacher participation on the e-learning platform	15	10		
• literature studies	-	10		
• preparing for examination	-	15		
Practical classes [total]	15	35	50	2
• auditorium classes	-	-		
• workshop exercises	15	-		
• literature studies	-	20		
• preparation for the colloquium	-	15		
Total:	30	70	100	4
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, information, discussion, lecture materials on the platform		introductory lecture, information, discussion, case study (situational description), case resolution, preparation of selected named contracts, simulation of commercial arbitration with division into tasks		

<ul style="list-style-type: none"> • student's independent work 	<ul style="list-style-type: none"> • student's independent work
<p>perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course</p>	<p>perception of the content of classes, taking notes, studying literature, preparing for the colloquium</p>
<p>Formal requirements related to the admission of students to classes:</p>	
<p>Introductory classes</p>	<p>Initial requirements :</p>
<p>legal knowledge base, public business law</p>	<p>student knows the basic issues of law, including public business law, has knowledge of the forms of conducting business activity, recording and registration obligations when establishing business activity, knows the administrative and legal means of rationing of business activity Objectives:</p>
<p>Course objectives:</p>	
<p>for knowledge:</p>	
<ul style="list-style-type: none"> • acquaint students with the general characteristics of international commercial law, its location in the system of international law, subjects and objects of agreements concluded in international trade relations, • acquaint students with the sources of law in international trade, uniform law - acts of so-called international legislation, lex mercatoria, conventional standards (UNIDROIT, INCOTERMS rules, Vienna Convention on International Sales), • acquaint students with international organisations in trade (World Bank, International Monetary Fund, World Trade Organisation), • acquaint students with the legal rules of international trade, rules of international settlements, • acquaint students with contractual constructions in international law, rules of liability for non-performance or improper performance of obligations under international contracts, • acquaint students with acts of unfair competition and unfair market practices in international trade, as well as to acquaint students with the issue of trademark protection and legal aspects of intellectual and industrial property law in international trade, • acquaint students with extra-judicial forms of commercial dispute resolution (conciliation, arbitration, med.-arb, and mini-trial). 	
<p>for skills:</p>	
<ul style="list-style-type: none"> • teach students the ability to analyse and solve problems concerning legal institutions of international trade based on legal acts, • teach students to interpret the norms of international commercial law, based on case law and doctrine, • teach students how to put the principles and concepts of international commercial law into practice, • teach students how to obtain information, determine and use the texts of normative acts to solve problems of applying international commercial law, • teach them how to plan and organize their own self-study work using literature and source materials as well as an e-learning platform. 	
<p>for social competence:</p>	
<ul style="list-style-type: none"> • prepare students to think and act in an entrepreneurial and innovative way, both in terms of tasks undertaken for the benefit of the organisation in which he will find employment and tasks related to the implementation of his own life goals, including personal and professional development • prepare students to recognise the importance of knowledge of international commercial law in solving cognitive and practical problems related to running a business or employment, • prepare students for continuous development of their own professional achievements and professional development in accordance with the idea of lifelong learning. 	
<p>Program content:</p>	

theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning for the international commercial law course, learning content, organization of classes, rules of passing the theoretical classes, including work on the e-learning platform. The concept and specificity of international commercial law and the place of international commercial law in the system of international law.	-	1
2.	Overview of sources of international commercial law: international legislation, uniform law, lex mercatoria and the role of commercial custom, model contracts and general terms and conditions.	-	3
3.	Basic foreign trade institutions: including the International Chamber of Commerce, UNIDROIT International Chamber for the Unification of Private Law, the United Nations Commission on International Trade Law UNCITRAL.	-	3
4.	Entities engaged in international commercial transactions: systematics of companies in selected legal systems, supranational forms of conducting business activity: European Economic Interest Grouping, European Company, European Cooperative Society.	-	3
5.	Conclusion and forms of contracts in international trade: the general characteristics of a contract in international trade, the construction of the contract, issues of general terms and conditions, UNIDROIT principles of international trade contracts, issues of interpretation of the contract and the autonomy of the parties' will to choose the applicable law. Performance of the contract and its violation in international trade. Rules of liability for non-performance or improper performance of obligations under international contracts.	-	4
6.	Summary classes - final test (colloquium)- test.	-	1
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning for the commercial law course, learning content, organization of classes, rules of passing the practical classes.	1	-
2.	Basic international trade agreements: licence agreements, leasing, franchising, contract of carriage in international freight transport and international forwarding agreement.	2	-
3.	International sale of goods: according to the United Nations Convention on Contracts for the International Sale of Goods concluded in Vienna on 11 April 1980 (offer and acceptance, modifying acceptance of the offer, model contracts, negotiations, letters of intent, preliminary agreements, tender). Right and obligations of the parties to an international sale of goods contract, contract content, contract clauses, INCOTERMS and other commercial rules. Analysis of judicial decisions.	3	-
4.	Specificity of settlements in international trade transactions: bill of exchange and a check, factoring and forfaiting, documentary letter of credit, bank guarantees.	2	-

5.	Unfair competition in international trade: trade mark concept and protection, unfair market practices, international agreements in the fight against unfair competition. Selected issues on intellectual and industrial property rights in international trade.	2	-
6.	Rules of dispute resolution in international commercial transactions: regulation and types of commercial arbitration, alternative dispute resolution methods.	2	-
7.	Simulation of commercial arbitration by task based on the given problem scenario	2	-
8.	Summary classes: final test (colloquium) - case study solution.	1	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform.			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	has an extended knowledge of the rules of international commercial law and their application, knows the general characteristics and location of international commercial law in the legal system, has knowledge of the subjects and objects of contracts concluded in international commercial relations,	
	W_02	knows and understands the legal conditions of international trade, including knowledge of the specific sources of law in international trade	
	W_03	has knowledge of international organisations involved in cross-border trade	
	W_04	knows and understands the concept of unfair competition and unfair commercial practices, has basic knowledge of trade mark protection and intellectual and industrial property	
	W_05	knows and understands the concept of an international contract, knows and understands the special features of commercial contracts in international trade, has knowledge of the regulations governing commercial contracts in cross-border trade and has knowledge of the construction and rules of international commercial contracts UNIDROIT	
	W_06	knows and understands the principles and differences of settlements in international trade, has knowledge of the rules of liability for non-performance or improper performance of obligations under international contracts, and knows and understands the rules of dispute resolution in international trade transactions (arbitration, ADR, etc.)	
skills	U_01	is able to analyse and solve specific problems concerning the legal institutions of international economic turnover on the basis of legal acts, as well as to interpret the rules of international commercial law, based on case law and doctrine	
	U_02	has the ability to apply the principles and concepts of international commercial law in practice	
	U_03	is able to actively participate in and lead various forms of discussion and debate on issues relating to international economic law	
	U_04	has the ability to apply the knowledge acquired in professional activity, including the ability to obtain information, establish and use the texts of normative acts to resolve problems of application of international commercial law	
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	

Social competences	K_01	is ready to think and act in an entrepreneurial and innovative way in terms of tasks undertaken for the benefit of the organisation and respect for the rights of public interest, initiating actions for socially responsible business		
	K_02	is ready to recognise the importance of knowledge of international commercial law in solving cognitive and practical problems related to business or employment		
	K_03	is ready to continuously develop his or her own professional achievements, to improve his or her professional skills and to shape the professional ethos of an honest businessman, in accordance with the idea of lifelong learning		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	semester II			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining by the students a positive grade for the colloquium (test) for theoretical classes, according to the criteria adopted by the lecturer, activity in practical classes, obtaining by the students a positive grade for the solution of the case study, within the practical classes, in accordance with the criteria adopted by the lecturer; obtaining a positive assessment for independent work on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	Grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	Independent solution of self-control tests: 5.0 - more than 90% correct answers to test questions; 4,5 – from 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, W_04, W_05, W_06, U_05	100
how to calculate the final grade:	Ot = 01			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem, colloquium- case study: grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the work. 			
assessment criteria:	<ol style="list-style-type: none"> activity in practical classes: <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 			

	<ul style="list-style-type: none"> • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions <p>2. colloquium- case study:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 4.0 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 3,0 – the student has performed the work in a form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 2.0 - the student did not perform the coursework 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	activity in classes	U_01, U_02, U_03, U_04, K_03	20
	02	colloquium- case study	W_01, W_02, W_03, W_04, W_05, W_06, U_01, U_02	80
how to calculate the final grade:	$Op = 01 \times 0,2 + 02 \times 0,8$			
how to receive credit for the course:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes; 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform. 			
assessment criteria:	<ol style="list-style-type: none"> 1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and Attachment practical classes, including the weighting of ECTS credits. 2. Grade for independent work of the student on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. 			

how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	01	theoretical classes (Ot)	W_01, W_02, W_03, W_04, W_05, W_06, U_05	2	90
	02	practical classes (Op)	W_01, W_02, W_03, W_04, W_05, W_06, U_01, U_02, U_03, U_04, K_03	2	
	03	working on an e-learning platform (Oel)	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,9x \left(\frac{Otx2 + Opx2}{2 + 2} \right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W06, K_W07, K_W12				
W_02	K_W06, K_W07, K_W12, K_W13				
W_03	K_W06, K_W07, K_W12				
W_04	K_W06, K_W07, K_W12				
W_05	K_W06, K_W07, K_W12, K_W13				
W_06	K_W06, K_W07, K_W12, K_W13				
U_01	K_U01, K_U03, K_U07, K_U11				
U_02	K_U01, K_U02				
U_03	K_U11				
U_04	K_U01, K_U02, K_U03, K_U07				
U_05	K_U15				
K_01	K_K04, K_K05				
K_02	K_K02				
K_03	K_K06, K_K07, K_K08				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> Gruszczyński Ł., Menkes M., Nowacki Ł., <i>Prawo międzynarodowe gospodarcze</i>, C.H. Beck, Warszawa 2016. Wydymus S., Głodowska A. (red.), <i>Handel międzynarodowy w dobie gospodarki opartej na wiedzy</i>, Difin 2013. Budzyński W., <i>Umowy w handlu krajowym i zagranicznym</i>, Warszawa 2012. 					
B. Supplementary literature:					
<ul style="list-style-type: none"> Popiołek W. (red.), <i>Międzynarodowe prawo handlowe</i>, System Prawa prywatnego, tom 9, C.H. Beck, Warszawa 2013. Rajski J., Kocot W. J., Zaradkiewicz K., <i>Prawo kontraktów handlowych</i>, LexisNexis, Warszawa 2007. 					
C. Source materials:					

- United Nations Convention on Contracts for the International Sale of Goods, done at Vienna on 11 April 1980. (Journal of Laws of 1997, No. 45, item 286),
- Convention on Limitation in International Sales of Goods, done at New York on 14 June 1974. (Journal of Laws of 1997, No. 45, item 282),
- Convention on Recognition and Enforcement of Foreign Arbitral Awards, done at New York on 10 June 1958. (Journal of Laws of 1962, No 9, item 41),
- European Convention on International Commercial Arbitration, Geneva, 21 April 1961. (Journal of Laws of 1964, No 40, item 270),
- Convention on the settlement of civil law disputes arising from economic and scientific and technical cooperation relations by arbitration, Moscow, 26 May 1972. (Journal of Laws of 1974, No. 7, item 37),
- UNCITRAL Model Law on International Commercial Arbitration 1985, as amended in 2006,
- Act of 4 February 2011. - Private international law (i.e. Journal of Laws of 2015, item 1792),
- Act of 23 April 1964. - Civil Code (i.e. Journal of Laws of 2016, item 380).

D. Useful websites:

- <https://isap.sejm.gov.pl>
- www.dziennikustaw.gov.pl/
- http://www.uncitral.org/uncitral/en/uncitral_texts/arbitration/1985Model_arbitration.html

Contact:

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S.1.2 Elective course no. 1: Management in the economy 4.0

Code and name of the class:		Form of crediting a course	Number of ECTS credits	
code	name			
S.1.2	Management in the economy 4.0	ZO	2	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	20	30	50	2
• Introductory classes	1	-		
• classes with direct participation of teachers	8	-		
• classes with indirect teacher participation on the e-learning platform	10	15		
• summary classes / colloquium	1	-		
• preparation of coursework	-	5		
• literature studies	-	5		
• preparation for the colloquium	-	5		
Practical classes [total]	-	-	-	-
• workshop exercises	-	-		
• preparation to exercises	-	-		
• preparation of the final project	-	-		
Total:	20	30	50	2
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
theoretical classes:		practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
Seminar, informative lecture, information, discussion		-		

<ul style="list-style-type: none"> • student's independent work 		<ul style="list-style-type: none"> • student's independent work 	
<p>perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course</p>		-	
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
<ul style="list-style-type: none"> • Management of organizations 			
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> • acquaint students with basic concepts, facts and substantive issues in the field of economy 4.0 and industry 4.0 • acquaint students with the dilemmas of contemporary civilization related to opportunities and challenges of the economy 4.0 • acquaint students with the theoretical foundations of the concept of economy 4.0 and industry 4.0 with particular emphasis on the position of Poland against the background of global and European developmental trends • acquaint them with the key organisational, economic and social, cultural and personal aspects of the development of the economy 4.0 and industry 4.0 • acquaint them with the sources and content of basic strategic documents, national and EU, concerning opportunities and challenges related to the economy 4.0 			
for skills:			
<ul style="list-style-type: none"> • teach students to identify, interpret and explain basic phenomena and processes closely related to the theory and practice of economy 4.0 and industry 4.0 using the knowledge acquired in the course • teach them to critically use literature and other source materials that allow for the analysis of key phenomena and processes that are relevant for the economy 4.0 and industry 4.0 • teach them to identify and analyse the content of basic strategic documents, national and European Union, concerning opportunities and challenges related to the development of the economy 4.0 • teach them to prepare written works in Polish covering selected elements of the economy 4.0 and industry 4.0 issues • teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> • teach students how to critically analyse the texts of literature and source materials covering the issues of economy 4.0 and industry 4.0 • indicate to students the importance of scientific and specialist knowledge in solving cognitive and practical problems concerning the development of economy 4.0 and industry 4.0 • develop students' cognitive curiosity, empathy and social sensitivity in terms of correct ethical and moral attitudes in professional work and modern models of fulfilling managerial roles 			
Learning contents:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and course	1	-

2.	Basics of the economy 4.0: concept and history of industrial revolutions 1.0, 2.0, 3.0; 4.0 Industrial revolution (digital economy) and industry 4.0 - similarities, differences, mutual relations; development conditions of economy 4.0 - macroeconomic, technological, socio-cultural (economy on demand and economy of sharing, analytics and Big data, Internet of things, automation and robotisation of production, mobility, diversity and multiculturalism of labour resources and others).	2	-
3.	Concepts and characteristics of the basic elements of technology 4.0: Internet of Things (IoT); Smart Factory; Internet of Services (IoS); Smart Product; Big Data Cloud; Artificial Intelligence (AI), Virtual Reality-VR, Augmented Reality (AR), Machine to Machine Communication (M2M); Machine Learning (ML). Examples of robotisation implementations in industrial and service processes.	-	4
3.	Business models in the economy on demand and in the economy of sharing: business 4.0 differentiators, stakeholder concept, customer value concept, business process chain concept, new management concepts: agility, benefits, barriers, challenges, technological and personal risks.	2	-
4.	Examples of organizations 4.0 in on-demand and sharing economy - description and analysis of case studies using the example of UBER, AIRBNB. Production companies - so called Industrial lanterns 4.0.	-	4
5.	Business development potential in the economy 4.0 - innovative sectors in the production (e.g. automotive, power) and service sectors (financial, personal and social services), development perspectives: consumer (offer personalisation), entrepreneur (prosumer model, consumer-to-consumer model), regulatory (legal regulations, development strategy documents)	2	-
6.	Legal regulations and development strategy documents for the economy 4.0 and industry 4.0 - at the national level (Responsible Development Strategy until 2020 (with an outlook until 2030) - RDS; and European Union	-	2
7.	Opportunities, challenges and threats related to the development of the economy 4.0 - competence requirements for employees and managers, digital competence - the concept and scope, changes in professions and specialties, cooperation with robots, changes in the leadership model, the problem of ensuring cyber-security in the organization.	2	-
6.	Summary classes - final test (colloquium).	1	-
Theoretical classes in total:		10	10
		20	

Abbreviations used: T – classes with a direct participation of teachers; EL – e-learning classes; FTS – full-time studies; PTS – part-time studies

Learning outcomes:

category;	number	content
knowledge	W_01	is familiar with the basic concepts, facts and technological, macroeconomic and socio-cultural conditions of the concept and development of the economy 4.0 and industry 4.0
	W_02	knows basic terms describing elements of technology 4.0, business models of economy 4.0, its development potential and examples of popular business implementations
	W_03	is familiar with the basic guidelines and regulations, including strategic documents, concerning the development of economy 4.0 and industry 4.0, at national and European Union level

	W_04	knows the dilemmas of modern economy and civilization related to opportunities, challenges and threats for the development of economy 4.0 and industry 4.0
skills	U_01	is able to identify, interpret and explain basic phenomena and processes related to the theory and practice of development of economy 4.0 and industry 4.0 with the use of knowledge acquired in the implementation of the course
	U_02	is able to critically use literature and other source materials to analyse facts, phenomena, models and business processes concerning the development of economy 4.0 and industry 4.0
	U_03	is able to identify sources and interpret basic provisions of national and EU law covering the development of the economy 4.0 in terms of its opportunities, challenges and threats
	U_04	is able to prepare a written work in Polish covering the issues of economy 4.0 or industry 4.0
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
social competences	K_01	is ready to critically analyse literature and source material texts covering the economy 4.0 and industry 4.0
	K_02	is ready to recognise the importance of scientific and specialist knowledge in solving cognitive and practical problems related to the issues of economy 4.0
	K_03	has a developed social and moral sensitivity and is ready to apply ethical principles to the planning and implementation of issues connected with economy 4.0
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade	
date of crediting a course:	semester III	
conditions and criteria to receive credit for the course:	The condition for passing the course is that students receive a positive grade for theoretical classes according to the specific criteria adopted for them: platform	
how to pass the theoretical classes:		
form of final assessment:	weighted average of the grades for the written colloquium using single- or multiple-choice tests, written work and self-solving tests on the e-learning platform including the methodological units for the theoretical classes	
assessment criteria:	<p>1) Written colloquium with the use of single- or multiple choice tests Form of final assessment: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer. Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p> <p>2) Written work: Form of final assessment: grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the work. Assessment criteria: 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level; 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather at a high level, with minor shortcomings that do not significantly affect the overall substantive level of the work; 4.0 - the student performed the work in the form specified by the lecturer, and its substantive value is rather at a good level, with shortcomings that do not significantly affect the overall substantive level of the work; 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, while there</p>	

	<p>are shortcomings that do not significantly affect the overall substantive level of the work; 3.0 - the student performed the work in a form that significantly differs from the form specified by the lecturer, and its substantive value is rather at a sufficient level, while there are shortcomings that significantly affect the overall substantive level of the work; 2.0 - the student did not performed the coursework.</p> <p>3) independent solution of tests on the e-learning platform including methodological units for theoretical classes:</p> <p>Form of final assessment: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p> <p>Assessment criteria: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	O1	Written colloquium with the use of tests	W_01, W_02, K_02	40	
	O2	Written work:	W_03, W_04, U_04, K_03	30	
	O3	independent solving of tests on the e-learning platform	W_01, W_02, W_03, W_04, U_05	30	
how to calculate the final grade:	$Final\ grade = 0,4xO1 + 0,3xO2 + 0,3xO3$				
how to receive credit for the course:					
form of final assessment:	weighted average of grades for the student's independent work on the e-learning platform and for theoretical classes, taking into account the weighting of ECTS credits				
assessment criteria:					
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	Oel	work on the platform	all outcomes	-	20
	Ot	theoretical classes:	W_01, W_02, W_03, W_04, U_04, U_05, K_02, K_03	2	80
how to calculate the final grade:	$Final\ grade = 0,2Oel + 0,8\left(\frac{Otx2}{2}\right)$				
Learning outcomes matrix for classes:					
number (symbol) of the learning outcome	reference to learning outcomes for the major				
W_01	K1_W01, K1W_03				
W_02	K1_W03, K1_W05				
W_03	K1_W06				
W_04	K1_W11				
U_01	K1_U01				
U_02	K1_U03, K1_U05				
U_03	K1_U07				

U_04	K1_U09
U_05	K1_U14, K_U15
K_01	K1_K01
K_02	K1_K02
K_03	K1_K06, K1_K08
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Schwab K., <i>Czwarta rewolucja przemysłowa</i>, wyd. Studio Emka 2018 • Matera R. Skodlarski J., <i>Gospodarka światowa</i>, PWN, Warszawa 2017 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Lynch G., <i>Bliżej technologii. Bądź na bieżąco, zaktualizuj swoją przyszłość</i>, wyd. Olejsiuk, Ożarów Mazowiecki 2018 	
C. Source materials:	
<ul style="list-style-type: none"> • Strategy for Responsible Development to 2020 (with an outlook to 2030) - SOR • Artificial Intelligence for Europe, Communication from the Commission to the European Parliament, the European Council, the European Economic and Social Committee and the Committee of the Regions, Brussels, 25.4.2018 • <i>Industry 4.0 Digitalisation for productivity and growth</i>, European Parliament , Briefing September 2015 • <i>A digitally transformed, user-focused and data-driven Commission</i>, EUROPEAN COMMISSION DIGITAL STRATEGY, Brussels, 21.11.2018. 	
D. Useful websites:	
<ul style="list-style-type: none"> • https://przemysl-40.pl/ • https://www.gov.pl/web/cyfryzacja • https://przemysl-40.pl/index.php/2020/01/20/latarnie-przemyslu-4-0-a-d-2020/ • https://www.gov.pl/web/fundusze-regiony/informacje-o-strategii-na-rzecz-odpowiedzialnego-rozwoju • https://www.astor.com.pl/industry4 • https://www.gov.pl/web/cyfryzacja/kompetencje-cyfrowe • https://www.gov.pl/web/baza-wiedzy/cyberbezpieczenstwo 	
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S.1.2 Elective course no. 2: International Economic Institutions

Code and name of the class		form of crediting a course:	Number of ECTS credits	
code	name			
S1.2	International Economic Institutions	ZO	2	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	20	30	50	2
• Lectures/ seminars	10	-		
• classes with indirect teacher participation on the e-learning platform	10	-		
• literature studies	-	15		
• working on an e-learning platform	-	15		
Total:	20	30	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, problem-focused lecture, information, discussion, lecture materials on the platform		not applicable		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of credit work, working on the platform independently - preparation for the colloquium and passing the course		not applicable		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		

<ul style="list-style-type: none"> Global economic market 		<ul style="list-style-type: none"> Basic knowledge of European Union institutions and international organisations 	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> acquaint students with basic concepts, facts and substantive issues in the field of international economic institutions; acquaint students with the basic research methods, techniques, tools and procedures used in examining problems related to international economic institutions; acquaint them with the moral, ethical and legal rules related to international economic institutions. 			
for skills:			
<ul style="list-style-type: none"> teach students to use basic research methods, techniques, tools and procedures in research related to international business institutions; teach them to plan their research properly, as well as to use available sources of scientific knowledge; prepare them to plan and carry out self-education work in the area of knowledge concerning international economic institutions and its practical use to solve typical and unusual professional tasks; teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> prepare them for critical analysis and evaluation of the substantive content of the subject of research; teach them the importance of scientific and specialist knowledge in solving cognitive and practical problems related to international economic institutions 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	2	-
2.	Organisations with the greatest influence on the modern world economy and its functioning	-	2
3.	General Agreement on Tariffs and Trade/ World Trade Organisation	-	2
4.	International Monetary Fund	4	-
5.	World Bank Group	2	2
6.	Organisation for Economic Cooperation and Development	-	2
7.	Organisation of Crude Oil Exporting Countries	-	2
8.	Summary classes: summary and passing the course according to adopted criteria; approval of the thesis topics and acceptance of the outlines.	2	-
Theoretical classes in total:		10	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	

knowledge	W_01	knows and understands at an advanced level the basic concepts, specialist vocabulary, facts and theoretical issues related to international economic institutions.
	W_02	knows and understands at an advanced level the fundamental role of the sciences on international economic institutions and other scientific disciplines related to management theory and practice in the field of social sciences and their mutual relations, as well as their relations with other sciences
skills	U_01	is able to perform, on the basis of theoretical knowledge acquired during the course implementation, basic tasks related to the research process in matters concerning international economic institutions
	U_02	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them
	U_03	is able to identify, interpret and explain complex phenomena and processes closely related to international economic institutions using interdisciplinary knowledge acquired in the course of studies in different modules and subjects
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
social competences	K_01	is ready to critically analyse and evaluate the contents of the research on international economic institutions
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to international economic institutions
Course credit/ verification of learning outcomes:		
form of crediting a course:	Passing with a grade.	
date of crediting a course:	semester III	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> the participation of students in at least 70% of the curriculum classes, obtaining a positive grade for theoretical classes by the students, according to the criteria adopted by the lecturer independent work on the e-learning platform. 	
how to pass the theoretical classes:		
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> Participation in the classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course. Knowledge test (using single- or multiple-choice tests): the grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer; independent solution of tests on the e-learning platform; the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student. 	
assessment criteria:	<ol style="list-style-type: none"> Participation in classes: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. Knowledge test (single or multiple choice)/self-control test: <ul style="list-style-type: none"> 5.0 - over 90% of correct answers 4.5 - 86 to 90% correct answers 4.0 - 81 to 85% correct answers 3.5 - 76 to 80% correct answers 	

	<ul style="list-style-type: none"> • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	<i>01</i>	attendance at classes	all outcomes	20	
	<i>02</i>	knowledge test by the colloquium	W_01, W_02	60	
	<i>03</i>	independent solving of tests on the e-learning platform	all outcomes	20	
how to calculate the final grade:	$O_t = 0.2 \times O_1 + 0,6 \times O_2 + 0,2 \times O_3$				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes taking into account the weighting of ECTS credits 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
Evaluation criteria	1. Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits. 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>01</i>	theoretical classes (O_t)	all outcomes	2	90
	<i>02</i>	working on an e-learning platform (O_{el})	all outcomes	-	10
how to calculate the final grade:	$O_k = 0,9 \times O_t + 0,1 \times O_{el}$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01, K_W10				
W_02	K_W02				
U_01	K_U05				
U_02	K_U03				
U_03	K_U01				
U_04	K_U15				
K_01	K_K01				
K_02	K_K02				
List of literature:					
A. Literature required for final course credit (passing the exam):					

- Czubik P, Brygida Kuźniak B., *Organizacje międzynarodowe*, CH Beck, 2013
- Barcz J., Górka M., Wyrozumska A., *Instytucje i prawo Unii Europejskiej. Podręcznik dla kierunków prawa, zarządzania i administracji*, Wolters Kluwer, 2017.
- Kukułka J., *Wstęp do nauki o stosunkach międzynarodowych*, Warszawa 2003

B. Supplementary literature:

- Oziewicz E., *Międzynarodowe stosunki gospodarcze*, Warszawa 2013
- Rynarzewski T., *Międzynarodowe stosunki gospodarcze*, Warszawa 2006
- Haliżak E., Kuźniak R., *Stosunki międzynarodowe. Geneza, struktura, dynamika*, Warszawa 2000

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S.1.3 International marketing

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
S.1.3	International marketing	E	4	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit			Persons conducting the classes:	
Department of Management			Designated employees of the Institute of Safety and Managements (ISM)	
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	20	55	75	3
• Lectures	10	-		
• lectures with indirect teacher participation on the e-learning platform	10	-		
• literature studies/preparation to obtain a course credit	-	40		
• working on an e-learning platform	-	15		
Practical classes [total]	10	15	25	1
• auditorium classes	-	-		
• workshop exercises	10	-		
• literature studies	-	5		
• preparation of presentation/coursework	-	5		
• preparation for the colloquium	-	5		
Total:	30	70	100	4
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:			Practical classes:	
• classes with participation of teachers			• classes with participation of teachers	

informative lecture, information, discussion, lecture materials on the platform	Introductory lecture, case study, demonstration of how to make an outline with commentary, discussion, consultation		
• student's independent work	• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course	perception of the content of classes, taking notes, studying literature, preparing project/ coursework		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
global economic market, marketing management	Knowledge of the principles of market functioning, globalisation of the economy and the basics of marketing.		
Course objectives:			
for knowledge:			
The student familiarizes with: <ul style="list-style-type: none"> • factors of the international environment of enterprises and relations between them and factors shaping demand and supply on international markets • essence and principles of internationalisation of the company's activities and the importance of marketing in conducting business activities on an international scale • knowledge of the objectives and rules of international marketing and its terminology • theoretical basis and methodology related to the analysis of foreign markets, formulation of an international marketing strategy and plan 			
for skills:			
Student: <ul style="list-style-type: none"> • uses the acquired knowledge to solve problems arising in the professional work in connection with the company's entering foreign markets and building competitive position on the international market • is able to make marketing decisions taking into account the differences between the national and international environment • is able to work as a team in an international and multicultural environment. can operate on the international market with basic knowledge of marketing and foreign trade • teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
Student: <ul style="list-style-type: none"> • improve their work in a group, assuming different roles in it, search for sources of information, assess their credibility, and participate in generating proposals for solutions to selection problems and shaping international marketing tools • presents critical opinions on basic economic problems and creatively seeks solutions in the field of marketing 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes including work on the e-learning platform. The concept of international and global marketing and derivative terms	2	-

2.	Standardization and adaptation in international marketing.	-	2
3.	International marketing environment - its elements: economic-marketing, demographic, socio-cultural, political, legal-administrative, natural technological.	-	2
4.	Methodology of analysis of international marketing environment.	-	2
5.	Characteristics of foreign markets and companies.	-	2
6.	Foreign market segmentation	-	2
7.	Strategies of entering the international market, basic marketing elements of foreign market entry strategy.	2	-
8.	Global product strategy, new product development, global products and brands, global product standardization and adaptation	2	-
9.	Distribution and logistics strategies and systems in international and global markets.	2	-
10.	Organization of marketing activities on the international market - centralization and decentralisation, organisational structure of the company, adjustment of its activities to the requirements of the global market	2	-
Theoretical classes in total:		10	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the practical classes	1	-
2.	Product strategy on the international market: strategy for standardisation, adaptation and innovation, international product life cycle theory, brand and packaging on the international market - case study.	2	-
3.	International market price: pricing strategies, price differentiation techniques - case study.	1	-
4.	Distribution in the international services market: factors determining the choice of distribution channel, global distribution trends - case study.	2	-
5.	Promotion on the international market: limitations of global promotion, scope of use of promotion instruments on the international market, organization of international promotion campaigns - case study.	2	-
6.	Summary classes: presentation of projects prepared in groups.	2	-
Practical classes in total:		10	-
In total, theoretical and practical classes:		20	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform.			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	characterises the factors of the international business environment and the relations between them.	
	W_02	lists and describes the factors shaping supply and demand on international markets.	

	W_03	recognises and determines the causes and effects of changes in the internationalisation of businesses
	W_04	is able to select and estimate important elements of the international company's environment to plan marketing research
skills	U_01	selects and applies marketing methods, techniques and tools appropriate to the problem
	U_02	recognizes and anticipates the impact of cultural models of international business behaviour on company success
	U_03	is able to design and describe the company's strategy for entering a selected foreign market using appropriate marketing instruments and terminology
	U_04	Identifies key elements of international market research
	U_05	recognises the motives for internationalisation of economic operators
	U_06	works and manages the work of the team designing the entry of the company into the foreign market, generates proposals for solutions to marketing problems
	U_07	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
Social competences	K_01	is able to work in a group with a variety of roles, to search for sources of information, to assess their reliability and to design practical applications
	K_02	provides their own opinion on economic problems and convinces others to apply the suggested marketing solutions.
Course credit/ verification of learning outcomes:		
form of crediting a course:	Examination	
date of crediting a course:	semester III	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • participation of students in at least 70% of theoretical classes; • obtaining by the students a positive grade for the colloquium (test) for theoretical classes, according to the criteria adopted by the lecturer, • activity in practical classes, • obtaining by the students, according to the criteria adopted by the lecturer, a positive grade for the group preparation of the final project, within the practical classes, • obtaining by the students, according to the criteria adopted by the lecturer, a positive grade for the exam. • obtaining by the students a positive grade for independent work on the e-learning platform 	
how to pass the theoretical classes:		
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. Participation in the classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course. 2. Knowledge test (using single- or multiple-choice tests): the grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer 3 . independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student. 	

assessment criteria:	<p>1. Participation in classes: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p> <p>2. Knowledge test (single or multiple choice)/self-control test:</p> <ul style="list-style-type: none"> • 5.0 - over 90% of correct answers • 4.5 - 86 to 90% correct answers • 4.0 - 81 to 85% correct answers • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	<i>O1</i>	attendance at classes	W_01, W_02, W_03, W_04, U_01, U_02	20
	<i>O2</i>	knowledge test by the colloquium	W_01 W_02, W_03, W_04, U_01, U_02	60
	<i>O3</i>	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_01, U_02, U_07	20
how to calculate the final grade:	$O_t = O_1 \times 0,2 + O_2 \times 0,6 + O_3 \times 0,2$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem,</p> <p>2. group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation.</p>			
assessment criteria:	<p>1. activity in practical classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions <p>2. Group preparation of the final project:</p> <ul style="list-style-type: none"> • 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation 			

	<ul style="list-style-type: none"> • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not make the project or the student did not participate in the project implementation 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>O1</i>	activity in classes	all outcomes	20
	<i>O2</i>	group preparation of the final project:	all outcomes	80
how to calculate the final grade:	$O_p = O_1 \times 0,2 + O_2 \times 0,8$			
how to pass and form of the exam:				
examination form:	written examination using single- or multiple-choice tests			
form of final assessment:	grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer			
assessment criteria:	5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers			
how to calculate the grade and verify learning outcomes during examination:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>Oe</i>	written test	W_01, W_02, W_03, W_04	100
how to calculate the final grade:	$Final\ grade = O_e$			
how to receive credit for the course:				
form of final assessment:	Weighted average of the grades for the classes: 1. theoretical, practical and exam, taking into account the weighting of ECTS credits, for theoretical and practical classes 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.			
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for the classes: 1. theoretical, practical and exam, taking into account the weighting of ECTS credits 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.			

how to calculate the final grade and verify the learning outcomes	Symbol	subject of the assessment:	reference to learning outcomes	grade weighing in ECTS credits	grade weighing in %
	0t	theoretical classes:	W_01 W_02, W_03, W_04, U_01, U_02, U_07	3	40
	0p	'practical classes:	all outcomes	1	
	0e	examination	W_01, W_02, W_03, W_04	-	50
	0el	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,4x \left(\frac{0tx3 + 0px1}{3 + 1} \right) + 0,5x0e + 0,1x0el$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01				
W_02	K_W04				
W_03	K_W06, K_W13				
W_04	K_W09				
U_01	K_U01, K_U02				
U_02	K_U03				
U_03	K_U04, K_U05, K_U09				
U_04	K_U06				
U_05	K_U09, K_U16				
U_06	K_U14, K_U15				
U_07	K_U15				
K_01	K_K01				
K_02	K_K02				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> Wiktor J., Oczkowska R., Żbikowska A., <i>Marketing międzynarodowy. Zarys problematyki</i>, PWE, Warszawa, 2017. Fonfara K. (red.), <i>Marketing międzynarodowy – współczesne trendy i praktyka</i>, PWN, Warszawa 2014. 					
B. Supplementary literature:					
<ul style="list-style-type: none"> Duliniec E., <i>Marketing międzynarodowy</i>, PWE, Warszawa 2007. Grzesiuk A., <i>Marketing międzynarodowy</i>, CeDeWu, Warszawa 2007. Michalski E., <i>Marketing, cz. IX Marketing międzynarodowy</i>, PWN, Warszawa 2004. 					
C. Source materials:					
Journal of Laws, reports published by industrial state institutions, thematic periodicals, scientific publications of the industry					
D. Useful websites:					
<ul style="list-style-type: none"> www.parp.gov.pl www.wsparciemsp.pl 					

- <http://businessinsider.com.pl>
 - <http://enzo.pl/2018/01/19/marketing-miedzynarodowy-sieci-dobre-praktyki-start>
- Other industry and business websites

Contact:

contact person:	IB&Z Secretariat employee
phone:	59 306 76 04 (office)
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

S.1.4 Elective course no. 1: International business strategies

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
S.1.4	International business strategies	ZO	4	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies.				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	10	15	25	1
• Lectures/ seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	10	-		
• working on an e-learning platform	-	15	75	3
Practical classes [total]	20	55		
• auditorium classes	-	-		
• workshop exercises	20	-		
• literature studies	-	35	100	4
• preparation for the colloquium	-	20		
Total:	30	70		
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, information, discussion, lecture materials on the platform		presentation of how to perform exercises and tests. Discussion of the achieved results of students' own exercises and tests performed		

<ul style="list-style-type: none"> • student's independent work 		<ul style="list-style-type: none"> • student's independent work 	
<p>perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course</p>		<p>implementation of planned exercises in task forces</p>	
<p>Formal requirements related to the admission of students to classes:</p>			
<p>Introductory classes</p>		<p>Initial requirements :</p>	
<p>Strategic management, international marketing</p>		<p>student knows the basic issues related to strategic management and international marketing in the company</p>	
<p>Course objectives:</p>			
<p>for knowledge:</p>			
<ul style="list-style-type: none"> • familiarise the student with the basic knowledge of corporate strategy on international markets; • familiarize students with the influence of internationalisation and globalisation processes on enterprises; 			
<p>for skills:</p>			
<ul style="list-style-type: none"> • prepare the student to identify and analyse the relations between economic entities and other institutions influencing the activity of the enterprise on the international market; • is able to understand the relations between the entities that are part of the national and international environment; • teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
<p>for social competence:</p>			
<ul style="list-style-type: none"> • competence to work in a team and discuss complex problems; • has competence in international business management; • understands the need for lifelong learning and for deepening and supplementing acquired competences. 			
<p>Program content:</p>			
<p>theoretical classes:</p>			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
	<p>Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.</p>	-	0.5
1.	<p>International business - strategic conditions: globalisation of the economy, international environment, indicators of the world economy, legal and political conditions of international business.</p>	-	1.5
2.	<p>Strategies for the development of enterprises on the international market: conditions for strategy development, competitive strategies - examples, outsourcing, offshoring.</p>	-	2
3.	<p>Regionalisation strategies on the international market: definition of a region, types of regional strategies - examples.-</p>	-	2
4.	<p>Strategic alliances on the international market: essence and types of strategic alliances, objectives and process of creating strategic alliances, competition between alliances on the global market.</p>	-	2
5.	<p>International strategies of Polish enterprises: examples of strategies of Polish companies on the international market, sectors and domains of Polish</p>	-	2

	enterprises, prospects for development of Polish companies on the international market.		
Theoretical classes in total:		-	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Case studies on the choice of strategy for companies in an international environment.	10	-
2.	Final project prepared in groups: Strategies of the company's internationalization - sources of competitive advantage on the international market and ways of competing on the international market, strategy of developing the company's international position, competition strategy, functional strategies (among others marketing strategies, research and development, production and supply strategies, financial strategies).	10	-
Practical classes in total:		20	-
In total, theoretical and practical classes:		20	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform.			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	considers the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on management theory and practice	
	W_02	the organisation and functioning principles of various types of organisations, institutions and social systems from the perspective of management theory and practice to a greater extent	
skills	U_01	is able to plan and organise the work of task forces and specialist teams within organisations	
	U_02	participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice	
	U_03	properly select the sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both management theory and practice	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	makes a critical assessment of the learning content, its proper interpretation and the use of its own reflections both in management theory and practice	
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade		
date of crediting a course:	semester III		
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> obtaining by the students a positive grade for the colloquium (test) for theoretical classes, according to the criteria adopted by the lecturer, 		

	<ul style="list-style-type: none"> activity in practical classes, obtaining by the students, according to the criteria adopted by the lecturer, a positive grade for the group preparation of the final project, within the practical classes, obtaining by the students a positive grade for independent work on the e-learning platform 			
how to pass the theoretical classes:				
form of final assessment:	Grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	1. Knowledge test (single or multiple choice)/self-control test: <ul style="list-style-type: none"> 5.0 - more than 90% correct answers to test questions 4.5 - 86 to 90% correct answers 4.0 - 81 to 85% correct answers 3.5 - 76 to 80% correct answers 3.0 - 70 to 75% correct answers 2.0 - less than 70% correct answers. 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	01	independent solving of tests on the e-learning platform	W_01 W_02 U_03 U_04	100
how to calculate the final grade:	$O_t = 01$			
how to pass the practical classes:				
form of final assessment:	Weighted average of the grades for: <ol style="list-style-type: none"> activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem, group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation. 			
assessment criteria:	<ol style="list-style-type: none"> activity in practical classes: <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem 2.0 - the student did not participate in the discussions Group preparation of the final project: <ul style="list-style-type: none"> 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not 			

	<p>significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation</p> <ul style="list-style-type: none"> • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not make the project or the student did not participate in the project 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	01	activity in classes	U_02 U_01	20	
	02	group preparation of the final project:	U_03 K_01 K_02	80	
how to calculate the final grade:	$O_p = O_1 \times 0,2 + O_2 \times 0,8$				
how to receive credit for the course:					
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. theoretical and practical classes taking into account the weighting of ECTS credits. 2. independent work on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform. 				
assessment criteria:	<ol style="list-style-type: none"> 1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits. 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. 				
how to calculate the grade and verify the learning outcomes	Symbol	subject of the assessment:	reference to learning outcomes	weighing of the grade in ECTS credits	weighing of the grade w %
	<i>O_t</i>	theoretical classes:	W_01 W_02 U_03 U_04	1	90
	<i>O_p</i>	practical classes:	U_02 U_01 U_03 K_01 K_02	3	
	<i>O_{el}</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Final\ grade = 0,9x \left(\frac{O_t x 1 + O_p x 3}{1 + 3} \right) + 0,1x O_{el}$				
Learning outcomes matrix for the class:					

Number (symbol) of the learning outcome	Reference to learning outcomes for the program
W_01	K_W11
W_02	K_W07
U_01	K_U13
U_02	K_U10, K_U11
U_03	K_U03
U_04	K_U15
K_01	K_K01
K_02	K_K01
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Rymarczyk J., <i>Biznes międzynarodowy</i>, PWE, Warszawa 2012 • Gorynia M., <i>Strategie zagranicznej ekspansji przedsiębiorstw</i>, PWE, Warszawa 2007 • Obłój K., <i>Strategia organizacji</i>, PWE, Warszawa 2007 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Koszewski R., <i>Konsorcja eksportowe jako instrument aktywizacji polskiego eksportu dla małych i średnich przedsiębiorstw</i>, Wyd. Uniw.Gdańskiego, Gdańsk 2011 • Rozkwitalska M., <i>Zarządzanie międzynarodowe</i>, Warszawa 2007 	
C. Source materials:	
Not applicable.	
D. Useful websites:	
<ul style="list-style-type: none"> • www.pb.pl • www.parp.gov.pl • www.rp.pl economic websites 	
Contact:	
contact person:	IB&Z Secretariat employee
phone:	59 306 76 04 (office)
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

S.1.4 Elective course no. 2: Management of innovations

Code and name of the class		form of crediting a course:	Number of ECTS credits	
code	name			
S.1.4	Management of innovations	ZO	4	
Field of study	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	10	15	25	1
• Lectures/ seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	10	-		
• working on an e-learning platform	-	15		
Practical classes [total]	20	55	75	3
• workshop exercises	10	-		
• preparation to exercises	10	15		
• preparation of the final project	-	40		
Total:	30	70	100	4
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, information, discussion, lecture materials on the platform		introductory classes, information, discussion, case study (situational description), analysis of case studies		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of		perception of the content of classes, taking notes, studying literature, preparing project in a group		

coursework, working on the platform independently - preparation for the colloquium and passing the course			
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Not applicable		none	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarization with issues related to the nature, types and conditions of creation and methods of innovation implementation Familiarisation with the principles, methods and techniques of effective innovation 			
for skills:			
<ul style="list-style-type: none"> presenting the solutions developed by means of multimedia techniques analysis of the implementation of innovation teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> the ability to search for various solutions to the problems encountered in the company, ability to work in a team 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	-	1
1.	The concept and essence of innovativeness of an enterprise. Features of innovation. Impact of innovative market undertakings on enterprises and buyers. Classification and characteristics of innovation.	-	1
2.	Conditions for the innovative activity of an enterprise. Innovative potential of an enterprise, internal and external outlays of enterprises on innovative activity. Innovation centres, innovation sources. Organizational culture.	-	2
3.	Knowledge as a resource to support innovative activities. Knowledge management features. Knowledge resources that condition effective creation and implementation of innovations in an enterprise. Knowledge-based innovation.	-	2
4.	Enterprise innovation in the context of globalisation. Actions to promote the adaptation of enterprises to global competition. Clusters, strategic alliances	-	2
5.	Summary classes - final test (colloquium).	-	2
Theoretical classes in total:		-	10
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Innovation as part of entrepreneurship and competitiveness. Entrepreneurship and flexibility, knowledge and organisational culture, organisational structure.	6	-

2.	Models of innovative activity of enterprises. Entrepreneurial innovation model and creative accumulation model.	6	-
3.	Preparation of the final group project.	8	-
Practical classes in total:		20	-
In total, theoretical and practical classes:		20	10
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows and understands in depth the concepts of innovation, distinguishes between different types of innovation and characterises the importance of innovation in economic processes	
	W_02	clarifies the conditions, principles, methods and techniques for smooth implementation of innovations	
skills	U_01	presents economic problems, solved on the basis of implemented innovations of various types using multimedia techniques	
	U_02	analyse the process of innovation implementation based on knowledge of principles, methods and techniques of effective innovation	
	U_03	analyses examples from business practice in terms of ways and effects of implementing innovation	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
social competences	K_01	willing to discuss and argue its position on unconventional ways of solving problems	
	K_02	shows an active attitude towards seeking various solutions to problems	
	K_03	can work both individually and in a team	
Course credit/ verification of learning outcomes:			
form of crediting a course:	Passing with a grade.		
date of crediting a course:	semester III		
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining a positive grade for theoretical classes by the students, according to the criteria adopted by the lecturer obtaining a positive grade for practical classes by the students, according to the criteria adopted by the lecturer Obtaining a positive grade for independent work on the e-learning platform by the students 		
how to pass the theoretical classes:			
form of final assessment:	<p>Grade for:</p> <p>1. independent solution of tests on the e-learning platform including methodological units for theoretical classes: The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p>		
assessment criteria:	<p>1. Knowledge test (single or multiple choice)/self-control test:</p> <ul style="list-style-type: none"> 5.0 - more than 90% correct answers to test questions 4.5 - 86 to 90% correct answers 4.0 - 81 to 85% correct answers 		

	<ul style="list-style-type: none"> • 3.5 - 76 to 80% correct answers • 3.0 - 70 to 75% correct answers • 2.0 - less than 70% correct answers 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	01	independent solving of tests on the e-learning platform	W_01, W_02, U_01, U_02, U_03, U_04	100
how to calculate the final grade:	Ot = 01			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation. 2. active participation in the classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem 			
assessment criteria:	<ol style="list-style-type: none"> 1. Group preparation of the final project: <ul style="list-style-type: none"> • 15.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not make the project or the student did not participate in the project 2. active participation in the classes: <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed 			

	<ul style="list-style-type: none"> • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 				
	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	01	group preparation of the final project:	W_01, W_02, U_01, U_02, U_03	80	
	02	active participation in the classes	W_01, W_02, U_01, U_02, U_03, K_01, K_02, K_03	20	
how to calculate the final grade:	$Op = 0.8 \times 01 + 0.2 \times 02$				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes and practical classes taking into account the weighting of ECTS credits. 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	1. Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits. 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	weighting of the grade in ECTS credits	grade weight in %
	01	theoretical classes (Ot)	W_01, W_02, U_01, U_02, U_03, U_04	1	90
	02	Practical classes (Op)	W_01, W_02, U_01, U_02, U_03, K_01, K_02, K_03	3	
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,9x \left(\frac{Otx1 + Opx3}{1 + 3} \right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W01, K_W03, K_W05, K_W06				
W_02	K_W08, K_W10, K_W11				
U_01	K_U01, K_U08				
U_02	K_U02, K_U05				
U_03	K_U10, K_U11				
U_04	K_U15				
K_01	K_K01, K_K05				
K_02	K_K06				

K_03	K_K06
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Białoń L., Zarządzanie działalnością innowacyjną, PLACET, Warszawa 2010 • Matusiak K.B., Budowa powiązań nauki z biznesem w gospodarce opartej na wiedzy, SGH, Warszawa 2010 • Tidd J., Bessant J., Zarządzanie innowacjami. Integracja zmian technologicznych, rynkowych i organizacyjnych, Oficyna Wolters Kluwer business, Warszawa 2011 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Magazine: Harvard Business Review 	
Contact:	
contact person:	IB&Z Secretariat employee
phone:	59 306 76 04 (office)
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

S.1.5 Foreign trade

Code and name of the class:		form of crediting a course:	Number of ECTS credits	
Code	Name			
S.1.5	Foreign trade	E	3	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies.				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total FTS/PTS	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10	50	2
Practical classes [total]	15	35		
• auditorium classes	-	-		
• workshop exercises	15			
• literature studies	-	25	10	
• preparation for the colloquium	-			
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, information, discussion, lecture materials on the platform		presentation of the methods of performing practical tasks, discussion of the achieved results of students' independent exercises		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform		implementation of planned exercises in task forces		

independently - preparation for the colloquium and passing the course			
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
economics for managers, global economic market, EU economic market		student knows the basic issues related to trade activities in the enterprise	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarising with the regularities, rules and mechanisms of trade in international and global aspect familiarising with the principles of management of commercial entities on the international market, including in particular on supply chain management in international trade in goods 			
for skills:			
<ul style="list-style-type: none"> teaching the ability to interpret and explain economic phenomena in international trade at international level teaching the ability to use specialist terms, names and phrases used in foreign trade during discussions and debates teaching the ability to analyse and explain trade processes in international trade teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> developing competence to work as a team and discuss complex problems developing competence in the field of management of an international trading company; developing the need for lifelong learning and the deepening and supplementing of acquired competences 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	-	1
1.	The essence and role of foreign trade: The essence of foreign trade, basic concepts of the role of foreign trade in business development.	-	1
2.	International and EU trade organisations. Geopolitical and legal conditions in foreign trade. The role of duties and safeguard clauses in trade in goods.	-	4
3.	Assessment of the commercial potential of countries and regions on a global and EU market. Directions and scale of foreign trade of Polish enterprises. Export support programmes for Polish enterprises.	-	4
4.	International product/service exchange practices. Traditional trade and e-commerce in foreign trade.	-	2
5.	Strategies in foreign trade: organization of the trade department in a globalised company, IT systems supporting foreign trade in the company.	-	3
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL

1.	Case study. International trade strategies of international concerns and national companies operating on the global market.	3	-
2.	Practical exercises. Group project - comparative analysis of the way the sales department is organised in two internationalized companies.	4	-
3.	Case studies. Settlements in foreign trade - forms, examples. Outsourcing of trade services - forms. Trade operators, trade networks available in the EU.	4	-
4.	Practical exercise: Individual project - planning a model and strategy of foreign trade of a micro-company.	4	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows and understands in depth the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management.	
	W_02	knows and understands in depth traditional and modern methods, techniques and tools to improve management practice, including IT technology that allow optimizing management in the organization, streamlining decision-making processes and supporting the processes of solving typical and unusual socio-occupational problems	
skills	U_01	is able to use concepts, facts and various information of a specialist nature freely when communicating with different audiences in different professional situations	
	U_02	is able to participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice	
	U_03	is able to properly select the sources of knowledge, and select the necessary facts and information from them, analysing, synthesising and interpreting them in terms of both theory and and practice of management	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
Social competences	K_01	is ready to develop own professional achievements and further training in accordance with the idea of lifelong learning	
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense	
Course credit/ verification of learning outcomes:			
form of crediting a course:	Examination		
date of crediting a course:	semester III		
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> obtaining by the students a positive grade for the colloquium (test) for theoretical classes, according to the criteria adopted by the lecturer, activity in practical classes, 		

	<ul style="list-style-type: none"> obtaining a positive grade for independent performance of practical tasks in classes, within the practical classes, by the students, according to the criteria adopted by the lecture, obtaining a positive grade by the students for the colloquium (test) for the examination, according to the criteria adopted by the lecturer, obtaining a positive grade for working independently on an e-learning platform. by the students, according to the criteria adopted by the lecturer. 			
how to pass the theoretical classes:				
form of final assessment:	Grade from passing the self-control tests on the e-learning platform. Grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student. The average of grades from passing the self-control tests on the e-learning platform. The grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student			
assessment criteria:	1. Knowledge / Self-control test: <ul style="list-style-type: none"> 5.0 - more than 90% correct answers to test questions 4.5 - 86 to 90% correct answers 4.0 - 81 to 85% correct answers 3.5 - 76 to 80% correct answers 3.0 - 70 to 75% correct answers 2.0 - less than 70% correct answers 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	01	independent solving of tests on the e-learning platform	W_01, W_02, U_03,U_04	100
how to calculate the final grade:	Ot =01			
how to pass the practical classes:				
form of final assessment:	Weighted average of the grades for: <ol style="list-style-type: none"> activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem, independent performance of practical tasks in classes, average grade for practical tasks (O1, O2, On) prepared by the lecturer calculated according to the formula: $Final\ grade = \frac{O1 + O2 + On}{n}$ 			
assessment criteria:	1. activity in practical classes: <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem 2.0 - the student did not participate in the discussions 2. independent performance of practical tasks in classes: <ul style="list-style-type: none"> 5.0 - the student performed the task correctly and independently 			

	<ul style="list-style-type: none"> • 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	O1	activity in classes	U_02 U_01	20	
	O2	independent performance of practical tasks in classes	U_03 K_01 K_02	80	
how to calculate the final grade:	$O_p = 0,2 \times O_1 + 0,8 \times O_2$				
how to pass and form of the exam:					
examination form:	written examination using single- or multiple-choice tests				
form of final assessment:	grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer				
assessment criteria:	5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers				
how to calculate the grade and verify learning outcomes during examination:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	<i>O_e</i>	written test	W_01, W_02	100	
how to calculate the final grade:	<i>Final grade = O_e</i>				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes, practical classes and the exam, taking into account the weighting of ECTS credits, for theoretical and practical classes, 2. Independent work on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. Independent work on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>O_t</i>	theoretical classes:	W_01, W_02, U_03,U_04	1	

	<i>Op</i>	practical classes:	U_02, U_01, U_03, K_01, K_02	2	40
	<i>Oe</i>	examination	W_01, W_02	-	50
	<i>Oel</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,4x \left(\frac{0tx1 + 0px2}{1 + 2} \right) + 0,5x0e + 0,1x0el$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W11				
W_02	K_W09				
U_01	K_U08				
U_02	K_U11				
U_03	K_U03				
U_04	K_U15				
K_01	K_K07				
K_02	K_K02				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Dudziński J., <i>Podstawy handlu zagranicznego</i>, Difin, Warszawa 2010. • Stępień B., <i>Handel zagraniczny. Studia przypadków</i>, PWE, Warszawa 2015. • Wydymus S., Maciejewski M. (red), <i>Tradycyjne i nowe kierunki rozwoju handlu międzynarodowego</i>, CeDeWu, Warszawa 2014 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Wydymus S., Pera B.(red), <i>Perspektywy rozwoju polskiego eksportu do krajów pozaunijnych</i>, Difin, Warszawa 2014. 					
C. Source materials:					
Statistics of GUS, EUROSTAT					
D. Useful websites:					
<ul style="list-style-type: none"> • https://www.mr.gov.pl/strony/zadania/analiza-i-ocena-polskiej-gospodarki/analizy-z-obszaru-handlu-gospodarczego • https://www.trade.gov.pl • https://www.mpit.gov.pl/strony/zadania/wspolpraca-miedzynarodowa/wspolpraca-gospodarcza/polityka-handlowa/ • www.wsparciemsp.pl • http://businessinsider.com.pl • www.kuke.com.pl 					
Contact:					
contact person:	IB&Z Secretariat employee				
phone:	59 306 76 04 (office)				
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)				

S.1.6 Elective course no. 1: Coaching - workshops

Code and name of the class:		Form of crediting a course	Number of ECTS credits	
Code	Name			
S.1.6.	Coaching - workshops	Z0	2	
Major:		Management		
Characteristics of the classes:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline:				
Management and quality studies				
Name of teaching unit:		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	20	30	50	2
• introductory classes	1	-		
• lectures with indirect teacher participation on the e-learning platform	-	-		
• workshop exercises	17	-		
• summary classes - final test	2	-		
• literature studies	-	10		
• preparation of presentation	-	15		
• preparation for the colloquium	-	5		
Total:	20	30	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		introductory classes, workshop exercises, information, demonstration of the implementation of the outline with commentary, discussion, individual and team consultations		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes, taking notes, studying literature, preparing project/ coursework		

Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Organisation management, management psychology		student knows basic issues related to social aspects of management and basics of psychology	
Objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarize students with the concept, essence and basic assumptions of coaching familiarize them with the way coaching activities are organised and the possibilities of using it in the company 			
for skills:			
<ul style="list-style-type: none"> teach them to apply coaching methods in practice teach them to act as coaches 			
for social competence:			
<ul style="list-style-type: none"> develop their readiness for self-development and work in task forces as a coach 			
Program content:			
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the practical classes	1	-
2.	Concept, essence and genesis of coaching as a psychological method of team and individual training and personal strategy in human resources management in an organization. Coaching objectives as a method of employee development.	2	-
3.	Coaching and mentoring rationale: organization changes, diversity management, intergenerational cooperation, work life balance. Coaching and company management (role of a coach - mentor - manager). Errors of Polish managers - analysis based on the literature and film.	3	-
4.	Types of coaching: business coaching, executive coaching, staff coaching, career coaching, live coaching. Coaching a mentoring - similarities and differences. Coaching work models. The role of a contract in a coaching session.	2	-
5.	Coach profile (desired and excluded features). Personality types of Czachów. Self-diagnosis of coaching predispositions (competence test)	2	-
6.	Coaching process - features, stages, conditions of the session. Practical models of coaching - ACER model; GROW model, five-stage Staffcoaching model	3	-
7.	Organization of coaching in the company: selection of a coach, preparatory activities coaching conversation, reporting, performance evaluation, feed-back.	1	-
8.	Coaching as competence management in a company - case study	1	-
9.	Exercise as a coach/mentor - diagnosis of individual patterns communication according to E. Berne's transactional analysis, project of intervention from couch position, techniques of coaching conversation - working in pairs	3	-
10.	Final assignment - selection of coaching strategy and techniques for a randomly assigned task (by the teacher) - description of a fictitious personal situation requiring coaching. The answer - in oral form (strategy, methodology, together with the reasoning of the choice and the result projection).	2	-
Practical classes in total:		20	-
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			

Learning outcomes for the course. As a result of the course implementation, a graduate		
category;	number	content
knowledge	W_01	student understands the nature of coaching, knows its types and types and the basic methodology of a coaching workshop
	W_02	student understands the premises and fields of application of coaching in the development and personnel strategies of the company
	W_03	student is able to assess the validity and effectiveness of coaching, selects appropriate coaching techniques to the type of relationship with a partner, accurately assesses the effectiveness of the change process while giving feedback.
	W_04	student recognizes the organizational context affecting the course of coaching, has knowledge about the barriers and facilitators of the coaching process
skills	U_01	student is able to apply the acquired knowledge in practice in the context of personnel and business strategy of the company, skilfully develops a session scenario, implements appropriate techniques depending on the type of partner
	U_02	student is able to gain the necessary knowledge on his own, which can influence the coaching process.
	U_03	student is able to react in real time and correct mistakes made during coaching. improves the coaching technique through practice
Social competences	K_01	student accurately identifies his own coaching needs and makes efforts for personal self-development
	K_02	While conducting partner coaching the student remembers about ethical values and confidentiality of interpersonal relations.
	K_03	student is aware of the need for continuous improvement of his coaching skills, as well as through group tasks - he remains open to group work
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade	
date of crediting a course:	semester III	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in program classes • performance of practical tasks by the student as part of passing the course • student receives a positive grade of the tasks performed as part of passing the workshop classes 	
how to pass the practical classes:		
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. activity in classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem,</p> <p>2. practical skills: average grade for practical tasks (O1, O2, On) prepared by the lecturer calculated according to the formula:</p> $Final\ grade = \frac{O1 + O2 + On}{n}$ <p>3. tasks performed as part of passing the exercises: average grade for three practical tasks (O1, O2, O3) prepared by the lecturer calculated according to the formula:</p> $Final\ grade = \frac{O1 + O2 + O3}{3}$	
assessment criteria:	<p>1. activity in classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 	

	<ul style="list-style-type: none"> • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions <p>2. practical skills:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the task correctly and independently • 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task <p>3. tasks performed as part of passing the exercises:</p> <ul style="list-style-type: none"> • 5.0 - the student performed all tasks correctly • 4.5 - the student performed all the tasks fairly correctly, although there were minor shortcomings that did not significantly affect their overall level of competence • 4.0 - the student correctly performed at least two tasks and partially one, and the shortcomings in its implementation significantly affect its merits • 3.5 - the student correctly performed at least one task and partly two consecutive ones, with the emerging deficiencies affecting their overall level of competence quite significantly • 3.0 - student correctly performed at least one task partially two consecutive ones, with any shortcomings occurring having a significant impact on their general level of competence • 2.0 - the student did not perform any task correctly, and deficiencies in their implementation significantly affect their general level of competence 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	final assignment	W_01, W_02, W_03, U_01, U_02, K_03	30
	02	practical skills:	W_04, U_01, U_02, U_03, K_01, K_03	50
	03	activity in classes	W_01, U_01, U_02, K_01, K_02	20
how to calculate the final grade:	$Op = 0,3x01 + 0,5x02 + 0,2x03$			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.			

how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	weighting of the grade in ECTS credits
	Op.	practical classes:	All outcomes	2
how to calculate the final grade:	Ok. = Op			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:			
W_01	K_W01			
W_02	K_W04			
W_03	K_W06, K_W13			
W_04	K_W09			
U_01	K_U01, K_U02			
U_02	K_U14			
U_03	K_U15, K_U16			
K_01	K_U03, K_U07			
K_02	K_U06, K_U08			
K_03	K_K07			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> • Bennewicz M., <i>Coaching i mentoring w praktyce</i>, G+J Gruner+Jahr Polska, 2011 • Marilyn A., Rae Ch. - <i>Coaching krok po kroku</i>, NEW DAWN 2010, • Berne E. - <i>W co grają ludzie? Psychologia stosunków międzyludzkich</i>, PWN, Warszawa 2012. 				
B. Supplementary literature:				
<ul style="list-style-type: none"> • Demkowski S., Sedrige F., Hunter I. - <i>Coaching kadry kierowniczej</i>, PWN 2010 				
Contact:				
contact person:	IB&Z Secretariat employee			
phone:	59 306 76 04 (office)			
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)			

S.1.6 Elective course no. 2: Neuromarketing

Code and name of the class		form of crediting a course	Number of ECTS credits	
code	name			
S.1.6	Neuromarketing	ZO	2	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit:		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	20	30	50	2
• Introductory classes	1	-		
• exercises with indirect teacher participation on the e-learning platform	-	-		
• workshop exercises	17	-		
• summary classes.	2	-		
• literature studies	-	15		
• preparation for the colloquium	-	15		
• working on an e-learning platform	-	-		
Total:	20	30	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		Classes supported by multimedia presentations, workshop exercises including project method work		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes, taking notes, studying literature, preparing the project, preparing for the colloquium		
Formal requirements related to the admission of students to classes:				

Introductory classes		Initial requirements :	
Not applicable		none	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarisation with neuromarketing issues familiarization with the principles and conditions of marketing activities 			
for skills:			
<ul style="list-style-type: none"> ability to identify the conditions and mechanisms of consumer behaviour ability to identify standard and non-standard marketing communication tool understanding the advantages and limitations of neuromarketing methods use of psychological knowledge to analyse consumer behaviour 			
for social competence:			
<ul style="list-style-type: none"> ability to search for various solutions to the problems encountered ability to work in a team 			
Program content:			
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introduction to neuromarketing. Product and price neuromarketing	2	-
2.	Sensory neuromarketing.	3	-
3.	Neuromarketing branding.	3	-
4.	Neuromarketing in print and pictorial neuromarketing. Copywriting in marketing.	4	-
5.	Loyalty and trust marketing.	3	-
6.	Neuromarketing on the web.	3	-
7.	Summary classes: a final test (colloquium)	2	-
Practical classes in total:		20	-
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows and understands neuromarketing concepts in depth	
	W_02	knows and understands the methods used in neuromarketing and understands their scientific basis and possible results	
skills	U_01	Understands the advantages and limitations of each method used in neuromarketing	
	U_02	is able to acquire knowledge and improve professional skills on his/her own and to take autonomous actions aimed at managing of own career	
	U_03	is able to use and integrate theoretical knowledge of psychology and related disciplines to analyse the causes and course of mental processes, individual behaviour and social phenomena	
social competences	K_01	willing to discuss and argue its position on unconventional ways of solving problems	

	K_02	is convinced of the necessity and importance of observing the principles of professional ethics; undertakes reflection on issues related to the ethics of action, correctly identifies moral problems and ethical dilemmas related to one's own and others' work; properly resolves dilemmas related to professional practice and scientific and research activities
	K_03	can work both individually and in a team
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade	
date of crediting a course:	Semester III	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum; • Obtaining a positive grade for practical classes by the students, according to the criteria adopted by the lecturer 	
how to pass the practical classes:		
form of final assessment:	<ol style="list-style-type: none"> 1. activity: assessment calculated on the basis of the lecturer's assessment of the frequency of participation in discussions within the framework of the classes, the level of substantive statements and critical approach to the discussed problem; 2. group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation. 	
assessment criteria:	<ol style="list-style-type: none"> 1. activity: <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 2. Group preparation of the final project:: <ul style="list-style-type: none"> • 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the student performed the project in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the project, and the student has made a very large contribution to its execution • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of 	

	<p>the project, which makes the participation of the student in the project implementation insignificant</p> <ul style="list-style-type: none"> • 2.0 - the group did not make the project or the student did not participate in the project 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	01	Activity	W_01, W_02, U_01, U_02, U_03, K_01, K_02, K_03	20	
	02	Group preparation of the final project:	W_01, W_02, U_01, U_02, U_03, K_01, K_02, K_03	80	
how to calculate the final grade:	$O_t = 01 \times 0,2 + 02 \times 0,8$				
how to receive credit for the course:					
form of final assessment:	Grade calculated for practical classes.				
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	01	practical classes (Op)	All outcomes	2	100
how to calculate the final grade:	$Ok = Op$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W09				
W_02	K_W09				
U_01	K_U02, K_U04				
U_02	K_U02, K_U04				
U_03	K_U02, K_U04				
K_01	K_K01, K_K04				
K_02	K_K01, K_K04				
K_03	K_K01, K_K04				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Pradeep, A.K. (2011). Mózg na zakupach. Neuromarketing w sprzedaży. Helion: Gliwice. [SEP] • Perenc, J., Hołub, J., Szwałik, A. (2012). Neuromarketing – nowe możliwości rozwoju współczesnego marketingu. Zeszyty Naukowe Uniwersytetu Szczecińskiego. Problemy Zarządzania, Finansów i Marketingu, 710 (24). • Woźniak, J. (2012). Neuromarketing 2.0. Wygraj wojnę o umysł klienta. Helion: Gliwice. 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Magazine: Harvard Business Review 					

Contact:	
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S.1.7 Elective course no. 1: Start-up management

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
S.1.7	Start-up management	Z0	2	
Field of study	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	-	-	-	-
• seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	-	-		
• literature studies	-	-		
• preparation for the colloquium	-	-		
Practical classes [total]	20	30	50	2
• workshop exercises	20	-		
• preparation to exercises	-	15		
• preparation of the final project	-	15		
Total:	20	30	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		information, discussion, case study analysis (situational description), analysis of study cases		
• student's independent work		• student's independent work		

Not applicable	perception of the content of classes, taking notes, studying literature, preparing project in a group		
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Not applicable	Knowledge of the rules of functioning of the market mechanism and the rules of functioning of enterprises.		
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarization with the issues of business plan and SWOT analysis familiarization with the formal and legal requirements for registering an economic operator 			
for skills:			
<ul style="list-style-type: none"> ability to identify the conditions for the development of micro-enterprises ability to plan and implement economic projects, use and combination of knowledge in management, economics and psychology 			
for social competence:			
<ul style="list-style-type: none"> ability to search for various solutions to the problems encountered ability to work both individually and in a team 			
Program content:			
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Formal and legal requirements for registering an operator.	3	-
2.	Market research Market verification. SWOT analysis.	3	-
3.	Management functions in the company.	3	-
4.	Start -up promotion.	3	-
5.	Business plan in the company, basic elements of a business plan. Risk assessment in company's activity.	3	-
6.	Preparation of the final group project.	5	-
Practical classes in total:		20	-
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows, understands and identifies to a deeper extent the external and internal conditions for the development of micro-enterprises	
	W_02	knows the stages of business activity registration and the rules of calculating the profitability of an investment project	
skills	U_01	Can determine the material and non-material basis of an organisation's activities	
	U_02	Has the ability to plan and implement business projects	
	U_03	is able to present business assumptions and shape strategies, evaluate the market and take effective action	
	K_01	is able to supplement and improve the acquired knowledge by himself	

social competences	K_02	is convinced of the necessity and importance of observing the rules of professional ethics; he reflects on issues related to the ethics of action, correctly identifies moral problems and ethical dilemmas related to his own and others' work;
	K_03	Understands the role of team leader in pursuing individual and group goals and can work both individually and in a team
Course credit/ verification of learning outcomes:		
form of crediting a course:	Passing with a grade.	
date of crediting a course:	semester III	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining a positive grade for practical classes by the students, according to the criteria adopted by the lecturer, active participation of students in practical classes. 	
how to pass the practical classes:		
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation. active participation in the classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem 	
assessment criteria:	<ol style="list-style-type: none"> Group preparation of the final project:: <ul style="list-style-type: none"> 15.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant 2.0 - the group did not make the project or the student did not participate in the project active participation in the classes: <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 	

	<ul style="list-style-type: none"> • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	01	group preparation of the final project:	W_01, W_02, U_01, U_02, U_03	80
	02	active participation in the classes	W_01, W_02, U_01, U_02, U_03, K_01, K_02, K_03	20
how to calculate the final grade:	$O_p = 0.8 \times 01 + 0.2 \times 02$			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits
	Op.	practical classes:	All outcomes	2
how to calculate the final grade:	$O_k = O_p$			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:			
W_01	K_W01, K_W03, K_W05, K_W06			
W_02	K_W08, K_W10, K_W11			
U_01	K_U07, K_U08			
U_02	K_U05, K_U08, K_U15			
U_03	K_U10, K_U11, K_U16			
K_01	K_K01, K_K02, K_K05			
K_02	K_K06, K_K08			
K_03	K_K06			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> • A. Łopuszewicz, Start-up: od pomysłu do sukcesu, Edgard, Warszawa 2013 • D. Kander/ przekład Dorota Piotrowska., Start up: postaw wszystko na jedna firme, Wydawnictwo Studio Emka, cop. Warszawa 2015. • M. Matejun, Zarządzanie małą i średnią firma w teorii i w ćwiczeniach,, Difin, Warszawa 2012 • S. Blank, B. Dorf, Podręcznik star tupu. Budowa wielkiej firmy krok po kroku, Helion 2012 				
B. Supplementary literature:				
<ul style="list-style-type: none"> • Magazine: Harvard Business Review • P. Szczypa, Indywidualna działalność gospodarcza, CeDeWu 2017 				

- E. Niemiec, J. Szpona, Start-up z dotacji: wybrane zagadnienia zarządzania małą firmą, Wyższa Szkoła Integracji Europejskiej, Szczecin 2013

Contact:

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S.1.7 Elective course no. 2: Working time management - workshops

Code and name of the class		form of crediting a course	Number of ECTS credits	
code	name			
S.1.7	Working time management	ZO	2	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	III
Discipline				
Management and quality studies				
Name of teaching unit:		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	20	30	50	2
• Introductory classes	1	-		
• exercises with indirect teacher participation on the e-learning platform	-	-		
• workshop exercises	17	-		
• summary classes.	2	-		
• literature studies	-	15		
• preparation for the colloquium	-	15		
• working on an e-learning platform	-	-		
Total:	20	30	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		Classes supported by multimedia presentations, workshop exercises including project method work		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes, taking notes, studying literature, preparing the project, preparing for the colloquium		

Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Not applicable		none	
Course objectives:			
for knowledge:			
Familiarize students:			
<ul style="list-style-type: none"> with the concept, essence and basic methods of working time management; with the basic methods, techniques and tools used to solve working time management problems; with the principles of evaluation and design of working time management solutions. with developmental trends in working time management. 			
for skills:			
Teach students:			
<ul style="list-style-type: none"> to put working time management knowledge into practice; solving specific problems of working time management and initiating reorganization processes in this area; to adopt analytical, simulation, experimental and IT methods, techniques and tools to solve working time management problems. 			
for social competence:			
develop students' social competences in:			
<ul style="list-style-type: none"> perceiving and identifying moral, ethical and legal problems related to the management of working time of their own and their colleagues acting in an entrepreneurial manner and following the trends of work life balance. 			
Program content:			
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Time as a socio-cultural category: qualitative and quantitative concept of time, categories and types of time, cultural conditions in the approach to time.	2	-
2.	Time management - theoretical aspects: the essence of time management, S.R. Covey's time management matrix, time versus Sheldon's happiness curve, procrastination - a concept, scope of occurrence at work, organizational effects	2	-
3.	Time management methods: basic time management rules and techniques, ABC method, priority matrix, "Pomodoro" method, ALPEN method	3	-
4.	Management of employees' working time: planning, organizing working time, recording, accounting, planning leaves, rules of effective use of working time; IT programs supporting the management of working time in the organization.	3	-
5.	Self-diagnosis - psychological test, analysis of individual obstacles to effective organization of own work and use of time, rules of time management (7 techniques of managing oneself in time).	3	-
6.	Procrastination - a concept, scope, individual and organizational effects - case study.	3	-
7.	Goal-setting and planning - short and long term objectives, SMART technique, Gauss curve, Pareto principle, Eisenhower, 60/20/20 and other priority management - simulation games	2	-
8.	Project to improve own time management at work - course credit	2	-
Practical classes in total:		20	-
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			

Abbreviations used: FTS – full-time studies; PTS – part-time studies		
Learning outcomes for the course. As a result of the course implementation, a graduate		
category;	number	content
knowledge	W_01	knows in depth the basic concepts, facts and phenomena in the field of management sciences and other scientific disciplines in the social sciences and humanities, closely related to management theory and practice
	W_02	knows in depth the place and role of the management sciences and other scientific disciplines related to the theory and practice of management inherent in the field of social sciences and their relationship with other sciences
	W_03	knows in depth the theoretical foundations of management, including scientific theories in the field of management sciences, related sciences and the sciences interacting with management sciences, as well as their evolutionary directions and development trends and the resulting consequences for management theory and practice
skills	U_01	participate actively in various forms of discussion and debates on general and specialised topics related to management theory and practice
	U_02	is able to perform basic professional tasks, on the basis of theoretical knowledge and practical skills, in an innovative way and using various sources of knowledge, methods, techniques and tools
	U_03	plans and organizes the work of task forces and specialist teams operating in organizations
social competences	K_01	recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense
	K_02	develops its professional achievements in accordance with the idea of lifelong learning and builds the ethos of the managerial profession
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade	
date of crediting a course:	Semester III	
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum; • Obtaining a positive grade for practical classes by the students, according to the criteria adopted by the lecturer 	
how to pass the practical classes:		
form of final assessment:	1. activity: assessment calculated on the basis of the lecturer's assessment of the frequency of participation in discussions within the framework of the classes, the level of substantive statements and critical approach to the discussed problem; 2. independent preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the project.	
assessment criteria:	1. activity: <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem 	

	<ul style="list-style-type: none"> • 2.0 - the student did not participate in the discussions <p>2. independent preparation of the final project:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the project in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the project in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the project • 4.0 - the student performed the project in the form specified by the lecturer, and its substantive value is rather at a good level, with the shortcomings that do not significantly affect the overall substantive level of the project • 3.5 - the student did not fully performed the project in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project • 3.0 - the student performed the project in a form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project • 2.0 - the student did not perform the project 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	01	Activity	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	20	
	02	independent preparation of the final project:	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	80	
how to calculate the final grade:	$O_t = 01 \times 0,2 + 02 \times 0,8$				
how to receive credit for the course:					
form of final assessment:	Grade calculated for practical classes.				
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	weighting of the grade in ECTS credits	grade weight in %
	01	practical classes (Op)	All outcomes	2	100
how to calculate the final grade:	$O_k = 0p$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W09				
W_02	K_W09				
W_03	K_W09				
U_01	K_U02, K_U04				
U_02	K_U02, K_U04				
U_03	K_U02, K_U04				

K_01	K_K01, K_K04
K_02	K_K01, K_K04
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Covey S.R., <i>7 nawyków skutecznego działania</i>, Poznań 2006. • Tracy B., <i>Zarządzanie czasem</i>, Warszawa 2008. • Seiwert L., Woeltje H., <i>Efektywne zarządzanie czasem. Jak wykorzystać Microsoft Outlook do zorganizowania pracy i życia osobistego</i>, Wyd. Promise, Warszawa 2012. 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Rickenbacher C.A., Scannell E.E., <i>Zbiór gier rozwijających umiejętności interpersonalne</i>, Warszawa 2014. • <i>Zarządzanie czasem</i>, Harvard Business Essentials, Warszawa 2006. 	
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S.1.8 Elective course no. 1: International logistics

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	Name			
S.1.8	International logistics	ZO	3	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies.				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total FTS/PTS	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Lectures/ seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• workshop exercises	15	-		
• auditorium classes	-	-		
• literature studies	-	20		
• preparation to exercises	-	15		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, information, discussion, lecture materials on the platform		presentation of how to perform exercises, discussion, work In teams on solving the practical problems.		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform		Preparation to exercises, studying literature and other source materials		

independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course			
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
Economics for managers, global economic market, EU economic market		student knows the basic issues related to logistics in the enterprise	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarizing students with the correctness, principles and mechanisms of functioning of the logistics market in international and global terms familiarizing them with the principles of managing logistic entities on the international market, including in particular for the management of supply chains in international trade in goods 			
for skills:			
<ul style="list-style-type: none"> teaching students the correct interpretation and explanation of economic phenomena occurring in logistics at international level; teaching them the use of specialist terms, names and phrases used in international logistic teaching them how to analyse and explain the importance and organisation of logistical processes in international exchange teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> developing student's competence to work in a team and discuss complex problems develop their professional competence in international logistics management develop the need for lifelong learning and to deepen and complement the competences 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	-	1
1.	The essence and role of international logistics: the essence of logistics, basic concepts, meaning and role of logistics services, international logistics networks, logistics centres, integrated supply chains, international logistics management, logistics operator.	-	2
2.	International logistical systems and projects. International procurement and sales organisation.	-	3
3.	Assessment of the logistical competence of countries and regions. Logistics in international business strategies.	-	3
4.	Companies and institutions involved in international logistics processes	-	3
5.	The role of logistics due to the forms of activity on foreign markets. Organization of logistics in an internationalized company.	-	3
Theoretical classes in total:		-	15
practical classes:			

subject number	learning contents:		number of hours	
			FTS	
			T	EL
1.	Case study. International logistic networks of international concerns, cooperation-with carriers, freight forwarders and couriers.		3	-
2.	Practical exercises. Information technology in logistics management, international logistics, reverse logistics.		5	-
3.	Practical exercise: Logistics services, outsourcing of logistics services, forms and types of outsourcing, advantages and disadvantages of outsourcing, logistics operators (3PL, 4PL), characteristics of the logistics services market.		3	-
4.	Case studies. International logistics centres. Types of logistics centres, location of logistics centres, organisational structure of logistics centres, infrastructure, role of international logistics centres, examples of logistics centres.		4	-
Practical classes in total:			15	-
In total, theoretical and practical classes:			15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform				
Abbreviations used: FTS – full-time studies; PTS – part-time studies				
Learning outcomes for the course. As a result of the course implementation, a graduate				
category;	number	content		
knowledge	W_01	knows and understands in depth the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management.		
	W_02	knows in depth traditional and modern methods, techniques and tools improving management practice, including IT technologies, allowing for optimization of management in the organization, improving decision-making processes and supporting the processes of solving typical and unusual social and professional problems		
skills	U_01	is able to use concepts, facts and various specialist information freely when communicating with different audiences in different professional situations		
	U_02	is able to participate actively and lead various forms of discussion and debate on general and specialised topics related to management theory and practice		
	U_03	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them in terms of both management theory and practice		
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
Social competences	K_01	is ready to develop own professional achievements and further training in accordance with the idea of lifelong learning and building an ethical attitude of a reliable businessman		
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense		
Course credit/ verification of learning outcomes:				
form of crediting a course:		passing with a grade		
date of crediting a course:		semester IV		

conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining by the students a positive grade for the colloquium (test) for theoretical classes, according to the criteria adopted by the lecturer, activity in practical classes, obtaining a positive grade for independent performance of practical tasks in classes, within the practical classes, by the students, according to the criteria adopted by the lecture, Obtaining a positive grade for independent work on the e-learning platform by the students. 			
how to pass the theoretical classes:				
form of final assessment:	Grade calculated on the basis of the percentage of correct answers given by the student, for independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. Grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	Independent solving of tests on the e-learning platform: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	O1	independent solving of tests on the e-learning platform	W_01, W_02, U_03, U_04	100
how to calculate the final grade:	$O_t = 1,0 \times O_1$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem, independent performance of practical tasks in classes, average grade for practical tasks (O1, O2, On) prepared by the lecturer calculated according to the formula: $Final\ grade = \frac{O_1 + O_2 + O_n}{n}$			
assessment criteria:	<ol style="list-style-type: none"> activity in practical classes: <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem 2.0 - the student did not participate in the discussions independent performance of practical tasks in classes: <ul style="list-style-type: none"> 5.0 - the student performed the task correctly and independently 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence 			

	<ul style="list-style-type: none"> • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	01	activity in classes	U_02 U_01	20	
	02	independent performance of practical tasks in classes	U_03 K_01 K_02	80	
how to calculate the final grade:	$O_p = 0,2 \times O_1 + 0,8 \times O_2$				
how to pass the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes, 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for the classes: 1. theoretical and practical classes taking into account the weighting of ECTS credits. 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>O_t</i>	theoretical classes:	W_01, W_02, U_03, U_04	1	90
	<i>O_p</i>	practical classes:	U_02, U_01, U_03, K_01, K_02	2	
	<i>O_{el}</i>	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade:	$O_k = 0,9x \left(\frac{O_t x 1 + O_p x 2}{1 + 2} \right) + 0,1x O_{el}$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W11				
W_02	K_W09				
U_01	K_U08				
U_02	K_U11				
U_03	K_U03				
U_04	K_U15				

K_01	K_K07, K_K08
K_02	K_K02
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Gołemska E., <i>Logistyka w gospodarce Światowej</i>, Wyd. C. H.BECK, Warszawa 2009 • Gołemska E., M. Szymczak, <i>Logistyka międzynarodowa</i>, PWE, Warszawa 2004 • Marciniak-Neider D., <i>Warunki dostaw towarów w handlu zagranicznym</i>, Polska Izba Spedycji i Logistyki, Gdynia 2011 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Gołemska E., <i>Podstawowe problemy logistyki globalnej, międzynarodowej, eurologistyki</i>, NWSK, Łódź 2007 • Neider J., <i>Leksykon: transport, spedycja, logistyka</i>, Polska Izba Spedycji i Logistyki, Gdynia 2015 	
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S.1.8 Elective course no. 2: Analysis of the logistics services market

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	Name			
S.1.8	Analysis of the logistics services market	Z0	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Seminar	-	-		
• lectures/ seminars with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• Introductory classes	1	-		
• workshop exercises	13	-		
• project presentation	1	-		
• literature studies	-	10		
• preparation to exercises	-	10		
• project preparation	-	15		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		

informative lecture, information, discussion, lecture materials on the platform	presentation of the ways of performing the exercises and the project, discussion of the achieved results of the students' own exercises and the project performed		
• student's independent work	• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course	implementation of planned exercises in task groups and preparation of the project		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
basics of logistics, basics of management, quality management	student knows basic issues related to quality management in the company		
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> • provide students with knowledge on the principles of conducting an analysis of the logistics services market • teach them to evaluate the logistics market themselves • teach them the ability to make decisions based on teamwork on the competitiveness of transport and logistics companies 			
for skills:			
<ul style="list-style-type: none"> • develop the ability to self-assess the logistics and transport services market. • teach how to use precisely the specialist terms, names and phrases used in service market analysis • develop the ability to analyse and shape logistics market analysis systems • teach them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> • develop competence to work in a team and discuss complex problems • teach independent decision making on the choices for cooperation of logistics companies • develop the need for lifelong learning and to deepen and complement the competences 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introduction to market research of logistics services, including work on the e-learning platform.	-	1
2.	Study of the size, capacity and potential of the logistics market, its division. Warehouse, transport and forwarding market. The dynamics of the logistics services market in Poland and worldwide.	-	3
3.	Measures of transport and logistic processes. The process of creating measures. Measures in the activity: forwarding, transport and warehousing.	-	2
4.	Market position investigation of logistics companies Market share survey. Investigating the strengths and weaknesses of transport,	-	3

	freight forwarding and warehousing companies. Investigating the competition and competitiveness.		
5.	Transport service analysis. Elements of the analysis area. Transport service price and distribution analysis Elements and areas of price and distribution analysis. Price analysis through the prism of buyers, intermediaries and competitors	-	2
6.	Customer survey of logistics companies. Their identification. Market potential. Segmentation. Key account management.	-	3
7.	Final test (colloquium)	-	1
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the practical classes; principles of developing selected issues of the functioning of the logistics services market	1	-
2.	Practical exercise: Analysis of the transport service	4	-
3.	Practical exercise: Logistics service analysis	4	-
4.	Case studies of leading transport companies Use of benchmarking and inference	4	-
5.	Presentation of final projects	2	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
Category	number	content	
Knowledge	W_01	knows in depth the organization and functioning principles of various types of organizations and their praxis economic conditions from the perspective of logistics management theory and practice.	
	W_02	knows in depth the dilemmas of modern civilization and the challenges and threats related to its development, as well as their impact on the theory and practice of management	
Skills	U_01	is able to identify, interpret and explain complex phenomena and processes closely related to management theory and practice using interdisciplinary knowledge acquired in the course of studies in different modules and courses	
	U_02	is able to participate actively and conduct various forms of discussion and debate, and prepares written work for specialist topics related to logistics management theory and practice	
	U_03	is able to forecast and model complex processes related to the management of human teams and selected areas of the organization's operations, plan and organise the work of - logistic teams and manage them	

	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
Social competences	K_01	is ready to carry out professional tasks in a professional and responsible manner, including taking up other challenges and actions for the social environment		
	K_02	is ready to develop own professional achievements and further training in accordance with the idea of lifelong learning		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	semester IV			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • obtaining a positive grade for the theoretical classes • active participation of students in exercise classes (in particular: case study) • obtaining by the students a positive grade for exercises on practical classes, according to the criteria adopted by the lecturer, project implementation • obtaining a positive assessment for independent work on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	The grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: The average of grades from passing the self-control tests on the e-learning platform. Grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	Independent solution of tests on the e-learning platform including methodological units for theoretical classes: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	<i>01</i>	Independent solving of tests on the e-learning platform.	W_01, W_02, U_01, U_04	100
how to calculate the final grade:	$O_t = 1,0 \times 01$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of grades for active participation in classes (case study):</p> <ol style="list-style-type: none"> 1. independent performance of practical tasks during the classes: the average of grades for practical tasks (O1, O2, On) prepared by the lecturer calculated according to the formula: 2. performing practical tasks - group preparation of the final project: grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation. 			
assessment criteria:	<ol style="list-style-type: none"> 1. independent performance of practical tasks in classes, <ul style="list-style-type: none"> • 5.0 - the student performed the task correctly and independently 			

	<ul style="list-style-type: none"> • 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task <p>2. Group preparation of the final project:</p> <ul style="list-style-type: none"> • 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution • 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation • 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation • 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation • 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant • 2.0 - the group did not make the project or the student did not participate in the project 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %
	01	active participation in the classes - case studies - independent performance of practical tasks in classes	U_02, U_03, K_02	50
	02	Practical project preparation - group preparation of the final project	U_03, K_01, K_02	50
how to calculate the final grade:	$Op = 0,5x 01 + 0,5x02$			
how to receive credit for the course:				
form of final assessment:	Weighted average of the grades: 1. for theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes, 2. for the independent work of the student on the e-learning platform - the grade calculated on the basis of the percentage share of the student in the total			

	number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	<p>1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits.</p> <p>2. Independent work of the student on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p>				
subject of the assessment and method of verification of learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	<i>Ot</i>	theoretical classes:	W_01, W_02, U_01, U_04	1	90
	<i>Op.</i>	practical classes:	U_02, U_03, K_01, K_02	2	
	<i>Oel</i>	working on an e-learning platform:	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,9x \left(\frac{Otx1 + Opx2}{1 + 2} \right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W07				
W_02	K_W11				
U_01	K_U01, K_U09				
U_02	K_U11				
U_03	K_U06, K_U13, K_U14				
U_04	K_U15				
K_01	K_K03				
K_02	K_K07				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Rucińska D.(red), <i>Polski rynek usług transportowych. Funkcjonowanie, przemiany, rozwój</i>, PWE, Warszawa 2012; • Rydzkowski W.,(red), <i>Usługi logistyczne. Teoria i praktyka</i>, ILiM, Poznań 2011 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Rosa G., <i>Konkurencja na rynku usług transportowych</i>, Wyd. C.H. Beck, Warszawa 2013 • Rucińska D., Ruciński A., Wyszomirski O., <i>Zarządzanie marketingowe na rynku usług transportowych</i>, Wyd. UG, Gdańsk 2005 • Rydzkowski W., Wojewódzka-Król K., (red), <i>Transport</i>, Wyd. Naukowe PWN, Warszawa 2009. 					
Contact:					

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S.1.9 Elective course no. 1: International political and economic relations

Code and name of the class		form of crediting a course	Number of ECTS credits	
code	name			
S.1.9	International political and economic relations	ZO	3	
Field of study		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	yes	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• lectures/ seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• workshop exercises	15	-		
• auditorium classes	-	-		
• literature studies	-	20		
• preparation to exercises	-	15		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, information, discussion, lecture materials on the platform		Classes supported by multimedia presentations, information, discussion		
• student's independent work		• student's independent work		

perception of the classes' content, taking notes, studying literature, working on the platform independently within the framework of classes with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and to pass a course		perception of the classes' content, taking notes, studying literature, working on the platform independently within the framework of classes	
Formal requirements related to the admission of students to classes:			
Introductory classes		Initial requirements :	
<ul style="list-style-type: none"> • Global economic market 		<ul style="list-style-type: none"> • None 	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> • acquaint students with basic concepts, facts and substantive issues in the field of international political and economic relations; • acquaint students with the basic research methods, techniques, tools and procedures used in examining problems related to international political and economic relations; • acquaint them with the moral, ethical and legal rules related to international political and economic relations. 			
for skills:			
<ul style="list-style-type: none"> • teach students to use basic research methods, techniques, tools and procedures in research related to international political and economic relations; • teach them to plan their research properly, as well as to use available sources of scientific knowledge; • prepare them to plan and carry out self-education work in the area of knowledge concerning international political and economic relations and its practical use to solve typical and unusual professional tasks; • teach them how to plan and organize their own self-education work using literature and source materials as well as an e-learning platform. 			
for social competence:			
<ul style="list-style-type: none"> • prepare them for critical analysis and evaluation of the substantive content of the subject of research; • teach them the importance of scientific and specialist knowledge in solving cognitive and practical problems related to international political and economic relations 			
Program content:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the course taking into account the work on the e-learning platform.	-	1
2.	International political relations: international relations today, evolutionary determinants, globalisation processes	-	2
3.	International pathologies and overcoming them: international security threats, causes of war and armed conflict, consequences of wars	-	2
4.	International economic relations.	-	2
5.	Concept of the world economy: the essence and structure of the modern world economy, participants in international relations, international trade policy instruments	-	2
6.	The Republic of Poland in international political relations.	-	2
7.	Global problems of the modern world.		2
8.	Summary classes: summary and passing the course according to adopted criteria;	-	2
Theoretical classes in total:		-	15

practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning; learning content; organization of classes; rules of passing the subject.	1	-
2.	International political relations: international relations today, evolutionary determinants, globalisation processes	2	-
3.	International pathologies and overcoming them: international security threats, causes of war and armed conflict, consequences of wars	2	-
4.	International economic relations.	2	-
5.	Concept of the world economy: the essence and structure of the modern world economy, participants in international relations, international trade policy instruments	2	-
6.	The Republic of Poland in international political relations.	2	-
7.	Global problems of the modern world.	2	-
8.	Summary classes: summary and passing the course according to adopted criteria;	2	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	knows and understands the basic concepts, specialist terminology, facts and theoretical issues related to international political and economic relations at an advanced level.	
	W_02	knows and understands at an advanced level the fundamental role of the sciences of international political and economic relations and other scientific disciplines related to the theory and practice of management inherent in the field of social sciences, their mutual relations and the consequences of those relations for management theory and practice	
skills	U_01	is able to carry out, on the basis of theoretical knowledge acquired during implementation of the course, basic tasks related to the research process in matters concerning international political and economic relations	
	U_02	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesise and interpret them	
	U_03	is able to identify, interpret and explain complex phenomena and processes closely related to international political and economic relations using interdisciplinary knowledge acquired in the course of studies in different modules and courses	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	
social competences	K_01	is ready to critically analyse and evaluate the substantive content of research on international political and economic relations	
	K_02	is ready to recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to international political and economic relations	
Course credit/ verification of learning outcomes:			

form of crediting a course:	passing with a grade			
date of crediting a course:	semester IV			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • obtaining a positive grade for theoretical classes by the students, according to the criteria adopted by the lecturer • obtaining a positive grade for practical classes by the students, according to the criteria adopted by the lecturer, • Obtaining a positive grade for independent work on the e-learning platform by the students. 			
how to pass the theoretical classes:				
form of final assessment:	Grade calculated on the basis of the percentage of correct answers given by the student, for independent solution of tests on the e-learning platform including methodological units for theoretical classes: the average of grades from passing the self-control tests on the e-learning platform. Grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	Independent solving of tests on the e-learning platform: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	independent solving of tests on the e-learning platform	W_01, W_02, U_04	100
how to calculate the final grade:	Ok = 01			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem, 2. completion of the coursework - analysis and description of the practical problem: the grade calculated on the basis of the lecturer's assessment of the formal and substantive side of the work. 			
assessment criteria:	<ol style="list-style-type: none"> 1. activity in practical classes: <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 2. Completion of coursework: <ul style="list-style-type: none"> • 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level 			

	<ul style="list-style-type: none"> • 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 4.0 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 3.0 - the student performed the work in the form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 2.0 - the student did not perform the coursework 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	01	activity in classes	W_01, W_02, U_01, U_02, U_03, K_01, K_02	20	
	02	completion of the coursework - analysis and description of the practical problem	U_01, U_02, U_03	80	
how to calculate the final grade:	$Ok = 0,2 \times 01 + 0,8 \times 02$				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes, 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for 1. theoretical and practical classes with taking into account the weighting of ECTS credits. 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	01	theoretical classes (Ot)	W_01, W_02, U_04	1	90
	02	practical classes: (Op)	W_01, W_02, U_01, U_02, U_03, K_01, K_02	2	

	03	working on an e-learning platform (0el)	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,9x \left(\frac{0tx1 + 0px2}{1 + 2} \right) + 0,1x0el$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program:				
W_01	K_W01, K_W10				
W_02	K_W02, K_W03				
U_01	K_U05				
U_02	K_U03				
U_03	K_U01				
U_04	K_U15				
K_01	K_K01				
K_02	K_K02				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Oziewicz E., <i>Międzynarodowe stosunki gospodarcze</i>, Warszawa 2013 • Ostaszewski P., <i>Międzynarodowe stosunki polityczne</i>, Warszawa 2008 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Rynarzewski T., <i>Międzynarodowe stosunki gospodarcze</i>, Warszawa 2006 • Kukułka J., <i>Wstęp do nauki o stosunkach międzynarodowych</i>, Warszawa 2003 • Cziomer E., <i>Międzynarodowe stosunki polityczne</i>, Kraków 2008 • Haliżak E., Kuźniar R., <i>Stosunki międzynarodowe. Geneza, struktura, dynamika</i>, Warszawa 2000 					
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S.1.9 Elective course no. 2: Organizational culture

Code and name of the class:		Form of crediting a course	Number of ECTS credits	
code	name			
S.1.9	Organizational culture	ZO	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SPS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• introductory classes	-	-		
• lectures with direct participation of teachers	-	-		
• lectures/ seminars with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10	50	2
Practical classes [total]	15	35		
• introductory exercises	1	-		
• workshop exercises with direct participation of teachers	13	-		
• summary exercises	1	-		
• preparation to exercises, literature studies	-	30		
• preparation of a multimedia presentation/intellectual task to be passed	-	5		
Total:	30	45	75	3
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
theoretical classes:		practical classes:		
• classes with participation of teachers		• classes with participation of teachers		

informative lecture, information, discussion, lecture materials on the platform	Introductory classes, information, presentation of issues and substantive problems and discussion on how to solve them		
• student's independent work	• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course	perception of the contents of the classes, making notes, studying literature, preparation for auditorium classes, preparation for the colloquium and passing the course		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
• none	• Basics of Sociology		
Course objectives:			
for knowledge:			
Familiarize students: <ul style="list-style-type: none"> • with the main theoretical concepts on the organisational culture of human resources • with basic concepts of organisational culture and methods of diagnosing it • with a description of social ties and organisational behaviour • with typical problems and dilemmas of organizational culture of contemporary enterprises and the importance of multiculturalism, as well as methods and techniques of managing cultural diversity in the organization • with the importance and role of the organisation's culture in terms of micro and macroeconomic aspects and in terms of integration and globalisation 			
for skills:			
<ul style="list-style-type: none"> • understanding the importance of social ties within and outside the organisation and characterising typical organisational behaviours and the culturally and socially relevant patterns governing them • differentiating roles and organisational structures and the processes taking place in them from a cultural and social perspective • using appropriate methods and tools in the cultural-personal area to solve typical problems of the organization • understanding the impact of cultural determinants on individual and collective entrepreneurship • identifying the need for change and to participate in decision-making processes related to the improvement of the organization in its socio-cultural dimension • teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
develop the student's social competences in the field of: <ul style="list-style-type: none"> • preparation for organizing the work of employee teams in the cultural and multicultural aspect • conveying knowledge of the organisation's culture through various means of communication • the need for continuous improvement and expansion of professional knowledge and skills • improving and using interpersonal skills and ethical canons in managerial work 			
Learning contents:			
theoretical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the lectures and the course - including work on the e-learning platform.	-	0.5

2.	Organisation culture and management: Definitions of culture, its layers and elements, assumptions of culture, functions of organizational culture, types of organizational cultures, micro-macro-economic role of organizational culture, transfer of cultures - globalization, cultural identity.	-	3
3.	Organisational behaviours - components of organisational behaviours: communication, exerting influence, leadership, motivating; social and organisational roles, age management in the organisation	-	3
4.	Theoretical models of organizational cultures - concepts: Schein, Cameron-Quinn, Deal - Kennedy. Cultural changes and innovative organizational culture.	-	4
5.	National and global cultures - the Hofstede and Trompenaars' concept, the role of knowledge of cultural differences in business, intercultural competence.	-	4
6.	Final test (colloquium)(knowledge test)	-	0.5
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	Number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning, learning contents, organization of classes, rules of passing the exercises from the subject.	0.5	-
2.	Attributes of the organization's culture and their role inside and outside the organization - norms, values (Schwartz concept), practical application of PVQ-3, rituals, artefacts, visualization elements, internal and external communication of the organization, employer branding and public relations, organizational climate, organizational identity.	3	-
3.	Organizational culture tests - diagnostic and developmental applications, characteristics of particular cultures and their adaptation to different sectors and types of organizations. OCA interpretation.	2	-
4.	Social impact in an organization - social roles in a team, task roles - Kolb's concept, leader's features, manager's social impact tools (persuasive communication, modelling, strengthening),	2	-
5.	Attitudes and behaviours in the organisation - individual and group behaviours, professional roles, social idleness and facilitation, synergy effect, cooperation and rivalry, conditions of individual involvement, conditions of effectiveness of team work, conflict management - old and modern views on organisational conflict, conflict resolution styles.	3	-
6.	National models of organizational cultures - culture comparison organization and model of the leader in American and Japanese culture, national models of Polish culture and cultures of selected economic partners according to the Hofstede's model. Case study Kodak,	3	-
7.	Summary of classes - presentation of coursework	1.5	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Abbreviations used: T – classes with a direct participation of teachers; EL – e-learning classes; FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			

category;	number	content		
knowledge	W_01	knows and understands to an advanced degree the concepts, facts, objects and phenomena of the culture of the organisation and its sub-disciplines, closely related to management theory and practice		
	W_02	knows and understands to an advanced degree the research methodology used in the research of organizational culture, as well as research methods, techniques and tools for solving scientific problems related to management and sociology, as well as the possibilities of using them to solve typical and unusual practical problems in the organization and its environment		
	W_03	knows and understands, to an advanced degree, the rules, norms and ethical, moral and legal principles governing the functioning of man in the organization and its environment, in task forces and structures that have been described and defined in the description of organizational cultures		
skills	U_01	can identify, interpret and explain phenomena, facts and processes related to organisational cultures		
	U_02	can use basic research methods, techniques and tools to diagnose and solve complex and unusual practical problems related to organizational cultures		
	U_03	the graduate is able to forecast, model and predict the effects of processes related to human resources management in the organization		
	U_04	is able to prepare, in compliance with scientific and grammatical rules, written works covering organizational culture and oral presentations in Polish in the form of: a paper and a multimedia presentation		
	U_05	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform		
social competences	K_01	is ready to carry out its professional tasks in a professional and responsible manner, including initiating activities for the benefit of the social environment by improving its organisational culture		
	K_02	strives to develop its professional achievements through lifelong learning and to build up the ethos of the managerial profession		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	Semester IV			
conditions and criteria to receive credit for the course:	The condition for passing the course is that students receive a positive grade for theoretical and practical classes according to the specific criteria adopted for them, as well as a positive grade for independent work on the e-learning platform.			
how to pass the theoretical classes:				
form of final assessment:	The grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: The average of grades from passing the self-control tests on the e-learning platform. Grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	independent solution of tests on the e-learning platform including methodological units for theoretical classes: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	Independent solving of tests on the e-learning platform.	W_01, W_02, W_03, U_05, K_01, K_02	100

how to calculate the final grade:	<i>Final grade = 01</i>			
how to pass the practical classes:				
form of final assessment:	Weighted average of the grades for: 1. independent preparation and performance of an intellectual task/multimedia presentation: grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned work 2. activity in classes / participation in discussions: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem.			
assessment criteria:	<p>1. Independent preparation of the multimedia presentation</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the task in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the task in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the task • 4.0 - the student performed the task in the form specified by the lecturer, and its substantive value is rather at a good level, with the shortcomings that do not significantly affect the overall substantive level of the task • 3.5 - the student performed the task in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that significantly affect the overall substantive level of the task • 3.0 - the student performed the task in a form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that significantly affect the overall substantive level of the task • 2.0 - the student did not perform the task <p>2. Participation in discussion/activity in classes</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the value of his statements was high and he was critical of the problem discussed • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 			
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	Multimedia presentation	U_01, U_02, U_03, U_04, K_01	80
	02	Activity in classes / participation in discussions	U_01, U_02, U_03, U_04, K_01, K_02	20
how to calculate the final grade:	<i>Final grade = 0,8x01 + 0,2x02</i>			
how to credit the course				
form of final assessment:	Weighted average of the grades:			

	<p>1. for theoretical classes and practical classes taking into account the weighting of ECTS credits for theoretical and practical classes</p> <p>2. for the independent work of the student on the e-learning platform - the grade calculated on the basis of the percentage share of the student in the total number of hours of classes to be completed within the course/module on the e-learning platform.</p>				
assessment criteria:	<p>1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits.</p> <p>2. Independent work of the student on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours.</p>				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weighing %
	Ot	theoretical classes:	W_01, W_02, W_03, U_05, K_01, K_02	1	90
	Op.	practical classes:	U_01, U_02, U_03, U_04, K_01, K_02	2	
	Oel	working on an e-learning platform:	all outcomes	-	10
how to calculate the final grade of the class:	Final grade of the course (O_k) = $0,9 \times \left(\frac{O_{tx1} + O_{px2}}{1+2} \right) + 0,1 \times O_{el}$				
Learning outcomes matrix for the course:					
number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W02, K_W03, K_W05				
W_02	K_W07, K_W08, K_W09, K_W12, K_W13,				
W_03	K_U01, K_U02, K_U06, K_W11, K_U13				
U_01	K_U01, K_U03, K_U04, K_U10, K_U11, K_U14				
U_02	K_U03, K_U05, K_U06, K_U07, K_U08, K_U09, K_U13				
U_03	K_U02, K_U03, K_U04, K_U05, K_U06,				
U_04	K_U01, K_U02, K_U03, K_U04, K_U06, K_U08				
U_05	K_U15				
K_01	K_K02, K_K03, K_K05, K_K07				
K_02	K_K06, K_K08				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> Klincewicz, K. (red.) <i>Zarządzanie, organizacje i organizowanie – przegląd perspektyw teoretycznych</i>. Warszawa: Wyd. Naukowe Wyd. Zarządzania Uniw. Warszawskiego 2016 [http://timo.wz.uw.edu.pl/zoo] Kuc R., Moczydłowska M., <i>Zachowania organizacyjne</i>, Difin, Warszawa 2009. 					
B. Supplementary literature:					

- Morgan, G. *Obrazy organizacji*. Warszawa: Wydawnictwo Naukowe PWN 2013.
- Kostera, M. *Organizacje i archetypy*. Warszawa: Wolters Kluwer Polska, 2010.
- Zbiegień-Maciąg L., *Kultura w organizacji*, Wydawnictwo Naukowe PWN, Warszawa 2008

C. Source materials:

Magazine „Personel i Zarządzanie”

D. Useful websites:

<http://hrpress.pl/>

<http://hrnews.pl/>

<https://rynekpracy.pl/>

<https://www.hofstede-insights.com/product/compare-countries/>

Contact:

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e-mail:	sekretariat.ibiz@apsl.edu.pl(office)

S.1.10 Elective course no. 1: Information technology in the global digital economy

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	Educational activity			
S.1.10	Information technology in the global digital economy	ZO	2	
Field of study	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Communication and Media Science.				
Name of teaching unit:			Persons conducting the classes:	
Department of Management			Designated employees of the Institute of Safety and Managements (ISM)	
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	30	20	50	2
• laboratory exercises	30	-		
• exercises with indirect teacher participation on the e-learning platform	-	-		
• literature studies	-	5		
• project preparation	-	10		
• preparation for the colloquium	-	5		
• working on an e-learning platform	-	-		
Total:	30	20	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		Classes supported by multimedia presentations, laboratory exercises including project method work		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes, taking notes, studying literature, preparing the project, preparing for the colloquium		
Formal requirements related to the admission of students to classes:				

Introductory classes		Initial requirements :	
Statistics for managers, Statistics for managers, Forecasting		knowledge of ICT measures and tools at upper secondary school level	
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarizing with the advanced capabilities of a spreadsheet, familiarizing with the possibilities of CMS tools, 			
for skills:			
<ul style="list-style-type: none"> creating the foundations for the proficient use of spreadsheet functions and operations in management and data processing, acquiring the ability to use ready-made solutions to solve various problems, acquiring the ability to use CMS tools to create websites - installation, configuration, management, 			
for social competence:			
<ul style="list-style-type: none"> preparation for critical analysis and proper interpretation and evaluation of the data processed in the spreadsheet teaching the importance of expertise in solving practical problems related to management practice 			
Program content:			
practical classes:			
subject number	learning contents:	Number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning; learning content; organisation of classes; principles of obtaining a course credit.	1	-
2.	Selected spreadsheet applications: <ul style="list-style-type: none"> applications of advanced formatting options such as conditional formatting or defining once own numeric format use of different function groups in selected applications. creating non-trivial formulas database and related operations. Data filtering, data separation. Pivoting tables and pivoting charts. creating dashboards. solver - application examples defining scenarios. graphical analysis of data using a spreadsheet (selection of charts, 3d charts, trend analysis). data analysis package - histogram. 	13	-
3.	Creating websites using the selected CMS (e.g. Wordpress, Joomla): <ul style="list-style-type: none"> installation and configuration, user management, installation and personalization of the new theme adding content, creating and editing menus, side menus, installation and configuration of plug-ins, adding and editing widgets, 	14	-
4.	summary classes - final test	2	-
Practical classes in total:		30	-
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			

Abbreviations used: FTS – full-time studies; PTS – part-time studies		
Learning outcomes for the course. As a result of the course implementation, a graduate		
category;	number	content
knowledge	W_01	knows the possibilities and limitations of a spreadsheet related to the processing and presentation of data,
	W_02	knows the capabilities of CMS tools
skills	U_01	is able to use the functions and operations of a spreadsheet in economic and statistical applications and advanced data processing
	U_02	is able to create, personalize and manage a website using the selected CMS
Social competences	K_01	performs a critical analysis and proper interpretation and evaluation of the data processed in the spreadsheet
	K_02	appreciates the importance of expertise in solving practical problems related to management practice
Course credit/ verification of learning outcomes:		
form of crediting a course:	passing with a grade	
date of crediting a course:	Semester IV	
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining a positive grade by the students for the colloquium (test), according to the criteria adopted by the lecturer, obtaining a positive grade by the students for the independent preparation of the final project within the practical classes, according to the criteria adopted by the lecturer, 	
how to pass the practical classes:		
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> colloquium: grade calculated on the basis of the percentage of correct answers given by the student in the test prepared by the lecturer. independent preparation of the final project: grade calculated on the basis of the lecturer's assessment of the formal and substantive aspect of the project 	
assessment criteria:	<ol style="list-style-type: none"> Colloquium. Knowledge test: <ul style="list-style-type: none"> 5.0 - more than 90% correct answers to test questions 4.5 - 86 to 90% correct answers 4.0 - 81 to 85% correct answers 3.5 - 76 to 80% correct answers 3.0 - 70 to 75% correct answers 2.0 - less than 70% correct answers independent preparation of the final project: <ul style="list-style-type: none"> 5.0 - the student performed the project in the form specified by the lecturer, and its substantive value is at a high level 4.5 - the student performed the project in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the project 4.0 - the student performed the project in the form specified by the lecturer, and its substantive value is rather at a good level, with the shortcomings that do not significantly affect the overall substantive level of the project 3.5 - the student has not fully completed the project in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the 	

	<p>shortcomings that have a significant impact on the overall substantive level of the project</p> <ul style="list-style-type: none"> • 3.0 - the student performed the project in a form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the project • 2.0 - the student did not perform the project 				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	grade weight in %	
	01	Colloquium - knowledge test	W_01, U_01, K_01, K_02	50	
	02	independent preparation of the final project	W_02, U_02, K_02	50	
how to calculate the final grade:	$O_p = 0,5 \times O_1 + 0,5 \times O_2$				
how to receive credit for the course:					
form of final assessment:	Grade calculated for practical classes.				
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to earning outcomes	weighting of the grade in ECTS credits	grade weight in %
	01	practical classes: (Op)	W_01, W_02, U_01, U_02, K_01, K_02	2	100
how to calculate the final grade:	$O_k = O_p$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W09				
W_02	K_W09				
U_01	K_U02, K_U04				
U_02	K_U02, K_U04				
K_01	K_K01				
K_02	K_K02				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Wójcik Ł., Bród M., <i>WordPress 4. Instalacja i zarządzanie</i>, Helion 2015 • Pieszczyk S., <i>Joomla! 3.x Praktyczny kurs</i>, Helion 2016 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Hawley D., Hawley R., <i>100 sposobów na Excel 2007 PL. Tworzenie funkcjonalnych arkuszy</i>, Helion 2012 • Wilson S., <i>WordPress dla małych firm. Proste strategie tworzenia dynamicznych witryn WWW</i>, Helion 2017 • Marriott J., Waring E., <i>Joomla! Oficjalny podręcznik</i>, Helion 2012 					

C. Source materials:**D. Useful websites:**

- <https://pl.wordpress.org/>
- <https://www.joomla.org/>

Contact:

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S.1.10. Elective course no. 2: IT systems in logistics

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	Name			
S.1.10.	IT systems in logistics	Z0	2	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	30	20	50	2
• Introductory classes	5	-		
• exercises with indirect teacher participation on the e-learning platform	-	-		
• laboratory exercises	20	-		
• obtaining the exercise credit	5	-		
• literature studies	-	10		
• preparation to pass a course	-	10		
• working on an e-learning platform	-	-		
Total:	30	20	50	2
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		Introductory classes to laboratory exercises, laboratory exercises,, discussion, practical tasks performed by students (including assignment tasks) using IT tools and their presentation		
• student's independent work		• student's independent work		
not applicable		studying literature, acquiring materials, including multimedia, from the Internet in order to present them		

	during classes with the teacher and preparing to pass the laboratory exercises in the field of IT systems of logistics company management		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
Organisation management, courses on IT usage	student has skills related to operating the computer environment in relation to information and communication technology (ICT)		
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarise students with basic concepts, substantive issues concerning company IT management systems, including those specific to a logistics company; familiarize students with basic IT techniques and tools used in company management; familiarise students with the literature of the course, including the latest publications, including those from Internet sources; 			
for skills:			
<ul style="list-style-type: none"> teach students how to make proper use of available sources of information concerning IT systems for managing a logistics company, with particular emphasis on Internet sources; teach them how to use IT tools that support company management, improve decision-making processes and optimize management in logistics; prepare students to plan and carry out self-education work in the area of knowledge concerning company's IT management systems and their practical use to solve typical and unusual professional tasks; 			
for social competence:			
<ul style="list-style-type: none"> prepare students for critical analysis and evaluation of substantive content, in particular that acquired from the Internet, which fits into the subject of IT systems for logistics company management; teach students the importance of the knowledge and skills acquired by them in solving cognitive and practical problems related to IT systems of company management; Develop the need for permanent education in students including knowledge and skills from the dynamically developing area of computerization of management processes. 			
Program content:			
practical classes:			
subject number	learning contents:	number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning; learning content; organization of classes; rules of passing the laboratory classes. ERP class systems - introduction, applications in logistics. Systems dedicated to logistics: WMS, MES - functions and applications.	5	-
2.	Exercises 1: MS Excel - repetition of selected issues in the field of spreadsheet operation (e.g. working with data: sorting, filtering, data import-export, graphical presentation of data).MS Word - serial correspondence. MS Excel applications for tasks in logistics.	5	-
3.	Exercises 2: Solving calculation tasks typical of the company management process (e.g. building a decision board, payroll calculator, economic profitability analysis, designing a supply chain and network).	5	-
4.	Exercises 3: Analysis of a company information system. Creating BPMN (Business Process Model and Notation) for selected areas of information system. Use of IT tools: text editor, graphic visualization program for typical applications in logistics management.	5	-

5.	Exercises 4: Working with a selected ERP or WMS, MES CLASS system.	5	-
6.	Summary classes - passing laboratory classes	5	-
Practical classes in total:		30	-
In total, theoretical and practical classes:		30	-
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
Category	number	Content	
Knowledge	W_01	knows and understands in depth traditional and modern IT methods, techniques and tools that optimise management, streamline logistics processes and solve problems in logistics	
Skills	U_01	is able to carry out basic vocational tasks in an innovative way and using various information and communication tools (IT) on the basis of theoretical knowledge and practical skills acquired in the course of study.	
	U_02	is able to use in practice traditional and modern methods, techniques and tools improving management processes, including IT technologies, allowing for optimization of logistic management and solving typical and unusual social and professional problems in an organization	
Social competences	K_01	critically assesses and interprets complex logistic phenomena and processes in close connection with the use of IT theories and practices, improving its professionalism in the spirit of lifelong learning	
	K_02	recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense	
Course credit/ verification of learning outcomes:			
form of crediting a course:	passing with a grade		
date of crediting a course:	semester IV		
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum; • solving practical tasks within the curriculum classes and obtaining a positive grade of practical skills, according to the criteria adopted by the lecturer; • obtaining a positive grade of the tasks performed as part of passing the laboratory classes by the student. 		
how to pass the practical classes:			
form of final assessment:	<p>Weighted average of the grades for:</p> <p>1. activity in classes: grade calculated on the basis of lecturer assessing the frequency of participation in the discussions within the framework of the classes, the level of substantive statements and a critical approach to the discussed problem;</p> <p>2. practical skills: average grade for practical tasks (O1, O2, On) prepared by the lecturer calculated according to the formula:</p> $Final\ grade = \frac{O1 + O2 + On}{n}$ <p>2. The tasks performed as part of the credit for the laboratory exercises - practical colloquium: average grade for three practical tasks (O1, O2, O3) prepared by the lecturer calculated according to the formula:</p> $Final\ grade = \frac{O1 + O2 + O3}{3}$		
assessment criteria:	1. activity in classes:		

	<ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions <p>2. independent performance of practical tasks in classes:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the task correctly and independently • 4.5 - the student performed the task fairly correctly and independently, although minor shortcomings appeared which do not significantly affect the overall level of the student's competence • 4.0 - the student performed the task relatively correctly and on his/her own, although there were some shortcomings that affect the overall level of the student's competence • 3.5 - the student performed the task correctly but with the help of the lecturer • 3.0 - the student performed the task with the help of the lecturer, and despite this, there were shortcomings that affect the overall level of the student's competence • 2.0 - the student did not perform the task <p>3. Practical colloquium</p> <ul style="list-style-type: none"> • 5.0 - the student performed all tasks correctly • 4.5 - the student performed all the tasks fairly correctly, although there were minor shortcomings that did not significantly affect their overall level of competence • 4.0 - the student correctly performed at least two tasks and partially one, and the shortcomings in its implementation significantly affect its merits • 3.5 - the student correctly performed at least one task and partly two consecutive ones, with the emerging deficiencies affecting their overall level of competence quite significantly • 3.0 - student correctly performed at least one task and partially two consecutive ones, with any shortcomings occurring having a significant impact on their general level of competence • 2.0 - the student did not perform any task correctly, and deficiencies in their implementation significantly affect their general level of competence 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	activity in classes	W_01, U_01, U_02, K_01, K_02	20
	02	practical skills - practical tasks	U_01, U_02	50
	03	final assignment	W_01, U_01, U_02	30
how to calculate the final grade:	$Op = 0,2 \times 01 + 0,5 \times 02 + 0,3 \times 03$			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	Grading calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical classes, including the weighting of ECTS credits.			
subject of the assessment and how to	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade

verify learning outcomes:				in ECTS credits
	<i>Op.</i>	practical classes:	W_01, U_01, U_02, K_01, K_02	2
how to calculate the final grade:	<i>Ok = Op</i>			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W09			
U_01	K_U02			
U_02	K_U04			
K_01	K_K01, K_K07			
K_02	K_K02			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> • Żarowska-Mazur A., Węglarz W., Excel 2010: praktyczny kurs, Warszawa, 2012 • Żarowska-Mazur A., Węglarz W., Word 2010: praktyczny kurs, Warszawa, 2012 • Drejewicz S., <i>Zrozumieć BPMN. Modelowanie procesów biznesowych</i>, Gliwice, 2012 				
B. Supplementary literature:				
<ul style="list-style-type: none"> • Bremer A., <i>@bc użytkownika komputera</i>, Chorzów, 2008 • Bullen S., Boverly R., Green J., <i>Excel. Programowanie dla profesjonalistów</i>, Gliwice, 2005 				
C. Source materials:				
<ul style="list-style-type: none"> • Materials of various companies producing and implementing ERP systems 				
D. Useful websites:				
<ul style="list-style-type: none"> • https://office.live.com/start/Excel.aspx?omkt=pl-PL • https://office.live.com/start/Word.aspx?omkt=pl-PL 				
Contact:				
contact person:	IB&Z Secretariat employee			
phone:	59 306 76 04 (office)			
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)			

S.1.11. Elective course no. 1: Diversity management

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	name			
S.1.11.	Diversity management	Z0	3	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies				
Name of teaching unit			Persons conducting the classes:	
Department of Management			Designated employees of the Institute of Safety and Managements (ISM)	
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Lectures/ seminars	-	-		
• lectures with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10	50	2
Practical classes [total]	15	35		
• workshop exercises	15	-		
• auditorium classes	-	-		
• literature studies	-	20	75	3
• preparation to pass a course	-	15		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
theoretical classes:			practical classes:	
• classes with participation of teachers			• classes with participation of teachers	
informative lecture, information, discussion, lecture materials on the platform			<ul style="list-style-type: none"> workshop exercises - presentation of materials prepared by the teacher and students discussion based on the presented presentation and studied literature and other materials 	

	<ul style="list-style-type: none"> • direct participation of the academic teacher: case study, presentation of materials prepared by the teacher and students, • preparation to pass a course.
<ul style="list-style-type: none"> • student's independent work 	<ul style="list-style-type: none"> • student's independent work
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course	case study, solving tasks and tests, preparing materials for classes
Formal requirements related to the admission of students to classes:	
Introductory classes	Initial requirements :
human resources management, management theory, financial fundamentals, project management, organisational culture	In order to master the content, basic knowledge of management, human resources management, finance and project management is required
Course objectives:	
for knowledge:	
Familiarize students:	
<ul style="list-style-type: none"> • with theoretical, legal and socio-psychological aspects of diversity management • with basic concepts of equal treatment at work, • managing age and multiculturalism in the workplace, • with barriers to the implementation of modern human resources management methods, • with the methodology of implementing modern management methods and the essence of managing the above processes 	
for skills:	
Teach students:	
<ul style="list-style-type: none"> • use the knowledge of modern management methods in improving the functioning of HRM systems in organizations promoting equal treatment at work, age and multiculturalism management • the application of appropriate methods and procedures for the implementation of modern HMR methods; • solving typical problems related to the implementation of the modern methods of human resources management in the company • knowledge management in the organization as an example of applying modern methods of human resources management, including diverse work resources • teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 	
for social competence:	
<ul style="list-style-type: none"> • Building a personnel manager's workshop on diversity management • Development of interpersonal, communication and teamwork skills • Orienting on the need for continuous professional development • Developing creativity in finding ways to improve the efficiency of your own and your colleagues' work • Recognition and identification of moral, ethical and legal problems related to the planning and implementation of diversity management tasks in working conditions; • Acting in an entrepreneurial manner and following market trends and conditions. • Interpersonal competencies useful from the perspective of improving the organization's operations 	
Learning contents:	
theoretical classes:	

subject number	learning contents:	Number of hours	
		FTS	
		T	EL
	Introductory classes: objectives and outcomes of learning, learning content, organization of classes, rules of passing the classes - including work on the e-learning platform.	-	1
1	The concept and scope of diversity at work. The legal basis for equal treatment of workers in national law and EU treaties. Symptoms of discrimination at work on grounds of age, sex, ethnic origin and others.	-	2
2	Diversity management as a modern personnel strategy	-	2
3	The essence and objectives of diversity management, benefits for employer and employee. Systematic approach to diversity management in an organization - Diversity Index (DI) in Poland and EU countries, assessment dimensions in DI.	-	3
4	Management of equal treatment of gender, age, cultural diversity in the practices of HRM processes: personnel selection, remuneration, periodic evaluation, promotion opportunities. Support programmes at the EU and national level.	-	3
5	Managing diversity as a value in the process of shaping/changing organizational culture. Barriers to the implementation of age management, gender equality and multiculturalism at work and ways to eliminate them.	-	3
6	Summary seminar Final test (colloquium)	-	1
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	Number of hours	
		FTS	
		T	EL
1	Age management: four generations of employees in the organisation (baby boomers X, Y, C) - characteristics, stereotypes, values, conditions for exchanging competences and cooperation between generations at work	3	-
2	Equal treatment of women and men at work (gender mainstreaming): successes and barriers. Polish and EU analytical reports	4	-
3	Diversity management as a project - examples of good practices, project procedure: diagnosis of a problem to be solved, selection of methods, techniques, indicators for project implementation, project action plan, project team	4	-
4	Project of introducing diversity management in the organization - presentation to obtain a course credit	4	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	

knowledge	W_01	Knows in depth the basic concepts, facts and phenomena in the field of management sciences and other scientific disciplines in the social sciences and humanities, closely related to management theory and practice
	W_02	knows in depth the place and role of the management sciences and other scientific disciplines related to the theory and practice of management inherent in the field of social sciences and their relationship with other sciences
	W_03	knows in depth the theoretical foundations of management, including scientific theories in the field of management sciences, related sciences and the sciences interacting with management sciences, as well as their evolutionary directions and development trends and the resulting consequences for management theory and practice
skills	U_01	participate actively in various forms of discussion and debates on general and specialised topics related to management theory and practice
	U_02	is able to perform basic professional tasks, on the basis of theoretical knowledge and practical skills, in an innovative way and using various sources of knowledge, methods, techniques and tools
	U_03	plans and organizes the work of task forces and specialist teams operating in organizations
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform
social competences	K_01	recognise the importance of scientific knowledge and expertise in solving cognitive and practical problems related to management in the broad sense
	K_02	develops its professional achievements in accordance with the idea of lifelong learning and builds the ethos of the managerial profession

Course credit/ verification of learning outcomes:

form of crediting a course:	passing with a grade			
date of crediting a course:	semester IV			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • obtaining by the students a positive grade for the colloquium (test) for theoretical classes, according to the criteria adopted by the lecturer, • activity in practical classes, • obtaining a positive grade by the students for the group preparation of the final project, within the practical classes, according to the criteria adopted by the lecturer, • obtaining a positive assessment for independent work on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	Grade calculated on the basis of the percentage of correct answers given by the student, for independent solution of tests on the e-learning platform including methodological units for theoretical classes: average of grades from passing the self-control tests on the e-learning platform. Grade from the self-control test is calculated on the basis of the percentage of correct answers given by the student.			
assessment criteria:	Independent solving of tests on the e-learning platform: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.			
how to calculate the grade	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %

and verify learning outcomes:	01	independent solving of tests on the e-learning platform	W_01, W_02, W_03, U_04	100
how to calculate the final grade:	<i>O_t = 01</i>			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> activity during practical classes: grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem, group preparation of the final project: the grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the commissioned project, as well as the student's contribution to the work related to its preparation. 			
assessment criteria:	<ol style="list-style-type: none"> activity in practical classes: <ul style="list-style-type: none"> 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem 2.0 - the student did not participate in the discussions Group preparation of the final project: <ul style="list-style-type: none"> 5.0 - the group made the project in the form specified by the lecturer, its substantive value is at a high level, and the student has made a very large contribution to its execution 4.5 - the group made the project in the form specified by the lecturer, its substantive value is rather high, there were minor shortcomings that do not significantly affect the overall substantive level of the project, and the student had a very large contribution to its implementation 4.0 - the group made the project in the form specified by the lecturer, its substantive value is rather good, there were shortcomings that do not significantly affect the overall substantive level of the project, and the student had rather a large contribution to make to its implementation 3.5 - the group did not fully make the project in the form specified by the lecturer, its substantive value is rather at a sufficient level, there were shortcomings which significantly affect the overall substantive level of the project, and the student had rather little input into its implementation 3.0 - the group made the project in a form that differs significantly from the form specified by the lecturer, its substantive value is rather at a sufficient level, there are shortcomings that have a significant impact on the overall substantive level of the project, which makes the participation of the student in the project implementation insignificant 2.0 - the group did not make the project or the student did not participate in the project 			
how to calculate the grade	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %

and verify learning outcomes:	01	activity in classes	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	20	
	02	group preparation of the final project:	U_01, U_02, U_03	80	
how to calculate the final grade:	$OK = 0,2 \times O1 + 0,8 \times O2$				
how to receive credit for the course:					
form of final assessment:	Weighted average of the grades for: 1. theoretical classes and practical classes, taking into account the weighting of ECTS credits, for theoretical and practical classes, 2. independent work of the student on the e-learning platform: grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.				
assessment criteria:	The average of grades calculated in accordance with the adopted criteria on a six-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for the classes: 1. theoretical and practical classes taking into account the weighting of ECTS credits. 2. 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of classes				
how to calculate the grade and verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %
	Ot	theoretical classes:	W_01, W_02, W_03, U_04,	1	90
	Op.	practical classes:	W_01, W_02, W_03, U_01, U_02, U_03, K_01, K_02	2	
	Oel	working on an e-learning platform	all outcomes	-	10
how to calculate the final grade of the class:	$Ok = 0,9x \left(\frac{0tx1 + 0px2}{1 + 2} \right) + 0,1xOel$				
Learning outcomes matrix for the course:					
number (symbol) of the learning outcome	reference to learning outcomes for the program:				
W_01	K_W02, K_W03, K_W05				
W_02	K_W07, K_W08, K_W12, K_W13				
W_03	K_W01, K_W02, K_W06, K_W11, K_W13				
U_01	K_U01, K_U03, K_U10, K_U11, K_U14				
U_02	K_U03, K_U05, K_U06, K_U07, K_U08, K_U09, K_U13				
U_03	K_U03, K_U05, K_U06				
U_04	K_U15				
K_01	K_K01, K_K02, K_K03, K_K06, K_K08				
K_02	K_K02, K_K03, K_K05, K_K07				
List of literature:					

A. Literature required for final course credit:

- Kaczmarek, A. Krajnik, A. Morawska-Witkowska, B. Roch Remisko, M. Wolsa, *Firma = różnorodność. Zrozumienie, poszanowanie, zarządzanie*, Forum Odpowiedzialnego Biznesu, Warszawa 2009.
- B. Jamka, *Czynnik ludzki we współczesnym przedsiębiorstwie: zasób czy kapitał? Od zarządzania kompetencjami do zarządzania różnorodnością*, Wolters Kluwer, Warszawa 2011.
- M. Rozkwitalska, *Bariery w zarządzaniu międzykulturowym*, Oficyna, Warszawa 2011 (rozdziały 1-3 i 5)

B. Supplementary literature:

- M. Gryszko, *Projekt „Gender Index”*, [w:] *Podręcznik trenerski: Zarządzanie Firmą Równych Szans*, EQUAL, Fundacja Feminoteka, Warszawa 2008. M. Gryszko, *Raport z zarządzania różnorodnością w Polsce*, Forum Odpowiedzialnego Biznesu, Warszawa 2009.
- Grucza B., Ćwik K., *Zarządzanie projektami- studia przypadków*, Oficyna Wolters Kluwer, Warszawa 2013

C. Source materials:

- K. Mazur, *Diversity management, czyli zarządzanie różnorodnością*, Projekt „Siła wiedzy”, <http://www.sila-wiedzy.pl/index.php/sia-wiedzy/nauki-humanistyczne>.
- T., Ugryn, *O równości w zarządzaniu różnorodnością*, Projekt „Świętokrzyska firma równych szans”, źródło: <http://sfrs.pl>

D. Useful websites:

- <http://poradnik.interwencjaprawna.pl/prawo/prawo-unii-europejskiej/>
- <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=LEGISSUM%3Ac10823>

Contact:

contact person:	IB&Z Secretariat employee
phone:	59 306 76 04 (office)
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S.1.11. Elective course no. 2: Brand management

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	Name			
S.1.11.	Brand management	ZO	3	
Major:	Management			
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SPS	no	Yes (specialist course in the field of "International Business")	IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Theoretical classes [total]	15	10	25	1
• Introductory classes	-	-		
• seminars	-	-		
• Lectures/ seminars with indirect teacher participation on the e-learning platform	15	-		
• working on an e-learning platform	-	10		
Practical classes [total]	15	35	50	2
• Introductory classes	1	-		
• workshop exercises	13	-		
• summary classes - final test	1	-		
• literature studies	-	15		
• case study preparation	-	10		
• preparation for the colloquium	-	10		
Total:	30	45	75	3
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		

informative lecture, information, discussion, lecture materials on the platform	Workshop exercises, discussion, individual consultations, team consultations,		
• student's independent work	• student's independent work		
perception of the lectures' content, taking notes, studying literature, working on the platform independently within the framework of lectures with indirect participation of teachers, preparation of coursework, working on the platform independently - preparation for the colloquium and passing the course	analysis and learning of course content, taking notes, studying literature, written work - case study		
Formal requirements related to the admission of students to classes:			
Introductory classes	Initial requirements :		
marketing management, psychology for managers	student knows the basic issues related to marketing and management of human resources		
Course objectives:			
for knowledge:			
<ul style="list-style-type: none"> familiarize students with the basic concepts and conditions of the process of building and implementing a brand in traditional and personal marketing at the level of companies and regions familiarize students with the features of modern ways of obtaining marketing information for building and implementing a brand in traditional and personal marketing, familiarize with the barriers and threats to the safety of product/service brands and the employer's image 			
for skills:			
<ul style="list-style-type: none"> teach the student to use modern marketing information sources for brand building, including social media and ICT teach the student to recognize distinctive brand features and different branding strategies prepare them in practical terms for work in the corporate image marketing department teaching them to plan and organise their own self-study work using literature and source materials, as well as an e-learning platform 			
for social competence:			
<ul style="list-style-type: none"> prepare the student to co-create the brand concept and strategy in the company prepare them for independent work in the company in the marketing or human resources department, teach them the importance of skilful data analysis and modern marketing communication tools in creating a product brand and company image 			
Program content:			
theoretical classes:			
subject number	learning contents:	Number of hours	
		FTS	
		T	EL
1.	Introductory rules: learning objectives and outcomes, learning content, organization of classes, rules of passing the lectures and the subject - including work on the e-learning platform.	-	1
2.	Brand and branding process - concepts, brand features, stage of the brand creation process. The essence and functions of Employer Branding	-	3
3.	Brand categories of products / services: individual brand, product line brand, product assortment brand, umbrella brand, hybrid brands, brand architecture practice,	-	3

4.	Employer's brand - elements, personnel strategies, methods and techniques of building an attractive image of the workplace.	-	3
5.	Legal aspects of brand reservation - brand reservation procedure in Poland and in the European Union. The role of the patent office and intellectual property protection	-	4
6.	Summary classes.	-	1
Theoretical classes in total:		-	15
practical classes:			
subject number	learning contents:	Number of hours	
		FTS	
		T	EL
1.	Introductory classes: objectives and outcomes of learning; educational content; organization of classes; rules of passing the practical classes; rules of preparing for the exam.	1	-
2.	Benefits of having a strong brand for the owner and customer. Analysis of the marketing value of the brand name and slogan and brand visualization.	2	-
3.	Brands in retail and services. Examples of well-known brands - comparative analysis of market position.	3	-
4.	Global and national brands - the essence, the benefits of ownership. Brand - 'Teraz Polska' and other national promotional campaigns, case study	3	-
5.	Employer's brand - the rationale for a new strategy: war for talent, multi-generational labour market, employee mobility.	2	-
6.	Employer's brand and employee activity - employer rating portals (review), social media, cyber threats. Protection techniques EB. Personal brand of an employee in social media.	3	-
8.	Course credit - written work and presentation of a case study	1	-
Practical classes in total:		15	-
In total, theoretical and practical classes:		15	15
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	content	
knowledge	W_01	has in-depth knowledge of the various forms of the company's marketing activities and dilemmas related to brand building	
	W_02	has in-depth basic knowledge of building and implementing the product brand and employer	
	W_03	has an in-depth knowledge of how to obtain information for branding products/services and the desired corporate image	
skills	U_01	is able to apply theoretical knowledge of brand and image marketing of the company in practice.	
	U_02	is able to interpret processes and threats occurring in brand and image marketing of companies and inspire permanent learning processes in others	
	U_03	is able to correctly apply basic standards and regulations concerning the raising of capital by the company	
	U_04	is able to plan and organise self-education work using literature and source materials, as well as an e-learning platform	

Social competences	K_01	is ready to work independently in the corporate image marketing department		
	K_02	is aware of the importance of the employee's personal brand and the responsibility of employees for the reputation of the workplace		
	K_03	is ready for continuous learning and development of professional ethics and public good activities		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing with a grade			
date of crediting a course:	semester IV			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> • active participation of students in at least 80% of the curriculum classes • obtaining a positive grade for the test of theoretical classes and case study of practical classes by students, according to the criteria adopted by the lecturer • obtaining a positive grade for independent work on the e-learning platform. 			
how to pass the theoretical classes:				
form of final assessment:	<p>The grade for the independent solution of tests on the e-learning platform including methodological units for theoretical classes: The average of grades from passing the self-control tests on the e-learning platform. Grade for the self-control test is calculated on the basis of the percentage of correct answers given by the student.</p>			
	<p>independent solution of tests on the e-learning platform including methodological units for theoretical classes: 5.0 - over 90% of the correct answers to the test questions; 4.5 - 86 to 90% of the correct answers; 4.0 - 81 to 85% of the correct answers; 3.5 - 76 to 80% of the correct answers; 3.0 - 70 to 75% of the correct answers; 2.0 - less than 70% of the correct answers.</p>			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %
	01	Independent solving of tests on the e-learning platform.	W_01,W_02, W_03, U_04, K_01	100
how to calculate the final grade:	$O_t = 01$			
how to pass the practical classes:				
form of final assessment:	<p>Weighted average of the grades for:</p> <ol style="list-style-type: none"> 1. Completion of the coursework - case study: grade calculated on the basis of the lecturer's assessment of the formal and substantive side of the work; 2. active participation in the classes: the grade calculated on the basis of the lecturer's assessment of the frequency of participation in the discussions within the framework of the classes, the substantive level of statements and critical approach to the discussed problem 			
	<ol style="list-style-type: none"> 1. Completion of coursework - case study: <ul style="list-style-type: none"> • 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 4.0 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work 			

	<ul style="list-style-type: none"> • 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 3.0 - the student performed the work in the form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 2.0 - the student did not perform the coursework <p>2. active participation in the classes:</p> <ul style="list-style-type: none"> • 5.0 - the student very often participated in the discussion, the substantive value of his statement was high and he was critical of the discussed problem • 4.5 - the student often participated in the discussion, the value of his statements was rather high and he was rather critical of the problem discussed • 4.0 - the student often participated in the discussion, the value of his statements was relatively good and he was rather critical of the discussed problem • 3.5 - the student rarely participated in the discussion, the value of his speech was at a medium level and he took a rather uncritical approach to the problem discussed • 3.0 - the student participated in the discussion sporadically, the substantive value of his speech was low and he was uncritical about the discussed problem • 2.0 - the student did not participate in the discussions 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	grade weight in %	
	01	description and presentation of case study - practical classes	U_01, U_02, K_02	80	
	02	active participation in the classes	U_02, K_01, U_03	20	
how to calculate the final grade:	$Op = 0,8x01+0,2x02$				
how to receive credit for the course:					
form of final assessment:	<p>Weighted average of the grades:</p> <ol style="list-style-type: none"> 1. for theoretical classes and practical classes taking into account the weighting of ECTS credits for theoretical and practical classes 2. for the independent work of the student on the e-learning platform - the grade calculated on the basis of the percentage share of the student in the total number of hours of classes to be completed within the course/module on the e-learning platform. 				
	<ol style="list-style-type: none"> 1. The average grade calculated according to the adopted criteria on a 6-grade scale (5.0; 4.5; 4.0; 3.5; 3.0, 2.0) for theoretical and practical classes, including the weighting of ECTS credits. 2. Independent work of the student on the e-learning platform: 5.0 - realization of over 90% of class hours; 4.5 - realization from 86 to 90% of class hours; 4.0 - realization from 81 to 85% of class hours; 3.5 - realization from 76 to 80% of class hours; 3.0 - realization from 70 to 75% of class hours; 2.0 - realization in less than 70% of class hours. 				
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to learning outcomes	weighting of the grade in ECTS credits	grade weight in %

	<i>Ot</i>	theoretical classes:	W_01, W_02, W_03, U_04 K_01	1	90
	<i>Op.</i>	practical classes:	U_01, U_02, U_03, K_02	2	
	<i>Oel</i>	working on an e-learning platform:	all outcomes	-	10
how to calculate the final grade:	$Ok = 0,9x \left(\frac{Otx1 + Opx2}{1 + 2} \right) + 0,1xOel$				
Learning outcomes matrix for the class:					
Number (symbol) of the learning outcome	Reference to learning outcomes for the program				
W_01	K_W01, K_W11				
W_02	K_W02				
W_03	K_W05				
U_01	K_U02				
U_02	K_U02, K_U04, K_U16				
U_03	K_U07				
U_04	K_U15				
K_01	K_K03				
K_02	K_K02, K_K03				
K_03	K_K04, K_K06, K_K07				
List of literature:					
A. Literature required for final course credit (passing the exam):					
<ul style="list-style-type: none"> • Witek-Hajduk, M. K. (red.) <i>Zarządzanie silną marką</i>, Oficyna Wolters Kluwer business, Warszawa 2011 • Dąbrowska J., <i>Employer Branding. Marka pracodawcy w praktyce</i>, PWN, Warszawa 2016 					
B. Supplementary literature:					
<ul style="list-style-type: none"> • Anholt S., <i>Sprawiedliwość marek. Jak branding miejsc i produktów może uczynić kraj bogatym, dumnym i pewnym siebie</i>, Fundacja Promocja Polska, Instytut Marki Polskiej, Warszawa 2006 • Żukowski M., <i>Ty w social mediach. Podręcznik budowania marki osobistej dla każdego</i>, Onepress, 2017 					
C. Source materials:					
<ul style="list-style-type: none"> • Not applicable 					
D. Useful websites:					
<ul style="list-style-type: none"> • employerbranding.pl 					
Contact:					
contact person:	IB&Z Secretariat employee				
phone:	59 306 76 04 (office)				
e-mail:	sekretariat.ibiz@apsl.edu.pl(office)				

S.D.4. Master's seminar

Code and name of the class:		form of crediting a course	Number of ECTS credits	
Code	Name			
S. D.4.	Master's seminar	ZO	total 12 (4 for sem. II 4 for sem. III 4 for sem. IV.	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
Practical	SDS	yes	Yes (course in the field of "International Business")	II, III, IV
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Designated employees of the Institute of Safety and Managements (ISM)		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes:				
SEMESTER II				
• seminar	12	-	100	4
• classes with indirect teacher participation on the e-learning platform	8	17		
• literature studies	-	50		
• homework preparation	-	13		
Total in semester II:	20	80	100	4
SEMESTER III				
• seminar	12	-	100	4
• classes with indirect teacher participation on the e-learning platform	8	17		
• literature studies	-	50		
• homework preparation	-	13		
Total in semester III	20	80	100	4
SEMESTER IV				
• seminar	12	-	100	4

• classes with indirect teacher participation on the e-learning platform	8	17		
• literature studies	-	50		
• homework preparation	-	13		
Total in semester IV:	20	80	100	4
In total, during the studies:	60	240	300	12
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
classes with participation of teachers		classes with participation of teachers		
-		<ul style="list-style-type: none"> seminar, individual consultations, group discussion 		
student's independent work		student's independent work		
-		<ul style="list-style-type: none"> preparation of thesis concept, study of literature, preparation of empirical research concept, conducting research, writing thesis, independent work on an e-learning platform 		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
Social research methodology		The student knows the methodology of social research and is able to conduct research in practice		
Course objectives: preparation for writing a good master's thesis and writing the thesis				
for knowledge:				
<ul style="list-style-type: none"> transfer of basic knowledge on the development of qualification papers in the discipline of management sciences, including the methodology of thesis concept preparation, implementation of literary research, implementation of empirical studies and development of their results in the form of a master's thesis on management in an enterprise 				
for skills:				
<ul style="list-style-type: none"> Teaching students to draw up a concept for their qualification papers, to carry out literature research, to carry out empirical studies and to develop their results in the form of a master's thesis on management in a company teach students to plan and organize their own self-study work using literature and source materials as well as an e-learning platform 				
for social competence:				
<ul style="list-style-type: none"> creation of basic skills for independent posing research problems in social sciences and management practice and for acquiring the necessary knowledge and conducting empirical research necessary to solve these management problems in an enterprise creating attitudes for the acquisition and development of knowledge throughout life 				
Program content:				
practical classes:				
subject number	learning contents:	Number of hours		
		FTS		
		T	EL	
SEMESTER II				

1.	<p>Seminar objectives, objectives of semester II, objectives of semester III and objectives of semester IV of the seminar, tasks of the teacher, tasks of students, timetable for the realization of the thesis.</p> <p>Structure and rules of writing master theses - the concept and types of qualification theses; structure and layout of the master thesis.</p> <p>Preparation of the concept of the thesis - elements, structure of the concept of the thesis, methodology of the outline.</p> <p>Recalling the concepts: aims of the thesis, research problems, research hypotheses, research methods in social sciences.</p> <p>Selection of the subject and object of research. Studying the literature of the subject, elaboration of the outline of thesis, presentation of the results of thesis by particular seminarians.</p> <p>Discussion and approval of thesis results in a semester.</p>	12	8
Total number of classes per semester		12	8
SEMESTER III			
2.	<p>Studying the literature of the subject by students under the direction of the teacher, developing the literary part of the thesis.</p> <p>A detailed discussion of the methodology of conducting literature studies in the area of a selected research problem, including classical and Internet sources of information on management in the company.</p> <p>Explaining the formal, editorial and language rules of preparing scientific texts to students.</p> <p>A detailed discussion of the methodology of conducting empirical research, developing the concept of empirical research.</p> <p>Verification of the subject and object of research, selected research methods, determination of the temporal and spatial range of empirical research.</p> <p>Individual consultations and group discussion.</p> <p>Presentation of the progress in the realization of work by individual students.</p> <p>Control of the correctness of elaboration of literary parts of the thesis.</p> <p>Passing the semester.</p>	12	8
In total, classes in the semester:		12	8
SEMESTER IV			
3.	<p>Carrying out empirical research, developing research results, finalising the thesis.</p> <p>Individual consultations.</p> <p>Presentation of empirical research results by the seminarians, group discussion</p> <p>Checking the correctness of the development of empirical parts and the whole work. Preparation for defence. Passing the semester.</p>	12	8
In total, classes in the semester:		12	8
Total of classes in semester II, semester III, semester IV:		36	24
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform			
Abbreviations used: FTS – full-time studies; PTS – part-time studies			
Learning outcomes for the course. As a result of the course implementation, a graduate			
category;	number	Content	
knowledge	W_01	knows and understands the basic concepts, facts and theoretical issues related to the methodology of social research, including theoretical issues closely related to the subject of research conducted for the purposes of writing the Master's thesis on management in an enterprise, to an advanced degree	
	W_02	knows and understands the research methodology used in sciences social, as well as methods, techniques and tools used to study management theory and practice, including, to an advanced extent, methods and techniques closely related to the	

		subject matter and the adopted research concept for the purpose of writing a thesis in the selected field, to a basic degree
	W_03	knows and understands, to a basic extent, the rules, standards and ethical, moral and legal principles governing the conduct of scientific research, including the protection of intellectual property
skills	U_01	is able to identify, interpret and explain complex phenomena and processes closely related to management theory and practice, using the theoretical knowledge acquired during studies and methodological skills
	U_02	is able to properly select sources of knowledge, select the necessary facts and information from them, analyse, synthesize and interpret them from the point of view of both the theory and practice of conducting scientific research for the purposes of writing a master's thesis on management in an enterprise
	U_03	is able to use basic research methods, techniques and tools to solve scientific problems related to management theory and practice, including, to an advanced degree, methods and techniques closely related to the subject matter and the adopted research concept for the purposes of writing his Masters' thesis
	U_04	is able to plan the course of research for the purpose of writing a thesis and determine its substantive and logical structure and prepare the thesis in accordance with the applicable rules and formal requirements
	U_05	is able to organize the process of self-education in the scope allowing to deepen the knowledge related to the research methodology and substantive issues which are of interest to him/her from the perspective of conducted research
	U_06	is able to independently plan and organise self-education work using literature and reference materials, as well as an e-learning platform
Social competences	K_01	is ready to critically analyse and evaluate the contents of the research undertaken for the purpose of writing the thesis
	K_02	is ready to recognise the importance of scientific and expertise knowledge in solving cognitive and practical management problems
Course credit/ verification of learning outcomes:		
SEMESTER II		
form of crediting a course:	passing with a grade (ZO)	
date of crediting a course:	Semester II	
conditions and criteria to receive credit for the course:	The condition for passing the course is that students receive a positive grade for theoretical classes according to the specific criteria adopted for them and independent work on the e-learning platform.	
how to pass the practical classes:		
form of final assessment:	Evaluation for the preparation of the thesis concept and for independent work on the e-learning platform designed for practical classes.	
assessment criteria:	<p>3. Grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the thesis (thesis concept).</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 4.0 - the student performed the work in the form specified by the lecturer, and its value is rather at a good level, with deficiencies that do not significantly affect the overall level of substantive work 	

	<ul style="list-style-type: none"> 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work 3.0 - the student performed the work in the form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work 2.0 - the student did not perform the coursework <p>4. Grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> 5.0 - realization of more than 90% of the class hours 4.5 - realization of 86 to 90% of the class hours 4.0 - realization of 81 to 85% of the class hours 3.5 - realization of 76 to 80% of the class hours 3.0 - realization of 70 to 75% of the class hours 2.0 - realization of less than 70% of the class hours 												
subject of the assessment and how to verify learning outcomes:	<table border="1"> <thead> <tr> <th>Symbol</th> <th>subject of the assessment:</th> <th>reference to the outcomes</th> <th>grade weight in %</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Preparation of the thesis concept</td> <td>W_01, W_02, U_02, U_04, K_01</td> <td>80</td> </tr> <tr> <td>02</td> <td>Working independently on an e-learning platform</td> <td>W_01, W_02, U_02, U_04, U_06, K_01</td> <td>20</td> </tr> </tbody> </table>	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %	01	Preparation of the thesis concept	W_01, W_02, U_02, U_04, K_01	80	02	Working independently on an e-learning platform	W_01, W_02, U_02, U_04, U_06, K_01	20
	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %									
	01	Preparation of the thesis concept	W_01, W_02, U_02, U_04, K_01	80									
02	Working independently on an e-learning platform	W_01, W_02, U_02, U_04, U_06, K_01	20										
<p>how to calculate the final grade:</p> $Final\ grade = 0.8 \times 01 + 0.2 \times 02$													
SEMESTER III													
form of crediting a course:	passing with a grade(ZO)												
date of crediting a course:	Semester III												
conditions and criteria to receive credit for the course:	The condition for passing the course is that students receive a positive grade for practical classes according to the specific criteria adopted for them and independent work on the e-learning platform												
how to pass the practical classes:													
form of final assessment:	Grade for writing the theoretical part of the thesis and for independent work on the e-learning platform designed for practical classes.												
assessment criteria:	<p>1. Grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the thesis (thesis concept).</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work 4.0 - the student performed the work in the form specified by the lecturer, and its value is rather at a good level, with deficiencies that do not significantly affect the overall level of substantive work 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the 												

	<p>shortcomings that have a significant impact on the overall substantive level of the work</p> <ul style="list-style-type: none"> • 3.0 - the student performed the work in the form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 2.0 - the student did not perform the coursework <p>2. Grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - realization of more than 90% of the class hours • 4.5 - realization of 86 to 90% of the class hours • 4.0 - realization of 81 to 85% of the class hours • 3.5 - realization of 76 to 80% of the class hours • 3.0 - realization of 70 to 75% of the class hours • 2.0 - realization of less than 70% of the class hours 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Writing of the theoretical part of the thesis	W-02, U_01, U_02, U_03, U_05	80
	02	Working independently on an e-learning platform	W-02, U_01, U_02, U_03, U_05, U_06	20
how to calculate the final grade:	<i>Final grade = 0.8 x 01 + 0.2 x 02</i>			
SEMESTER IV				
form of crediting a course:	passing with a grade(ZO)			
date of crediting a course:	Semester IV			
conditions and criteria to receive credit for the course:	The condition for passing the course is that students receive a positive grade for practical classes according to the specific criteria adopted for them and independent work on the e-learning platform			
how to pass the practical classes:				
form of final assessment:	Grade for finalising the thesis and for independent work on the e-learning platform designed for practical classes.			
assessment criteria:	<p>1. Grade calculated on the basis of the lecturer's assessment of the formal and content-related aspects of the thesis (thesis concept).</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - the student performed the work in the form specified by the lecturer, and its substantive value is at a high level • 4.5 - the student performed the work in the form specified by the lecturer, and its substantive value is rather high, with minor shortcomings that do not significantly affect the overall substantive level of the work • 4.0 - the student performed the work in the form specified by the lecturer, and its value is rather at a good level, with deficiencies that do not significantly affect the overall level of substantive work • 3.5 - the student has not fully performed the work in the form specified by the lecturer, and its substantive value is rather at a sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work • 3.0 - the student performed the work in the form that differs significantly from the form specified by the lecturer, and its substantive value is rather at a 			

	<p>sufficient level, with the shortcomings that have a significant impact on the overall substantive level of the work</p> <ul style="list-style-type: none"> • 2.0 - the student did not perform the coursework <p>2. Grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course/module on the e-learning platform.</p> <p>Assessment criteria:</p> <ul style="list-style-type: none"> • 5.0 - realization of more than 90% of the class hours • 4.5 - realization of 86 to 90% of the class hours • 4.0 - realization of 81 to 85% of the class hours • 3.5 - realization of 76 to 80% of the class hours • 3.0 - realization of 70 to 75% of the class hours • 2.0 - realization of less than 70% of the class hours 			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	grade weight in %
	01	Finalisation of the thesis	W_02, U_01, U_02, U_03, U_05	80
	02	Working independently on an e-learning platform	W_02, U_01, U_02, U_03, U_05, U_06	20
how to calculate the final grade:	$Final\ grade = 0.8 \times 01 + 0.2 \times 02$			
how to receive credit for the course:				
form of final assessment:	<p>weighted average of grades for individual semesters, taking into account the weighting of ECTS credits</p> <p>II semester – passing with a grade (01)</p> <p>III semester - passing with a grade (02)</p> <p>IV semester – passing with a grade (03)</p>			
subject of the assessment and how to verify learning outcomes:	Symbol	subject of the assessment:	reference to the outcomes	weighting of the grade in ECTS credits
		01	Preparation of the thesis concept	
		Working independently on an e-learning platform	W_01, W_02, U_02, U_04, U_06, K_01	4
	02	Writing of the theoretical part of the thesis	W-02, U_01, U_02, U_03, U_05	4
		Working independently on an e-learning platform	W_02, U_01, U_02, U_03, U_05, U_06	
	03	Finalisation of the Master's thesis	W_03, U_01, U_03, K-02	4
Working independently on an e-learning platform		W_03, U_01, U_03, U_06, K-02		
how to calculate the final grade:	$Ok = \frac{01 \times 4 + 02 \times 4 + 03 \times 4}{4 + 4 + 4}$			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01, K_W02, K_W03			
W_02	K_W04			

W_03	K_W06, K_W13
U_01	K_U01, K_U02
U_02	K_U03
U_03	K_U04, K_U05
U_04	K_U09
U_05	K_U15
U_06	K_U15
K_01	K_K01
K_02	K_K02

List of literature:

A. Literature required for final course credit:

- Apanowicz J., *Zarys metodologii prac dyplomowych z organizacji i zarządzania*, Gdynia 1997.
- Boć J., *Jak pisać prace magisterską*, Wyd. Kolonia Limited, Wrocław 2009.
- Węglińska M., *Jak pisać prace magisterską. Poradnik dla studentów*, Wyd. Impuls, Kraków 2013.

B. Supplementary literature:

- Babbie E., *Podstawy badań społecznych*, Warszawa 2013.
- Czakon W. (red.), *Podstawy metodologii badań w naukach o zarządzaniu*, Warszawa 2015.
- Nowak S., *Metodologia badań społecznych*, Warszawa 2011.
- Karpiński J., *Wprowadzenie do metodologii badań społecznych*, Warszawa 2006.

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Additional courses implemented under the project "Pomeranian Academy 5 plus - development for quality" in the years 2020-2022

As part of the project "Pomeranian Academy 5 plus - development for quality" POWR.03.05.00-00-Z034/17 (*Task 2 - Field of management in English*), in the years 2020-2022 the course of studies will be extended by hours of additional classes (courses) going beyond basic didactics. Hence, these courses have not been assigned ECTS credits and have taken the form of passing without a grade, but references to major learning outcomes are indicated on an optional basis. As part of the extra-curricular classes, students will have the opportunity to participate in three groups of classes covering courses in the area of vocational (60 hours), social (60 hours) and specialised foreign language (60 hours) subjects. The list of detailed additional courses is presented in the table below

GROUP OF LEARNING CONTENT	NAME OF THE CLASSES/COURSE	TOTAL HOURS	TIMETABLE IN LINE WITH THE PROJECT
Courses of vocational skills training	Management of international projects (5 k, 15 practical exercises)	20	III quarter 2021
	Lean management (5 k, 15 practical exercises)	20	
	Agile management (5 k, 15 practical exercises)	20	
TOTAL VOCATIONAL SKILLS TRAINING COURSES		60	
Social skills training courses	Decision-making processes - workshops	15	I quarter 2022
	Intercultural communication - workshops	15	
	Negotiations - workshops	15	
	Coping with stress - workshops	15	
TOTAL SOCIAL SKILLS TRAINING COURSES		60	
Foreign business language of choice: German or Russian or Polish	Foreign language - business	60	IV quarter 2021 and I quarter 2022
TOTAL LANGUAGE SKILLS TRAINING COURSES		60	

Courses of vocational skills training

Management of international projects

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Management of international projects	passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SPS	no	no	II
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Persons designated in accordance with the allocation of classes for a given academic year		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS			
Theoretical classes [total]	5	-	5	Not applicable
• seminar	5	-		
• preparation to the final test	-	-		
• literature studies	-	-		
Practical classes [total]	15	-	15	Not applicable
• Practical exercises.	15	-		
• Preparation to exercises, literature studies	-	-		
Total:	20	-	20	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and “evening studies” PTS – part-time studies.				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, problem-focused lecture, information, discussion.		auditorium classes: presentation of problems and dilemmas and discussion of how to solve them, brainstorming, team consultations		
• student's independent work		• student's independent work		
perception of the lectures' content, taking notes, literature studies		perception of the content of classes, taking notes, studying literature, preparing for the auditorium classes		

Formal requirements related to the admission of students to classes:		
Introductory classes	Initial requirements :	
Basics of management	The student has basic knowledge of the management sciences, has mastered the ability to speak using multimedia presentations, is able to use professional literature, can work in a group.	
Course objectives:		
for knowledge:		
Familiarize students: <ul style="list-style-type: none"> with terms, concepts and methodologies in the field of international project management with the principles of problem diagnosis and its use in developing an international project; with the principles of managing a team of specialists in the development of an international project; 		
for skills:		
Teach students: <ul style="list-style-type: none"> planning and implementing projects in the area of management; to apply methods and tools of project planning and methodology of international project management; develop a project concept for a selected economic or social project 		
for social competence:		
develop students' social competences in: <ul style="list-style-type: none"> communication with the environment through the media used in the project methodology; ability to think in terms of design in order to achieve the set business and personal goals; observing ethical, moral and legal principles in managerial practice; developing the need for self-education for the management of international projects. 		
Program content:		
theoretical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Introduction to international project management - the concept of a project, types of projects, the role of projects in contemporary organizations, sources of project financing.	1
2.	International project management methods. The golden triangle of the project - scope, time, budget. Project objectives and results.	1
3.	Stages of international project implementation. Project life cycle - defining a problem to be solved in the project, planning works, project implementation, project completion.	1
4.	Organizing and dividing work in the project. Project team management, communication in the project. Culture of organization.	2
Theoretical classes in total:		5
practical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Examples of international projects - case studies. Project planning: objectives, results, scope and duration of the project - group work.	3
2.	Methods of monitoring and control of international project implementation - practical exercises	3

3.	Project budgeting and risk management - practical exercises	3		
4.	Development of a selected economic or social undertaking	3		
5.	Presentation of projects	3		
Practical classes in total:		15		
In total, theoretical and practical classes:		20		
Abbreviations used: FTS – full-time studies, PTS – part-time studies				
Learning outcomes for the course. As a result of the course implementation, a graduate				
category;	number	Content		
knowledge	W_01	has advanced knowledge of international project management		
	W_02	has an advanced knowledge of the concepts and methodologies associated with international project management, explains and presents the importance of project thinking in the management and development of social and economic systems,		
	W_03	has advanced knowledge of international project management tools and methods		
skills	U_01	uses knowledge in the field of international project management to achieve the set development goals and solve defined problems of the organization		
	U_02	based on theoretical knowledge, observes, identifies and analyses phenomena and processes occurring in the organization through the prism of project management methodology		
	U_03	selects and applies appropriate analytical methods and tools and IT systems to support project management processes in the professional and personal sphere		
Social competences	K_01	is prepared to organise and manage and take responsibility for the work of teams and organisations within and outside the working environment		
	K_02	critically assesses the information provided and communicates its own views and value system in the professional sphere, promotes project management in the organisation and persuades others to take similar actions		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing without a grade (pass)			
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is the receipt of the credit for theoretical and practical classes.			
how to pass the theoretical classes:				
form of final assessment:	Grade for participation in the classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course.			
Assessment criteria:	Passing the class for implementation of more than 70% of class hours.			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	reference to the outcomes	grade weight in %
	01	Participation in the theoretical classes:	W_01, W_02, W_03, U_01, U_02, U_03	100
how to calculate the final grade:	<i>O_t = 01</i>			
how to pass the practical classes:				

form of final assessment:	<ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
assessment criteria:	1. solution of the case study: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> • pass without a grade -- the student took part in discussions at least during two meetings; • no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	reference to the outcomes	grade weight in %
	01	case study (project)	W_01, W_02,W_03, U_01, U_02, U_03	80
	02	activity in auditorium classes	U_01, U_02,U_03 K_01, K_02, K_03	20
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Course credit for active participation in theoretical and practical classes.			
assessment criteria:	Student received a credit for the theoretical and practical classes.			
how to calculate the grade and verify the learning outcomes	Item	Method of verification	reference to outcomes	grade weighing in %
	1	theoretical classes (Ot)	W_01, W_02,W_03, K_01, K_02	50
	2	practical classes (Op)	U_01, U_02, U_03, K_01, K_02	50
how to calculate the final grade:	<i>Obtaining final course credit (Ok) is connected with passing theoretical and practical classes</i>			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01			
W_02	K_K02, K_K03, K_W08			
W_03	K_W09			
U_01	K_U01			
U_02	K_U02			
U_03	K_U03			
K_01	K_K06			
K_02	K_K01, K_K02, K_K08			
List of literature:				
A. Literature required for final course credit (passing the exam):				

1. Lewis J. P., *Podstawy zarządzania projektami*, HELION, Gliwice 2006.
2. Lock D., *Podstawy zarządzania projektami*, PWE, Warszawa 2009.
3. Trocki M., *Nowoczesne zarządzanie projektami*, PWE 2012.
4. Mingus N., *Zarządzanie projektami*, Helion 2009.

B. Supplementary literature:

1. Łada M., Kozarkiewicz A., *Rachunkowość zarządcza i controlling projektów*, C.H. Beck, Warszawa 2007.
2. Shenhar A. J.;Dvir D. *Nowe spojrzenie na zarządzanie projektami*. Wydawnictwo APN Promise, Warszawa 2008.
3. *Zarządzanie projektem. Podręcznik przyszłego PMA*, CeDeWu 2019.

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Lean management

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Lean management	Passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
practical	SDS	no	no	
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management				
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS	FTS		
Theoretical classes [total]	5	-	5	Not applicable
• seminar	5	-		
• preparation to the final test	-	-		
• literature studies	-	-		
Practical classes [total]	15	-	15	Not applicable
• Practical exercises.	15	-		
• preparation to exercises/ literature studies	-	-		
Total:	20	-	20	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and „evening studies“; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
<ul style="list-style-type: none"> classes with participation of teachers 		<ul style="list-style-type: none"> classes with participation of teachers 		
informative lecture, problem-focused lecture, information, discussion.		practical classes: presentation of problems and dilemmas and discussion of how to solve them, brainstorming, team consultations		
<ul style="list-style-type: none"> student's independent work 		<ul style="list-style-type: none"> student's independent work 		
perception of the seminar' content, taking notes, literature studies		perception of the content of classes, taking notes, studying literature, preparing for the laboratory exercises		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		

none	The student has basic knowledge of the management sciences, has mastered the ability to speak using multimedia presentations, is able to use professional literature, can work in a group.	
Course objectives:		
for knowledge:		
Familiarize students: <ul style="list-style-type: none"> with Lean Management terms, concepts and methodologies with new management concepts stemming from Lean 		
for skills:		
Teach students: <ul style="list-style-type: none"> planning and implementing projects in the area of management; apply Lean management methods and tools; 		
for social competence:		
develop students' social competences in: <ul style="list-style-type: none"> communication with environment ability to think in terms of project in order to achieve the set business and personal goals observing ethical, moral and legal principles in managerial practice; developing the need for self-education for the Lean management 		
Program content:		
theoretical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	History and development of Lean Management; Presentation of the development of principles of modern production and quality management: from the Ford and General Motors systems, through the Toyota way and Lean Manufacturing to the Lean Manufacturing House philosophy.	1
2.	Basic methods and tools of Lean Management in the field of process management, with basic consideration of the production process. Theoretical presentation and showing on examples of basic methods and tools of Lean Manufacturing, which are the first of the walls of the Lean House. These are 5S, pull type flow, Heijunka, Jidoka, Kanban, Just in Time, SMED.	2
3.	The future of Lean Management; Presentation of new management concepts derived from Lean (such as World Class Manufacturing, Lean Six Sigma and management by CSR), in terms of Industry 4.0 philosophy.	2
Theoretical classes in total:		5
practical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Lean Manufacturing principles: examples of how different Lean Management principles are used in companies; case study	9
2.	Presentation of the solutions of the case study	4
Practical classes in total:		10
In total, theoretical and practical classes:		15
Abbreviations used: FTS – full-time studies, PTS – part-time studies		
Learning outcomes for the course. As a result of the course implementation, a graduate		

category;	number	Content		
knowledge	W_01	has advanced knowledge of Lean Management principles and methods		
	W_02	has advanced knowledge of Lean Management tools and algorithm of their use		
skills	U_01	uses the principles and methods of Lean Management in conducting the production process and quality assurance and solving problems in these areas		
	U_02	is able to use Lean Management tools in conducting the production process and quality assurance and solving problems in these areas		
Social competences	K_01	presents an active attitude in group work, using Lean Management principles to identify and reduce waste in production processes		
	K_02	critically assesses the information provided and communicates its own views and value system in the professional sphere, promotes Lean management in the organisation and persuades others to take similar actions		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing without a grade (pass)			
conditions and criteria to receive credit for the course:	<p>The condition to receive credit for the course is:</p> <ul style="list-style-type: none"> obtaining at least 70% of the hours of participation in the theoretical classes; solution of the case study; activity in classes. 			
how to pass the theoretical classes:				
form of final assessment:	Grade for participation in the classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course			
assessment criteria:	Passing the class for implementation of more than 70% of class hours.			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	Participation in the theoretical classes:	W_01, W_02,W_03, U_01, U_02, U_03	100
how to calculate the final grade:	Passing theoretical classes (Ot) = 01			
how to pass the practical classes:				
form of final assessment:	<ul style="list-style-type: none"> Activity in the classes participation in the preparation of the case study 			
assessment criteria:	<p>1. solution of the case study:</p> <ul style="list-style-type: none"> pass without a grade - developing a case study solution no pass- the student did not do the coursework <p>2. activity during practical classes:</p> <ul style="list-style-type: none"> pass without a grade -- the student took part in discussions at least during two meetings no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	1	case study (project) (01)	W_01, W_02,W_03, U_01, U_02, U_03	80
	2	activity in auditorium classes(02)	U_01, U_02,U_03 K_01, K_02, K_03	20

how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Course credit for active participation in theoretical and practical classes			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	1	theoretical classes (Ot)	W_01, W_02,W_03, K_01, K_02	50
	2	practical classes (Op)	U_01, U_02, U_03, K_01, K_02	50
how to calculate the final grade:	<i>Obtaining final course credit (Ok) is connected with passing theoretical and practical classes</i>			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01			
W_02	K_K02, K_K03, K_W08			
W_03	K_W09			
U_01	K_U01			
U_02	K_U02			
U_03	K_U03			
K_01	K_K06			
K_02	K_K01, K_K02, K_K08			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> • Łazicki, Lean Manufacturing – praktyczne zastosowanie metodologii, e-book, 2015 • Byrne A, Jak zrewolucjonizować firmę dzięki lean management, 2013 • Systemy zarządzania przedsiębiorstwem – techniki Lean Management i Kaizen Techniki, Wiedza i Praktyka, 2014 				
B. Supplementary literature:				
<ul style="list-style-type: none"> • Hamrol A., Zarządzanie jakością z przykładami, PWN, 2014 				
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Agile management

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Agile management	Passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
practical	SDS	no	no	
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Persons designated in accordance with the allocation of classes for a given academic year		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS	FTS		
Theoretical classes [total]	5	-	5	Not applicable
• seminar	5	-		
• preparation to the final test	-	-		
• literature studies	-	-		
Practical classes [total]	15	-	15	Not applicable
• Practical exercises.	15	-		
• Preparation to exercises, literature studies	-	-		
Total:	20	-	20	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and “evening studies” PTS – part-time studies.				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
informative lecture, problem-focused lecture, information, discussion.		laboratory exercises: presentation of problems and dilemmas and discussion of how to solve them, brainstorming, team consultations		
• student's independent work		• student's independent work		
perception of the seminar' content, taking notes, literature studies		perception of the content of classes, taking notes, studying literature, preparing for the laboratory exercises		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		

-	The student has basic knowledge of the management sciences, has mastered the ability to speak using multimedia presentations, is able to use professional literature, can work in a group.	
Course objectives:		
for knowledge:		
Familiarize students: <ul style="list-style-type: none"> with the essence, weight and basic principles of the Agile management concept, as a method of management and functioning of an enterprise that is becoming increasingly important in the modern turbulent environment. 		
for skills:		
Teach students: <ul style="list-style-type: none"> to apply Agile Management in practice using methods supporting the basic assumptions of this concept (cleverness, intelligence, flexibility and cunning of the company). 		
for social competence:		
develop students' social competences in: <ul style="list-style-type: none"> communication with environment ability to think in terms of project in order to achieve the set business and personal goals, teamwork and effective communication with the project stakeholders, observing ethical, moral and legal principles in managerial practice, developing the need for self-education for Agile Management. 		
Program content:		
theoretical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Basic assumptions of the Agile approach to business management: cleverness, flexibility, intelligence and cunning. Areas of application of this concept, advantages and disadvantages.	1
2.	Basic methods and techniques of Agile management in the company: methods and techniques supporting the company's smartness (analysis of the conditions of the company's environment), ways of shaping the organization's flexibility (organization methods and technique and technology supporting flexibility), methods supporting the company's intelligence (risk analysis and methods of calculating the economic viability of decisions), the organization's cunning in the operational dimension (efficiency and effectiveness and methods supporting it).	2
3.	Agile Project Management. Using the Agile approach in the management of contemporary projects. Scrum as a basic method of Agile Project Management.	2
Theoretical classes in total:		5
practical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Analysis and evaluation of the functioning of the selected company in terms of possibilities of making its activity more flexible. Project of improvement of the selected company using the Agile Management concept. Alternatively, the possibility to analyse and evaluate the management process of the selected	10

	project Proposals for its improvement with the use of Agile Project Management.			
2.	Presentation of developed solutions. Discussion and conclusions.	5		
Practical classes in total:		15		
In total, theoretical and practical classes:		20		
Abbreviations used: FTS – full-time studies, PTS – part-time studies				
Learning outcomes for the course. As a result of the course implementation, a graduate				
category;	number	Content		
knowledge	W_01	has an extended knowledge of the essential elements of economic operators' structures and the relations between them, at national and international level; can use this knowledge to build up a project schedule		
	W_02	has an in-depth knowledge of project management rules in an international environment and knows how to apply them		
skills	U_01	is able to correctly interpret and analyse the course, risks and effects of design processes		
	U_02	is able to use business rules and standards efficiently to solve specific problems arising from project management in an international environment		
Social competences	K_01	has the ability to present its own position, doubts and suggestions, supporting them with arguments based on the principles developed in Agile management and statistical data		
	K_02	has an in-depth ability to prepare written work on selected issues in the field of Agile management		
Course credit/ verification of learning outcomes:				
form of crediting a course:	passing without a grade (pass)			
conditions and criteria to receive credit for the course:	The condition to receive credit for the course is the receipt of the credit for theoretical and practical classes.			
how to pass the theoretical classes:				
form of final assessment:	Grade for participation in the classes: the grade calculated on the basis of the student's percentage share in the total number of hours of classes to be completed within the course.			
Assessment criteria:	Passing the class for implementation of more than 70% of class hours.			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	Participation in the theoretical classes:	W_01, W_02, W_03, U_01, U_02, U_03	100
how to calculate the final grade:	Credit for the theoretical classes(Ot) = 01			
how to pass the practical classes:				
form of final assessment:	<ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
assessment criteria:	1. solution of the case study: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes:			

	<ul style="list-style-type: none"> pass without a grade -- the student took part in discussions at least during two meetings; no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	case study (project)	W_01, W_02,W_03, U_01, U_02, U_03	80
	02	activity in auditorium classes	U_01, U_02,U_03 K_01, K_02, K_03	20
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion practical classes</i>			
how to receive credit for the course:				
form of final assessment:	Course credit for active participation in theoretical and practical classes.			
assessment criteria:	Student received a credit for the theoretical and practical classes.			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	theoretical classes (Ot)	W_01, W_02,W_03, K_01, K_02	50
	02	practical classes (Op)	U_01, U_02, U_03, K_01, K_02	50
how to calculate the final grade:	<i>Obtaining final course credit (Ok) is connected with passing theoretical and practical classes</i>			
Learning outcomes matrix for the class:				
Number (symbol) of learning outcomes	reference to learning outcomes for the program			
W_01	K_W01			
W_02	K_K02, K_K03, K_W08			
U_01	K_U01			
U_02	K_U02			
K_01	K_K06			
K_02	K_K01, K_K02, K_K08			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> Nowoczesne zarządzanie projektami, red. Aspekty ekonomiczne, PWE, Warszawa 2012. M. Pawlak, Zarządzanie projektami, PWN, Warszawa 2010 				
B. Supplementary literature:				
<ul style="list-style-type: none"> Pink D. (2011). Drive. Kompletnie nowe spojrzenie na motywację. Wydawnictwo Emka. Lencioni P. (2011). Pięć dysfunkcji pracy zespołowej. MT Biznes. Lencioni P. (2012).Przezwyciężanie pięciu dysfunkcji pracy zespołowej. MT Biznes. 				
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Social skills training courses

Decision-making processes - workshops

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Decision-making processes - workshops	passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	semester/s
practical	SDS	no	no	III
Discipline				
Management and quality studies				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Persons designated in accordance with the allocation of classes for a given academic year		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS	FTS		
Theoretical classes [total]	-	-	-	Not applicable
• seminar	-	-		
• preparation to the final test	-	-		
• literature studies	-	-		
Practical classes [total]	15	-	15	No not applicable
• Workshop	15	-		
• Preparation to exercises, literature studies	-	-		
Total:	15	-	15	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and “evening studies” PTS – part-time studies.				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
-		exercises: presentation of problems and dilemmas and discussion of how to solve them, brainstorming, team consultations		
• student's independent work		• student's independent work		

-	perception of the content of classes, taking notes, studying literature, preparing for the auditorium classes	
Formal requirements related to the admission of students to classes:		
Introductory classes	Initial requirements :	
Management Theory and Concepts, Psychology for Managers	basic management knowledge	
Course objectives:		
for knowledge:		
Familiarize students: <ul style="list-style-type: none"> with the mathematical and statistical methodology allowing for the simulation, forecasting and assessment of the degree of risk at each stage of the decision-making process, as well as indicating areas of practical application of knowledge. 		
for skills:		
Teach students: <ul style="list-style-type: none"> to identify, solve and analyse typical decision-making problems and their practical application in the decision-making process interpretation and analysis of the solutions obtained practical application of the methods and decision-making models learned in business management 		
for social competence:		
develop students' social competences in: <ul style="list-style-type: none"> interpersonal competences useful for the decision-making process 		
practical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Historical background and basic concepts of decision making theory	1
2.	Decision-making models. Economic interpretation of dual variables.	3
3.	Network analysis of undertakings - solving practical decision-making problems using critical path algorithms (CPM and Pert method)	3
4.	Decision-making in conditions of uncertainty	3
5.	Elements of game theory and decision support	2
6.	Decision-making in conditions of incomplete information - single and multi-stage decision trees	3
Practical classes in total:		15
Abbreviations used: FTS – full-time studies, PTS – part-time studies		
Learning outcomes for the course. As a result of the course implementation, a graduate		
category;	number	content
knowledge	W_01	defines concepts for decision optimization and recognizes the formal structure of the decision problem
	W_02	selects appropriate research methods (linear, network, dynamic programming and transport issues) to analyse and present economic data.
skills	U_01	is able to record a decision problem in mathematical form and interpret data resulting from mathematical programming
	U_02	has the ability to construct algorithms to find optimal decisions from the point of view of accepted criteria and limitations, and can make decisions in conditions of incomplete information and risk

	U_03	solves decision-making problems using the right optimization tools and models		
Social competences	K_01	has the ability to work in a group on specific decision-making tasks		
	K_02	identifies the conditions and provides its own solution to the decision-making problem and has the competence to determine priorities in the implementation of the decision task set		
Course credit/ verification of learning outcomes:				
form of crediting a course:	Passing without a grade (pass)			
conditions and criteria to receive credit for the course:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
how to pass the practical classes:				
form of final assessment:	<ul style="list-style-type: none"> • activity in classes, • participation in the preparation of the case study 			
assessment criteria:	1. solution of the case study: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> • pass without a grade -- the student took part in discussions at least during two meetings; • no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	case study (project) (01)	W_01, W_02,W_03, U_01, U_02, U_03	80
	02	activity in auditorium classes(02)	U_01, U_02,U_03 K_01, K_02, K_03	20
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01, K_KW10			
W_02	K_K02, K_K03, K_W06, K_KW08			
U_01	K_U01, K_KU03			
U_02	K_U02, K_KU05			
U_03	K_U03, K_KU14			

K_01	K_K02, K_K06
K_02	K_K01, K_K02, K_K07, K_K08
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Kukuła K.(red), Badania operacyjne w przykładach i zadaniach (wydanie VI), Wydawnictwo Naukowe PWN, 2014. • Ignasiak E., Badania operacyjne, PWE, Warszawa 2001. 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Trzaskalik T., Wprowadzenie do badań operacyjnych z komputerem, PWE, Warszawa 2003. • Męczyńska A., Mularczyk A. (red.), Metody statystyczne i optymalizacyjne w arkuszu kalkulacyjnym MS Excel. Statystyka i badania operacyjne, Wydawnictwo Politechniki Śląskiej, Gliwice 2011. • Guzik B., Elementy ekonometria i badań operacyjnych dla studiów licencjackich, AE w Poznaniu, Poznań 2006. 	
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Intercultural communication - workshops

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Intercultural communication - workshops	Passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
practical	SPS	no	no	
Discipline				
Social communication and media science - 70%; management and quality science - 30%				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Persons designated in accordance with the allocation of classes for a given academic year		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS	FTS		
Practical classes [total]	15	-	15	Not applicable
• Practical exercises- workshop	15	-		
• Preparation to exercises, literature studies	-	-		
Total:	15	-	15	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and “evening studies” PTS – part-time studies.				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		lecture supported by multimedia presentations, workshop exercises		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes, taking notes, studying literature, solution of the case study		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
Sociology for managers		None		
Course objectives:				
for knowledge:				
<ul style="list-style-type: none"> Familiarization with the practical application of knowledge about the principles and techniques of effective intercultural communication in business 				

<ul style="list-style-type: none"> • Familiarization with the features and models of culturally determined business communication behaviour • Familiarization with methods and techniques of improving intercultural communication in business 		
for skills:		
<ul style="list-style-type: none"> • acquisition by students of skills in functional analysis of business etiquette, self-presentation techniques and marketing strategies in intercultural communication • acquiring the ability to use free debate, including in a foreign language, to improve intercultural business communication and in Employer Branding 		
for social competence:		
<ul style="list-style-type: none"> • preparing students for critical analysis and proper interpretation and evaluation of intercultural communication patterns • teaching them to think and act in an entrepreneurial and innovative way to improve their intercultural competences 		
Program content:		
practical classes:		
subject number	learning contents:	Number of hours
		FTS
1.	Introductory classes: learning objectives and outcomes; learning content; organisation of classes; principles of obtaining a course credit.	2
1.	Basics of practical knowledge about intercultural communication in business: <ul style="list-style-type: none"> • Relationships: culture - communication - business; types and functions of communication in business; intercultural communication: concept, types, verbal codes and non-verbal, classic communication model; • Cultural models of behaviour and effective intercultural communication in business: business etiquette, taboo, self-presentation, gadgets, accessories, costumes, food, advertising, Gesteland rules; • Communication strategies, marketing communication, the image role of intercultural diversity in Employer Branding 	3
2.	Manager and intercultural communication: model of desired communication competences in an intercultural team (self-diagnosis of communication competences), personal strategies facilitating cooperation in an intercultural team (group project).	5
3.	Case study: management of intercultural communication in a selected organization - evaluation of the effectiveness of various codes of verbal communication (including in foreign language) and non-verbal (individual project on credit, PPT presentation)	5
Practical classes in total:		15
Abbreviations used: FTS – full-time studies, PTS – part-time studies		
Learning outcomes for the course. As a result of the course implementation, a graduate		
category;	number	Content
knowledge	W_01	has in-depth knowledge of the conditions, principles, models and techniques of effective intercultural communication in business
	W_02	recognizes intercultural differences, their determinants and the impact on the functioning of organizations in the global economy
skills	U_01	carries out functional analyses of business etiquette, self-presentation techniques and marketing strategies in intercultural communication

	U_02	acquires the ability to use free debate, including in a foreign language, for the improvement of intercultural communication in business and employer branding		
Social competences	K_01	is capable of critical analysis and proper interpretation and evaluation of intercultural communication patterns		
	K_02	develops thinking and acting in an entrepreneurial and innovative way, improving their intercultural competences		
Course credit/ verification of learning outcomes:				
form of crediting a course:	Passing without a grade (pass)			
conditions and criteria to receive credit for the course:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
how to pass the practical classes:				
form of final assessment:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
Assessment criteria:	1. solution of the case study: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> • pass without a grade -- the student took part in discussions at least during two meetings; • no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	1	case study (project) (01)	W_01, W_02,W_03, U_01, U_02, U_03	80
	2	activity in auditorium classes(02)	U_01, U_02,U_03 K_01, K_02, K_03	20
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for the class:				
Number (symbol) of learning outcomes	reference to learning outcomes for the program			
W_01	K_W07			
W_02	K_W08			
U_01	K_U03, K_U06			
U_02	K_U08, K_U011, K_U012			

K_01	K_K01
K_02	K_K05
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Szopski, M., <i>Komunikowanie międzykulturowe</i>, WSiP, Warszawa 2005 • Gesteland R., <i>Różnice kulturowe a zachowania w biznesie</i>, PWN, Warszawa 2000 • Matsumoto D., Juang L., <i>Psychologia międzykulturowa</i>, Gdańsk 2007 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Rozkwitalska M., <i>Zarządzanie międzynarodowe</i>, Difin, Warszawa 2007 • Hofstede, G., <i>Kultury i organizacje. Zaprogramowanie umysłu</i>, PWE, Warszawa 2000 • Ratajczak M., (red), <i>Pomiędzy kulturami. Szkice z komunikacji międzykulturowej</i>, Wyd. Uniwersytetu, Wrocław 2006 	
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Negotiations - workshops

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Negotiations - workshops	passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
practical	SDS	no	no	
Discipline				
Management and quality science - 80%; social communication and media science - 20%				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Persons designated in accordance with the allocation of classes for a given academic year		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS	FTS		
Practical classes [total]	15	-	15	Not applicable
• Practical exercises- workshop	15	-		
• Preparation to exercises, literature studies	-	-		
Total:	15	-	15	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and “evening studies” PTS – part-time studies.				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
-		auditorium classes: presentation of problems and dilemmas and discussion of how to solve them, brainstorming, team consultations		
• student's independent work		• student's independent work		
-		perception of the content of classes, taking notes, studying literature, preparing for the auditorium classes		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
Management theory, organizational culture, sociology		knowledge of the basics of management and sociology		
Course objectives:				

for knowledge:

- Familiarize students with:
- knowledge of the essence, process and importance of negotiations in business relations
 - criteria for selecting the optimal negotiation strategy and style of conducting trade talks
 - useful negotiating methods and tactics

for skills:

- Teach students:
- building a climate of understanding and cooperation
 - use of appropriate negotiation methods, techniques and tactics
 - practical conduct of trade negotiations.
 - managing knowledge about trade practices in the organization as an example of using modern methods

for social competence:

- develop students' social competences in:
- Preparation for organizing and directing the work of negotiation teams in the organization
 - Interpersonal competences useful from the perspective of improving the organization's activity (the student is mobile, responsible, open to changes, entrepreneurial).

Program content:**practical classes:**

subject number	learning contents:	Number of hours
		FTS
1.	Negotiations in business (essence, concept, types, strategies, scope of application in commercial transactions).	1
2.	Phases of the negotiation process (preparation, proper negotiation, completion). Parties to business negotiations, essence of the tender (BATNA).	1
3.	Styles of conducting business negotiations (material negotiations, win-win).	1
4.	Tactics / negotiation and sales techniques. Business negotiation environment (Cultural context - negotiating codes in different cultures).	2
5.	Conflict resolution styles and negotiation styles - diagnostic test. The negotiation process - a practical exercise, discussion	2
6.	Planning of negotiations - preparing BATNA - a practical exercise. Recognizing negotiation tactics and techniques - exercises, video.	2
7.	Exercises for the proper conduct of business presentations. Negotiator's self-presentation	2
8.	Commercial presentations prepared by students.	2
9.	Case study of trade negotiations with analysis of negotiation tactics - presentation to pass	2
Practical classes in total:		15

Abbreviations used: FTS – full-time studies, PTS – part-time studies

Learning outcomes for the course. As a result of the course implementation, a graduate

category;	number	Content
knowledge	W_01	lists and defines advanced theoretical concepts and concepts for trade negotiations
	W_02	identifies norms and rules governing people's behaviour in a business tender situation and the processes taking place in negotiation teams.
	W_03	distinguish and apply methods, tools and techniques for negotiation

skills	U_01	is able to prepare the strategy and negotiation process and analyse negotiation behaviour in business		
	U_02	solves problems related to the conduct of trade negotiations.		
	U_03	is prepared to organize and manage the work of sales teams,		
Social competences	K_01	is ready to recognise the importance of scientific and specialist knowledge in solving cognitive and practical problems related to negotiations and to think and act in an entrepreneurial and innovative way		
	K_02	is ready to develop its own professional achievements and build its personal potential and professional development in accordance with the idea of lifelong learning		
Course credit/ verification of learning outcomes:				
form of crediting a course:	Passing without a grade (pass)			
conditions and criteria to receive credit for the course:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
how to pass the practical classes:				
form of final assessment:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
assessment criteria:	1. solution of the case study: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> • pass without a grade -- the student took part in discussions at least during two meetings; • no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	case study (project)	W_01, W_02,W_03, U_01, U_02, U_03	80
	02	activity in auditorium classes	U_01, U_02,U_03 K_01, K_02, K_03	20
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01, K_KW10			

W_02	K_K02, K_K03, K_W06, K_KW08
W_03	K_W09, K_KW11, K_KW12
U_01	K_U01, K_KU03
U_02	K_U02, K_KU05
U_03	K_U03, K_KU14
K_01	K_K02, K_K06
K_02	K_K01, K_K02, K_K07, K_K08
List of literature:	
A. Literature required for final course credit (passing the exam):	
<ul style="list-style-type: none"> • Pałgan R., <i>Natura negocjacji handlowych</i>, Wyd. Gdańskiej Szkoły Wyższej, Gdańsk 2012. • Nęcki Z., <i>Negocjacje w biznesie</i>, Antykwa, Kraków 2000. • M. Rozkwitalska, <i>Bariery w zarządzaniu międzykulturowym</i>, Oficyna, Warszawa 2011 (rozdziały 1-3 i 5) 	
B. Supplementary literature:	
<ul style="list-style-type: none"> • Doliński D., <i>Techniki wpływu społecznego</i>, Scholar, Warszawa 2006 • Hutson D., George L., <i>Jednominutowy negocjator. Proste sposoby na korzystniejsze kontrakty</i>, OnePress Helion Gliwice, 2011 • Szwed Cz., Dyrga R., <i>Znaczenie gestów w negocjacjach</i>, WSliZ, Bielsko Biała 2002 	
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Coping with stress - workshops

Code and name of the class:		form of crediting a course	Number of ECTS credits	
code	name			
-	Coping with stress - workshops	passing without a grade (pass)	Not applicable	
Major:		Management		
Characteristics of the class:				
study profile	study level	obligatory classes for the major	elective class	
practical	SDS	no	no	
Discipline				
Psychology				
Name of teaching unit		Persons conducting the classes:		
Department of Management		Persons designated in accordance with the allocation of classes for a given academic year		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	In total	
	FTS	FTS		
Practical classes [total]	15	-	15	Not applicable
• Exercises- workshop	15	-		
• Preparation to exercises, literature studies	-	-		
Total:	15	-	15	
Abbreviations used: T – classes with a teacher; S – student's independent work; FTS – full-time studies and “evening studies” PTS – part-time studies.				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
-		auditorium classes: presentation of problems and dilemmas and discussion of how to solve them, brainstorming, team consultations		
• student's independent work		• student's independent work		
-		perception of the content of classes, taking notes, studying literature, preparing for the auditorium classes		
Formal requirements related to the admission of students to classes:				
Introductory classes		Initial requirements :		
sociology,		knowledge of sociology, psychology		
Course objectives:				
for knowledge:				
Familiarize students:				

- with an in-depth knowledge of the essence of stress in working life
- conducting a theoretical analysis of the concept of "stress", its causes and symptoms and the mechanisms of "coping" in relation to selected concepts of stress

for skills:

Teach students:

- Explaining the relationship between the chosen understanding of the concept of stress and the implications for psychological and pedagogical practice (e.g. in the selection of coping techniques)
- application of selected stress coping procedures
- discussing ethical issues related to the use of health promotion techniques

for social competence:

develop students' social competences in:

- educating and developing the workshop of their work on stress coping techniques

Program content:

practical classes:

subject number	learning contents:	Number of hours
		FTS
1.	Stress and health - contemporary approaches to stress - The ability to deal with stress and their importance in supporting health	1
2.	Relax as a source of relaxation and a health-enhancing technique.	1
3.	Workshop of the teacher-source and opportunities to further develop knowledge and skills in stress management techniques. How to use elements of the Lowen's bioenergy in personal development. Ethical challenges.	3
4.	The role of breathing and muscle relaxation.	2
5.	Jacobson's training, Schultz's autogenic training and educational kinesiology as techniques used in "coping" with stress.	4
6.	Creative visualization as a way of dealing with stress and the possibility of using it in group work. Dilemmas, controversies and contraindications.	4
Practical classes in total:		15

Abbreviations used: FTS – full-time studies, PTS – part-time studies

Learning outcomes for the course. As a result of the course implementation, a graduate

category;	number	Content
knowledge	W_01	lists and defines advanced concepts in the field of stress
	W_02	characterises the main stress models
	W_03	has an in-depth understanding of the relationship between stress, human behaviour and psychosomatic disorders
skills	U_01	is able to explain the mechanisms of stress reactions
	U_02	can apply knowledge of stress models to identify and cope with stressors
Social competences	K_01	has an in-depth awareness of the mechanisms of stress and their relationship with the environment
	K_02	has a readiness to buffer stressors in various difficult situations
	K_03	is ready to develop its own professional achievements and build its personal potential and professional development in accordance with the idea of lifelong learning

Course credit/ verification of learning outcomes:

form of crediting a course:	Passing without a grade (pass)			
conditions and criteria to receive credit for the course:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • Participation in preparation of the case study 			
how to pass the practical classes:				
form of final assessment:	The condition for passing the course is obtaining a pass for practical classes: <ul style="list-style-type: none"> • activity in classes, • participation in preparation of the case study 			
Assessment criteria:	1. solution of the case study: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> • pass without a grade -- the student took part in discussions at least during two meetings; • no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	Item	Method of verification	Reference to the outcomes	grade weight in %
	01	Case study (project)	W_01, W_02,W_03, U_01, U_02, U_03	80
	02	activity in auditorium classes	U_01, U_02,U_03 K_01, K_02, K_03	20
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for the class:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the program			
W_01	K_W01, K_KW11			
W_02	K_K02, K_K03, K_W06, K_KW08			
W_03	K_K06, K_KW11, K_KW12			
U_01	K_U01, K_KU03			
U_02	K_U04, K_KU05			
K_01	K_K02, K_K06			
K_02	K_K01, K_K02, K_K07, K_K08			
K_03	K_K05, K_K07			
List of literature:				
A. Literature required for final course credit (passing the exam):				

- Łosiak W. (2008). Psychologia stresu. Warszawa: Wydawnictwa Akademickie i Profesjonalne.
- Lowen, A.; Lowen, L. (2011). Droga do zdrowia i witalności. Podręcznik ćwiczeń bioenergetycznych. Koszalin

B. Supplementary literature:

- Cross- Mueller, C. (2011). Głowa do góry! Krótki podręcznik przetrwania. Poznań: Rodzina Media

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Business foreign language of choice: German

Code and name of the class		form of crediting a course	Number of ECTS credits	
code	name			
	Business foreign language - German	passing without a grade (pass)	Not applicable	
Field of study	Management			
Characteristics of the class:				
study profile	study level	mandatory classes in	elective class	
Practical	SDS	International business	yes	
Discipline				
Linguistics				
Name of teaching unit:		Persons conducting the classes:		
Study of Practical Foreign Language Learning		Persons indicated by the Study of Practical Foreign Language Learning		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	60	-	60	Not applicable
• introductory classes	1	-		
• practical skills training	59	-		
• preparation to exercises	-	-		
• preparation to pass a course	-	-		
• preparation of presentation/project	-	-		
• reading and working with specialist literature	-	-		
Total:	60	-	60	
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		communication exercises , translation, conversation, project method, computer lab work and others		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes; making notes, performing exercises at the teacher's instruction, preparation to classes, preparation of presentations, reading and working with specialised literature		

Formal requirements related to the admission of students to classes:		
Introductory classes		Initial requirements :
none		none
Course objectives:		
<u>for knowledge</u>		
<ul style="list-style-type: none"> A student completing the course should know a foreign language at level A1-B2+ of the Common European Framework of Reference for Languages and specialist terminology (the final level depends on the student's initial level determined on the basis of a diagnostic test). 		
<u>for skills</u>		
<ul style="list-style-type: none"> A graduate should use a foreign language at level A1-B2+ of the Common European Framework of Reference for Languages and specialist terminology (the final level depends on the student's initial level determined on the basis of a diagnostic test). 		
<u>for social competence</u>		
<ul style="list-style-type: none"> the student should be aware of the need for continuous self-study in a foreign language 		
Program content:		
practical classes:		
subject number	learning contents:	Number of hours
		FTS
	<ul style="list-style-type: none"> working with teaching materials for learning a foreign language indicated by the lecturer; analysis of foreign language specialist texts on management and business indicated by the lecturer; working with audio-visual material in a foreign language; learning specialist vocabulary in management and business; creating thematic language projects using students' inventiveness and creativity (e.g. multimedia presentations); searching for foreign language material related to a given topic in the Internet resources creating an English-German-Russian-Polish dictionary of specialist terms use of interactive materials, including specialist portals 	60
Practical classes in total:		60
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform		
Abbreviations used: FTS – full-time studies; PTS – part-time studies		
Learning outcomes:		
category;	number	Content
knowledge	W_01	has knowledge of a foreign language at levels A1 - B2+ of the Common European Framework of Reference for Languages and specialist terminology (final level depends on the student's initial level determined by a diagnostic test) skills
skills	U_01	speaks a foreign language in accordance with the requirements laid down for levels A1 - B2+ of the Common European Framework of Reference for Languages (final level depending on the student's initial level determined on the basis of a diagnostic test)
social competences	K_01	is able to undertake self-study in a foreign language
Course credit/ verification of learning outcomes:		
form of crediting a course:	Passing without a grade – Pass - (after 60 hours)	

conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project activity in practical classes 			
how to pass the practical classes:				
form of final assessment:	The condition to receive credit for the course is: <ul style="list-style-type: none"> positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project activity in practical classes 			
assessment criteria:	1. positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project: <ul style="list-style-type: none"> pass without a grade - developing a case study solution; no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> pass without a grade -- the student took part in discussions at least during two meetings; no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	item	method of verification	Reference to the outcomes	grade weight in %
	01	presentation of independently prepared final project	U_01, K_01	50
	02	activity in classes	W_01, U_01, K_01	50
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for classes:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the major			
W_01	K_W10			
U_01	K_U10, K_U12			
K_01	K_K05			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> Teaching materials for learning a foreign language indicated by the lecturer. Textbook for learning foreign language grammar indicated by the lecturer. Interactive teaching materials selected by the lecturer. 				
B. Supplementary literature:				
<ul style="list-style-type: none"> Additional materials selected by the lecturer. English/German/Russian-Polish and Polish-English/German/Russian dictionaries. Thematic dictionaries./ interactive dictionaries. 				
D. Useful websites:				

- online websites with teaching materials for the selected handbook
- language learning portals
- parties of scientific, research and official bodies (specialist terminology)
- press releases
- websites of specialist portals

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Business foreign language of choice: Russian

Code and name of the class		form of crediting a course	Number of ECTS credits	
code	name			
	Business foreign language - Russian	passing without a grade (pass)	Not applicable	
Field of study	Management			
Characteristics of the class:				
study profile	study level	mandatory classes in	elective class	
Practical	SDS	International business	yes	
Discipline				
Linguistics				
Name of teaching unit:		Persons conducting the classes:		
Study of Practical Foreign Language Learning		Persons indicated by the Study of Practical Foreign Language Learning		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	60	-	60	Not applicable
• Introductory classes	1	-		
• practical skills training	59	-		
• preparation to exercises	-	-		
• preparation to pass a course	-	-		
• preparation of presentation/project	-	-		
• reading and working with specialist literature	-	-		
Total:	60	-	60	
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		communication exercises , translation, conversation, project method, computer lab work and others		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes; making notes, performing exercises at the teacher's instruction, preparation to classes, preparation of presentations, reading and working with specialised literature		

Formal requirements related to the admission of students to classes:		
Introductory classes	Initial requirements :	
none	none	
Course objectives:		
<u>for knowledge</u>		
<ul style="list-style-type: none"> A student completing the course should know a foreign language at level A1-B2+ of the Common European Framework of Reference for Languages and specialist terminology (the final level depends on the student's initial level determined on the basis of a diagnostic test). 		
<u>for skills</u>		
<ul style="list-style-type: none"> A graduate should use a foreign language at level A1-B2+ of the Common European Framework of Reference for Languages and specialist terminology (the final level depends on the student's initial level determined on the basis of a diagnostic test). 		
<u>for social competence</u>		
<ul style="list-style-type: none"> the student should be aware of the need for continuous self-study in a foreign language 		
Program content:		
practical classes:		
subject number	learning contents:	Number of hours
		FTS
	<ul style="list-style-type: none"> working with teaching materials for learning a foreign language indicated by the lecturer; analysis of foreign language specialist texts on management and business indicated by the lecturer; working with audio-visual material in a foreign language; learning specialist vocabulary in management and business; creating thematic language projects using students' inventiveness and creativity (e.g. multimedia presentations); searching for foreign language material related to a given topic in the Internet resources creating an English-German-Russian-Polish dictionary of specialist terms use of interactive materials, including specialist portals 	60
Practical classes in total:		60
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform		
Abbreviations used: FTS – full-time studies; PTS – part-time studies		
Learning outcomes:		
category;	number	Content
knowledge	W_01	has knowledge of a foreign language at levels A1 - B2+ of the Common European Framework of Reference for Languages and specialist terminology (final level depends on the student's initial level determined by a diagnostic test)
skills	U_01	speaks a foreign language in accordance with the requirements laid down for levels A1 - B2+ of the Common European Framework of Reference for Languages (final level depending on the student's initial level determined on the basis of a diagnostic test)
social competences	K_01	is able to undertake self-study in a foreign language
Course credit/ verification of learning outcomes:		
form of crediting a course:	Passing without a grade – Pass - (after 60 hours)	

conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project activity in practical classes 			
how to pass the practical classes:				
form of final assessment:	The condition to receive credit for the course is: <ul style="list-style-type: none"> positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project activity in practical classes 			
assessment criteria:	1. positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project: <ul style="list-style-type: none"> pass without a grade - developing a case study solution; no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> pass without a grade -- the student took part in discussions at least during two meetings; no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	item	method of verification	Reference to the outcomes	grade weight in %
	01	presentation of independently prepared final project	U_01, K_01	50
	02	activity in classes	W_01, U_01, K_01	50
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for classes:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the major			
W_01	K_W10			
U_01	K_U10, K_U12			
K_01	K_K05			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> Teaching materials for learning a foreign language indicated by the lecturer. Textbook for learning foreign language grammar indicated by the lecturer. Interactive teaching materials selected by the lecturer. 				
B. Supplementary literature:				
<ul style="list-style-type: none"> Additional materials selected by the lecturer. English/German/Russian-Polish and Polish-English/German/Russian dictionaries. Thematic dictionaries./ interactive dictionaries. 				
D. Useful websites:				

- online websites with teaching materials for the selected handbook
- language learning portals
- parties of scientific, research and official bodies (specialist terminology)
- press releases
- websites of specialist portals

Contact:

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Business foreign language of choice: Polish

Code and name of the class		form of crediting a course	Number of ECTS credits	
code	name			
	Business foreign language - Polish	passing without a grade (pass)	Not applicable	
Field of study	Management			
Characteristics of the class:				
study profile	study level	mandatory classes in	elective class	
Practical	SDS	International business	yes	
Discipline				
Linguistics				
Name of teaching unit:		Persons conducting the classes:		
Study of Practical Foreign Language Learning		Persons indicated by the Study of Practical Foreign Language Learning		
Division of the time of education taking into account the student's workload:				
forms of classes/ student's independent work	Number of hours			Number of ECTS credits
	T (teacher)	S (student)	total	
	FTS	FTS		
Practical classes [total]	60	-	60	Not applicable
• Introductory classes	1	-		
• practical skills training	59	-		
• preparation to exercises	-	-		
• preparation to pass a course	-	-		
• preparation of presentation/project	-	-		
• reading and working with specialist literature	-	-		
Total:	60	-	60	
T – classes with a teacher; S – student's independent work; FTS – full-time studies; PTS – part-time studies				
Teaching methods:				
Theoretical classes:		Practical classes:		
• classes with participation of teachers		• classes with participation of teachers		
not applicable		communication exercises , translation, conversation, project method, computer lab work and others		
• student's independent work		• student's independent work		
not applicable		perception of the content of classes; making notes, performing exercises at the teacher's instruction, preparation to classes, preparation of presentations, reading and working with specialised literature		

Formal requirements related to the admission of students to classes:		
Introductory classes	Initial requirements :	
none	none	
Course objectives:		
<u>for knowledge</u>		
<ul style="list-style-type: none"> A student completing the course should know a foreign language at level A1-B2+ of the Common European Framework of Reference for Languages and specialist terminology (the final level depends on the student's initial level determined on the basis of a diagnostic test). 		
<u>for skills</u>		
<ul style="list-style-type: none"> A graduate should use a foreign language at level A1-B2+ of the Common European Framework of Reference for Languages and specialist terminology (the final level depends on the student's initial level determined on the basis of a diagnostic test). 		
<u>for social competence</u>		
<ul style="list-style-type: none"> the student should be aware of the need for continuous self-study in a foreign language 		
Program content:		
practical classes:		
subject number	learning contents:	Number of hours
		FTS
	<ul style="list-style-type: none"> working with teaching materials for learning a foreign language indicated by the lecturer; analysis of foreign language specialist texts on management and business indicated by the lecturer; working with audio-visual material in a foreign language; learning specialist vocabulary in management and business; creating thematic language projects using students' inventiveness and creativity (e.g. multimedia presentations); searching for foreign language material related to a given topic in the Internet resources creating an English-German-Russian-Polish dictionary of specialist terms use of interactive materials, including specialist portals 	60
Practical classes in total:		60
Note: the division refers to classes with direct participation of teachers or classes on the e-learning platform		
Abbreviations used: FTS – full-time studies; PTS – part-time studies		
Learning outcomes:		
category;	number	Content
knowledge	W_01	has knowledge of a foreign language at levels A1 - B2+ of the Common European Framework of Reference for Languages and specialist terminology (final level depends on the student's initial level determined by a diagnostic test) skills
skills	U_01	speaks a foreign language in accordance with the requirements laid down for levels A1 - B2+ of the Common European Framework of Reference for Languages (final level depending on the student's initial level determined on the basis of a diagnostic test)
social competences	K_01	is able to undertake self-study in a foreign language
Course credit/ verification of learning outcomes:		
form of crediting a course:	Passing without a grade – Pass - (after 60 hours)	

conditions and criteria to receive credit for the course:	The condition to receive credit for the course is: <ul style="list-style-type: none"> • positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project • activity in practical classes 			
how to pass the practical classes:				
form of final assessment:	The condition to receive credit for the course is: <ul style="list-style-type: none"> • positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project • activity in practical classes 			
assessment criteria:	1. positive credit obtained for presentations verifying the achieved learning outcomes - independent preparation of the final project: <ul style="list-style-type: none"> • pass without a grade - developing a case study solution; • no pass- the student did not do the coursework. 2. activity during practical classes: <ul style="list-style-type: none"> • pass without a grade - the student took part in discussions at least during two meetings; • no pass - the student did not take part in discussions. 			
how to calculate the grade and verify learning outcomes:	item	method of verification	Reference to the outcomes	grade weight in %
	01	presentation of independently prepared final project	U_01, K_01	50
	02	activity in classes	W_01, U_01, K_01	50
how to calculate the final grade:	<i>Credit for the practical classes (Op) according to the final grade criterion</i>			
how to receive credit for the course:				
form of final assessment:	Grade for practical classes.			
assessment criteria:	As per the pass criteria for practical classes.			
how to calculate the final grade:	Final course credit (Ok)= Op			
Learning outcomes matrix for classes:				
Number (symbol) of the learning outcome	Reference to learning outcomes for the major			
W_01	K_W10			
U_01	K_U10, K_U12			
K_01	K_K05			
List of literature:				
A. Literature required for final course credit (passing the exam):				
<ul style="list-style-type: none"> • Teaching materials for learning a foreign language indicated by the lecturer. • Textbook for learning foreign language grammar indicated by the lecturer. • Interactive teaching materials selected by the lecturer. 				
B. Supplementary literature:				
<ul style="list-style-type: none"> • Additional materials selected by the lecturer. • English/German/Russian-Polish and Polish-English/German/Russian dictionaries. • Thematic dictionaries./ interactive dictionaries. 				
D. Useful websites:				

- online websites with teaching materials for the selected handbook
- language learning portals
- parties of scientific, research and official bodies (specialist terminology)
- press releases
- websites of specialist portals

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**SCHEDULE OF THE IMPLEMENTATION OF THE COURSE OF STUDIES IN
INDIVIDUAL SEMESTERS AND YEARS OF THE EDUCATIONAL CYCLE,
TAKING INTO ACCOUNT THE FORMS OF TEACHING, THE NUMBER OF
THESE CLASSES AND THE NUMBER OF ECTS CREDITS**

Schedule for the implementation of the course of studies for the educational path in the field of international business education includes information on, among other things, the number of teaching hours by form of classes, assigned ECTS credits and the form of credit by individual semesters.

1.2.1 Schedule for the implementation of the course of studies - ZA SDS full-time studies for the scope - international business (in the blended-learning system)

Subject		Hours of instruction																			ECTS Points						Form of crediting a course				
		Total (N)	Classes with lecturer (N)												Student's independent work (S)					Total number of hours (N+S)	Total ECTS	Including EL	including								
			Theoretical classes (ZT)				Practical classes (ZP)								Total (S)	including Total EL (S)	including						Z T	including EL	ZP	including EL		ZDW	ZUP		
No.	Course/class name	Total (ZT)	W	K	EL	Total ZP	CA	CW	CL	CUP	C F	S D	LE	EL			Total (S)	including Total EL (S)	ZT	including EL	ZP	including EL					PiST			Total number of hours (N+S)	Total ECTS
GENERAL SUBJECTS & MAIN SUBJECTS																															
SEMESTER I																															
BHP.	Workplace Safety and Health (WSH)	4	4	4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4	-	-	-	-	-	-	-	-	Z
0.1.	Foreign language	30	-	-	-	30	-	-	-	-	-	-	30	-	60	-	-	-	60	-	-	90	3	-	-	-	3	-	3	3	ZO
0.2.	Psychology in management	15	15	-	10	5	-	-	-	-	-	-	-	-	35	20	35	20	-	-	-	50	2	1	2	1	-	-	-	-	ZO
0.3.	Sociology for managers	15	15	-	10	5	-	-	-	-	-	-	-	-	35	20	35	20	-	-	-	50	2	1	2	1	-	-	-	-	ZO
0.4.	Directions of development of modern civilizations	15	15	10	-	5	-	-	-	-	-	-	-	-	35	20	35	20	-	-	-	50	2	1	2	1	-	-	-	-	ZO
0.5.	Statistics for managers	30	10	-	-	10	20	-	-	20	-	-	-	-	45	15	15	15	30	-	-	75	3	1	1	1	2	-	-	2	ZO
0.6.	Business forecasting and simulations	30	10	-	-	10	20	-	-	20	-	-	-	-	45	15	15	15	30	-	-	75	3	1	1	1	2	-	-	2	ZO
K.1.	Organization management	45	25	15	-	10	20	-	20	-	-	-	-	-	80	15	50	15	30	-	-	125	5	1	3	1	2	-	-	2	E

Subject		Hours of instruction																			ECTS Points							Form of crediting a course				
		Total (N)	Classes with lecturer (N)												Student's independent work (S)						Total number of hours (N+S)	Total ECTS	Including EL	including								
			Theoretical classes (ZT)				Practical classes (ZP)								Total (S)	including Total EL (S)	including							Z T	including EL	ZP	includi ng EL		ZDW	ZUP		
No.	Course/class name	Total (ZT)	W	K	EL	Total ZP	CA	CW	CL	CUP	C F	S D	LE	EL			Total (S)	including Total EL (S)	ZT	including EL	ZP	including EL	PiST					Total ECTS			Including EL	Z T
K.2.	Global market	20	20	-	-	20	-	-	-	-	-	-	-	-	55	55	55	55	-	-	-	75	3	3	3	3	-	-	-	-	ZO	
K.3.	Microeconomics & macroeconomics	45	25	15	-	10	20	-	20	-	-	-	-	-	80	15	50	15	30	-	-	125	5	1	3	1	2	-	-	2	E	
K.4.	Labour Law	15	15	-	-	15	-	-	-	-	-	-	-	-	35	35	35	35	-	-	-	50	2	2	2	2	-	-	-	-	ZO	
TOTAL IN SEMESTER I:		264	154	44	20	90	110	-	40	40	-	-	-	30	-	505	210	325	210	180	-	-	769	30	12	19	12	11	-	3	11	
MAIN SUBJECTS & SPECIALIST SUBJECTS – INTERNATIONAL BUSINESS																																
SEMESTER II																																
O.1.	Foreign language	30	-	-	-	-	30	-	-	-	-	-	-	30	-	60	-	-	-	60	-	-	90	3	-	-	-	3	-	3	3	ZO
O.7.	Methodology in social research	15	15	-	10	5	-	-	-	-	-	-	-	-	35	20	35	20	-	-	-	50	2	1	2	1	-	-	-	-	ZO	
K.5.	Strategic management	30	15	-	10	5	15	-	15	-	-	-	-	-	70	10	35	10	35	-	-	100	4	1	2	1	2	-	-	2	E	
K.6.	Marketing management	30	15	-	10	5	15	-	15	-	-	-	-	-	70	10	35	10	35	-	-	100	4	1	2	1	2	-	-	2	E	
K.7.	Corporate finance management	45	25	15	-	10	20	-	20	-	-	-	-	-	80	15	50	15	30	-	-	125	5	1	3	1	2	-	-	2	E	
K.8.	Human resources management	30	15	-	10	5	15	-	15	-	-	-	-	-	70	20	35	20	35	-	-	100	4	1	2	1	2	-	-	2	E	
S.1.1	International trade law	30	15	-	-	15	15	-	15	-	-	-	-	-	70	10	35	10	35	-	-	100	4	1	2	1	2	-	-	2	ZO	
S.D.1	Master's seminar	20	-	-	-	-	20	-	-	-	-	12	-	8	80	17	-	0	80	17	-	100	4	0	-	0	4	1	4	4	ZO	
TOTAL IN SEMESTER II:		230	100	15	40	45	130	-	80	-	-	-	12	30	8	535	102	225	85	310	17	-	765	30	6	13	6	17	1	7	17	

Subject		Hours of instruction																			ECTS Points							Form of crediting a course				
		Total (N)	Classes with lecturer (N)												Student's independent work (S)						Total number of hours (N+S)	Total ECTS	Including EL	including								
			Theoretical classes (ZT)			Practical classes (ZP)									Total (S)	including Total EL (S)	including							Z T	including EL	ZP	including EL		ZDW	ZUP		
No.	Course/class name	Total (ZT)	W	K	EL	Total ZP	CA	CW	CL	CUP	C F	S D	LE	EL			Total (S)	including Total EL (S)	ZT	including EL	ZP	including EL	PiST					Total number of hours (N+S)			Total ECTS	Including EL
SEMESTER III																																
S.1.2	Economy 4.0 management/ International economic institutions	20	20	-	10	10	-	-	-	-	-	-	-	-	30	15	30	15	-	-	-	50	2	1	2	1	-	-	-	-	ZO	
K.9.	Team management	30	15	-	-	15	15	-	15	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	ZO	
K.10.	Managerial decision making	30	15	-	-	15	15	-	15	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	ZO	
K.11.	Budgeting and controlling	30	15	-	-	15	15	-	15	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	ZO	
S.1.3	International marketing	30	20	10	-	10	10	-	10	-	-	-	-	-	70	15	55	15	15	-	-	100	4	1	3	1	1	-	-	1	E	
S.1.4	Strategies of international enterprises / Innovation management	30	10	-	-	10	20	-	20	-	-	-	-	-	70	15	15	15	55	-	-	100	4	1	1	1	3	-	-	3	ZO	
S.1.5	Foreign trade	30	15	-	-	15	15	-	15	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	E	
S.1.6	Coaching - workshops / Neuromarketing	20	-	-	-	-	20	-	20	-	-	-	-	-	30	-	-	-	30	-	-	50	2	-	-	-	2	-	-	2	ZO	
S.1.7	Start-up management / Time management	20	-	-	-	-	20	-	20	-	-	-	-	-	30	-	-	-	30	-	-	50	2	-	-	-	2	-	-	2	ZO	

Subject		Hours of instruction																			ECTS Points							Form of crediting a course					
		Total (N)	Classes with lecturer (N)												Student's independent work (S)						Total number of hours (N+S)	Total ECTS	Including EL	including									
			Theoretical classes (ZT)				Practical classes (ZP)								Total (S)	including Total EL (S)	including							Z T	including EL	ZP	including EL		ZDW	ZUP			
No.	Course/class name	Total (ZT)	W	K	EL	Total ZP	CA	CW	CL	CUP	C F	S D	LE	EL			Total (S)	including Total EL (S)	ZT	including EL	ZP	including EL	PiST					Total number of hours (N+S)			Total ECTS	Including EL	Z T
	t-workshops																																
S.D.1	Master's seminar	20	-	-	-	-	20	-	-	-	-	-	12	-	8	80	17	-	0	80	17	-	100	4	1	-	-	4	1	4	4	ZO	
TOTAL IN SEMESTER III:		260	110	10	10	90	150	-	130	-	-	-	12	-	8	490	102	140	85	350	17	-	750	30	7	10	7	20	1	4	20		
SEMESTER IV																																	
K.12.	Project management	30	15	-	-	15	15	-	15	-	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	E	
S.1.8	International logistics / Analysis of logistics services market	30	15	-	-	15	15	-	15	-	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	ZO	
S.1.9	International political and economic relations/ Organizational culture	30	15	-	-	15	15	-	15	-	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	-	-	2	ZO	
S.1.10	IT in the global digital economy / IT systems in logistics	30	-	-	-	-	30	-	-	30	-	-	-	-	-	20	-	-	-	20	-	-	50	2	-	-	-	2	-	-	2	ZO	
S.1.11	Diversity management / Brand management	30	15	-	0	15	15	-	15	-	-	-	-	-	-	45	10	10	10	35	-	-	75	3	1	1	1	2	0	-	2	ZO	
S.D.1	Master's Seminar	20	-	-	-	-	20	-	-	-	-	12	-	8	80	17	-	0	80	17	-	100	4	1	-	0	4	1	4	4	ZO		

Subject		Hours of instruction																			ECTS Points						Form of crediting a course					
		Total (N)	Classes with lecturer (N)												Student's independent work (S)					Total number of hours (N+S)	Total ECTS	Including EL	including									
			Theoretical classes (ZT)				Practical classes (ZP)								Total (S)	including Total EL (S)	including						Z T	including EL	ZP	including EL		ZDW	ZUP			
No.	Course/class name	Total (ZT)	W	K	EL	Total ZP	CA	CW	CL	CUP	CF	SD	LE	EL			Total (S)	including Total EL (S)	ZT	including EL	ZP	including EL					PiST			Total ECTS	Including EL	Z T
P.Z.1	Professional Internship	-	-	-	-	-	-	-	-	-	-	-	-	-	360	-	-	-	-	-	360	360	12	-	-	-	12	-	12	12	Z0	
TOTAL IN SEMESTER IV:		170	60	-	40	60	110	-	60	30	-	-	12	-	8	640	57	40	40	240	17	360	810	30	5	4	4	26	1	16	26	
TOTAL IN THE COURSE OF STUDIES		924	424	69	110	285	500	0	310	70	0	0	36	60	24	2170	471	730	420	1080	51	360	3094	120	30	46	29	74	3	30	74	

Notes :

- The abbreviations used in the table mean: W - lectures; K - seminars; EL - e-learning classes; CAU - auditorium classes; CUP - practical (professional) skills classes; CW - workshop classes; CL - laboratory classes; CF - physical classes (applies to physical education classes); SD - diploma seminar; LE – foreign language classes (applies to language education); PiST - practical placements and internships; ZT - theoretical classes; ZP - practical classes; ZDW - elective classes; ZUP - practical skills classes
- Hours from practical placements do not come into the total number of hours of classes requiring teacher participation.

**SUMMARY OF HOURS AND ECTS CREDITS – full-time studies for the scope of international business
(in the blended-learning system)**

Specification		Number of classes																			ECTS Points										
		Total (N)	Classes with lecturer (N)													Student's independent work (S)					Total number of hours (N+S)	Total ECTS	Including EL	including							
			Theoretical classes (ZT)				Practical classes (ZP)									Total (S)	Including total EL (S)	including						ZT	including EL	ZP	including EL	ZDW	ZUP		
No.	SEMESTER	Total (ZT)	W	K	EL	Total ZP	CA	CW	CL	CUP	CF	SD	LE	EL	Including total EL (S)			ZT	including EL	ZP	including EL	PiST	Total ECTS							Including EL	ZT
TOTAL IN SEMESTER I:		264	154	44	20	90	110	-	40	40	-	-	-	30	-	505	210	325	210	180	-	-	769	30	12	19	12	11	-	3	11
TOTAL IN SEMESTER II:		230	100	15	40	45	130	-	80	-	-	-	12	30	8	535	102	225	85	310	17	-	765	30	6	13	6	17	1	7	17
TOTAL IN SEMESTER III:		260	110	10	10	90	150	-	130	-	-	-	12	-	8	490	102	140	85	350	17	-	750	30	7	10	7	20	1	4	20
TOTAL IN SEMESTER IV:		170	60	-	40	60	110	-	60	30	-	-	12	-	8	640	57	40	40	240	17	360	810	30	5	4	4	26	1	16	26
TOTAL IN THE COURSE OF STUDIES		924	424	69	110	285	500	0	310	70	0	0	36	60	24	2170	471	730	420	1080	51	360	3094	120	30	46	29	74	3	30	74

DURATION, PRINCIPLES AND FORM OF TAKING PRACTICAL PLACEMENTS FOR THE FIELDS OF STUDY WITH A PRACTICAL PROFILE

The following general arrangements shall be adopted for the proper implementation of practical placements by students of the second-cycle studies of the field of management:

1. The student is obliged to complete a practical placement during his/her studies.
 2. The student is obliged to complete a practical placement of 24 weeks (360 effective hours of work according to the practical placement programme, 12 ECTS credits).
 3. He or she can start it after choosing the scope of studies, but finish it before defending his or her diploma thesis (fourth semester).
 4. The practical placement should take place in institutions of the economy sector or public sector, business institutions operating on international markets, or other institutions related to the economy sector in positions related to, or similar to, the scope of the student's choice during his/her studies.
 5. The completion of a practical placement is one of the programme requirements that a student should meet before taking the diploma examination.
 6. For completing the practical placement the student receives 12 ECTS credits.
 7. The organization of the practical placement is the responsibility of the supervisor appointed by the Head of the Management Department.
 8. Their duties include
 - Organization of placements in accordance with the rules and internal arrangements in force at the University,
 - conducting information meetings for students on the rules of the practical placement,
 - keeping and archiving the required documentation,
 - cooperation with internal units of the University with regard to student placements,
 - cooperation with institutions with which the University has signed agreements for the placement of management students,
-

- supervision and control of student placements,
- analysis of the results of the internship and students' achievement of learning outcomes,
- conducting reporting activities.

The main objective of the practical placements is to prepare students for professional work in institutions and positions related to the chosen scope of study. During the practical placement, students should:

- familiarize with the specifics of the functioning of the institution, including its regulations (statutes),
- familiarize with its tasks and the legal basis for its operation,
- familiarize with the organization of work of the management and teams of specialists involved in the tasks related to the field of study and the selected scope,
- familiarize with the types and methods of documentation related to the field of study and the selected scope,
- perform basic administrative and content-related tasks under the supervision of the person responsible for the care of the intern on behalf of the institution,
- join in the implementation of technical and social programmes and projects if they are carried out by the institution in which they are practising,
- improve their knowledge of the specialist issues covered by the study programme, mainly with a view to carrying out research for their thesis.

A student completing a practical placement obtains a total of 12 ECTS credits in both forms of studies. The points are added to the ECTS balance for the above mentioned semesters. A detailed description of the placement in the field of management can be found in a separate course sheet.

INDICATORS CHARACTERIZING THE COURSE OF STUDIES FOR SECOND CYCLE STUDIES IN THE MANAGEMENT FIELD

Indicators for the course of studies	Number of ECTS credits/ number of hours	
	full-time	part-time
Number of semesters and ECTS credits necessary to complete the studies	IV/ 120	IV/ 120
Total number of hours of classes (+ practical placement hours)	919 - 924 ¹ (+360)	604 (+360)
Total number of ECTS credits that a student must obtain in classes conducted with the direct participation of academic teachers or other persons conducting classes	98	98
The number of ECTS credits a student must obtain in courses in humanities or social sciences, not less than 5 ECTS credits - in the case of courses of study assigned to disciplines in fields other than humanities or social sciences respectively	5	5
Total number of ECTS credits that a student must obtain in a practical placement (if the programme includes practical placements)	12	12
Duration of the practical placement	360	360
In the case of full-time first-cycle studies and long-cycle studies, the number of hours of physical education classes	not applicable	not applicable
Total number of ECTS credits a student must obtain in the course of a choice of courses	45	45
Total number of ECTS credits a student must obtain in practical skills training courses (practical profile)	72 - 74 ²	72 - 74 ³
The total number of ECTS credits a student must obtain within the framework of classes related to the scientific activity conducted in the discipline or disciplines to	not applicable	not applicable

1. The total number of hours of classes of 919 is for studies in the field: Tourism Management and Logistics Management; A total of 924 hours of classes is for studies in Enterprise Management, International Business
2. The total number of ECTS credits that a student must obtain in practical skills training courses (practical profile) is 72 for full-time studies in the field: Tourism Management and Logistics Management; The total number of ECTS credits that a student must obtain in practical skills training courses (practical profile) is 74 for full-time studies in the following areas: Enterprise Management, International Business
3. The total number of ECTS credits that a student must obtain in practical skills training courses (practical profile) is 72 for part-time studies in the field: Tourism Management and Logistics Management; The total number of ECTS credits that a student must obtain in practical skills training courses (practical profile) is 74 for part-time studies in the following areas: Enterprise Management

which the field of study is assigned (general academic profile)T		
In the case of conducting classes using distance learning methods and techniques		
1. Total number of hours of classes specified in the course of studies for full-time studies/ Total number of hours of classes in full-time studies conducted using distance learning methods and techniques.	924 hours / 309 hours (for international business) ⁴	
2. Total number of hours of classes specified in the course of studies for part-time studies/ Total number of hours of classes in part-time studies conducted using distance learning methods and techniques.	2./ -	

4. Indicator: Total number of hours of classes specified in the course of studies for full-time studies/ Total number of hours of classes in full-time studies conducted using distance learning methods and techniques, applies only to full-time studies in International Business

ASSESSMENT AND IMPROVEMENT OF THE COURSE OF STUDY ANALYSIS OF THE COMPATIBILITY OF LEARNING OUTCOMES WITH LABOUR MARKET NEEDS

The programme of the second degree studies in management is a response to local needs and opportunities for regional development. It will allow creating a leading position among the universities of Central Pomerania in the discipline of management and quality sciences. The educational offer with a practical profile is addressed not only to the local community of the City of Słupsk, but also to the whole Słupsk sub region as well as the neighbouring regions. Formulated learning outcomes meet the needs of the local and sub-regional labour market and the needs of potential candidates for full-time studies. The learning outcomes have been formulated in such a way as to enable potential employers to get to know the general and professional competences of candidates for work in the recruitment process. It should be noted that this is the first field of study of the second cycle studies in the field of management in the Słupsk educational market and the guarantee of an appropriate level of learning provides students with real opportunities to find a job.

The City of Słupsk is dominated by small and medium-sized enterprises and family businesses. Local medium and large enterprises operate mainly in the Słupsk Special Economic Zone and industrial districts of the city. The dominant industries are plastics processing and PVC window production, off-shore sector, tourism, metal industry and transport. There are also large companies with a strong position on the domestic and international market, such as Scania Production Słupsk S.A., Gino Rossi, Mowi Poland S.A., TEAM Plast, AJ Furniture Factory, Nord Glass. Innovative companies that start up their business also play an important role. Their support may result in keeping young people in Słupsk, as well as their subsequent development as local business potential. There is a growing demand for management specialists, as well as an increase in the need for further education and professional development by people running their own businesses. As indicated by the analysis of the Occupations Barometer data 5 concerning Pomorskie Province, the City of Słupsk, as well as the administrative district of Słupsk and

5 Barometer of professions 2019, <https://barometrzwodow.pl/pl/pomorskie/prognozy-dla-powiatow/2019/slupski.18.246..2.5-4..> (access date 01/12/2019).

neighbouring ones, among the scarce professions were those which are in line with the proposed scope of studies within the field of management. This gives rise to a basis to indicate the right direction of the educational offer resulting from the needs of the local labour market. The strategic document of the City of Slupsk emphasises that graduates of vocational schools of all levels should find attractive employment with local employers, meeting their requirements, as well as be ready to undertake education at subsequent levels of education. The region in which the Pomeranian Academy operates has prospects for professional development through, among others, cooperation of the science and business sector and adaptation of education to the needs of the dynamic labour market. The city undertakes various initiatives for the development of higher education and entrepreneurship. There is a Business Council at the President of the City and an Economic Council established by the Pomeranian Academy. There is also a project called Slupsk Academic Centre within the framework of the Municipal Functional Area of Slupsk, which includes cooperation of local entrepreneurs with Slupsk universities in order to create modern, innovative fields of study and involvement of local managers and mentors in the educational process.⁶

The concept of the programme of the second cycle studies in management was developed in a process in which internal and external stakeholders participated. At each stage of the creation of the programme, the basic criteria for the assessment of the presented proposals were the assumptions concerning learning outcomes resulting from the *Regulation of the Minister of Higher Education and Science of 14 November 2018 on the characteristics of second degree learning outcomes for qualifications at levels 6-8 of the Polish Qualification Framework*. Representatives of the practice from the business environment of the university took part in the preparation of the course of the studies and will participate in the didactic process, conducting specialized classes for students and attempting to transfer the economic reality to the level of conducted classes.

The efforts made by the Pomeranian Academy to launch second cycle studies in management are also one of the elements of the consolidation agreement with the Higher Hanseatic School of Management and are aimed at enabling Students of Slupsk and Slupsk

6 Slupsk City Development Strategy for 2017-2022, http://bip.um.slupsk.pl/rada_miejska/uchwaly_rady_miejskiej/26169.html (accessed 30.11.2019).

administrative district receive full managerial education in their place of residence
Therefore, when developing the concept of this course of studies, the constant demand for educational services in this area among graduates of first cycle studies in the field of management and probably future graduates starting their education in the field of logistics was taken into account.

Symbol of the learning outcome	learning courses - general courses							learning courses - major courses												S.D.4.	
	0.1	0.2	0.3	0.4	0.5	0.6	0.7	K.1	K.2	K.3	K.4	K.5	K.6	K.7	K.8	K.9	K.10	K.11	K.12		
K_U05					X		X	X	X	X		X	X	X			X	X	X	X	
K_U06				X		X	X						X	X				X	X		
K_U07											X							X			
K_U08				X					X	X									X		
K_U09							X			X			X					X	X	X	
K_U10	X			X						X									X		
K_U11		X		X					X	X	X	X			X	X		X			
K_U12	X																				
K_U13								X										X	X		
K_U14		X	X					X							X	X		X	X		
K_U15		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
K_U16		X	X												X	X					
SOCIAL COMPETENCES																					
K_K01		X	X	X			X	X		X			X	X	X	X		X		X	
K_K02		X	X	X			X		X	X	X	X	X		X	X	X	X	X	X	
K_K03		X	X	X											X	X		X			
K_K04		X	X	X					X						X	X		X			
K_K05	X				X			X	X		X	X		X				X	X		
K_K06						X		X					X				X	X			
K_K07						X					X			X				X			
K_K08		X	X												X	X					

LEARNING OUTCOMES MATRIX FOR INTERNATIONAL BUSINESS

Symbol of the learning outcome	Learning courses - specialised courses																			
	S.1.1.	S.1.2. Course 1	S.1.2. Course 2	S.1.3.	S.1.4. Course 1	S.1.4. Course 2	S.1.5.	S.1.6. Course 1	S.1.6. Course 2	S.1.7. Course 1	S.1.7. Course 2	S.1.8. Course 1	S.1.8. Course 2	S.1.9. Course 1	S.1.9. Course 2	S.1.10. Course 1	S.1.10. Course 2	S.1.11. Course 1	S.1.11. Course 2	P. Z.4.
KNOWLEDGE																				
K_W01		X	X	X		X		X		X				X				X	X	X
K_W02			X											X	X	X	X	X	X	
K_W03		X				X				X				X	X			X		X
K_W04				X				X												
K_W05		X				X				X					X			X	X	X
K_W06	X	X		X		X		X		X								X		X
K_W07	X				X								X		X			X		X
K_W08						X				X					X			X		X
K_W09				X			X	X	X		X	X			X	X	X			
K_W10			X			X				X				X						
K_W11		X			X	X	X			X		X	X					X	X	
K_W12	X														X			X		X
K_W13	X			X				X							X			X		X
SKILLS																				
K_U01	X	X	X	X		X		X					X	X	X			X		
K_U02	X			X		X		X	X		X				X	X	X		X	X
K_U03	X	X	X	X	X		X					X		X	X			X		
K_U04	X			X					X		X					X	X		X	X
K_U05	X	X	X	X		X				X				X	X			X		X
K_U06				X									X		X			X		X
K_U07	X	X								X					X			X	X	X
K_U08				X		X	X			X		X			X			X		X
K_U09		X		X									X		X			X		X

Symbol of the learning outcome	Learning courses - specialised courses																			
	S.1.1.	S.1.2. Course 1	S.1.2. Course 2	S.1.3.	S.1.4. Course 1	S.1.4. Course 2	S.1.5.	S.1.6. Course 1	S.1.6. Course 2	S.1.7. Course 1	S.1.7. Course 2	S.1.8. Course 1	S.1.8. Course 2	S.1.9. Course 1	S.1.9. Course 2	S.1.10. Course 1	S.1.10. Course 2	S.1.11. Course 1	S.1.11. Course 2	P. Z.4.
K_U10					X	X				X										X
K_U11	X				X	X	X			X		X	X		X					
K_U12																				
K_U13					X								X		X			X		X
K_U14		X		X				X					X		X					X
K_U15	X	X	X	X	X	X	X	X		X		X	X	X	X			X	X	
K_U16				X				X		X									X	
SOCIAL COMPETENCES																				
K_K01		X	X	X	X	X			X	X	X					X	X	X		
K_K02	X	X	X	X			X			X		X		X		X	X	X	X	
K_K03								X					X	X				X	X	X
K_K04	X								X		X								X	
K_K05	X					X				X				X				X		X
K_K06	X	X				X				X				X				X	X	X
K_K07	X						X	X				X	X	X			X	X	X	
K_K08	X	X						X		X		X		X				X		