

I. (A) Information about the institution

Poznan University College of Business and Foreign Languages
Poznańska Wyższa Szkoła Biznesu i Języków Obcych (PWSBIO)

Ul. Niezłaskowskiego 18, 61-579 Poznań, Polska (Poland)

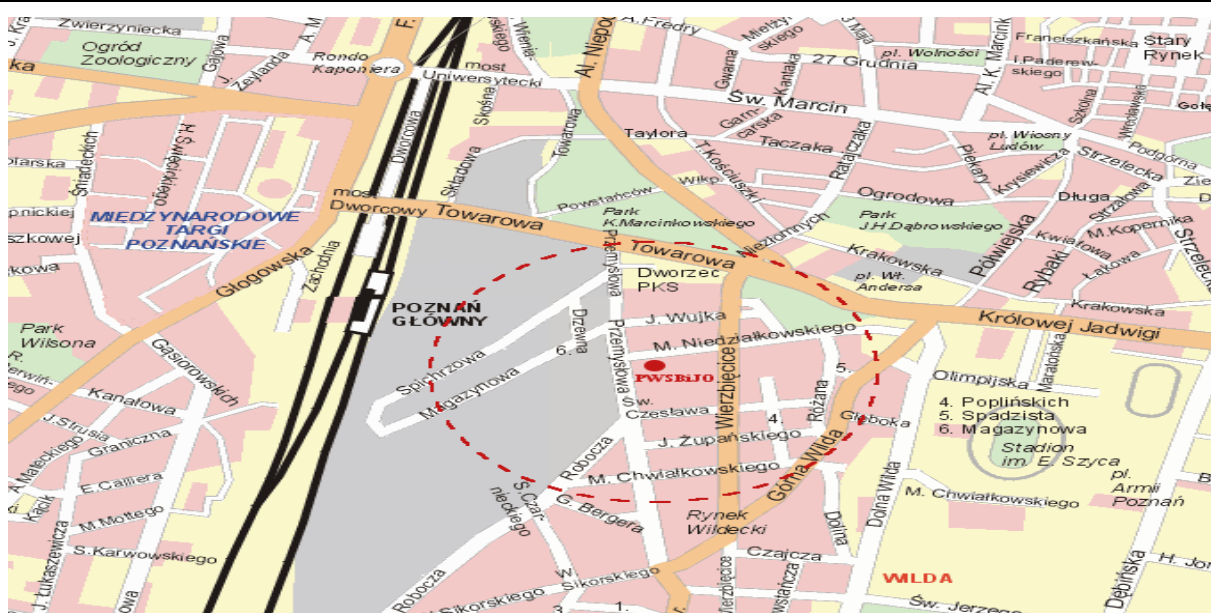
I.1 Name and address

Phone/fax: +48 61 833-14-33

E-mail: pwsbijo@pwsbijo.pl

Web site: www.pwsbijo.pl

Location:



I.2 Academic authorities

Rector: Prof. Edmund Kurtys

Vice Rectors:

1. Ph.D. Katarzyna Czajnska – Education and Science
2. Ph.D. Piotr Odrakiewicz – International Cooperation

Chancellor: M.A. Tomasz Sworowski

I.3 General description of the institution

Poznan University College of Business and Foreign Languages is registered as a private vocational university college by the Ministry of National Education and Sport under the number 82. The university college was founded on the basis of a Ministry of National Education and Sport decision on 3 October 2001. The university college educates students towards the bachelor's degree, in full-time and part-time (weekend) studies, in the faculty of management in business.

As of the academic year 2007/2008, 1212 students are enrolled. The number of students is increasing each year and in recent years the progress has been as follows:

Academic year	First year admission	Number of students
2001/2002	43	43
2002/2003	133	156
2003/2004	239	407
2004/2005	356	717
2005/2006	381	922
2006/2007	442	1088
2007/2008	485	1212

	<p>The following employees are employed at the university college:</p> <ul style="list-style-type: none"> • Academic teachers employed full-time - 18 persons, • Academic teachers employed part-time - 30 persons, • Administrative employees employed full-time - 10 persons <p>The total number of employees at the university college is 58 persons.</p>
<p>I.4 Academic calendar</p>	<p>The academic year starts on 1 October each year and lasts until 30 September of the following year (with holiday breaks, such as national holidays, winter and summer holidays).</p> <p>The academic year is not divided into semesters. Studies are completed in a single continuous session.</p>
<p>I.5 List of degree programmes offered</p>	<p>The university college offers a 3-year bachelor's studies in the Faculty of Management in Business in the following specializations:</p> <ul style="list-style-type: none"> • Logistics in a Company, • IT in Business, • Accounting in Business, • Psychology of Management, • Human Resources Management, • Management in Business – Studies in English. <p>Students may choose between two modes of studying: full-time and part-time (weekend).</p>
<p>I.6 Admissions / registration procedures</p>	<p>Recruitment to the Faculty of Management in Business (studies in both languages Polish and English) is conducted for two modes of study: full-time and part-time (weekend).</p> <p>Conditions required for admission to the university college:</p> <ol style="list-style-type: none"> 1. Applicants having the new Polish high school graduation diploma are admitted on the basis of submitted documents in competition for limited positions for each academic year. 2. Applicants having the old Polish high school graduation diploma are admitted on the basis of an interview, which aims to: <ul style="list-style-type: none"> • identify the individual potential and motivation of the candidate and the candidate's expectations towards the university college; • evaluate the candidate's general knowledge of the faculty and chosen specialization. 3. Applicants for the Management in Business – Studies in English specialization must take a written English test. 4. Applicants must fill out a personal questionnaire and sign an educational contract. 5. Applicants can pay the registration fee in cash or send the funds to a bank account of the Poznan University College of Business and Foreign Languages. The registration fee is 200 zł. <p>Dates of recruitment: 01.06 – 30.09 each year</p>
<p>I.7 Main university regulations</p>	<ul style="list-style-type: none"> • Academic regulations (available in the Dean's Office and on the webpage of the university college). • University college statutes. • University college senate's resolutions. • Rector and Chancellor decrees.
<p>I.8 ECTS institutional coordinator</p>	<p>Mgr Marian Glinka Ul. Niedziałkowskiego 18 61-579 Poznan Tel./fax: +48 833-14-33 E-mail: m.glinka@pwsbjjo.pl</p>

I. (B) Programme of studies in the academic year 2008/2009

Course title	Number of hours of courses		
	Full-time (studies in Polish)	Full-time (studies in English)	Part-time (weekend) studies
First year			
English (Introductory)	60		40
English (Advanced)	60	60	40
Polish as a Foreign Language		60	
Psychology	30	30	30
Research Methodology	16	16	16
Library Orientation	4	4	4
Workplace Safety	4	4	4
Physical Education	60	60	
Microeconomics	45	45	45
Mathematics	45	45	45
Information Technology	30	30	30
Fundamentals of Management	60	60	60
Marketing	30	30	
Marketing Research	30	30	
Finance	30	30	30
Logistics Management	30	30	
Introduction to Law	30	30	30
Labor Law	30		
Realities of Life in Poland		30	
Art of Self-Presentation and Elocution	30	30	
Interpersonal Communication	30	30	
European Law	30	30	30
Ethics in Business	30	30	18
Second year			
English	60	60	40
Polish		60	
Marketing			30
Marketing Research			30
Descriptive Statistics	45	45	45
Science of Organizations	45	45	45
Intellectual Property	10	10	10
Information Technology in Management	30	30	
Human Resource Management	30	30	30
Financial Accountancy	45	45	45
Entrepreneurship	30	30	
Marketing Strategies	30	30	
Marketing Communication	30	30	
Controlling	30	30	
Business Negotiation	30	30	18
Company Management	30	30	18
Business English Language	30	30	18
Business German Language	30		18
Business Russian Language	30		18
Bachelor Proseminar	15	15	15
Specialization: LOGISTICS IN A COMPANY			
Logistics Management			18

Organization and Economics of Transport	60		24
Warehouse and Stock Management	60		24
Operational Research in Logistics	60		24
Delivery and Production Logistics	60		
Specialization: ACCOUNTING IN BUSINESS			
Economic Analysis			24
Accountancy and Financial Balance			24
Management Accounting			24
Specialization: INFORMATION TECHNOLOGY IN BUSINESS			
Algorithms and Data Structures	60		24
Operational Systems	60		24
Computer Networks	60		24
Databases	60		
Specialization: PSYCHOLOGY OF BUSINESS MANAGEMENT			
Ergonomics and Human Factor of Work	60		24
Organizing Your Work	60		
Public Relations	60		24
Psychology of Management	60		24
Specialization: HUMAN RESOURCE MANAGEMENT			
Sociology and Sociotechniques			24
Organizing Work of Personnel			24
Specialization: MANAGEMENT IN BUSINESS			
History of Economic Thought		60	
Modern World History		60	
Global Thinking		60	
Psychology of Management		60	
Multimedia		60	
International Logistics and Trade		60	
Third year			
English			40
German			40
Polish		60	
Strategic Management	45	45	45
Production Management	30	30	30
Marketing of Trade and Services	30	30	30
Company Finance Management	30	30	30
Marketing Management and Planning	45	45	45
Organizational Behavior	30	30	30
Personnel Management	30	30	30
Business English Language	30	30	30
Business Russian Language	30		30
Business German Language	30		30
Controlling	60	60	18
Negotiation	60	60	18
Work Standardization	30		
Entrepreneurship	60	60	18
Project Management	60	60	
Bachelor Seminar	45	45	45
Specialization: LOGISTICS IN A COMPANY			
Organization and Economics of Transport	60		24
Facility Management	60		24

Logistics of Distribution	60		24
Automated Identification of Goods	60		
Technical Foreign Language	60		
Specialization: ACCOUNTING IN BUSINESS			
Financial Audit			24
Technical Budget Accountancy			24
Technical Tax Accountancy			24
Specialization: INFORMATION TECHNOLOGY IN BUSINESS			
Algorithms and Data Structures	60		24
Multimedia and Computer Graphics	60		
IT Management Support Systems			24
Internet Technologies	60		24
Languages of Programming	60		
Programming Laboratory	60		
Specialization: PSYCHOLOGY OF BUSINESS MANAGEMENT			
Psychology of Consumer Behavior	60		24
Interpersonal Communication	60		24
Advanced Personnel Management	60		24
Career Development and Personal Growth Management	60		24
Advanced Organizational Behavior	60		
Specialization: HUMAN RESOURCE MANAGEMENT			
Group and Teamwork	60		24
Personnel Marketing	60		24
Specialization: MANAGEMENT IN BUSINESS			
International Trade Agreements		60	
International Relations		60	
International Finance		60	
Legal Aspects of International Management		60	
Intercultural Negotiation and Teamwork		60	
Programming		60	
Psychology of Consumer Behavior		60	

II. (A) Information on the programme of studies - general description

Students receive a bachelor's degree in Management in Business.

Studies are realized in full-time, part-time (weekend) and in individual mode. The programme of studies focuses on general introductory courses, consistent with educational standards of the first degree studies in the faculty of management, which qualifies a student for applying for further education in the second degree studies. The facultative courses (that is, content related to the faculty) are obligatory. The specialization courses are obligatory, but chosen individually by the student from a list of specialization courses. Additionally, students are required to take elective courses.

The specialization INFORMATION TECHNOLOGY IN BUSINESS prepares the graduate for the advanced use of computer and related devices in Windows and Linux operational systems, particularly to:

- work with IT systems that use the Internet,
- administer local networks,
- program,
- create databases,
- update hardware and software,
- use multimedia systems,
- conceptualize IT systems,
- use software supporting management.

The specialization LOGISTICS IN A COMPANY prepares the graduate to occupy managerial and specialist posts in shipping, trade and manufacturing companies, particularly to:

- function in all logistics categories,
- work in distribution, production and logistics services,
- manage stock and warehouses,
- coordinate and standardize customer service processes,
- manage transport,
- organize distribution,
- work with automated goods identification systems,
- use IT systems in logistics.

II.A.1 Qualifications awarded

The specialization ACCOUNTING IN BUSINESS prepares the graduate to:

- keep managerial accounting,
- budget,
- analyze the financial situation of a company,
- prepare credit applications,
- cooperate with international financial centers,
- define financial risk,
- analyze the profitability of investments,
- account taxes in a company,
- work with IT systems in accounting.

The specialization PSYCHOLOGY OF BUSINESS MANAGEMENT prepares the graduate to:

- use situational leadership,
- negotiate and cooperate with the individual client,
- work on recruitment and evaluation teams,
- interpret behaviors,
- analyze the effectiveness of motivational systems,
- ensure individual care and supervision on an employee and trainee,
- conceptualize and implement individual programmes of

professional development,
- promote the principles of work organization and stress management.

The specialization HUMAN RESOURCE MANAGEMENT prepares the graduate to:

- work in the personnel services,
- create training and vocational education systems,
- support creativity and change implementation,
- organize and lead a project team,
- elaborate and analyze motivational systems (including rewards and periodical evaluation),
- organize work and cooperation in groups,
- manage personnel policy.

The specialization MANAGEMENT IN BUSINESS (Studies in English) prepares the graduate to work in international and global enterprises, and in independent consulting posts.

II.A.2 Admissions requirements

Applicants having the old Polish high school graduation diploma are admitted on the basis of an interview, The grounds for admission to the studies to the faculty of management for the candidates with the "old" Polish high school diploma is an interview. The interview aims to:

- identify the individual potential and motivation of the candidate and the candidate's expectations of the university college;
- evaluate the general knowledge of the faculty and specialization chosen by the candidate;
- verify the abilities to think logically, draw conclusions and to speak properly.

The candidates with the "new" Polish high school diploma are not obliged to attend the interview and are admitted on the basis of submitted documents.

I.A.3 Educational and professional goals

After the completion of studies the graduate has the competencies in the following areas:

- a) analyzing and evaluating basic economic issues,
- b) identifying the environment and factors that determine the effective launching, sustaining and developing of a business,
- c) participating, initiating, planning and leading in the business process.

During the studies students master the essential theoretical and practical basics from the areas of economic and management sciences, and from complementary disciplines; students attain the abilities to analyze the business environment, particularly markets and competitive environments, to evaluate the internal resources of a company and to plan the strategy of development and operation of a company, including its basic marketing strategies, production, personnel and finance management. The key skill of the graduates is a readiness to elaborate, conceptualize, implement and control operational programmes of a company's strategies.

Graduates find employment in diverse institutions in operational, analytical and leadership positions as mid-level managers.

II.A.4 Access to further studies

Students may continue education at national and international universities to the second level of studies (master's studies).

The programme of studies includes three years with no semesters; studies are completed in a continuous session. The contribution of the student's work required to realize the programme of studies according to the guidelines of the European Credit Transfer and Accumulation System (ECTS) is evaluated by the credit points gained by a student. Each year a student must attain at least 60 ECTS points, which adds up to 180 points during the 3-year bachelor studies programme.

The programme of the first year of study, based on educational guidelines from the Ministry of Science and Higher Education decree dated 12 July 2007, provides the following:

- full-time studies: 504 hours of required content, both general and facultative and 150 hours of elective content, for a total of 654 hours.
- part-time (weekend) studies: 364 hours of required content, both general and facultative and 18 hours of elective content, for a total of 382 hours.

The programme of the second year of study, based on educational guidelines from the Ministry of Science and Higher Education decree dated 12 July 2007, provides the following:

II.A.5 Course structure diagram with credits

- full-time studies: 280 hours of required content, both general and facultative, 180 hours of elective content (to be chosen), and 240 hours of specialization content (to be chosen), for a total of 700 hours.
- part-time (weekend) studies: 290 hours of required content, both general and facultative, 54 hours of elective content (to be chosen) and 72 hours of specialization content (to be chosen), for a total of 416 hours.

During the three years of study a student is required to realize a minimum of 90 hours of elective courses for a full-time studies and 36 hours for a part-time (weekend) studies.

The programme of the third year of study, based on educational guidelines from the Ministry of Science and Higher Education decree dated 12 July 2007, provides the following:

- full-time studies: 240 hours of required content, 30 hours of elective content, 300 hours of specialization content and 315 hours of the bachelor seminar, for a total of 885 hours.
- part-time (weekend) studies: 280 hours of required content, 30 hours of elective content, 72 hours of specialization content and 99 hours of the bachelor seminar, for a total of 481 hours.

Particulars concerning hours and ECTS points can be found in the course description.

II.A.6 Final examination, if any

After submitting the bachelor thesis, students take:

- an examination related to the bachelor thesis – a multimedia presentation of the thesis and an internal defence performed in the presence of the promotor and students,
- final examination – conducted by a commission of three teachers: the chairman, the promotor and the adviser; a student randomly selects and answers 3 questions (the first one - on general contents, the second – on facultative contents, the third – on specialization content).

The final mark (appearing on the diploma) is the result of the following formula:

- a) $\frac{1}{2}$ of the average grades gained during the three years of study from all graded courses,
- b) $\frac{1}{4}$ of the bachelor thesis grade,
- c) $\frac{1}{4}$ of the final examination grade.

A continuous system of education is conducted at the university college, which means there are no semesters; courses are conducted in a continuous mode. Examinations and credits are conducted directly after completion of a particular course.

Examinations and credits with marks might be conducted both in written and oral forms.

Six-grade scale is used to evaluate students:

II.A.7 Examination and assessment regulations

5	Bardzo dobry	A	Excellent
4,5	Dobry plus	B	Very good
4	Dobry	C	Good
3,5	Dostateczny plus	D	Satisfactory
3	Dostateczny	E	Sufficient
2	Niedostateczny	F	Fail

II.A.8 ECTS departmental coordinator

Mgr Marian Glinka
Ul. Niedzialkowskiego 18
61-579 Poznan
Tel./fax: +48 833-14-33
E-mail: m.glinka@pwsbijo.pl

II. (B) Courses Description

Courses in the academic year 2008/2009

L.p.	Course title	Strona
1	Accountancy and Financial Balance	78
2	Advanced Organizational Behavior	150
3	Advanced Personnel Management	147
4	Algorithms and Data Structures	82
5	Art of Self-Presentation and Elocution	39
6	Automated Identification of Goods	128
7	Bachelor Proseminar	107
8	Business English Language	63
9	Business German Language	65
10	Business Russian Language	66, 122
11	Career Development and Personal Growth Management	149
12	Company Finance Management	114
13	Company Management	62
14	Computer Networks	86
15	Controlling	58
16	Databases	88
17	Delivery and Production Logistics	74
18	Descriptive Statistics	45
19	Economic Analysis	76
20	English	12
21	Entrepreneurship	54
22	Ergonomics and Human Factor of Work	90
23	Ethics in Business	43
24	European Law	41
25	Facility Management	124
26	Finance	30
27	Financial Accountancy	52
28	Financial Audit	132
29	Fundamentals of Management	26
30	Global Thinking	104
31	Group and Teamwork	152
32	History of Economic Thought	99
33	Human Resource Management	50
34	Information Technology	25
35	Information Technology in Management	49
36	Intellectual Property	48
37	International Finance	163
38	International Logistics and Trade	106
39	International Relations	161
40	International Trade Agreements	160
41	Internet Technologies	141
42	Interpersonal Communication	40, 146
43	Introduction to Law	34
44	IT Management Support Systems	139
45	Labor Law	36
46	Languages of Programming	142

47	Library Orientation	18
48	Logistics Management	32
49	Logistics of Distribution	126
50	Management Accounting	80
51	Marketing	28
52	Marketing Communication	57
53	Marketing Management and Planning	116
54	Marketing of Trade and Services	113
55	Marketing Research	29
56	Marketing Strategies	56
57	Mathematics	23
58	Microeconomics	21
59	Modern World History	101
60	Multimedia and Computer Graphics	138
61	Negotiation	155
62	Negotiation in Business	60
63	Operational Research in Logistics	72
64	Operational Systems	84
65	Organization and Economics of Transport	68
66	Organizational Behavior	118
67	Organizing Work of Personnel	98
68	Organizing Your Work	92
69	Personnel Management	120
70	Personnel Marketing	153
71	Physical Education	20
72	Polish as Foreign Language	14
73	Production Management	111
74	Programming	165
75	Programming Laboratory	144
76	Project Management	158
77	Psychology	15
78	Psychology of Consumer Behavior	145
79	Psychology of Management	95
80	Public Relations	94
81	Realities of Life in Poland	38
82	Research Methodology	16
83	Science of Organizations	46
84	Sociology and Sociotechniques	97
85	Strategic Management	109
86	Technical Budget Accountancy	134
87	Technical Foreign Language	130
88	Technical Tax Accountancy	136
89	Warehouse and Stock Management	70
90	Work Standardization	156
91	Workplace Safety	19

II. (B) Courses description

II.B.1	Course Title	English Lecture and workshops
II.B.2	Course Code	09.0-JA.O-1s/2s, 09.0-JA.O-1ns/2ns/3ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I, II, III
II.B.6	Number of Credits	2+3 (full-time studies) 1+1+3 (part-time [weekend] studies)
II.B.7	Teaching Methods	Lecture and workshops: - full-time studies – 120 hours - part-time [weekend] studies – 80 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Piotr Odrakiewicz, Ph.D. Monika Bernaczyk, M.A. William Strndt, M.A. Mike Sivert B.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Reaching the basic skills in interpersonal and business communication in English language: understanding of reading and listening, constructing basic sentences; intensive overview of basic grammar rules useful in language communication learning. Competencies: Use of gained knowledge in practical situations in business and everyday life: listening and speaking, reading, use of English, writing, pronunciation, vocabulary development, principles of sentence construction, introduction to basic communication in business and everyday life, idioms, phrasal verbs, short stories.
II.B.12	Course Contents	Basic and pre-intermediate English language skills with emphasis on active communication.
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • oral and written examinations • projects and practical workshops • continuous assessment

REQUIRED:

PHILIP KERR, LINDSAY CLANDFIELD,
CERI JONES, JIM SCRIVENER, Straightforward Beginner
do Advanced/A1-C1, Macmillan 2006

1 4050 1065 7 Książka ucznia

1 4050 7522 8 Zeszyt ćwiczeń (wersja z kluczem) CD

1 4050 7523 6 Zeszyt ćwiczeń (wersja bez klucza) CD

1 4050 1070 3 CD

- Macmillan School Dictionary

1 405 01342 7 Paperback

1 405 05710 6 CD-ROM, Macmillan 2005

**II.B.14 Recommended
Reading****ADDITIONAL:**

Helena Gomm and and Jon Hird, Inside Out Elementary, Macmillan 2005

Sue Kay, Vaughan Jones, Phillip Kerr, Inside Out –Pre-intermediate,
Macmillan 2005

Oxford Wordpower, Polish-English and English-Polish dictionary/Index Oxford
University Press, 2003 Oxford UK

Cambridge Advanced Learner's dictionary, Cambridge University Press 2003,
UK

Raymond Murphy, English Grammar in Use 3rd Edition, Cambridge
University Press 2004

II.B.1	Course Title	Polish (as a Foreign Language) Lecture and workshops
II.B.2	Course Code	09.0-JP.O-1s/2s
II.B.3	Type of Course	Elective
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I, II, III
II.B.6	Number of Credits	2+3 (full-time studies) - full-time studies – 120 hours - part-time [weekend] studies – 0 hours
II.B.7	Teaching Methods	Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Achieving basic skills in interpersonal communication in the Polish language: reading and listening, constructing basic sentences comprehension; intensive overview of basic grammar rules useful in language communication. Competencies: Use of gained knowledge and skills in everyday practical situations.
II.B.12	Course Contents	Basic and pre-intermediate English language skills with emphasis on active communication.
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • oral and written examinations • projects and practical workshops • continuous assessment
II.B.14	Recommended Reading	

II.B.1	Course Title	Psychology Lecture
II.B.2	Course Code	14.4-PO.O-1s, 14.4-PO.O-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	2 (full-time studies) 4 (part-time [weekend] studies)
II.B.7	Teaching Methods	- full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Kazimierz Ruda, Ph.D. Agnieszka Blechert, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Introducing students to the elements of psychological theory: typologies, methodology, statistics in assessing phenomena; emphasising problems of ethics in psychology, research and experiments. Competencies: Practical application of individual skills of projection, introspection and retrospection. Use of knowledge in business management. .
II.B.12	Course Contents	Field of psychology. Historical development of psychological theories. Typologies. Methodology – measuring theory, research planning, observation, exploration, experiment. Statistics in psychology. Subfields: perception, memory, learning, cognition, emotions, personality.
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • Essay, thesis • Projects and practical workshops • Active class participation
II.B.14	Recommended Reading	<p>REQUIRED:</p> <p>Aronson Elliot „Człowiek istota społeczna” Malim Tony, Birch Ann, Wadeley Alison „Wprowadzenie do psychologii”</p> <p>ADDITIONAL:</p> <p>Kozielecki Józef „Koncepcje psychologiczne człowieka” Maruszewski M., Reykowski J., Tomaszewski T. „Psychologia jako nauka o człowieku” Strelau Jan „Podstawy psychologii” Szewczuk Włodzimierz „Atlas psychologiczny”</p>

II.B.1	Course Title	Research Methodology
		Lecture
II.B.2	Course Code	15.9-MP.0-1s, 15.9-MP.0-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	2 (full-time studies) 3 (part-time [weekend] studies)
		- full-time studies – 16 hours - part-time [weekend] studies – 16 hours
II.B.7	Teaching Methods	Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Magdalena Wyrwicka, Prof. Piotr Odrakiewicz, Ph.D. Agnieszka Blechert, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Familiarizing students with techniques for mastering knowledge and time management; introduction of relevant documents related to study and familiarizing students with academic customs. Competencies: Students have the ability to search for information in documents related to study; students know the methods of effective studying.
II.B.12	Course Contents	What does „study” mean? Legal provisions and statutes pertaining to academia. Organization, structure and procedures of university college. Academic customs. Methods of mastering knowledge and achieving skills (case-study, using written materials, making notes, teamwork). Time management. Stress management. Preparing for examinations. Creating a positive atmosphere of gaining knowledge.
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • Projects and practical workshops • Active class participation

REQUIRED:

R. S. Covey, 7 nawyków skutecznego działania, Diogenes, Warszawa 2001
D. Fontana, Zarządzanie czasem, Wyd. Naukowe PWN, Warszawa 1999
Regulamin Studiów w PWSBiJO

ADDITIONAL:**II.B.14 Recommended Reading**

T. Handle, Zarządzanie czasem. Poradnik menagera, Wyd. Wiedza i Życie, Warszawa 2000
J. Loer, T. Schwartz – Potęga pełnego zaangażowania – Wydawnictwo Amber, Warszawa 2004.
B. Lucas – Twój umysł stać na więcej. Jak szybciej się uczyć i wydajniej pracować – Wyd. Świat Książki, Warszawa 2006.
J. Welch, S. Welch – Winning znaczy zwyciężać – Wydawnictwo Studio Emka, Warszawa 2005.
W.R. Pawlak, Praktyki 5S w przedsiębiorstwach i instytucjach, czyli dbałość o porządek i skrzętne gospodarowanie, Wyd. Informacji Zawodowej WEKA Sp. z o.o. Warszawa 2001.
REFA, Organizacja pracy własnej – materiały dydaktyczne.
J.M. Stine, Rozwiń swoją inteligencję, Wyd. Diogenes, Warszawa 2002

II.B.1	Course Title	Library Orientation Workshops
II.B.2	Course Code	15.4-PB.O-1s, 15.4-PB.O-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	0
II.B.7	Teaching Methods	Workshops: - full-time studies – 4 hours - part-time [weekend] studies – 4 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Piotr Odrakiewicz, Ph.D. Krystyna Horemska, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Acquainting students with methods of using the university college library. Competencies: Students know how to search for information, books, periodicals in electronic and traditional catalogues.
II.B.12	Course Contents	1. Types of catalogues. 2. Library resources structure. 3. Searching for information, literature and periodicals.
II.B.13	Assessment Methods	Workshops
II.B.14	Recommended Reading	None

II.B.1	Course Title	Workplace Safety
		Lecture and workshops
II.B.2	Course Code	05.4-BP.O-1s, 05.4-BP.O-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	0
II.B.7	Teaching Methods	Lecture and workshops: - full-time studies – 4 hours - part-time [weekend] studies – 4 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Hubert Paluch, Ph.D. Monika Bernaczyk, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Acquainting with basic provisions and rules of industrial safety
II.B.12	Course Contents	1. Students' obligations and duties related to workplace safety. 2. The university college's obligations and duties related to workplace safety. 3. Fire protection. 4. Emergency instructions. 5. Instructions in case of fire. 6. First aid.
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • Attendance and participation • Certification
II.B.14	Recommended Reading	Rozporządzenie Ministra Edukacji Narodowej (Ministry's Decree) z dnia 11.03. 1998 w sprawie przepisów bhp w szkołach wyższych (Dz.U. 37 poz. 209 z 1998r.)

II.B.1	Course Title	Physical Education Workshops
II.B.2	Course Code	16.1-WF.O-1s
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	0
II.B.7	Teaching Methods	Workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Jagierski Z., M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Physical skills development
II.B.12	Course Contents	Students participate in a specific sport section of their own choice depending on individual's physical abilities and health conditions
II.B.13	Assessment Methods	Continuous assessment
II.B.14	Recommended Reading	None

II.B.1 Course Title	Microeconomics
	Lecture and workshops
II.B.2 Course Code	14.3-MI.P-1s, 14.3-MI.P-1ns
II.B.3 Type of Course	Compulsory
II.B.4 Level of Course	Introductory (Lower Division)
II.B.5 Year of Study, Semester	I
II.B.6 Number of Credits	8 (full-time, part-time [weekend] studies)
II.B.7 Teaching Methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8 Language of Instruction	Polish and English
II.B.9 Name of Lecturer	Zbigniew Serafin, Ph.D. Paweł Mikołajczak, M.A.
II.B.10 Prerequisites	None
II.B.11 Objectives of the Course	Aims: <ul style="list-style-type: none"> • Mastering basic concepts, definitions and formulas • Understanding cause-and-effect relationship in the market economy from the producers and consumer perspective. Competencies: <ul style="list-style-type: none"> • the ability to use annual statistics (GUS – Office for Statistics), • methods of market analysis by producers and consumers, • setting producer and consumer optimums, • elaboration of statistical methods comparing supply and demand, • drawing conclusions from the market analysis of both producers and consumers • use of PowerPoint to present particular microeconomic issue.
II.B.12 Course Contents	Subject of economics. Positive and normative economics. Main schools of economics. Supply and demand. Ideal competition. Economic equilibrium. Supply and demand flexibility. Long-term and short-term costs. Organizational behavior in the market. The company and its economic functions. Economic rent. Organizational equilibrium in competitive markets and labor markets. The effect of economic factors on institutional safety and management processes. Social welfare programs. Economic aspects of non-profit organizations.
II.B.13 Assessment Methods	- written and oral examinations (additional), - essay, thesis on the particular part of material - teamwork (2-3 persons) – elaboration of a particular economic issue (PowerPoint presentations)

REQUIRED:

P. Mikołajczak, Podstawy mikroekonomii, PWSBiJO Poznań 2006,
D. Begg, Mikroekonomia, PWE 2007

II.B.14 Recommended Reading**ADDITIONAL:**

M. Rekowski, Mikroekonomia, AE w Poznaniu, Poznań 2006,
M. Rekowski, Materiały do ćwiczeń, AE w Poznaniu, Poznań 2005,
Droga do Rynku. Aspekty Mikroekonomiczne, Praca zbiorowa, AE w
Poznaniu, Poznań 1994.
S. Marciniak, Makro i mikroekonomia. Podstawowe problemy, PWE 2003.

II.B.1	Course Title	Mathematics Lecture and workshops
II.B.2	Course Code	11.1-MT.P-1s, 11.1-MT.P-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	6 (full-time studies) 8 (part-time [weekend] studies)
II.B.7	Teaching Methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish
II.B.9	Name of Lecturer	Mieczysław Kulas, Ph.D.
II.B.10	Prerequisites	Lecture adapted to the level of mathematics required in the high school on the basic level.
II.B.11	Objectives of the Course	Aims: 1. Use of modern mathematics in management thanks to familiarization with such concepts as: function, function border, function derivative, integral, differential equation, matrix, linear equation and inequality. 2. Use of mathematical methods in management. Formulating simple economic issues in mathematical language. Competencies: 1. Constructing function graphs (e.g. supply and demand function, costs, Törnquist's function) 2. Researching elementary functions' features. 3. Calculating function derivatives on the marginal calculation (e.g. ultimate cost, supply and demand flexibility, Cobba-Douglas' function). 4. Cramer's formula, matrix, Gauss' elimination method – linear equation. 5. Calculating linear inequality related to economic issues (e.g. production plan optimum). 6. Calculating integrals (related to calculating differential equations).
II.B.12	Course Contents	1. Matrix. 2. The economic uses linear equation and inequality. 3. Functions and graphs. 4. Mathematical models for management and economy. 5. Differential equations. 6. Integrals and functions. 7. Economic use of differential and integral calculation. 8. Theory of differential equations.

Written examination on material given during lectures. To write the exam students must have credit from the workshops. Credit for workshops is based on the sum of two tests on practical abilities. A test cannot last longer than 3 educational hours. Each test should be announced at east two The final grade is based on the following scale:

II.B.13 Assessment Methods

51 – 60 points	3.0
61 – 70 points	3.5
71 – 80 points	4.0
81 – 90 points	4.5
91 – 100 points	5.0

If a student does not pass the tests, the student must take the exam.

Each student has a right to consultations with the professor.

REQUIRED:

II.B.14 Recommended Reading

1. Abtowa J., Piasecki K., Różański T., Świtalski Z., *Matematyka wspomagająca zarządzanie*. Wyd. Naukowe AE w Poznaniu, 2003.
2. Banaś J. *Postawy matematyki dla ekonomistów*. WNT, 2005
3. *Matematyka dla ekonomistów. Zbiór zadań*. Red. naukowy M. Matłoka. Wyd. Naukowe AE w Poznaniu. Materiały Dydaktyczne nr 172.
4. *Matematyka wspomagająca zarządzanie w zadaniach*. Red. naukowy K. Piasecki. Wyd. Naukowe AE w Poznaniu. Materiały Dydaktyczne nr 150.
5. Piszczala J. *Matematyka i jej zastosowania w naukach ekonomicznych. Ćwiczenia*. Wyd. Naukowe AE w Poznaniu. Materiały Dydaktyczne nr 205.

ADDITIONAL:

1. Chiang A. *Podstawy ekonomii matematycznej*. PWE, 1994.
 2. Czerwiński Z. *Matematyka na usługach ekonomii*. PWN, 1997.
 3. Kryński H. *Zastosowania matematyki w ekonomii*. PWN, 1975.
 4. Matłoka M. *Matematyka dla ekonomistów*. Wyd. Naukowe AE w Poznaniu.
 5. Piszczala J. *Matematyka i jej zastosowania w naukach ekonomicznych*. Wyd. Naukowe AE w Poznaniu. Materiały Dydaktyczne nr 205.
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II.B.1	Course Title	Information Technology
		Lecture and workshops
II.B.2	Course Code	Lecture 11.0-TI.O-1s, 11.0-TI.O-1ns Workshops 11.0-Tc.O-1s, 11.0-Tc.O-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	Lecture– 1 (full-time, part-time [weekend] studies) Workshops – 1 (full-time, part-time [weekend] studies)
II.B.7	Teaching Methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Tomasz Górecki, Ph.D. Krzysztof Hankiewicz, Ph.D. Krzysztof Maciejewski, Ph.D. Maciej Szmit, Ph.D. Agnieszka Włodarczyk, M.A. Wojciech Grała, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Aquainting students with the basic concepts concerning informatics, hardware and software types and computer use risks. Basics of graphics and computer music. Knowledge of IT history. Competencies: Use of computers in business, selection of different IT systems, software to support businesses, knowledge of storing and protecting quantitative and qualitative data
II.B.12	Course Contents	IT history. Hardware. Computer configuration. Software. Operational systems. Business software. Software licences. Application programs. Word-processors. Calculation sheets. Databases. Graphics and computer music. Computer company management support. Computer use risks. Basics of MS Windows, Internet, application programs, writing, calculating, presenting.
II.B.13	Assessment Methods	Written examination (test) at the end of course (20 min) Workshops credit
II.B.14	Recommended Reading	REQUIRED: Kisielewicz A., Wprowadzenie do informatyki, Helion, Warszawa 2005; Instrukcje odpowiednich programów komputerowych. Kisielewicz A., Wprowadzenie do informatyki, Helion, Warszawa 2005.

II.B.1	Course Title	Fundamentals of Management
		Lecture and workshops
II.B.2	Course Code	04.0-PZ.P-1s, 04.0-PZ.P-1ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I
II.B.6	Number of Credits	10 (full-time, part-time [weekend] studies)
II.B.7	Teaching Methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 60 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Ryszard Rohatyński, Prof. Sławomir Magala, Prof. Katarzyna Czainska, Ph.D. Piotr Tarka, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Familiarizing students with basic concepts and definitions of: - management, processes and functions of management, planning, organizing, motivating and controlling, - main theories of management, - strategic planning - types of organizational structures - basic motivational theories. Competencies: - analyzing/solving problems – decision taking, - analyzing organizational structures, - use of motivation techniques, - managing of information and communication in organizations, - use of controlling in organizations.
II.B.12	Course Contents	1 Organization and management 2 Organization and environment 3 Creating company strategies and setting goals 4 Management as a decision-making process. 5 Organizing (organizational structures) 6 Motivating and leading (management methods) 7 Controlling 8 Roles and managerial abilities 9 Ethical and cultural context of management 10 Management in both changing and globalization contexts
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • Written examination • Practical workshops

REQUIRED:

Ricky W. Griffin, Podstawy zarządzania organizacjami, Wyd. Naukowe PWN, 2002

Griffin, R.W. (2005), Management, 8th ed., Houghton Mifflin, Boston, MA
Zarządzanie. Teoria i praktyka, PWN, Warszawa 1995

W.G. Nickels, J.M. McHugh, S.M. McHugh "Understanding Business" –
McGraw-Hill Irwin,

**II.B.14 Recommended
Reading****ADDITIONAL:**

Witold Kieżun, Sprawne zarządzanie organizacją, SGH, Warszawa 1997

Strategor, Zarządzanie firmą, PWE, Warszawa 1995

Stoner J., Wankel Ch., Kierowanie, PWE, 1996.

Stoner, J.A.F., Wankel, C. (1986), Management, 3rd ed., Prentice-Hall,
Englewood Cliffs, NJ

Metody organizacji i zarządzania, p. red. Duchniewicz S., Wyd.

Menadżerskie, PTM, Warszawa, 2005.

Mintzberg, H. (1973), The Nature of Managerial Work, Prentice-Hall,
Englewood Cliffs, NJ

II.B.1	Course Title	Marketing
		Lecture and workshops
II.B.2	Course Code	04.7-MA.K.1s, 04.7-MA.K.2ns
II.B.3	Type of Course	Compulsory
II.B.4	Level of Course	Introductory (Lower Division)
II.B.5	Year of Study, Semester	I, II
II.B.6	Number of Credits	4 (full-time studies) 5 (part-time [weekend] studies)
II.B.7	Teaching Methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of Instruction	Polish and English
II.B.9	Name of Lecturer	Zbigniew Bentyn, Ph.D. Magdalena Grala, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the Course	Aims: Familiarizing students with fundamental concepts and definitions related to marketing, e.g. promotion, price, place (distribution), product, marketing-mix, market environment acquaintance and the roles and structures of a marketing informational system. Competencies: Market analysis, product portfolio analysis, creation and evaluation of advertisements, choice of distribution forms and channels and fixing product price.
II.B.12	Course Contents	<ol style="list-style-type: none"> 1. Concept of marketing. 2. A company's environment (competition types, measuring competition, competition analysis, communication strategies). 3. Research and market analysis (market definition, segmentation, forms of market, target market choice). 4. Goods and services marketing. 5. Stages and procedures of marketing management. 6. Marketing information systems. 7. Marketing mix(product, price, place, promotion).
II.B.13	Assessment Methods	<ul style="list-style-type: none"> • Written examination • Practical exercises in teams
II.B.14	Recommended Reading	REQUIRED: Domański T., Kowalski P. „Marketing dla menedżerów” – PWN, Warszawa-Łódź 2000r. Mruk H., Pilarczyk B., Sojki B., Szulce H. „Podstawy marketingu”, Wydawnictwo AE w Poznaniu, 1999r.

II.B.1	Course title	Marketing Research Lecture
II.B.2	Course code	04.7-BM.K-1s, 04.7-BM.K-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	I, II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Piotr Tarka, Ph.D. Magdalena Grala, M.A. Krzysztof Kubiak, M.A.
II.B.10	Prerequisites	Marketing course credit
II.B.11	Objectives of the course	Familiarizing students with the basic concepts and definitions concerning the decision-making process, based on marketing research and types and methods of marketing research
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Marketing decision-making process <ul style="list-style-type: none"> • Decision-making process and the role of marketing research. • Decision making phases. • Market analysis. Market equilibrium. • Supply and demand flexibility. • Market dynamics analysis. 2. Marketing information system <ul style="list-style-type: none"> • Marketing information system elements • Types of information 3. Marketing research process <ul style="list-style-type: none"> • Marketing research project (planning) • Stages of research • Methods of research planning
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Oral examination • Essays, thesis
II.B.14	Recommended reading	REQUIRED: Kaczmarczyk S., Badania marketingowe Metody i techniki, PWE Warszawa 2002 Schroeder J., Badania marketingowe rynków, AE Poznań 2002.

II.B.1	Course title	Finance Lecture
II.B.2	Course code	04.3-FI.P-1s, 04.3-FI.P-1ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	I
II.B.6	Number of credits	6 (full-time studies) 8 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Magdalena Mosionek, Ph.D. Agata Nowakowska, M.A.
II.B.10	Prerequisites	Completion of the first semester including Microeconomics course
II.B.11	Objectives of the course	Aims: The concept and basic functions of finance; typologies of finance based on subjective and objective criteria; functions and features of money; money stream and resources; basic elements of the financial system; financial balance building; fixing financial result stages; basic budget expenses and incomes; tax construction; basic types of taxes; banking concepts, types and structures; types of bank operations; basic forms of savings; Banking Guarantee Fund; the concept of loans, types and functions of loans; NBP (National Polish Bank); basic forms of settlements between economic subjects; basic types of shares and securities. Competencies: Assess financial balance, calculate basic financial indexes, calculate a company's financial result, assess a company's profitability, fill in the VAT form, calculate credit capacity, calculate the final cost of a loan, fix credit instalments, calculate interests and calculate bills of exchange.
II.B.12	Course contents	1. Financial system in a competitive economy. 2. Types and functions of money. Financial streams and resources. State financial system. 3. Financial reports as a source of information about a company. 4. Incomes and expenses of the state budget. 5. Tax system in Poland. Banking system structure. 6. Local administrative budgets. 7. Central and commercial banks. 8. Banking operations. 9. Banking credits and loans. 10. Savings.

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11. Monetary settlement forms.
 12. Shares, securities.
 13. Financial markets.
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II.B.13 Assessment methods

- ✓ tests
 - ✓ essays
 - ✓ practical exercises
 - ✓ continuous assessment
-

REQUIRED:

II.B.14 Recommended reading

Owsiak S, Podstawy nauki finansów, PWE Warszawa 2002.
Jarocka E, Finanse, Wyd. Difin Warszawa 2004
Patrzalek L, Finanse samorządów terytorialnych, wyd. AE we Wrocławiu, 2004
Praca zbiorowa pod redakcją naukową Prof. Dr hab. J. Ostaszewskiego, Finanse, Wyd. Difin, Warszawa 2003r.

II.B.1	Course title	Logistics Management Lecture and workshops
II.B.2	Course code	04.9-ZL-S-s, 04.9-ZL-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I, II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Małgorzata Sławińska, Ph.D. Agnieszka Stachowiak, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Familiarizing students with the basic concepts of logistics management, creation of logistics systems and logistics effectiveness formula. Achieving a sufficient skills set which enables the student to systemically assess and manage company logistics.
II.B.12	Course contents	1. Logistics development. 2. Basic logistics subsystems. 3. The modern concept of logistics. 4. Logistics systems creation. 5. Logistics in the organizational structure of companies. 6. Skills and competencies of employees working in logistic departments. 7. Logistic costs, conflicts and system-based perspectives. 8. Logistic complexity of the decision-making situations. 9. The process of logistics operationalization. 10. Logistic strategies.
II.B.13	Assessment methods	Practical exercises Written examination

REQUIRED:

Gołemska E., Kompendium wiedzy o logistyce, PWE, Warszawa-Poznań, 1999.

Coyle J.J., Bardi E.J., Langley C.J., Zarządzanie logistyczne, PWE, Warszawa 2002.

Pohl H.CH., Systemy logistyczne: podstawy organizacji i Zarządzania, Poznań, Instytut Logistyki i Magazynowania, 2001.

Ciesielski M., Strategie logistyczne przedsiębiorstw, Wyd. AE, 1997.

Abt S., Zarządzanie logistyczne w ćwiczeniach, Wydaw. AE, Poznań 2001

Blaik P., Logistyka: koncepcja zintegrowanego Zarządzania, PWE Warszawa, 2001.

II.B.14 Recommended reading**ADDITIONAL:**

Fertsch M., (red.) Logistyka produkcji, Instytut Logistyki i Magazynowania, Poznań 2003

Fertsch M., Grzybowska K., Stachowiak A., Zarządzanie produkcją i logistyka: koncepcje, metody i rozwiązania praktyczne, Wyd. PP, 2006

Fertsch M., Grzybowska K., Stachowiak A., Logistyka i zarządzanie produkcją : nowe wyzwania, odległe granice, Wyd. PP, 2007

Czasopismo: Logistyka i jakość

Czasopismo: Logistyka

Czasopismo: Nowoczesny magazyn

II.B.1	Course title	Introduction to Law Lecture
II.B.2	Course code	10.0-PR.P-1s, 10.0-PR.P-1ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	4 (full-time studies) 8 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Marcin Orlicki, Ph.D. Michał Stępień, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Aims: Gaining knowledge of civil law, commercial law, administrative law, tax law, labor law, criminal law, shares and securities, constitutional law and civil and administrative procedures relevant to running a business. Competencies: Basic skills of legal acts interpretation and both creating and understanding the contents of contracts and legal documents.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Legal system. 2. Basics of national law. 3. Basics of administrative law. 4. Basics of criminal law. 5. Basics of civil law. 6. Subjects of the relationships under civil law. 7. Property and property law. 8. Obligations. 9. Intellectual property. 10. Basics of civil law, commercial law, administrative law, tax law, labor law, criminal law, shares and securities, constitutional law, civil and administrative procedures. 11. National law and international law.
II.B.13	Assessment methods	Written examination

REQUIRED:

Jabłoński – Bońca J. „Wprowadzenie do prawa”, 2004
Filipowicz A. „Podstawy prawa dla ekonomistów – Podręcznik dla studentów ekonomii i zarządzania”, 2006

II.B.14 Recommended reading**ADDITIONAL:**

Steiner J., Woods L., Twigg-Flesner C., EU Law, 2006
Frankowski S., Introduction to Polish Law, 2005
Leoński Z., Zarys prawa administracyjnego, 2001
Radwański Z., Prawo cywilne – część ogólna, 2006

II.B.1	Course title	Labor Law Lecture and workshops
II.B.2	Course code	04.9-PP-S-s, 04.9-PP-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – godzin 30 łącznie - part-time [weekend] studies – hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Eliana Żymierska, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Familiarizing students with basic concepts of labor law, emphasising the meaning of labor law and profits of its acquaintance. Familiarizing students with basic definitions from the Code of Labor. Gaining the ability to use legal knowledge in practical business situations. Establishing contracts based on civil and labor law. Achieving the ability to prepare and manage documentations related to labor relationships.
II.B.12	Course contents	<ul style="list-style-type: none"> - Basic concepts taken from the Labor Act. - Employer's and employee's duties and responsibilities. - Establishing and cease of the labor relationship. Disciplinary dismissal. - Claims related to faulty terminations. - Leaves. - Mobbing, discrimination, sexual harassment. - Juvenile employment. - Workplace safety. - Retributions and penalties. - Ban on competition contracts.
II.B.13	Assessment methods	<ul style="list-style-type: none"> - continuous assessment a) tests b) essay - final test

REQUIRED:**II.B.14****Recommended
reading**

Kodeks pracy z komentarzem, Warszawa 2007

Wojciech Siuda, Elementy prawa dla ekonomistów, Poznań 2006, Scriptum.

Jarosław Marciniak, Przeciwdziałanie dyskryminacji w zatrudnieniu. Jak w praktyce zwalczać lobbing i inne formy dyskryminacji, Warszawa 2006 Wydawnictwo Profesjonalne ALPHA pro Sp.z o.o.

Grzegorz Jędrzejek, Mobbing środki ochrony prawnej, Warszawa 2007, Wolters Kluwer Polska Sp. z.o.o.

Andrzej Filipowicz, Warszawa 2007, Podstawy prawa dla ekonomistów.

S.M. Litzke, H. Schuh, Stres, lobbing i wypalenie zawodowe, Gdańsk 2007, Gdańskie Wydawnictwo Pedagogiczne,

II.B.1	Course title	Realities of Life in Poland Lecture
II.B.2	Course code	10.9-RP-S-s
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	2
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Piotr Odrakiewicz, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Aims: Gaining knowledge about Polish culture, legal and administrative provisions in Poland and principles of community life. Competencies: The ability to satisfy essential legal and administrative requirements of non-Polish residents and manage everyday life issues in Poland.
II.B.12	Course contents	Culture, geography and history of Poland, administrative divisions, principles of community life, basic legal and administrative provisions concerning foreigners and everyday life, accommodations, living, communication.
II.B.13	Assessment methods	Credit
II.B.14	Recommended reading	None

II.B.1	Course title	Art of Self-Presentation and Elocution Lecture and workshops
II.B.2	Course code	04.9-AP-S-s, 04.9-AP-S-s
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I, II, III
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Piotr Odrakiewicz, Ph.D. Grzegorz Chołuj, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Familiarizing students with the self-presentation and elocution and other related competencies.
II.B.12	Course contents	Voice and body awareness, as a tool of persuasion; effective influence; self-confidence based on voice and body control; strength and weakness awareness – increasing personal and professional strength (emotional intelligence, self-motivation); nonverbal communication (gestures, posture, social distance, eye contact); personal image management; stress management.
II.B.13	Assessment methods	<ul style="list-style-type: none"> ▪ Continuous assessment + project (practical exercise) and short essay ▪ Active participation and attention (no less than 90%)
II.B.14	Recommended reading	REQUIRED: Tease A. „Mowa ciała : jak odczytywać myśli innych ludzi z ich gestów ?” Leary M. „Wywieranie wrażenia na innych: o sztuce autoprezentacji” Goleman D. „Inteligencja emocjonalna”

II.B.1	Course title	Interpersonal Communication Lecture and workshops
II.B.2	Course code	04.9-KI-S-s, 04.9-KI-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Sławomir Magala, Prof. Magdalena Ignaczak, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	- the ability to use different communication channels - the ability to use both verbal and nonverbal communication principles - the ability to construct basic written messages - recognition of communication barriers - the ability to solve interpersonal conflicts
II.B.12	Course contents	Communication – basic concepts Tools of communication Barriers in communication Verbal and nonverbal communication Written communication Interpersonal conflicts solving
II.B.13	Assessment methods	Test or presentation of a specific issue related to the subject. Attendance and participation.
II.B.14	Recommended reading	REQUIRED: S.P. Morreale, B.H. Spitzberg (2007): Komunikacja między ludźmi, Warszawa R.M. Akert, E. Aronson, T.D. Wilson (2007): Psychologia społeczna, Warszawa

II.B.1	Course title	European Law
		Lecture and workshops
II.B.2	Course code	10.0-PE.O-1s, 10.0-PE.O-1ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	2 (full-time studies) 5 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Marta Goetz, Ph.D. Michał Stępień, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	The primary objective of this course is to introduce students to the basics of the EU and its legal system and to familiarize them with central concepts and offer an opportunity to reflect upon some issues. The course is divided into 2 modules: lecture and workshop - assuming interactive participation. Lectures are intended to give students necessary knowledge concerning the EU, while workshops consist of discussions, text analyses and case studies interpretation. The main objective of a workshop is to instruct students on how to apply their knowledge, shape their attitudes and to encourage them to participate in discussion and defend their positions and opinions.
II.B.12	Course contents	What purpose does the EU serve? Why and how was it set up? How does it work? What has it already achieved for its citizens, and what new challenges does it face today? These are just some of the main questions the course is supposed to provide. Below you will find the outline of the main topics to be covered over the 30 hour course. <ol style="list-style-type: none"> 1. Setting the scene – foundation, history and mission of the EU 2. Theories of the EU - review 3. Introducing main EU actors – institutions 4. The decision-making process in the EU - how does it work? 5. Single Market (SM) 6. European Monetary Union (EMU) 7. EU and the knowledge-based economy 8. EU and issues of freedom, security, justice 9. External relations - EU as a global actor 10. Future – challenges ahead
II.B.13	Assessment methods	Lecture – multiple-choice and open question test at the end of the semester based on the course. Workshop – presence and active participation in: preparing media coverage, reading and analyzing texts, group work, discussion.

REQUIRED:

Pascal Fontaine, "EU in 12 steps" Manuscript prepared by European Commission DG for Communication –
http://ec.europa.eu/publications/booklets/eu_glance/60/en.pdf
Alesina, I. Angeloni, L. Schuknecht, What does the European Union do?, NBER Working Paper 8647, Cambridge Massachusetts, 2001
Ballasa, Towards a Thoery of Economic Integartion, *Kyklos*, vol XIV
Slavenka Drakulic, A Trip back to Europe, in: *Central Europe – Core or Periphery?*, Ch. Lord (eds.), The Copenhagen Business School Press, 2000
Simon Hix, Explaianing the EU Political System – Chapter 1, *The political system of the European Union*", Palgrave 1999
European Central Bank Monthly Bulletins

ADDITIONAL:

The EU at a glance - http://europa.eu/abc/index_en.htm
Simon Hix, *The political system of the European Union*", Palgrave 1999
Loukas Tsoukalis, *What kind of Europe?*, Oxford University Press, 2003
Charlotte Bretherton, John Vogler, *The European Union as a Global Actor*, Routledge, 1999
Ben Rosamond, *Theories of European Integration*, The European Union Press, 2003
Małaszńska, B. Gruchman, *Kompendium wiedzy o Unii Europejskiej*, Wydawnictwo Naukowe PWN, 2007
Clive Church, *European Integration Theory in the 1990s*, European Dossier Series, University of North London No 33, 1996
T. Diez, R. Whitman, *Analysing European Integration: Reflecting on the English School – Scenarios for an Encounter*, *Journal of Common Market Studies* 2002, Volume 40, No.1
Michell Cini, *European Union Politics*, Oxford University Press, USA, 2007
Rybiński, *Meaningless Europe*, presented at the Conference "Future of European Regions", Warsaw 31.05 - 02.06 2007
Banach, *Innovation Policy of the European Union as a Way of Boosting Competitiveness*, chapter three in *Achieving Competitiveness through Innovations. A Challenge for Poland and Other New EU Member States*, M. Weresa, W.L. Filho (eds.), Peter Lang – Europäischer Verlag der Wissenschaften, Frankfurt/Main 2007
Nicola Bellini, *Regional Policies in the Knowledge-based Economy. Scenario: The Role of Europe's Connected Peripheries*, part three in *Knowledge-Based Economy as Factor of Competitiveness and Economic Growth*, edited by M. Runiewicz-Wardyn, Leon Kozminski Academy of Entrepreneurship and Management, Warszawa 2008
Why does Europe need the Treaty of Lisbon?, EU manuscript 2008
Plus handouts - European newspapers, magazines, selected chapters from textbooks, Brussels based CEPS, Natolin, London based CER.

II.B.14 Recommended reading

II.B.1	Course title	Ethics in Business
		Lecture
II.B.2	Course code	04.9-EB-S-s, 04.9-EB-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English and Polish
II.B.9	Name of lecturer	Marcin Graban, Ph.D. Zbigniew Serafin, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Understanding the importance of ethics in business. Familiarizing students with basic concepts. Gaining the ability to use ethics in making and assessing business decisions.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Why ethics matters in business? 2. Selected ethics theories. 3. Social responsibility in business. 4. Poverty and wealth – ethical problems and solutions. 5. Making decisions in business. 6. Business and stakeholder relationships. 7. Relations between employers and employees. 8. Corporate codes of ethics – expectations of workers and customers. 9. Corporations and human rights. 10. Ethics of management. 11. The ethics of human resources management – selected problems. 12. The ethics of game theory. 13. Globalization as a challenge to ethics. 14. Ethics and conflicts of interest. 15. Ethics and motivation in work.
II.B.13	Assessment methods	Written examination

REQUIRED:

R. C. Salomon, *It's Good Business. Ethics and Free Enterprise for the New Millennium*, Rowman & Littlefield Publishers, Inc., Boston 1997.

II.B.14 **Recommended
reading****ADDITIONAL:**

R. A. Buchholz, S. B. Rosenthal, *Business Ethics: The Pragmatic Path Beyond Principles to Process*, Prentice Hall, 1997.

M. G. Velasquez, *Business ethics: concepts and cases*, Prentice Hall 1998.

N. E. Bowie, R. F. Duska, *Business ethics*, Englewood Cliffs, Prentice Hall, 1990.

W., M., Hoffman, J. M. Moore, *Business ethics: readings and cases in corporate morality*, McGraw-Hill, New York 1990.

II.B.1	Course title	Descriptive Statistics Lecture and workshops
II.B.2	Course code	11.2-SO.P-2s, 11.2-SO.P-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	5 (full-time studies) 6 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Katarzyna Przybył, M.A.
II.B.10	Prerequisites	Mathematics course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with basic statistical concepts, types of statistical research, descriptive measures, techniques for statistical data presentation, methods of mass-phenomenon interdependence analysis and model of time variations. Competencies: Calculating basic characteristics of a population, correlation of coefficients and finding simple regressions; calculating Spearman's and Yule's coefficients; finding indexes; calculating seasonal fluctuations; data presentation (graphs and tables). Analysing and interpreting of statistical data; using statistical methods and tools.
II.B.12	Course contents	Development of statistics. Statistics as a science. Basic concepts. Stages of statistical research. Presenting statistical data (tables and graphs). Statistical descriptions. Correlation. Two features interdependence measurement. Correlation indexes. Statistical indexes. Seasonal variations.
II.B.13	Assessment methods	Written examination - theoretical (2 open questions) and a practical exercise (90 minutes)
II.B.14	Recommended reading	REQUIRED: M. Sobczyk „Statystyka”, PWN 1998 W. Starzyńska „Statystyka praktyczna”, PWN 2006

II.B.1	Course title	Science of Organizations Lecture and workshops
II.B.2	Course code	04.9-NO.P-2s, 04.9-NO.P-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	5 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English and Polish
II.B.9	Name of lecturer	Katarzyna Czainska, Ph.D. Piotr Tarka, Ph.D.
II.B.10	Prerequisites	Fundamentals of Management course - credit
II.B.11	Objectives of the course	Familiarizing students with the theoretical background, forms and general principles of organizations and their functioning.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Theories and science of organization. 2. Types and goals of organizations. 3. Relations between entrepreneurship, managers and organizations. 4. Corporate social responsibility (CSR). 5. Corporate surveillance of organizations. 6. Consequences of legal and proprietary forms of organizations. 7. Organization life-cycle – stages and milestones. 8. Resources, property, capital and potential of organizations: material, technical, personnel, financial, informative. 9. System of functions, processes and undertakings in organizations. 10. Organizational management system. 11. Modern concepts of organizational management. 12. Cooperation between organizations. 13. Organizations of the future.
II.B.13	Assessment methods	Written examination

REQUIRED:

Kożuch B. „Nauka o organizacji” – CeDeWu, Warszawa 2007
Martyniak Z. „Organizacja i zarządzanie” – Drukarnia „Antykwa” 1996
Morgan G. „Obrazy organizacji” – PWN, Warszawa 2005

II.B.14 **Recommended
reading****ADDITIONAL:**

„Podstawy nauki o organizacji: przedsiębiorstwo jako organizacja gospodarcza”,
red. Stanisław Marek, PWE, Warszawa 2008.
Kożusznik B. „Zachowania człowieka w organizacji”, PWE, Warszawa 2007.
Robbins S. „Zasady zachowania w organizacji”, Wydawnictwo Zysk i Sp.,
Poznań 2001.

II.B.1	Course title	Intellectual Property Lecture
II.B.2	Course code	10.9-OW.O-2s, 10.9-OW.O-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	I
II.B.6	Number of credits	2 (full-time studies) 1 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 10 hours - part-time [weekend] studies – 10 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English and Polish
II.B.9	Name of lecturer	Katarzyna Czainska, Ph.D. Marcin Orlicki, Ph.D.
II.B.10	Prerequisites	Introduction to Law course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with the basic principles of intellectual property rights, particularly copyright law, patent law, trademarks and designs. Competencies: Recognition of intellectual interests and related rights; the ability to use legal knowledge in intellectual interests management.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Intellectual property concepts. 2. Intellectual interests – concepts and division. 3. Copyright law. 4. The concept of the work. 5. Proprietary and non-proprietary copyrights. 6. Use of works. 7. Patent law principles. 8. Trademark; use of trademarks. 9. Design law.
II.B.13	Assessment methods	Written examination
II.B.14	Recommended reading	REQUIRED: J.Hetman, <i>Podstawy prawa własności intelektualnej</i> , 2008, M. Du Vall, <i>Prawo patentowe</i> , 2008, J. Barta, R. Markiewicz, <i>Prawo autorskie</i> , 2008

II.B.1	Course title	Information Technology in Management Lecture and workshops
II.B.2	Course code	11.0-IZ.K-2s, 11.0-IZ.K-3ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II, III
II.B.6	Number of credits	2 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Krzysztof Hankiewicz, Ph.D. Maciej Szmit, Ph.D.
II.B.10	Prerequisites	Information Technology (IT) course - credit or equivalent knowledge and abilities. Basic knowledge about management (functions of management, strategic management). The ability to use a PC.
II.B.11	Objectives of the course	Understanding the role of information in management, the role of IT systems in the decision-making process. Understanding of the following concepts: algorithm, network, internet, information system, integrated system, transactions, databases. Gaining the ability to choose and use modern IT-communication techniques in management.
II.B.12	Course contents	Basic concepts: information, data, algorithm, network, transaction, databases, information system, IT system, system of management. Economic IT – concept and research. IT systems and management. Web 2.0 and the „New Economy” – selected problems.
II.B.13	Assessment methods	Attendance and participation Essays
II.B.14	Recommended reading	REQUIRED: Czasopisma Biznes Application Review oraz Boston IT Security Magazine (bezpłatne w wersji elektronicznej, w języku polskim) http://app-review.com/prt/view/stronaglowna.html http://boston-review.com/prt/view/home.html Czasopismo "IT w administracji" http://www.itwadministracji.pl/ Maciej Szmit, "Informatyka w Zarządzaniu", Centrum Doradztwa i Informacji Difin Sp. z o.o. Warszawa 2003

II.B.1	Course title	Human Resource Management Lecture and workshops
II.B.2	Course code	04.5-ZP.K-2s, 04.5-ZP.K-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	3 (full-time studies) 4 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Anna Heród, M.A. Magdalena Ignaczak, M.A.
II.B.10	Prerequisites	Fundamentals of Management - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts and definitions of human resources management. Understanding the cause-and-effect relationship between rational personnel management and a company's financial results Competencies: Gaining the ability to solve personnel issues in a company of different stages, including rewarding (material and non-material), to plan and create a motivational system in the company; to create personal and employee career development plans.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Concepts, definitions and development of HRM. 2. Intellectual and human capital in organizations. 3. Personnel management and company management. 4. Recruitment and selection processes. 5. Types of employment. 6. The ability to motivate as a key management competence. 7. Evaluation system. 8. System of rewarding. 9. Personnel development. 10. Career management. 11. HRM and globalization. 12. HRM and ethics. 13. Personnel information system.
II.B.13	Assessment methods	Oral examination Projects, presentations and practical exercises Attendance and participation

REQUIRED:**II.B.14 Recommended reading**

T. Listwan, (2003): Zarządzanie kadrami Warszawa.
M. Kostera, (2006): Zarządzanie personelem, Warszawa.
H. Król, (2007): Zarządzanie zasobami ludzkimi, Warszawa.
M. Armstrong, (2005): Zarządzanie zasobami ludzkimi, Kraków.
M. Armstrong, (2007): A handbook of human resource management practice, London.
R. A. Noe, J. R. Hollenbeck, B. Gerhart, and P. M. Wright (2007): Human resource management. Gaining A Competitive Advantage.
E. McKenna, N. Beech, (2002): Human resource management. A concise analysis.

II.B.1	Course title	Financial Accountancy Lecture and workshops
II.B.2	Course code	04.3-RF.K-2s, 04.3-RF.K-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	5 (full-time studies) 6 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Edmund Kurtys, Prof. Barbara Spychała - Krzesaj, M.A. Tomasz Sikora, M.A.
II.B.10	Prerequisites	None
		Students should understand the principles and instruments of financial accountancy
		Students should achieve the following skills: <ul style="list-style-type: none"> • Use of financial accountancy in management; • Characterize and classify particular components of a company's assets and liabilities
II.B.11	Objectives of the course	Students should know: <ul style="list-style-type: none"> • Types of economic operations and their influence on balance and balance sum • The principles of using an account plan • The principles of economic operations registry concerning proprietary components and their financial sources • The principles of creating a table of fixed assets depreciation and non-material and legal values • The principles of characterizing the financial report components
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Basics and principles of accounting. 2. Company's property and capital. 3. Balance. 4. Incomes. 5. Costs. 6. Financial results. 7. Profit and loss account. 8. Balance and effect economic operations. 9. Principles of accounts operating. 10. Account plan. 11. Registry of: capital, money, shares and securities, property.

		<p>12. Property components pricing.</p> <p>13. Methods for assessing financial outcomes.</p> <p>14. Financial reports.</p>
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Practical exercises
		<p>REQUIRED:</p> <p>Wiktor Gabrusewicz, Janusz Samelak -Rachunkowość finansowa. Obszary problemowe – Wydawnictwo Akademii Ekonomicznej w Poznaniu – Poznań 2008.</p> <p>Irena Olchowicz, Agnieszka Tłaczała –Rachunkowość finansowa w przykładach według ustawy o rachunkowości i MSR – Wydawnictwo Difin – Warszawa 2005.</p> <p>Anna Zysnarska – Rachunkowość finansowa od podstaw w zadaniach z rozwiązaniami – Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z o.o., Gdańsk 2004.</p> <p>ADDITIONAL:</p> <p>Anna Kuczyńska – Cesarz, Rachunkowość – podręcznik - cz.I - II, Wydawnictwo Difin - Warszawa 2005.</p> <p>Barbara Gierusz, Podręcznik samodzielnej nauki księgowania, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z o.o., Gdańsk 2006.</p> <p>Ustawa z dnia 29 września 1994r. o rachunkowości. Dz.U. z 2002r. Nr 76, poz. 694 z póź. zm.</p>

II.B.1	Course title	Entrepreneurship
		Lecture and workshops
II.B.2	Course code	04.9-PR.S-s, 04.9-PR.S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II, III
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
		Lecture and workshops (II year of study): - full-time studies – 30 hours - part-time [weekend] studies – 0 hours
II.B.7	Teaching methods	Lecture and workshops (III year of study): - full-time studies – 60 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Hubert Paluch, Ph.D. Paweł Mikołajczak, M.A.
II.B.10	Prerequisites	Fundamentals of Management+Financial Accountance+Finance - credits
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts, definitions and typologies. Competencies: Gaining the abilities to analyse the environment, documents necessary to found and lead a business. Gaining the ability to solve management problems in a creative way.
II.B.12	Course contents	Microeconomics and macroeconomics basics; market and market economy; companys and cooperations; the role of the state in the market economy; economic increase factors; EU integration (costs and benefits); the influence of globalization on a company's functioning; money and its development. Individual entrepreneurship; attitude towards business; strengths and weaknesses of personality, self-acceptance, assertiveness, initiative, responsibility, cooperation, self-investment, personal career creation, needs and motives of professional activity and self-development, business founding, preparing documents, procedure analysis; active job hunting, creating a resume and a cover letter; household and its expenses; household budgeting. Small business finance; functions of management, costs, a company's property, shareholders, the role of a strategic investor, relationship between the risk and the gain, business plans, the basics of marketing. Tax and insurance system; direct and indirect taxes, relevant documents. Labor market; establishing and cease of labor relationships, types of employment, calculating the salary. Work organization and interpersonal communication; individual work, teamwork, motivation to work, leading, decision making, negotiation.
II.B.13	Assessment methods	Projects and proctical exerciese.

REQUIRED:

Red. Tkaczyk T.P., Przedsiębiorczość a strategię konkurencji, Wyd. SGH, Warszawa 2000

Gabrysz R., Kompendium small businessu, Wyd. HELION, 2007

Targarski J., Przedsiębiorczość i zarządzanie, Wyd. CH. BECK, 2003

ADDITIONAL:**II.B.14 Recommended reading**

Red. Targalski J., Podstawy przedsiębiorczości, analiza przypadków, Wyd. AE, Kraków 1994

Barrow C., Biznesplan w małej firmie, Wyd. HELION, 2005

Pawlak Z., Biznesplan – zastosowania i przykłady, Wyd. POLTEXT, Warszawa 2005

Gabrusiewicz W., Kamela – Sowińska A., Poetschke, Rachunkowość zarządcza, PWE Warszawa 2002

Pawlak Z., Biznesplan, Wyd. POLTEXT, Warszawa 2001

II.B.1	Course title	Marketing Strategies
		Lecture and workshops
II.B.2	Course code	04.7-SM-S-s, 04.7-SM-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops na II roku: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Zbigniew Bentyn, Ph.D. Magdalena Grala, M.A.
II.B.10	Prerequisites	Marketing course - credit
II.B.11	Objectives of the course	- familiarizing with the principles of a company's marketing micro- and macroenvironment analysis - familiarizing with key marketing strategies - familiarizing with tools of marketing - familiarizing with a company's environment analysis - familiarizing with an opportunity and threat analysis - working on case studies
II.B.12	Course contents	Strategic marketing as a component of a company's strategy. A company's environment analysis (external and internal, market analysis). Predicting as a marketing tool. Analysis of a company's situation in the market. Strategic segmentation of the market. Company's strategic situation in a market assessment. Creation of marketing strategies. Strategic behaviors and types of strategies. Product, price and distribution policies. . Promotion policies. Implementation, control and evaluation of the marketing strategy.
II.B.13	Assessment methods	Oral examination Essays
II.B.14	Recommended reading	REQUIRED: Mruk H.(red.), Strategie marketingowe, Wydawnictwo AE, Poznań 2004 Kłeczek R., Kowal W., Woźniczka J.: Strategiczne planowanie marketingowe, PWE,Warszawa 1996

II.B.1	Course title	Marketing Communication
		Lecture and workshops
II.B.2	Course code	04.7-KM-S-s, 04.7-KM-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops na II roku: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Zbigniew Bentyn, Ph.D. Magdalena Grala, M.A.
II.B.10	Prerequisites	Marketing course - credit
II.B.11	Objectives of the course	- familiarizing with the communication process - recognition of effective communication features in the market - comparison of the available media - familiarizing with promotional tools - gaining the ability to prepare an effective marketing communication program - presentation of a coherent project using promotional tools - analysis of information influencing a target group
II.B.12	Course contents	Elements and models of the communication process. Marketing communication system. Stages of creating an effective communication program. Promotion and marketing. Tools of promotion. Preparing effective promotional and advertising campaigns. Tools of direct marketing. Tools of sale promotion, personal sale. Integrated public relations and sponsorship program creation. Analysis of mass-media. Traditional media and the Internet.
II.B.13	Assessment methods	Oral examination Essays
II.B.14	Recommended reading	REQUIRED: Mruk H., Komunikowanie się w biznesie, Wydawnictwo AE. Poznań 2004 Blythe J.: Komunikacja marketingowa, PWE, Warszawa 2002

II.B.1	Course title	Controlling Lecture and workshops
II.B.2	Course code	04.9-CO-S-s, 04.9-CO-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II, III
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops (II year of study): - full-time studies – 30 hours - part-time [weekend] studies – 0 hours Lecture and workshops (III year of study): - full-time studies – 60 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Magdalena Mosionek, Ph.D. Barbara Spychała - Krzesaj, M.A.
II.B.10	Prerequisites	Basic knowledge concerning Financial Accountancy, Organization and Company's Management.
II.B.11	Objectives of the course	Familiarizing students with basic concepts and functions of controlling, controlling implementation methods, their advantages and disadvantages. Indicating the differences and common alities between controlling, accountancy and company management.
II.B.12	Course contents	Controlling in a company's management: substance of controlling, features, principles and tasks of controlling, controlling and management, a controller's features and tasks. Controlling characteristics: types of controlling, structure and results of controlling, business controlling, branch controlling. Tools of controlling. Controlling organization: predeterminations of the controlling system, controlling and a company's structure, basic tasks of controllers, implementation difficulties, advantages of implementing controlling. Implementation procedure: organizing the implementation process, information system in controlling, creation of centers of responsibilities. Settling tasks for centers of responsibilities, evaluation of the implementation. Characteristics of particular types of branch controlling: financial, investment, logistics, production, marketing, quality controlling.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Attendance and participation

REQUIRED (POLISH-LANGUAGE LITERATURE):

Controlling funkcjonalny w przedsiębiorstwie, pod red. M. Sierpińskiej, Wyd. Oficyna Ekonomiczna, Kraków 2004.
Marciniak S., *Controlling. Teoria, zastosowania*, Wyd. Difin, Warszawa 2008.
Vollmuth H. J., *Controlling. Planowanie, kontrola, kierowanie*, Wyd. Placet, Warszawa 2007.

ADDITIONAL (POLISH-LANGUAGE LITERATURE):

Controlling doświadczenia krajowe i zagraniczne, pod red. H. Błoch, Wyd. Profit, Katowice 2002.
Controlling w zarządzaniu przedsiębiorstwem, pod red. M. Sierpińskiej, Wyd. VIZJA PRESS&IT, Warszawa 2006.
Nesterak J., *System oceny centrów odpowiedzialności*, Wyd. ANVIX, Kraków 2002.
Radzikowski W., Wierziński J., *Controlling. Koncepcje – metody – zastosowania*, Wyd. Toruńska Szkoła Zarządzania, Toruń 1999.
Sierpińska M., Jachna T., *Ocena przedsiębiorstwa według standardów światowych*, Wyd. Wydawnictwo Naukowe PWN, Warszawa 2007.
Sojak S., *Rachunkowość zarządcza*, Wyd. TNOiK, Toruń 2003.

REQUIRED (ENGLISH-LANGUAGE LITERATURE):**II.B.14 Recommended reading**

Anthony Atkinson, Robert Kaplan, Mark Young, Wim M van der Vooren, Concorde Group, *Management accounting*, Pearson Education, 2006;
Alnoor Bhimani, Charles T. Horngren, Srikant Datar, George Foster, *Management and Cost Accounting*, Financial Times Press, 2008;
Terence Lucey, *Management Accounting*, Cengage Learning EMEA, 2003.

ADDITIONAL (ENGLISH-LANGUAGE LITERATURE):

Charles T. Horngren, *Cost Accounting; a Managerial Emphasis*, Prentice-Hall, 2007;
David Russell, Ashok Patel, G. J. Wilkinson-Riddle, *Cost Accounting: An Essential Guide*, Pearson Education, 2001;
Horace R. Brock, Linda A. Herrington, La Vonda G. Ramey, *Cost Accounting: Principles and Applications*, McGraw-Hill, 2006;
Maurice L. Hirsch, D. Hirsch, Maurice L. Hirsch, Jr., *Advanced Management Accounting*, Cengage Learning EMEA, 2000;
M.C. Shukla M. Gupta, *Cost Accounting: Texts and Problems*, S. Chand, 2007;
Michael R. Kinney, Jenice Prather-Kinsey, Cecily A. Raiborn, Jesse T. Barfield, *Cost Accounting: Foundations and Evolutions*, Thomson South-Western, 2005;
Pauline Weetman, *Management Accounting: An Introduction*, Pearson Education, 2002;
Peter C. Brewer, Ray H. Garrison, Eric W. Noreen, *Introduction to Managerial Accounting*, McGraw-Hill Education, 2006;
Ray H. Garrison, Eric W. Noreen, *Managerial accounting*, Irwin/McGraw-Hill, 2000;
Sidney Davidson, Roman L. Weil, *Handbook of Cost Accounting*, CCH Tax and Accounting, 1991;
Steven M Bragg, *Cost Accounting: A Comprehensive Guide*, John Wiley, 2004;
William K. Carter, *Cost Accounting*, Cengage Learning, 2005.

II.B.1	Course title	Business Negotiation
		Lecture and workshops
II.B.2	Course code	04.9-NB-S-s, 04.9-NB-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Małgorzata Spychała, Ph.D. Anna Heród, M.A.
II.B.10	Prerequisites	Familiarity with the principles of interpersonal communication
II.B.11	Objectives of the course	Familiarizing students with the negotiation process, techniques and practical application of techniques during negotiations.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Interpersonal communication; 2. Interpersonal conflict; 3. Concept and definition of negotiation; 4. Preparing to negotiate; 5. Negotiation styles; 6. „Ideal” negotiator features; 7. Stages of negotiations; 8. Difficult situations in negotiations; 9. Techniques of negotiation; 10. Ethics in negotiation; 11. Emotions and negotiation.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Oral examination • Projects, simulations, practical exercises • Attendance and participation

REQUIRED:

1. Fisher R., Ury W. (1994): *Dochodząc do tak. Negocjowanie bez poddawania się*, Warszawa.
2. Fisher R., Ury W. (1991): *Getting to Yes: Negotiating Agreement Without Giving In*
3. Kennedy G. (1999): *Negocjować można wszystko*. Warszawa.
4. Kennedy G. (1997): *Everything is negotiable*.
5. Nęcki Z. (1991): *Negocjacje w biznesie*, Kraków.
6. Bohm F., Laurell S., (2004): *Rozwiązywanie konfliktów*, Gdańsk
7. Gut J., Haman W., (1995): *Docenić konflikt. Od walki i manipulacji do współpracy*, Warszawa.
8. Ury W. (1995): *Odchodząc od nie. Negocjowanie od konfrontacji do kooperacji*, Warszawa.
9. Ury W. (1991): *Getting past NO. Negotiating Your Way from Confrontation to Cooperation*.
10. Nierenberg G. (1997): *Sztuka negocjacji*, Warszawa.
11. Mastenbroek W. (2000): *Negocjowanie*, Warszawa.
12. Ury W. (2007): *Siła pozytywnego NIE. Jak przez nie dotrzeć do tak*, Poznań.
13. Ury W.(2007): *The Power of a Positive No: How to Say No and Still Get to Yes*

II.B.14 Recommended reading

II.B.1	Course title	Company Management Lecture and workshops
II.B.2	Course code	04.9-ZZ-S-s, 04.9-ZZ-S-ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	
II.B.10	Prerequisites	Fundamentals of Management course - credit
II.B.11	Objectives of the course	Familiarizing students with the modern and complex concept of management, with the emphasis on micro, small and medium enterprises (SME).
II.B.12	Course contents	Modern management concepts. Process management. Micro, small and medium enterprises (SME) characteristics. The role of companies in market and regional economies.
II.B.13	Assessment methods	1. Oral examination 2. Projects, simulations, practical exercises 3. Attendance and participation
II.B.14	Recommended reading	REQUIRED: Urbanowska – Sojkim E. „Zarządzanie przedsiębiorstwem”, Wydawnictwo AE, Poznań 2003 „Zarządzanie przedsiębiorstwem przyszłości”, red. Perechuda K. Oblój K. „O zarządzaniu refleksyjnie” Strużycki M. „Zarządzanie przedsiębiorstwem”, Difin 2004

II.B.1	Course title	Business English Language Lecture and workshops
II.B.2	Course code	09.0-AE.S-fs, 09.0-AE.S-fns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II, III
II.B.6	Number of credits	2 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30+30 hours - part-time [weekend] studies – 30 + 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Piotr Odrakiewicz, Ph.D. Mike Sivert
II.B.10	Prerequisites	English course – credit or interview with the lecturer
II.B.11	Objectives of the course	Aims: Familiarizing students with key words and idioms related to economics and business in English. Competencies: The ability to use gained knowledge, analytical and linguistic skills to communicate effectively in business in English, in a competitive EU and an international economy; the ability to use media as an information source and a learning tool.
II.B.12	Course contents	Introduction to the basics of language skills in the following fields: advertising, banking, company structure, contracts, employment, import-export, globalized economy, human relations, insurance, business law, marketing, meetings, money, financial terms, selling.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Oral examination • Essays • Practical exercises

REQUIRED:

Collins Business English Dictionary, Harper-Collins Publishers 2002
Cambridge Advanced Dictionary, Cambridge University Press 2003

ADDITIONAL:**II.B.14 Recommended reading**

http://www.socialstudieshelp.com/Economics_Class_Page.htm
Global Knowledge Economics Council <http://gkec.org/>
Introduction to Logistics Systems Planning and Control, Gianpaolo Ghiani, Gilbert Laporte, Roberto Musmanno November 2003 -Oxford Wordpower, Polish-English and English-Polish dictionary/Index Oxford University Press, 2003 Oxford UK
Cambridge Advanced Learner's dictionary, Cambridge University Press 2003, UK
Karwel R.Odrakiewicz P/English for Economics and Business lectures PWSBiJO 2005 on line publishing

II.B.1	Course title	Business German Language Lecture and workshops
II.B.2	Course code	09.0-NE.S-fs, 09.0-NE.S-fns
II.B.3	Type of course	Elective Optional
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II, III
II.B.6	Number of credits	2 (full time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 + 30 hours - part-time [weekend] studies – 30 + 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	German and Polish
II.B.9	Name of lecturer	Anna Bronz- Wójcik, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Aims: Familiarizing students with key words and idioms related to economics and business in German. Competencies: Students understand the basic words and idioms related to business. Students can read and understand simple written materials, e.g. basic business correspondence. Students can take part in conversation under the condition that the partner is open to repeating or reformulating sentences, speaking slower and facilitating. Students can formulate simple questions concerning basic needs and issues, and answer such questions. Students can talk using simple idioms and sentences. Students can write a simple short text using business vocabulary.
II.B.12	Course contents	Vocabulary: business correspondence, phoning, business trip (stations, a hotel, a restaurant), profession choices, in the office, work application and resume.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Semester/annual essays • Project and practical exercises • Continuous assessment
II.B.14	Recommended reading	REQUIRED: Unternehmen Deutsch Grundkurs – wydawnictwo Lektor Klett MEMO- wydawnictwo Langenscheidt Deutsch im Büro- wydawnictwo Lektor Klett Wirtschaftsgespräche- wydawnictwo Poltext Deutsch. Repetytorium tematyczno- leksykalne- wydawnictwo Wagros Wirtschaftsdeutsch. Repetytorium- wydawnictwo Lektor Klett

II.B.1	Course title	Business Russian Language Workshops
II.B.2	Course code	09.0-RE.S-fs, 09.0-RE.S-fns
II.B.3	Type of course	Optional
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Workshops: - full-time studies – 30 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Russian and Polish
II.B.9	Name of lecturer	Marian Glinka, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Familiarizing students with key words and idioms related to everyday life, economics and business in Russian.
II.B.12	Course contents	Shaping appropriate Russian pronunciation, stressing and intonation. Familiarizing with the Russian alphabet – capital letters writing and reading exercises. The abilities of communication in the following areas: <ul style="list-style-type: none"> • Greetings and introductions • Hobbies • Getting to know others • Family relationships • Jobs • Place of living • Expressions related to asking and ordering Familiarizing students with basic principles concerning inflection, declension, conjugation.
II.B.13	Assessment methods	Oral commentary on a chosen subject in front of other students.

REQUIRED:**II.B.14** **Recommended
reading**

1. Dąbrowska, H., Zybert, M., 2002, *Новые встречи 1, Podręcznik do języka rosyjskiego. Kurs dla początkujących*, WS i P, Warszawa
 2. Dąbrowska, H., Zybert, M., 2002, *Новые встречи 1, Podręcznik do języka rosyjskiego. Kurs dla początkujących. Zeszyt ćwiczeń*, WS i P, Warszawa
 3. Glinka, M., Kotwicka-Dudzińska, I., Narloch, A., Sitarski, A., 2006, *Uniwersalny słownik PONS rosyjsko-polski/polsko-rosyjski*, LektorKlett Poznań
 4. Lubochna-Kruglik, J., Zobek, T., 2003, *Rozmówki biznesowe. Język rosyjski*, Langenscheidt Polska Sp. z o.o. Warszawa
 5. Skiba, R., Szczepaniak, M., 2000, *Деловая речь. Dla rozpoczynających naukę od podstaw*. REA Warszawa.
 6. Wiatr-Kmieciak, M., Wujec, S., 2008, *Вот и мы 1. Język rosyjski dla szkół ponadgimnazjalnych*, Wydawnictwo Szkolne PWN Sp. z o.o. Warszawa
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II.B.1	Course title	Organization and Economics of Transport Lecture and works hops
II.B.2	Course code	04.9-OT.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II, III
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Marta Selmoser – Kondrat, M.A. Agnieszka Sobkowiak, M.A.
II.B.10	Prerequisites	Logistics Management course – credit
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts and definitions of transport organizations and economics; elements of transport systems and the process; principles of functioning of different branches of transport in the economy and the transport market; sources and conditions of transport needs, goals, functions and organizational structures of company transport; prices and costs in a transport-oriented company. Competencies: Students should achieve the ability to use the indexes of transport work to analyze the exploitation of transport means in a company.
II.B.12	Course contents	1. Transport in a company. 2. Analytical research on vehicle transport. 3. Organization, types and forms of transport. 4. Vehicle, rail, inland water, sea and air transportation management. 5. Interbranch transport technologies. 6. The transport process. 7. The activity of a transport-oriented company. 8. INCOTERMS. 9. Hazardous materials transportation. 10. Prices and costs in a transport-oriented company. 11. Elements of the science of cargo management. 12. Transport planning and information systems in transportation. 13. Transport market and policies.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Attendance and participation • Project and practical exercises • Written examination

REQUIRED:

Mendyk E., *Ekonomika i organizacja transportu*, WSL, Poznań 2002
Praca zbiorowa /red. Rydzkowski W., Wojewódzka-Król K./, *Transport*, PWN, Warszawa 2000

ADDITIONAL:**II.B.14 Recommended reading**

Ciesielski M., Szudrowicz A., *Ekonomika transportu*, AE, Poznań 2001
Horecki S., *Efektywność ekonomiczna eksploatacji pojazdów samochodowych w przedsiębiorstwie transportowym*, WKiŁ, Warszawa 1984
Madeyski M., Lissowska E., *Badania analityczne transportu samochodowego*, WKiŁ, Warszawa 1981
Mokrzyszczak H., *Ładunkoznawstwo*, WKiŁ, Warszawa 1985
Śliwieńska J., *Rachunek ekonomiczny w ciężarowym transporcie samochodowym*, WKiŁ, Warszawa 1980
Czasopismo: *Logistyka i jakość*
Czasopismo: *Logistyka*
Czasopismo: *Nowoczesny magazyn*

II.B.1	Course title	Warehouse and Stock Management
		Lecture and workshops
II.B.2	Course code	04.9.GM.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Katarzyna Grzybowska, Ph.D. Dorota Szatkowska, M.A.
II.B.10	Prerequisites	Logistics Management course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts of warehouse and stock management in both manufacture and service companies. Familiarizing students with criteria of stock division, methods for management of particular types of stock and principles of locating warehouses. Competencies: Students should achieve the following abilities: forecasting types of demand; programming in transportation; managing of warehouse and stock. Students should know the essentials of operational activities during particular warehouse functioning phases. Students should achieve the ability to analyze and shape a stock flow in warehouse management.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. The role of warehouse management in the chain of logistics activities. 2. The role of stock management in the chain of logistics activities. 3. The location of warehouses. 4. Organizational structure of warehouse and stock management. 5. Procedures in warehouse operations – acceptance of goods, warehousing, delivery. 6. Principles of stocktaking. 7. Industrial and workplace safety. 8. The provisions of a warehouse. 9. Assessing the standard levels of stock. 10. Forecasting demand and its influence on stock size – advanced issues. 11. The influences of logistics strategies on a sustained stock size.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Attendance and participation • Project and practical exercises • Written examination

REQUIRED:

Dudziński Z., Kizyn M., Poradnik magazyniera, PWE, Warszawa 2000
Saryusz – Wolski M., Sterowanie zapasami w przedsiębiorstwie, PWE.
Warszawa 2000

LITERATURA UZUPEŁNIAJĄCA:**II.B.14 Recommended reading**

Krzyżaniak S., Podstawy zarządzania zapasami w przykładach, Instytut Logistyki i Magazynowania, Poznań 2002
Zarządzanie gospodarką magazynową, Praca zbiorowa, PWE, Warszawa 1997.
Fertsch M., (red.) Logistyka produkcji, Instytut Logistyki i Magazynowania, Poznań 2003
Fertsch M., Grzybowska K., Stachowiak A., Zarządzanie produkcją i logistyka: koncepcje, metody i rozwiązania praktyczne, Wyd. PP, 2006
Fertsch M., Grzybowska K., Stachowiak A., Logistyka i zarządzanie produkcją : nowe wyzwania, odległe granice, Wyd. PP, 2007
Czasopismo: Logistyka i jakość
Czasopismo: Logistyka
Czasopismo: Nowoczesny magazyn

II.B.1	Course title	Operational Research in Logistics Lecture and workshops
II.B.2	Course code	04.9.BO.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Agnieszka Stachowiak, Ph.D.
II.B.10	Prerequisites	Logistics Management course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with the essentials of linear programming, transportation and allocation problems, elements of game theory, network programming and stock models. Competencies: The ability to use methods of linear programming and dual problem, particularly „simpleks” method and techniques for closed and opened transportation issue solving; finding optimal strategies and points in the game theory; choosing an optimal strategy based on decision-making principles.
II.B.12	Course contents	1. Scope of operational research in logistics. 2. Linear programming. 3. Transportation. 4. Discreet and network programming. 5. Unlinear optimalization tasks. 6. Allocation. 7. Game theory. 8. Multicriteria programming. 9. Theory of queues and mass service systems. 10. Simulation and heuristic models.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Attendance and participation • Project and practical exercises • Written examination

REQUIRED:

Jędrzejczyk Z., Skrzypek J., Kukuła K., Wilkosz A., Badania operacyjne w przykładach i zadaniach, PWN 1999
Ignasiak E., Badania operacyjne, PWE 2001

II.B.14 Recommended reading**ADDITIONAL:**

Czasopismo: Logistyka i jakość
Czasopismo: Logistyka
Czasopismo: Nowoczesny magazyn

II.B.1	Course title	Delivery and Production Logistics
		Lecture and workshops
II.B.2	Course code	04.9.LZ.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Katarzyna Grzybowska, Ph.D.
II.B.10	Prerequisites	Logistics Management + Warehouse and Stock Management courses - credits
II.B.11	Objectives of the course	Aims: Familiarizing students with the essentials of delivery and production logistics in a modern company; organization of the flow of goods in a company and the logistics chain. Familiarizing students with the principles and types of cooperation with suppliers. Competencies: Students should have the abilities to manage employees in a logistics-oriented company; to use known methods of forecasting to calculate delivery stock size; to make decisions on delivery and production processes; to use known methods of control and coordinate the stock flow.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Delivery logistics in modern company management. 2. An integrated approach to the flow of goods organization in a logistics chain. 3. Strategies of supply purchase. 4. Organization of supply purchase. 5. The division of delivery goods. 6. The choice of suppliers for a company. 7. Planning delivery Leads. 8. Procedures of purchase, acquiring resources (bilateral contracts). 9. Negotiation of delivery purchases. 10. Resource optimalization in a company. 11. Integration of delivery and production. 12. Organization of the manufacturing process. 13. Manufacturing scheduling. 14. MRPII i J-i-T – general trends. 15. Flexible production systems. 16. Assessing the size of consignment.

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17. Forecasting in a production process.
 18. Information technology support in a production decision-making process in a company.
 19. Lean production.
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II.B.13 Assessment methods

- Attendance and participation
 - Project and practical exercises
 - Written examination
-

REQUIRED:

Lysons K., Zakupy zaopatrzeniowe, wyd. I, PWE, Warszawa 2004
Brzeziński M., (red.) Organizacja i sterowanie produkcją. Projektowanie systemów produkcyjnych i procesów sterowania produkcją. Metody i narzędzia organizowania i sterowania produkcją w przedsiębiorstwach obecnych i przyszłych., Agencja Wydawnicza „Placet”, Warszawa 2002

II.B.14 Recommended reading

ADDITIONAL:

Fertsch M., (red.) Logistyka produkcji, Instytut Logistyki i Magazynowania, Poznań 2003
Fertsch M., Grzybowska K., Stachowiak A., Zarządzanie produkcją i logistyka: koncepcje, metody i rozwiązania praktyczne, Wyd. PP, 2006
Fertsch M., Grzybowska K., Stachowiak A., Logistyka i zarządzanie produkcją: nowe wyzwania, odległe granice, Wyd. PP, 2007
Czasopismo: Logistyka i jakość
Czasopismo: Logistyka
Czasopismo: Nowoczesny magazyn

II.B.1	Course title	Economic Analysis Lecture
II.B.2	Course code	04.3.AE.SR
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Zbigniew Gołaś, Prof.
II.B.10	Prerequisites	Management Accounting course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with the concepts, essentials and principles of financial analysis, standard economic indexes interpretation, and deductions related to a company's financial situation. Competencies: Students should achieve the ability to analyze and understand financial reports and interpret economic indexes appropriately.
II.B.12	Course contents	1. Introduction: goals, range and principles of economic analysis, basic sources of information used in analysis. 2. Financial analytical procedures: preliminary and index-based, horizontal and vertical. 3. Preliminary analysis: balance (proprietary, capital and capital-proprietary structures), profit and loss account and monetary flow account. 4. Index-based analysis: liquidity, effectiveness of activity, profitability, liabilities and capital market indexes.
II.B.13	Assessment methods	Examination

REQUIRED:

Sierpińska M., Jachna T., *Ocena przedsiębiorstwa według standardów światowych*, Wyd. Wydawnictwo Naukowe PWN, Warszawa 2007
Bień W., *Czytanie bilansu przedsiębiorstwa (dla menedżerów)*, Wyd. Finans-Serwis (zespół doradców finansowo-księgowych), Warszawa 2003
Gabrusewicz W., *Podstawy analizy finansowej*, Wyd. PWE Warszawa 2002.

II.B.14 Recommended reading**ADDITIONAL:**

Sojak S., *Rachunkowość zarządcza*, Wyd. TNOiK, Toruń 2003
Kurtys E., *Analiza finansowa przedsiębiorstwa w przykładach i zadaniach*, Wyd. AE Poznań, 2002
Praca zbiorowa pod redakcją Hamrol M., *Analiza finansowa przedsiębiorstwa*, Wyd. AE, Poznań 2004
Gabrusewicz W., *Podstawy analizy finansowej*, PWE, Warszawa 2005

II.B.1	Course title	Accountancy and Financial Balance
		Lecture and workshops
II.B.2	Course code	04.3.BI.SR
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II,III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – godzin 0 łącznie - part-time [weekend] studies – godzin 24 łącznie Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Tomasz Sikora, M.A.
II.B.10	Prerequisites	Students should know: <ul style="list-style-type: none"> • Components of financial accountancy; • Types of cost registries; • Types of profit and loss accounts.
II.B.11	Objectives of the course	<p>Aims:</p> <ul style="list-style-type: none"> • Concepts, goals and general principles of balance creation; • Structure of balance and principles of pricing of particular components; • Legal provisions, scope of penal responsibility in case of the principles of accountancy infringement; • Essential concepts of organization and implementation of stocktaking in a company. <p>Competencies:</p> <ul style="list-style-type: none"> • Balance analysis; • Determining the type and form of a balance; • Making a simple and advanced balance; • Using information from a balance to evaluate financial and proprietary situation of a company; • Preparing documentation for stocktaking in the company; • Accounting as part of the stocktaking process.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Account plans and creation of a balance. 2. Annual financial reports and inner relationships. 3. General principles of balance preparation. 4. Balance and its structure. 5. Characteristics of assets in a balance. 6. Characteristics of liabilities in a balance. 7. Principles of balance pricing. 8. Stocktaking.

II.B.13 Assessment methods Written test
Practical exercises

REQUIRED:

Ewa Dreliszek, Dorota Kania. Bilans, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2005.

Wiktor Gabrusewicz, Zdzisław Kołaczyk, Bilans. Wartość poznawcza i analityczna. Wydawnictwo Difin, Warszawa 2005.

II.B.14 Recommended reading

ADDITIONAL:

Wiktor Gabrusewicz. Podstawy analizy finansowej. PWE, Warszawa 2007.

Barbara Gierusz. Podręcznik samodzielnej nauki księgowania. Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2006.

Danuta Kuczyńska-Cesarz. Rachunkowość. Podręcznik. Cz. II. Wykłady. Wydawnictwo Difin. Warszawa 2005.

Ustawa z 29 września 1994 o rachunkowości (tekst jednolity – Dz. U. z 2002r. nr 76, poz. 694 z póź. zm.).

II.B.1	Course title	Management Accounting Lecture and workshops
II.B.2	Course code	04.3.RZ.SR
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Tomasz Sikora, M.A.
II.B.10	Prerequisites	None
		Aims:
		Familiarizing students with concepts, goals and functions of management accounting; differences between management accounting and financial accounting; structures of management, particularly relationship between information and decisions; components of a financial report; costs and types of cost registry; essentials of preliminary and resultant calculation; essentials and functions of assets, depreciation, pricing of stock, budgeting; types of budgets.
II.B.11	Objectives of the course	Competencies: Students should achieve the following abilities: presenting the role of information in management accounting; showing similarities and differences between management accounting, financial accountance and cost account; preparing the basic elements of financial reports; characterizing methods used in depreciation calculation of assets, immaterial and legal values; a practical exercise in making a depreciation plan; assessing incomes and outcomes with the following methods: „FIFO“, „LIFO“; defining the meaning of a budget to a company; quoting stages of the budgeting process.
II.B.12	Course contents	Essentials and range of management accounting. The structure of management systems. Methods of management. The decision-making process. Information bases of management accounting. Balance as a key factor in assessing the financial situation of a company. Profit and loss accounts in profitability management. Monetary flow accounts, financial liquidity and profitability. Satisfying information need. Asset management. Cost and the components of cost. Types of costs. Cost calculation. Types of budgets. Stages of the budgeting process.

II.B.13 Assessment methods Written test
Practical exercises

REQUIRED:

Gabrusewicz, Kamela-Sowińska, Poetschke. Rachunkowość zarządcza. PWE, Warszawa 1998

Gabrusewicz, Kołaczyk, Bilans. Wartość poznawcza i analityczna. Wydawnictwo Difin, Warszawa 2005

Dreliszek, Kania. Bilans, Wydawnictwo ODDK, Gdańsk 2004

Praca zbiorowa pod redakcją Kiziukiewicz. Rachunkowość zarządcza. Wydawnictwo Ekspert, Wrocław 2005

Wermut. Rachunkowość zarządcza. Rachunek kosztów i wyników w podejmowaniu decyzji. Wydawnictwo ODDK, Gdańsk 1994 Ewa Dreliszek,

II.B.14 Recommended reading

ADDITIONAL:

Gierusz. Podręcznik samodzielnej nauki księgowania. Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2003

Kuczyńska-Cesarz. Rachunkowość. Podręcznik. Cz. I i II. Wykłady. Wydawnictwo Difin. Warszawa 2002

Padurek-Piecyk.. Część III skryptu do nauki księgowania według przepisów znowelizowanej ustawy o rachunkowości. Wydawca Usługi Wydawnicze Wrocław 2004

Ustawa z 19 września 1994 o rachunkowości (Dz.U. 121 z 1994r. poz. 591 – tekst jednolity – Dz. U. z 2002 nr 76 poz. 694 z póź. zm.).

II.B.1	Course title	Algorithms and Data Structures Lecture and workshops
II.B.2	Course code	11.9.AL.SI
II.B.3	Type of course	Elective
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II, III
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Malczewski, Ph.D.
II.B.10	Prerequisites	Knowledge of mathematical logic and the basics of software programming in a chosen language.
II.B.11	Objectives of the course	Familiarizing students with basic and complex data structures, their representation and principles of construction, writing and analyzing of algorithms. Students should achieve the abilities to write the algorithms in a computer programming language.
II.B.12	Course contents	Lecture: 1. Basic data structures: - The concept of data type, - Simple types (standard and defined), - Arrays, records, bases and their representation, - Sequential files. 2. Algorithms: - The concept and basic features of algorithms, - Construction of algorithms, forms of writing, - Correctness, complexity and optimization of algorithms, - Algorithms for searching and sorting, - A comparison of storing arrays and files methods, - Recurrent algorithms. 3. Dynamic data structures: - Recurrent types of data, dynamic memory allocation, indexes, - Pile, queue, linear lists (one-way and two-way lists), - Tree structures (basic concepts, definitions and operations of binary trees). 4. Graph structures and algorithms: - Basic concepts and definitions. Workshops: 1. Data classification, basic concepts and definitions. 2. Arrays, records – inclusion of structures. 3. Free access and sequential structures; differences in access and means of transformations. 4. Construction, writing and analysis of simple searching and sorting algorithms.

		<p>5. Different methods of sorting arrays and files; analysis of correctness and complexity; methods of algorithm operationalization.</p> <p>6. Exemplary recurrent algorithms; when one should not use algorithms; returning algorithms.</p> <p>7. Statistical and dynamic data structures; types of dynamic structures; differences and similarities between a pile, a queue and a list.</p> <p>8. Basic algorithms of list transforming (one-way and two-way).</p> <p>9. Basic operations of binary trees.</p> <p>10. Searching tree analysis with pasting.</p> <p>11. Algorithms of basic operations on graph structures.</p>
II.B.13	Assessment methods	Written examination based on lecture contents plus workshop credit consisting of analysis and evaluation of created codes.
II.B.14	Recommended reading	<p>REQUIRED:</p> <p>N. Wirh: Algorytmy + struktury danych = programy, WN-T, Warszawa, 1980</p> <p>R. R. Arnold, H. C. Hill, A. V. Nichols: Wprowadzenie do przetwarzania danych</p> <p>W. M. Turski: Struktury danych</p>

II.B.1	Course title	Operational Systems Lecture and workshops
II.B.2	Course code	11.9.SO.SI
II.B.3	Type of course	Elective
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Hankiewicz, Ph.D.
II.B.10	Prerequisites	Information Technology course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts of operational systems Unix and Linux: processes, file systems, memory management, use of I/O devices, data protection and software safety. Competencies: Students should achieve the skills of using Linux environment, particularly using the file system, configuring a computer, making disk partitions, burning CDs and DVDs, correctly connecting peripheral devices (e.g. scanner, printer) and managing a system from a registry level.
II.B.12	Course contents	Files systems: FAT, NTFS, Ext, ReiserFS. Network files systems: NFS, SMB. Operational systems: Dos, Windows, MacOS, Unix, Linux, BeOS, OS/2, Novell, Solaris.
II.B.13	Assessment methods	Written examination

REQUIRED:

Gawiejnowicz S., Wstęp do systemów operacyjnych, UAM 1998
Silberschatz A., Petersom J., Galvin P., Podstawy systemów operacyjnych,
WNT, 2000

**II.B.14 Recommended
reading****ADDITIONAL:**

Sosna Ł., Linux komendy i polecenia. Podręczna pomoc dla użytkowników
Linuxa, Helion 2006
Królikowski Z., Sajkowski M., System operacyjny UNIX dla początkujących i
zaawansowanych, Nakom 2005
Ward B., Jak działa Linux, Helion 2005
Williams R., Mac OS X 10.4 Tiger, Podręcznik, Helion 2006

II.B.1	Course title	Computer Networks Lecture and workshops
II.B.2	Course code	11.9.SK.SI
II.B.3	Type of course	Elective
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Tomasz Górecki, Ph.D.
II.B.10	Prerequisites	Ability to use Windows XP
II.B.11	Objectives of the course	Aims: Familiarizing students with the computer network development, basic protocols and services provided by computer networks, logical and physical network topologies, addressing in networks, network devices and transmitting media, basics of protocol TCP/IP, wireless networks, modern trends in computer networking, basic threats to networks and methods for protecting and defending, a model OSI, criteria for selection of the hosting service for a company. Competencies: Students should achieve the abilities to use network commands in Windows XP, to configure networks on a hardware and software level, to use Visual Route software, to configure WWW servers, databases and ftp, to use networks and subnetworks.
II.B.12	Course contents	Computer networks development, types of networks, network devices (network card, modem, repeater, hub, switch, bridge, router). Network topologies, transmitting media. OSI and DOD models. Network protocols (ARP, TCP/IP, UDP), IP address, network masks, network addresses, domains, URL. Basic Internet services (ftp, scp, http, irc, nntp, pop3, smtp, ssh, telnet). Network text commands in Windows XP. Wireless networks. P2P networks. Internet threats, spamming.
II.B.13	Assessment methods	Tests on network addressing, network commands and presentation on a given subject. Final written examination (multiple-choice and open question test) - 60 minutes

II.B.14	Recommended reading	REQUIRED: J. Habraken, ABC sieci komputerowych, Helion 2002 M. Świątelski, Po prostu sieci komputerowe, Helion 2004
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II.B.1	Course title	Databases Lecture and workshops
II.B.2	Course code	11.9.BD.SI
II.B.3	Type of course	Elective
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Hankiewicz, Ph.D.
II.B.10	Prerequisites	Information Technology course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with components of databases, types of databases, basic commands of SQL language, normal configuration of databases. Competencies: Students should achieve the abilities to use the tools of databases, particularly to create tables, queries, forms and reports; to secure databases from illegal access, to create a welcome menu (turning panel); relational databases construction; to create simple questions in SQL language.
II.B.12	Course contents	<ul style="list-style-type: none"> ▪ Basic concepts of relational databases. Access software environment, installing its basic objects. Principles of building databases. Use of creator software to create databases and means of transporting information from/to a database. Importing information, text files, HTML files and other bases from Excel software. Exporting data. ▪ Methods of building databases. ▪ Tables of databases. Methods of creation – table creator, creation in a PROJECT view. Access to extraneous databases. Defining key and basic relations. One-field and multi-field indexes. Data correctness (types of data, sizes of fields, masks of entering). Searching, sorting data, filtering according to choice and form. Table modification. ▪ Database normalization and a normal form concept. ▪ Questions and perspectives (virtual tables). Queries which select, selecting data from a table. Starting a query. Fixing searching criteria. Value calculating, sentence constructing. Summarizing cross and functional queries. SQL language – line choice- WHERE clause, joining instruction, arithmetical operations, field joining, agregating functions. Application of SQL Access. ▪ Forms creation. Forms received in a PROJECT view and CREATOR function. Types of formants (fields of list, combi, fields of selection, OLE

objects, buttons commands). Data in formulas - adding, editing and removing data from formulas. Modification of form view. Subforms. Report created in a PROJECT view and with a CREATOR function. Report modification, subreport adding. Creation of a turning panel, welcome board and defining start options.

- Securing databases. Creation of workgroups and administrator accounts. Setting owners and passwords. Creation of group and user accounts. Database optimization. Construction of the MDE. The "under_construction.html" file.
- The concept of the data warehouse.
- Use of a data warehouse to prepare multidimensional cubes of information necessary to manager a company.
- Creating an exemplary database.

II.B.13 **Assessment methods** Written examination

REQUIRED:

Whitehorn M., Marklyn B., Relacyjne bazy danych, Helion 2003
Ladanyi H., SQL. Księga eksperta, Helion 2000

II.B.14 **Recommended reading**

ADDITIONAL:

Date C.J., Wprowadzenie do systemów baz danych, WNT 2000

II.B.1	Course title	Ergonomics and Human Factor of Work
		Lecture and workshops
II.B.2	Course code	04.9.EP.SP
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II, III
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Małgorzata Sławińska, Ph.D.
II.B.10	Prerequisites	Fundamentals of Management + HR Management courses - credits
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts of ergonomics: ergonomics requirements, ergonomic feature of a technical object, system of working, ergonomic diagnosis, professional risk, anthropometrics, labor psychology, body posture, movement coordination, methods of ergonomic analysis. Students should achieve knowledge of normative requirements related to technical objects and systems of working, principles of implementation basics of workplace conditions management. Competencies: Students should achieve the following abilities: conceptualizing functional structures of a system, conducting a diagnosis of ergonomics with the use of control lists, testing of physical human body efficiency, assessing energetic load, conducting basic body measurements, conducting an examination of physical work, defining admissibility and inadmissibility of professional risk according to norms, defining recommendations of correcting activities based on risk definition.
II.B.12	Course contents	Basic concepts: human factor of work, ergonomics, systems of working, workloads. Requirements of ergonomics. Principles of conceptualizing ergonomic systems of work. Workplace construction. Ergonomics on an office. Principles of conceptualizing environment of work. Principles of conceptualizing information systems. Methods of ergonomic diagnosis. Professional risk. Ergonomic risk factors.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Essay • Practical exercises

REQUIRED:

Projektowanie ergonomiczne; Edwin Tytyk. – Warszawa: Wydaw. Naukowe PWN, 2001.

Czy ergonomia jest nauką?; Jan Jabłoński. – Poznań: Wydawnictwo Politechniki Poznańskiej, 2005.

Ergonomia: projektowanie, diagnoza, eksperymenty; Ewa Górka. – Wyd. 2 popr. I uzup. – Warszawa: Oficyna Wydawnicza Politechniki Warszawskiej, 2007.

Ekonomiczno-społeczne aspekty ergonomii; Edward Kowal. – Warszawa: Wydaw. Naukowe PWN, 2002.

Podstawy ergonomii i fizjologii pracy; Jerzy Olszewski; Akademia Ekonomiczna w Poznaniu. – Wyd. 2 zm. – Poznań: Wydaw. AE, 1997.

Handbook of human factors and ergonomics methods; ed. By Neville Stanton [et al.]. – Boca Raton: CRC Press, 2005.

Psychologia a wyzwania dzisiejszej pracy; Duane P. Schultz, Sydney Ellen Schultz; przekł. Grażyna Kranas. – [dodruk]. – Warszawa: Wydaw. Naukowe PWN, 2006.

II.B.14 **Recommended reading**
(*recommended Schultz*)

II.B.1	Course title	Organizing Your Work
		Lecture and workshops
II.B.2	Course code	04.9.OP.SP
II.B.3	Type of course	Elective
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Agnieszka Blechert, M.A.
II.B.10	Prerequisites	Psychology course - credit
		Aims:
		Familiarizing students with basic concepts organizing your work in the workplace, methods of planning and coordination, principles of time and project management.
II.B.11	Objectives of the course	Competencies: Students should achieve the abilities to use methods of registering and balancing worktime, autonote methods, methods of analyzing and assessing personal strengths and weaknesses, procedures and principles of time management, to define priorities of goals and activities, to delegate tasks, practical application of the 5S method, disciplining oneself in thought and action, to present your own ideas and actions.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. The meaning of organizing your work. 2. Processes and system organizing; positive effects of well-organized work. 3. Worktime balance and evaluation of the use of time. 4. Principles and requirements of time management and planning. 5. Exercising autonote methods, defining goals, defining complexity and time-demands of an activity, defining priorities, finding "time-eaters". 6. Personal development. 7. 5S method. 8. Principles of presenting your own ideas and actions.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Oral examination • Essays

II.B.14 **Recommended reading**

REQUIRED:

R. S. Covey, 7 nawyków skutecznego działania, Diogenes, Warszawa 2001
D. Fontana, Zarządzanie czasem, Wyd. Naukowe PWN, Warszawa 1999

ADDITIONAL:

T. Handle, Zarządzanie czasem. Poradnik menagera, Wyd. Wiedza i Życie, Warszawa 2000

II.B.1	Course title	Public Relations Lecture and workshops
II.B.2	Course code	04.9.PR.SP
II.B.3	Type of course	Elective
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Kubiak, M.A.
II.B.10	Prerequisites	Introduction to Marketing course - credit
II.B.11	Objectives of the course	- familiarizing students with the meaning and importance of relationships between a company and people, - achieving the ability to create a company's image, - emphasizing opportunities and threats to a company related to PR functioning.
II.B.12	Course contents	1. Implementing of public relations. 2. Contacting social group. 3. Development of PR. PR in Poland and abroad. 4. Code of ethics. 5. Legal provisions related to the media. 6. Personal relationships and PR. 7. Basic concepts of relationships in a social group. Factors destroying group-activity. 8. Characteristics of an effective team. 9. Styles of managing a group of people. 10. Power in organizations.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Essays
II.B.14	Recommended reading <i>(recommended reading)</i>	REQUIRED: Krawulski J., Public relations, Wydawnictwo AE, Poznań 2004 Black S., Public Relations, Oficyna Ekonomiczna, Kraków 2006

II.B.1	Course title	Psychology of Management Lecture and workshops
II.B.2	Course code	04.9.PZ.SP – specializations: PZB, ZZL 04.1.PM.SP – specialization: IM
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies) – specialization: PZB 4 (full-time and part-time [weekend] studies) – specializations: ZZL, IM
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Agnieszka Blechert, M.A. Anna Heród, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Familiarizing students with the theory and practice of the psychology of management. Students should achieve an understanding of basic social phenomenon and human behaviors in an organization and factors causing these phenomenon and behaviors. Students should achieve the skill of to neutralizing and counteracting negative phenomenon and behaviors. Students should be able to apply this knowledge in practical business situations.
II.B.12	Course contents	Psychology of organizations, psychological mechanisms of human behavior, goal-oriented management, management and employee behavioral correctness, leadership in organizations, styles of leadership, the meaning of motivation, motivational techniques, conflict, methods of solving a conflict, communication and styles of communication in organizations, stress and stress management.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Projects and practical exercises • Continuous assessment

REQUIRED:

G. Bartkowiak, Psychologia zarządzania.
J. Stoner, C.Wankel, Kierowanie, PWE.

II.B.14 **Recommended
reading**
*(recommended
reading)*

ADDITIONAL:

D. M. Steward, Praktyka kierowania.
M. Armstrong, Zarządzanie zasobami ludzkimi, Oficyna Ekonomiczna Dom
Wydawniczy ABC
D. Ulrich, Liderzy zarządzania zasobami ludzkimi, Oficyna Ekonomiczna Dom
Wydawniczy ABC
B. Peltier, Psychologia coachingu kadry menedżerskiej, Wydawnictwo Rebis
H. Jones, Nie mam czasu na stres, Wydawnictwo Amber

II.B.1	Course title	Sociology and Sociotechniques Lecture and workshops
II.B.2	Course code	04.5.SS.SZ
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Małgorzata Spychała, Ph.D.
II.B.10	Prerequisites	Knowledge of principles of social community life
II.B.11	Objectives of the course	Familiarizing students with the essentials of sociology, the main concepts of sociology and basic sociotechniques.
II.B.12	Course contents	Human being – social being; the meaning and types of sociology; communication in a society; social groups; characterizing social conflicts; types of sociotechniques; manipulation in a society; phenomenon of deviation and conformity;
II.B.13	Assessment methods	Written examination Projects and practical exercises Continuous assessment
II.B.14	Recommended reading	REQUIRED: Szacka Barbara, Wprowadzenie do socjologii, Oficyna Naukowa, Warszawa 2003; Mlicki Marek: Socjotechnika - zagadnienia etyczne i prakseologiczne, Ossolineum, Warszawa-Wrocław 1986. ADDITIONAL: Berger P., Zaproszenie do socjologii, PWN, Warszawa, (wszystkie R., wydania); Cialdini Wywieranie wpływu na ludzi. Teoria i praktyka, GWP, Gdańsk 2001; Długosz D., Garbaci A., Podstawy zarządzania konfliktami społecznymi. Ars Nova, Poznań 2000. Januszek H., Sikora J., Socjotechnika zarządzania, Oficyna Wydawnicza Ośrodka Postępu Organizacyjnego, Bydgoszcz 1995; Witkowski T., Psychomanipulacje, Oficyna Wydawnicza UNUS, Wrocław 2000.

II.B.1	Course title	Organizing Work of Personnel Lecture and workshops
II.B.2	Course code	04.5.OP.SZ
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Magdalena Ignaczak, M.A.
II.B.10	Prerequisites	Fundamentals of Management course - credit
II.B.11	Objectives of the course	- the ability to plan and implement personnel strategies - the ability to apply basic tools of personnel policies - the ability to plan human resources in an organization - the ability to conduct a personnel audit - the ability to communicate with key external subjects
II.B.12	Course contents	Principles of personnel policies Models of personnel policies Human resources planning Personnel strategies Personnel audit Communication between HR department and external subjects Evaluating the work of an HR department
II.B.13	Assessment methods	Written examination (positive grade) or presentation (coherent content and use of presenting tools) on a particular problem. Attendance and participation.
II.B.14	Recommended reading	REQUIRED: H. Król, (2007): <i>Zarządzanie zasobami ludzkimi</i> , Warszawa. M. Armstrong, (2005): <i>Zarządzanie zasobami ludzkimi</i> , Kraków. W. Golnau, M. Kalinowski, J. Litwin (2004): <i>Zarządzanie zasobami ludzkimi</i> , Warszawa J. Marciniak (2004): <i>Audyty funkcji personalnej w przedsiębiorstwie</i> , Kraków

II.B.1	Course title	History of Economic Thought Lecture
II.B.2	Course code	04.1.ET.SA
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Marcin Graban, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Familiarizing students with basic concepts of the history of economic thought, main economic schools and their representatives. The ability to analyze source documents related to history of economic thought.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. The history of economic thought is essential for understanding the economy itself. 2. The economic thought in the ancient and medieval times. 3. Mercantilism. 4. The economics of physiocracy. 5. William Petty and his political economy. 6. The enlightenment economics. 7. Adam Smith and his theories of political economy. 8. The theories of economy by David Ricardo. 9. Thomas Robert Malthus and the Say's law. 10. John Stuart Mill and the end of the classical economy. 11. Utopian and socialist economic theories before Marx 12. Karl Marx – the critique of capitalism. 13. Neoclassical Anglo-American School of Economics. 14. The "marginalists revolution". 15. The Austrian School – Carl Menger and Eugen von Böhm-Bawerk. 16. Leon Walras and the Lausanne School. 17. Alfred Marshall and the Cambridge Neoclassicals. 18. Historical School of Economics. 19. American Institutional School. 20. Thorstein Veblen and his critique of the orthodoxy economics. 21. Michał Kalecki – the level of income and its distribution and the trade cycle. 22. Evolutionary Economists – Joseph Schumpeter. 23. John Maynard Keynes and the Cambridge School. 24. Paul Anthony Samuelson. 25. "New classical economics". 26. Milton Friedman and the monetarists.

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27. Fredrich August von Hayek.
28. The Soviet (socialistic) Planned Economy.
29. "Shock therapy" 1990 – the Polish transformation.
Heterodoxical post war economics.
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II.B.13 **Assessment
methods**

Written examination

REQUIRED:

H. Landreth, D. C. Colander, *History of the Economic Thought*, Houghton Mifflin Company, Boston, Toronto, 2002.

II.B.14 **Recommended
reading**

ADDITIONAL:

A Companion to the History of the Economic Thought, ed. by W. Samuels, J. Biddle, J. Davis, Blackwell Publishing, Oxford 2003.
Screpanti, E., Zamagani S., *An Outline of economic thought*, Oxford University Press, 2005.
The History of Economic Thought. A Reader, ed. S. G. Medena, W. J. Samuels, Routledge, New York 2003.

II.B.1	Course title	Modern World History Lecture and workshops
II.B.2	Course code	04.1.WH.SA
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	6 (full-time studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	William J. Strnad, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	This is a survey of the sweeping historical trends, developments and ideas which have shaped our collective notions of a “modern world,” and includes the centers the world’s great civilizations, major historical periods and general world geography. This course explores the origins of the rise of Europe, the age of discovery, the commercial and industrial revolutions which defined the trajectory toward global interdependence. Students are encouraged to critically evaluate the significant political, economic, social and intellectual upheavals of the nineteenth and twentieth centuries, such as nationalist revolutions, colonialism and imperialism, liberation movements, and human achievements in such fields as politics, science, and the arts. Students will investigate the impact of the Cold War, the politics of post-colonialism, the fundamentals of globalization and new emerging paradigms, both of integration and fragmentation, characteristic of the late twentieth century post-Cold War world.
II.B.12	Course contents	1. Introduction, Course Overview, World Geography and World Civilizations, Classical Civilizations (Greece and Rome, Tang China, Vedic India, African Empires, Golden Age of Islam) 2. The Rise of Europe, The High Middle Ages, The Crusades, Climatic Change, Pax Mongolica, The Rise of Towns and Commerce in Europe, Secular Civilization (1000-1300) 3. Upheaval in Western Civilization, The Black Death, Socio-economic Dislocation, The Renaissance, The Protestant Reformation, The Counterreformation (1300-1560) 4. Economic Renewal and Wars of Religion, The Commercial Revolution, The Age of Discovery, European Colonialism, Triangular Trade, Collapse of New World Civilizations, Treaty of Westphalia, World System Theory (1560-1648) 5. After the Peace of Westphalia, Absolutism, The Scientific Revolution, Islam and Europe, Global Economy of the Eighteenth Century, Colonialism, Age of Enlightenment (1648-1763) 6. The American Revolution, The French Revolution, Napoleon, Latin American Revolutions, The First Industrial Revolution, Globalization Theories (18 th and 19 th Centuries) (1763-1830) 7. Mid-term Examination

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8. The Revolution(s) of 1848, Nationalism, Imperialism in South and East Asia, Collapse of Sino-Centric World Order, Other "Isms", Meiji Japan, The Second Industrial Revolution and Dependency Theory (1830-1885)
 9. Partition of Africa, Imperialism's Conflict in Asia, Western Empires, Creation of the World Order, Origins of Modern Art, World War I, The Russian Revolution (1885-1919)
 10. Between the World Wars, Origins of Modern Architecture, The Great Depression, Development of the Soviet Union, Fascism, War in East Asia (1919-1938)
 11. Origins and Outcomes of World Wars II, The New World Order, Origins of the Cold War, The United Nations, The Korean War, Modernization Theory (1938-1953)
 12. Decolonization and Postcolonialism, Ferment and Repression in Eastern Europe, China, The Cold War Continues, The Space Race (1953-1965)
 13. South East Asia War, Chinese Cultural Revolution, The 1960s, European Unity, Middle East Wars, Arab Oil Embargo, Civil Wars (1965-1980)
 14. End of the Cold War and the Soviet Union, Multipolarity and Nonpolarity, AIDS, Ethnic Wars and Civil Wars, Globalization, The Internet, 9.11 (1980-2001)
 15. Final Examination
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Grading:

- Class Participation (Attendance) (Can be used at the discretion of the instructor when computing final grade)

- Mid-term Exam (50%) and Final Exam (50%) (Both exams are 140 minutes):
Structure of both examinations:

Objective (70% of the exam): (70 minutes)

Part I – Map Identification (Match 10 given events, persons, nations, geographical features to numbers on a world map) (1 point each) (10%)

Part II – Simple Word or Phrase Identification (Translation) (10 items) (1 point each) (Select ten from fifteen words or phrases given) (1 point each) (10%)

Part III – Historical Chronology (10 events, persons, periods) (1 point each) (10%)

Part IV – Matching (10 mutually related events, persons, periods, statements, concepts) (1 point each) (10%)

Part V – Detailed Explanation (10 events, persons, periods) (What or Who? / When? / Why Important or Historical Significance?) (Select ten from fifteen events, persons, periods given) (30%)

Essay (30% of the exam): (70 minutes)

Part VI – Essays (2) (15 points each) (Select two from three essays offered from topics covered during the course) (30%)

REQUIRED:

II.B.13 Assessment methods

II.B.14 Recommended reading

1. Worlds Together, Worlds Apart: A History of the Modern World (1300 to the Present) (Paperback) (1st Edition). Robert Tignor, Jeremy Adelman, Stephen Aron, Stephen Kokin, Suxanne Marchand, Gyan Prakash, Suzanne Marchand, Michael Tsin, Stephen Kotkin. W. W. Norton & Company, 2002. (480 pages)
 2. Mastering Modern World History (Paperback) (4th Edition). Norman Lowe. Palgrave Macmillan, 2005. (664 pages)
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II.B.1	Course title	Global Thinking
		Lecture and workshops
II.B.2	Course code	04-1.GT-SA
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	William J. Strnad, M.A.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	The title of this course is eloquent of its goal, which is familiarization of students with a broad range of theories, perspectives, and contemporary issues, all of which comprise some of the essential parameters of humanity's global reality and thought in the early twenty-first century. The course is composed of lectures, readings, student article critiques and presentations as well as in-class discussions. Many of the political and economic blocks of instruction have topical, national, and regional analytical frameworks. Subjects included in the course are human evolution, religions and value-based beliefs, culture, international and regional organizations, the environment, natural resources and global warming, population issues, the politics of development, examinations of established and emerging world powers, technologies, and theories of human history and development. Ultimately, the course seeks to give students a broad foundation related to world challenges and problems facing us and the generations to come.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Introduction and Course Overview 2. The Self and Global Challenges for Humankind 3. Theories of Human Evolution and Our Biology 4. Culture and Human Values 5. International and Regional Agencies, Organizations and Non-Governmental Organizations (Primarily Global Finance, Security and Political) 6. The European Union (EU) and the United States (US) 7. The Environment, Energy, Global Warming and Potential Natural Resource Conflicts 8. Population Issues (Aging Populations, Migration, Disease, and Population Changes) 9. The Emerging Giants: China, India and Russia 10. The Politics of Development and Trade in Africa, Latin America and Southeast Asia 11. The Internet, Telecommunications and Information Technology (IT) 12. Asia's Developed Economic Powers (Japan, South Korea, Taiwan, Singapore, and Hong Kong)

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13. The Middle East and the Islamic World
 14. Theories of Historical Development, the Current World and Future Worlds
 15. Final Exam
-

Grading:

II.B.13 **Assessment
methods**

- Two Instructor Assigned Presentations (each 10-15 minutes in length (40%)
(Note: No visual or auditory aids. The student's notes for the presentation will consist of no more than 40 words on a 3 x 5 card)

- Class Participation (Attendance) (10%)

- Evaluation of the student's behavior, and intellectual qualities (organization of expression, logic, analytical and creative thinking) manifested in in-class discussions and presentations, as well as in written materials (points can be added to or subtracted from the final exam grade)

- Final Exam (50%) (180 minutes):

The final exam is an open book exam consisting of three essay questions.

REQUIRED:

II.B.14 **Recommended
reading**
*(recommended
105 eading)*

1. High Noon. 20 Global Problems, 20 Years to Solve Them. Jean-Francois Rischard and J. F. Rischard. Basic Books, 2002. (241 pages)
 2. Global Perspectives: A Handbook for Understanding Global Issues (2nd Edition). Ann Kelleher and Laura Klein. Prentice Hall, 2005. (226 pages)
 3. Global Issues: An Introduction (4th Edition). John L. Seitz. Wiley-Blackwell, 2007. (308 pages)
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II.B.1	Course title	International Logistics and Trade Lecture and workshops
II.B.2	Course code	04.1.IL.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	4 (full-time studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Agnieszka Stachowiak, Ph.D.
II.B.10	Prerequisites	None
II.B.11	Objectives of the course	Aims: Students should attain basic knowledge of international logistics issues, including INCOTERMS and concepts of global supply chains as well as the most common documents used in international trade. Competencies: Students should attain the ability to choose suitable solutions to international logistics and trade problems under given conditions.
II.B.12	Course contents	1. Incoterms 2. Global supply chains 3. Documents used in international trade
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Project • Essay
II.B.14	Recommended reading	REQUIRED: International Logistics by Donald F. Wood, Anthony Barone, Paul Murphy, Daniel L. Wardlow Incoterms 2000: ICC Official Rules for the Interpretation of Trade Terms by Icc Publishing.

II.B.1	Course title	Bachelor Seminar Lecture and workshops
II.B.2	Course code	04.9-PL.S-2s, 04.9-PL.S-2ns
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 15 hours - part-time [weekend] studies – 15 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Ryszard Rohatyński, Prof. Zbigniew Serafin, Ph.D.
II.B.10	Prerequisites	Completion of the first year of studies
II.B.11	Objectives of the course	Aims: Familiarizing students with formal and editorial requirements of a bachelor thesis writing, methodology of research, the essentials of scientific writing and the advisors' requirements related to a bachelor thesis (e-learning platform). Competencies: Students should achieve the ability to edit a scientific text effectively within editorial requirements, the ability to use research methods and to solve a research problem, the ability to formulate thesis, operational hypothesis, goals of an essay, to write and present a preliminary concept of a bachelor thesis (hypothetical).
II.B.12	Course contents	Features of a well-written bachelor thesis. Scientific aspects of a bachelor thesis. Research materials. Research methods. Bachelor thesis structure. Principles of a scientific text edition. Structure of content, footnotes, tables of content, graphs, pictures, etc. Plagiarism. Copyrights. Managing stress related to writing and defending a bachelor thesis. Bachelor thesis defence. Legal provisions – the rector's regulation on the procedures for writing and submitting a bachelor thesis to the dean.
II.B.13	Assessment methods	Written examination (credit with Mark)

REQUIRED:

J.Majchrzak, T.Mendel, Jak pisać pracę dyplomową i magisterską, AE w Poznaniu, Poznań 2004.

J.Majchrzak, T.Mendel, Poradnik dyplomanta, AE w Poznaniu, Poznań 2005.

Wytyczne dotyczące pisania pracy licencjackiej, Regulamin studiów w PWSBiJO (platforma internetowa szkoły).

II.B.14 Recommended reading**ADDITIONAL:**

W.Młyniec , S.Ufnalska, Scientific communication – czyli jak pisać i prezentować prace naukowe, Sorus Poznań 2003,

R.Zenderowski , Praca magisterska. Jak pisać i obronić, Warszawa 2007,

D.Gamon , A.Brogom, Ucz się szybciej, zapamiętuj więcej, Medium Warszawa 2003,

J.Honczarenko, M.Zygmunt , Poradnik dyplomanta, Politechnika Szczecińska, Szczecin 2000.

II.B.1	Course title	Strategic Management Lecture and workshops
II.B.2	Course code	04.0-ZS.K-3, 04.0-ZS.K-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	5 (full-time studies) 4 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Katarzyna Czainska, Ph.D.
II.B.10	Prerequisites	Fundamentals of Management course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with: <ul style="list-style-type: none"> • Basic concepts related to strategic management, • Basic presumptions of strategy construction, • Differentiation of methods for a company's environment analysis, • Relationships between product life cycle and technology, • Basic strategies of companies. Competencies: <ul style="list-style-type: none"> • The ability to conduct integrated analysis of a company and its environment, • The ability to select a particular strategy for a particular company's requirements.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. The meaning of strategy and strategic management, 2. Schools of strategic management, 3. Levels and types of classical strategies, 4. Global and local context of strategies, 5. Vision, mission and strategic goals of a company, 6. Methods of strategic analysis of company's environments, near and far, 7. Methods of strategic planning (SWOT, SPACE), 8. Implementation of a strategy, 9. Implications: strategy – organizational structure – organizational culture, 10. Strategic controlling, 11. Strategic management reflecting resource trend, 12. Learning organization, 13. Cooperation strategies and strategies of value-added creation. 14. International company management.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examinations • Projects and practical exercises

REQUIRED:

G. Gierszewska, M. Romanowska „Analiza strategiczna przedsiębiorstwa”, PWE 2003r.
„STRATEGOR. Zarządzanie Firmą. Strategie, Struktury, Decyzje, Tożsamość”, PWE 1995r.

II.B.14 **Recommended
reading****ADDITIONAL:**

I. Penc-Pietrzak „Analiza strategiczna w zarządzaniu firmą”, C. H. Beck, Warszawa 2003r.
R. Krupski „Identyfikacja i realizacja strategii firmy”, Wydawnictwo "Leopoldinum", Wrocław 1994r.
J. Penc „Strategiczny system zarządzania”, Wydawnictwo "Placet", Warszawa 2001r.
R.S. Kaplan, D.P. Norton „Strategiczna karta wyników”, PWN, Warszawa 2007r.

II.B.1	Course title	Production Management Lecture and workshops
II.B.2	Course code	04.9-ZP.K.3, 04.9-ZP.K.3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	II
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Magdalena K. Wyrwicka, Prof. Małgorzata Sławińska, Ph.D. Agnieszka Stachowiak, Ph.D.
II.B.10	Prerequisites	Basics of management
II.B.11	Objectives of the course	Aims: Familiarizing students with the basic concepts of: assortment, product, systems of production, structures and specifications of product, the production process, structures of production (types and forms), preparing production, production capacity, norming, production planning, production steering (basic methods), basic parameters describing production and its influence on organizational correctness and production management and distinguishing basic and subsidiary processes. Competencies: Student should have the abilities: to assess a production cycle and related operations of simple and complex products, to use methods of setting time limits, methods of optimizing a production order size, to assess ongoing work and stock status, to balance load and set the amount of positions, to plan production structures, to use methods of optimizing position locations, create a production plan and select a method of production flow steering.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. The concept of product and production. 2. Assortment and its analysis. 3. Technical preparation of production. 4. Structure of product and its application. 5. Production process and its division. 6. Parametric description of the production process. 7. Planning and balancing load for positions. Norms of production. 8. Production structures and their conceptualization. 9. Conceptualizing work position locations. 10. Conventional and modern systems of production. 11. Production planning and steering – levels of planning and steering. 12. Methods of production steering. Methods of humanizing work.

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- II.B.13 Assessment methods**
- Practical exercises
 - Written examination
 - Continuous assessment
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REQUIRED:

Liwowski B., Kozłowski R., Podstawowe zagadnienia zarządzania produkcją, Oficyna Ekonomiczna, Kraków 2006

Pasternak K., Zarys zarządzania produkcją, PWE, Warszawa 2005

ADDITIONAL:

II.B.14 Recommended reading

Mazurczak J., Projektowanie struktur systemów produkcyjnych, Wydawnictwo Politechniki Poznańskiej, Poznań 2002

Muhlemann A.P., Oakland J.S., Lockyer K.G., Zarządzanie. Produkcja i usługi. Wydawnictwo Naukowe PWN, Warszawa 1995

Senger Z., Sterowanie przepływem produkcji, Wydawnictwo Politechniki Poznańskiej, Poznań 1998

Rzeszotarska - Wyrwicka M., Projektowanie systemów pracy, Wydawnictwo Politechniki Poznańskiej, Poznań 1998

Materiały REFA

II.B.1	Course title	Marketing of Trade and Services
		Lecture and workshops
II.B.2	Course code	04.7-MH.K-3, 04.7-MH.K-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Zbigniew Bentyn, Ph.D.
II.B.10	Prerequisites	Introduction to marketing course – credit
II.B.11	Objectives of the course	- preparing and conceptualizing marketing plans/strategies for a service company, - presenting a coherent organizational project for a trade company,
II.B.12	Course contents	Trade and service companies as subjects of services. Introduction to the economic theory of services. Modern concepts defining services. Service and features of services. Classification and typologies of services. Components of services production. The concept of marketing of service. Trade and other scopes of services. Structures of the marketing activities in a service sphere.
II.B.13	Assessment methods	Written examination Essays
		REQUIRED:
II.B.14	Recommended reading	Payne A., Marketing usług, PWE, Warszawa 1997 Pilarczyk B., Sławińska M., Mruk H., Strategie marketingowe przedsiębiorstw handlowych, PWE, Warszawa 2001

II.B.1	Course title	Company Finance Management
		Lecture
II.B.2	Course code	04.3-ZF.K-3, 04.3-ZF.K-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	2 (full-time studies) 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Magdalena Mosionek, Ph.D. Agata Nowakowska, M.A.
II.B.10	Prerequisites	Completion of the fourth semester including: Finance and Accountancy
II.B.11	Objectives of the course	<p>Aims: Familiarizing students with:</p> <ul style="list-style-type: none"> • The meaning and importance of company finance management, • Principles and sources of property financing , • Means of gaining ownership capital, • Means of gaining outside capital, • Means of repayments and settlements of loans and credits, • Cost of ownership and outside capital, • Means of capital investment, • Methods of assessing the effectiveness of investment projects, • The meaning of assets management in a company, • The meaning of property and capital management, • Basic indexes used in a financial analysis of a company, • Tax strategies and policies. <p>Competencies: Students should achieve the abilities:</p> <ul style="list-style-type: none"> • To conduct index analysis, • To calculate credit/loan instalments, • To calculate the cost of ownership and outsider capital, • To assess debentures, shares and securities, • To assess investment projects effectiveness, • To calculate financial surplus in a company, • To calculate netto and brutto capital, • To assess a company's profitability, • To calculate and plan profitability level, safety zone and financial outcome, • To conduct money calculation.
II.B.12	Course contents	The meaning of company finance management. Principles of financing and investing – outside capital and its gaining, means of repayment and credit

settlement. Gaining capital through the shares and debentures issue. Costs of capital – debts and ownership capital. Capital investment – property and monetary investments. Assessment methods of investment projects. Short-term finance management of a company – property management and current obligations. Fundamental analysis of a company's activities (based on indexes). Tax strategies and policies of a company. Shares and securities in the economy. Inflation. Supply and demand fluctuations and other factors influencing shares and securities value. Financial planning.

II.B.13 Assessment methods

- Written examination
 - Essays
 - Practical exercises
 - Continuous assessment
-

REQUIRED:

II.B.14 Recommended reading

Bień W, Zarządzanie finansami przedsiębiorstwa, Wyd. Difin Warszawa 2005
Czekaj J, Dreszer Z,, Zarządzanie finansami przedsiębiorstw Podstawy teorii PWN Warszawa 1999r.
Krzemińska D, Finanse przedsiębiorstwa, Wyd. WSB, Poznań 2000
Praca zbiorowa pod red. Lecha Szyszko i Jana Szczepańskiego, PWE Warszawa 2003r.,Finanse przedsiębiorstwa

II.B.1	Course title	Marketing Management and Planning Lecture and workshops
II.B.2	Course code	04.7-ZM.K-3, 04.7-ZM.K-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Advanced
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 45 hours - part-time [weekend] studies – 45 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Zbigniew Bentyn, Ph.D. Krzysztof Kubiak, M.A.
II.B.10	Prerequisites	Basics of marketing and management
II.B.11	Objectives of the course	Aims: Familiarizing students with: - the meaning of the marketing management process, - methods of recognizing effective marketing functioning in a company. - comparison of features of basic marketing strategies, - principles of marketing plan construction. Competencies: Students should achieve the abilities: - to conceptualize and implement a marketing plan of a company, - to set strategic goals of a company, - to analyze the market situation of a company.
II.B.12	Course contents	1. The meaning of marketing planning and management. 2. Functions of marketing management. 3. The marketing process. 4. Organizing marketing in a company. 5. Marketing environment analysis. Analysis of a competitive company. 6. The objectives of a company within a market. 7. Segmentation and selection of the target market. 8. Conceptualizing and implementing marketing strategies. 9. The strategic marketing profile of a company. 10. Marketing program planning (product, price, place, promotion). 11. Marketing goals and the strategic profile of a company. 12. Planning a marketing strategy of a company. 13. Strategic and tactical marketing plans of a company. 14. Strategic and operational control of marketing. 15. Implementation and control of marketing activities.
II.B.13	Assessment methods	Written or oral examination. Projects and practical exercises.

REQUIRED:

Knecht Z., Zarządzanie i planowanie marketingowe, C.H.Beck, Warszawa 2004

Bangs D.H., Plan marketingowy, PWE, Warszawa 1999

II.B.14 Recommended reading**ADDITIONAL:**

Kotler Ph., Marketing. Analiza, planowanie, wdrażanie i kontrola, Gebethner & Ska, Warszawa 1994

Mcdonald M., Biznes Lass, Skuteczne techniki zarządzania marketingowego, Warszawa 2006

Mruk H., Pisarczyk B., Michalin M., Marketing strategiczny na rynku farmaceutycznym, Oficyna ekonomiczna, Warszawa 2006

Jacson K., Marketing, HBR, Helion, Gliwice 2006

II.B.1	Course title	Organizational Behavior
		Lecture and workshops
II.B.2	Course code	04.5-ZO.K-3, 04.5-ZO.K-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	2 (full-time studies), 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours
		Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Sławomir Magala, Prof. Jadwiga Tołstołucka - Heydrych, Ph.D.
II.B.10	Prerequisites	Fundamentals of Management, Science of Organizations courses - credits
		Aims:
II.B.11	Objectives of the course	Familiarizing students with basic concepts and definitions related to human behavior both as an individual and in a social group, motivational theories, power in organizations, organizational structures and their influence on employee's behavior, communication and negotiation.
		Competencies:
		Students should achieve the abilities to present principles of management by objectives (MBO) in a company's strategy, to create an organizational scheme of work groups and to analyze them critically, to recognize conflicts in a company and to prevent, extinguish and solve conflicts.
II.B.12	Course contents	Organizational behavior. Social attitudes and behaviors in organizations. Individual and group behavior. Interorganizational behaviors – competition, integration. Basic relationships to the environment. Motivational theories. Decision-making process. Leadership. Styles of leadership and management. Manager and leader. Competence profile of the modern manager. Communication processes in an organization. Informal communication. Efficient communication and negotiation. Social problems of changes in organizations. Change and resistance. Organizational culture. Cultural transformation. Ethics of organizational behaviors.
II.B.13	Assessment methods	Written examination

REQUIRED:

Robbins S. P., Zasady zachowania w organizacji, Wydawnictwo Zysk i S-ka, Poznań 2001

Penc J., Kreowanie zachowań w organizacji. Konflikty i stresy pracownicze. Zmiany i rozwój organizacji, Agencja Wydawnicza PLACET, Warszawa 2001

II.B.14 Recommended reading**ADDITIONAL:**

Penc J., Menedżer w działaniu. Tom I Sekrety prowadzenia biznesu, Tom II Podejmowanie najlepszych decyzji, Wyd. C.H.BECK, Warszawa 2003

Rakowska A., Sitko-Lutek A., Doskonalenie kompetencji menedżerskich, PWN, Warszawa 2000

Majecka B., Zachowania organizacyjne przedsiębiorstw, Wyd. Uniwersytetu Gdańskiego, Gdańsk 2002

II.B.1	Course title	Personnel Management Lecture and workshops
II.B.2	Course code	04.5-ZK.K-3, 04.5-ZK.K-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Zbigniew Serafin, Ph.D. Anna Heród, M.A.
II.B.10	Prerequisites	Completion of the first year
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts and definitions of personnel management, e.g. styles of management and leadership; emphasising cause-effect relationships between rational personnel management and a company's economic outcomes. Competencies: Students should achieve the ability to conceptualize procedures and techniques of personnel management in a company, to conduct employment status analysis, to define basic conditions of personnel management in a company, to establish an occupational consulting business, to recruit, to train employees, to assess employees, to plan personnel development.
II.B.12	Course contents	The meaning, requirements and development of personnel management. Problems with definitions. Human and intellectual capital in organizations. Types of employment. Structure and content of basic personnel components – planning, recruiting, selecting, developing, managing, leading, assessing, rewarding, dismissing. Personnel audit. Subjects and tools of personnel management. Systems of personnel information. Ethics in personnel management. Strategic aspects of personnel management.
II.B.13	Assessment methods	- Written and oral examinations (additional), - Essays, - Practical exercises - Presentations (2-3 member groups)

REQUIRED:

T. Listwan , Zarządzanie kadrami, Wyd.C.H.Beck, Warszawa 2003.
T.Listwan, Zarządzanie kadrami. Podstawy teoretyczne i ćwiczenia,
Wyd.C.H.Beck, Warszawa 2003.

**II.B.14 Recommended
reading****ADDITIONAL:**

S.Tokarski, Kierownik w organizacji, Difin 2006.
M.Juchnowicz (red.nauk.), Narzędzia i praktyka zarządzania zasobami
ludzkimi, Poltext 2003.
M.Kostera, Zarządzanie zasobami ludzkimi, Oficyna Ekonomiczna, Warszawa
2005
G.Bartkowiak, Skuteczny kierownik. Model i jego empiryczna weryfikacja, AE
w Poznaniu, Poznań 2003.

II.B.1	Course title	Business Russian Language (II) Workshops
II.B.2	Course code	09.0-RE.S-fs, 09.0-RE.S-fns
II.B.3	Type of course	Optional
II.B.4	Level of course	Introductory (Lower Division) and Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	2 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Workshops: - full-time studies – 30 hours - part-time [weekend] studies – 30 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Russian and Polish
II.B.9	Name of lecturer	Marian Glinka, M.A.
II.B.10	Prerequisites	The basic knowledge of Russian language
II.B.11	Objectives of the course	Students should achieve the ability to communicate and negotiate in Russian in business-professional situations. Shaping appropriate Russian pronunciation, stressing and intonation.
II.B.12	Course contents	The abilities of communication and negotiation in the following scopes: <ul style="list-style-type: none"> • good manners, appropriate behavior in communication, • trips (business and other), • communication, means of transport, • intercultural aspects – realities and holidays in Poland and Russia, • hobbies and spare time – describing activities, • home activities, shopping and services, day schedule, • means of conveying messages, • modern worlds – Russia, Poland, the European Union. Familiarizing students with inflection, conjugation, declension.
II.B.13	Assessment methods	Essay on a particular subject. Presenting and defending an essay in public.

**REQUIRED:
ADDITIONAL:**

II.B.14 **Recommended
reading**

Cieplicka, M., Torzewska, D., 2007, *Русский язык. Kompendium tematyczno-leksykalne 1 dla młodzieży szkolnej, studentów i nie tylko...* WAGROS Poznań

Cieplicka, M., Torzewska, D., 2008, *Русский язык. Kompendium tematyczno-leksykalne 2 dla młodzieży szkolnej, studentów i nie tylko...* WAGROS Poznań

Dąbrowska, H., Zybert, M., 2002, *Новые встречи 1, Podręcznik do języka rosyjskiego. Kurs dla początkujących*, WS i P, Warszawa

Dąbrowska, H., Zybert, M., 2002, *Новые встречи 1, Podręcznik do języka rosyjskiego. Kurs dla początkujących. Zeszyt ćwiczeń*, WS i P, Warszawa

Glinka, M., Kotwicka-Dudzińska, I., Narloch, A., Sitarski, A., 2006, *Uniwersalny słownik PONS rosyjsko-polski/polsko-rosyjski*, LektorKlett Poznań

Gołubiewa, A., Kowalska, N., 1998 *Русский язык сегодня – dla uczniów studentów i przedsiębiorców*, AGMEN Sp. z o.o. Warszawa

Lubochna-Kruglik, J., Zobek, T., 2003, *Rozmówki biznesowe. Język rosyjski*, Langenscheidt Polska Sp. z o.o. Warszawa

Skiba, R., Szczepaniak, M., 2000, *Деловая речь. Dla rozpoczynających naukę od podstaw*. REA Warszawa.

Skiba, R., Szczepaniak, M., 1998, *Деловая речь 1a. Podręcznik z rozszerzonym zakresem słownictwa handlowo-menedżerskiego* REA Warszawa

Skiba, R., Szczepaniak, M., 1998, *Деловая речь 1b. Podręcznik z rozszerzonym zakresem słownictwa handlowo-menedżerskiego* REA Warszawa

Wiatr-Kmieciak, M., Wujec, S., 2008, *Вот и мы 1. Język rosyjski dla szkół ponadgimnazjalnych*, Wydawnictwo Szkolne PWN Sp. z o.o. Warszawa

II.B.1	Course title	Facility Management Lecture and workshops
II.B.2	Course code	04.9.FM.SL
II.B.3	Type of course	Optional
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Jerzy Zielenkiewicz, Ph.D. Alina Adamus, M.A.
II.B.10	Prerequisites	The knowledge on company management and project management
II.B.11	Objectives of the course	Familiarizing students with: <ul style="list-style-type: none"> • Basic concepts, development of Facilities Management (FM), • The concept of intelligent building, • Real examples of FM services, • System of management information flow during providing FM services. Students should achieve the ability to: <ul style="list-style-type: none"> • Recognize an intelligent building, • Evaluate the quality of FM services quality and quality securing processes.
II.B.12	Course contents	The concept of FM: <ul style="list-style-type: none"> - development of FM, - definition of FM, - FM services, - the concept and the meaning of intelligent building, - case studies – the application of FM in particular project/objects, - management information flow in FM, - functions of facility managers, - quality assurance process, - presentation of an objects registry and its analysis, - evaluation of the quality of FM services and quality assurance.
II.B.13	Assessment methods	To be chosen: <ul style="list-style-type: none"> - project on a particular subject - Power Point presentation (3-4 persons on a team) - Written examination (test) - 15 questions: 10 theoretical + 5 problematic/practical)

REQUIRED:

Śliwiński A., Śliwiński B. – Facility Management, Wyd C.H. Beck, Warszawa 2006
Niezabitowska E. (red.) – Budynek inteligentny - Tom I Potrzeby użytkownika a standard budynku inteligentnego Wydawnictwo Politechniki Śląskiej, Gliwice 2005

II.B.14**Recommended reading****ADDITIONAL:**

Pritchard Carl L Zarządzanie ryzykiem w projektach. Teoria i praktyka., WIG-Press, Warszawa 2001
Niezabitowska E. (red) Budynek inteligentny - Tom II Podstawowe systemy bezpieczeństwa w budynkach inteligentnych Wydawnictwo Politechniki Śląskiej, Gliwice 2005
Podosek Z., Włodarczyk J. – Systemy techniczne budynków inteligentnych, Oficyna Wyd. CYBER, Warszawa 2002
czasopismo Facility Manager

II.B.1	Course title	Logistics of Distribution Lecture and workshops
II.B.2	Course code	04.9.LD.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Katarzyna Grzybowska, Ph.D.
II.B.10	Prerequisites	Logistics Management + Warehouse and Stock Management courses - credits
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts and role of logistics of distribution in a modern company and supply chain, organization of goods flow in a logistics chain, parameters and norms for planning the distribution of resource in a company. Competencies: Students should achieve the abilities to make decisions concerning organization of distribution processes, optimalization of distribution activities and defining the size of supplies based on economic analysis.
II.B.12	Course contents	Logistics in modern company management: 1. Integrated approach of organizing goods flow. 2. Physical distribution of goods. 3. Identification of consumer preferences. 4. Identification of quantity and length of distribution channels. 5. Selection of agents in a distribution channel. 6. Building strategic relationships with trade partners and clients. 7. Creating distribution networks. 8. Planning transitional link locations. 9. Physical flow of materials. 10. Maintaining a client's satisfaction. 11. Planning resources and distribution needs. 12. Optimalization of distribution resources. 13. Organizing cooperation. 14. Effective communication in a distribution network. 15. Index analysis. 16. The concept of ERP. 17. The concept of CPFR. 18. Distribution strategies. 19. The concept of supply chains – the bullwhip effect. 20. E-business in supply chain management.

II.B.13	Assessment methods	Attendance and participation Projects and practical exercises Written examination
		REQUIRED:
		Bozarth C., Handfield R.B., Wprowadzenie do zarządzania operacjami i łańcuchami dostaw: kompletny podręcznik logistyki i zarządzania dostawami, Gliwice, Helion, 2007 Rutkowski K., Logistyka dystrybucji, Warszawa, Difin, 2002. Christopher M., Strategia zarządzania dystrybucją: praktyka logistyki biznesu, Placet, Warszawa, 1996.
II.B.14	Recommended reading	ADDITIONAL:
		Fertsch M., (red.) Logistyka produkcji, Instytut Logistyki i Magazynowania, Poznań 2003 Fertsch M., Grzybowska K., Stachowiak A., Zarządzanie produkcją i logistyka: koncepcje, metody i rozwiązania praktyczne, Wyd. PP, 2006 Fertsch M., Grzybowska K., Stachowiak A., Logistyka i zarządzanie produkcją : nowe wyzwania, odległe granice, Wyd. PP, 2007 Czasopismo: Logistyka i jakość Czasopismo: Logistyka Czasopismo: Nowoczesny magazyn

II.B.1	Course title	Automated Identification of Goods
		Lecture and workshops
II.B.2	Course code	04.9.IT.SL
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Katarzyna Grzybowska, Ph.D.
II.B.10	Prerequisites	Logistics Management + Warehouse and Stock Management courses - credits
II.B.11	Objectives of the course	Familiarizing students with basic concepts, knowledge and skills of automatic identification of goods.
II.B.12	Course contents	1. Identification of Goods – a necessity of modern times. 2. Use of the bar code. 3. Types of bar codes and their characteristics. 4. Reading devices. 5. DPM technology. 6. DPM devices. 7. RFID technology. 8. Intelligent etiquettes.
II.B.13	Assessment methods	- Attendance and participation - Projects and exercises - Written examination

REQUIRED:

Kosmacz-Chodorowska A., Kody kreskowe, Instytut Logistyki i Magazynowania, Poznań 2000.

Fertsch M., Systemy logistyczne, Instytut Logistyki i Magazynowania, Poznań 2007.

ADDITIONAL:**II.B.14 Recommended reading**

Fertsch M., (red.) Logistyka produkcji, Instytut Logistyki i Magazynowania, Poznań 2003

Fertsch M., Grzybowska K., Stachowiak A., Zarządzanie produkcją i logistyka: koncepcje, metody i Fertsch M., Ćwiczenia praktyczne, Wyd. PP, 2006

Fertsch M., Grzybowska K., Stachowiak A., Logistyka i zarządzanie produkcją: nowe wyzwania, odległe granice, Wyd. PP, 2007

Czasopismo: Logistyka i jakość

Czasopismo: Logistyka

Czasopismo: Nowoczesny magazyn

II.B.1	Course title	Technical English Language Lecture and workshops
II.B.2	Course code	04.9.JS.SL
II.B.3	Type of course	Compulsory for logistics specialization
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Piotr Odrakiewicz, Ph.D. Mike Sivert, BA
II.B.10	Prerequisites	English course - credit or interview with the lecturer
II.B.11	Objectives of the course	Aims: Familiarizing students with basic concepts of logistics, economics and business in English. Competencies: Students should achieve the ability to use analytical and language skills and to evaluate source material related to business communication in logistics management in English in the competitive economy of EU and in global economy, to think analytically and gain knowledge with the use of the electronic media.
II.B.12	Course contents	Introduction to basic vocabulary in the following scopes: logistics, advertising, banking, company structure, contracts, employment, import-export, globalized economy, human relations, insurance, business law, marketing, meetings, money, financial terms and selling.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written and oral examination • Essays • Projects and practical exercises

REQUIRED:

Collins Business English Dictionary, Harper-Collins Publishers 2002
Cambridge Advanced Dictionary, Cambridge University Press 2003

ADDITIONAL:**II.B.14 Recommended reading**

http://www.socialstudieshelp.com/Economics_Class_Page.htm
Global Knowledge Economics Council <http://gkec.org/>
Introduction to Logistics Systems Planning and Control, Gianpaolo Ghiani, Gilbert Laporte, Roberto Musmanno November 2003 -Oxford Wordpower, Polish-English and English-Polish dictionary/Index Oxford University Press, 2003 Oxford UK
Cambridge Advanced Learner's dictionary, Cambridge University Press 2003, UK
Karwel R., Odrakiewicz P./English for Economics and Business lectures PWSBiJO 2005 on line publishing

II.B.1	Course title	Financial Audit Lecture and workshops
II.B.2	Course code	04.3.RF.SR
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Tomasz Sikora, M.A.
II.B.10	Prerequisites	Students should have knowledge of the following subjects: - Components of financial reports; - Principles of balance pricing; - Stocktaking in a company; - Registry of economic operations on accounts; - Principles of correcting accountancy mistakes; - Principles of making a circulation and balance account registry (synthetic and analytic).
II.B.11	Objectives of the course	Aims: Familiarizing students with: - The concept and meaning of a financial audit; - Requirements for being an auditor; - An auditor's powers and responsibilities; - Aims and structures of the system of internal controls; - Procedures for financial report evaluations. Competencies: Students should achieve the following abilities:: - Characterize the aim of a financial audit; - Discuss basic principles of circulation and control of accountancy documents; - Describe the means of presenting accountancy documents circulation and its relationship to the audit; - Describe the aim of conducting research on an internal controls system; - Present and discuss preparatory works before conducting an audit in a company by an auditor; - Present techniques for auditing selected balance positions; - List errors discovered during the control process; - Characterize prepared opinions after a financial report audit; - Prepare documentation on a financial report audit (from a chosen case).
II.B.12	Course contents	1. The concept and aim of a financial audit. 2. Polish and international legal regulations of financial audits. 3. An auditor's responsibilities. 4. General principles of a financial audit programme.

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5. Preparation of individual research.
 6. Techniques for auditing of selected positions of balance.
 7. Procedures towards research conclusions.
 8. Organizing and verifying the system of internal controls functioning.
-

II.B.13 Assessment methods

Written examination
Practical workshops

REQUIRED:

Leokadia Biegówka – Kiedrowska, Rewizja finansowa, Wydawnictwo Akademii Ekonomicznej w Poznaniu, Poznań 2001.

Artur Hołda, Józef Pocięcha, Rewizja finansowa, Wydawnictwo Akademii Ekonomicznej w Poznaniu, Poznań 2004.

Ustawa z 29 września 1994r. o rachunkowości (tekst jednolity – Dz. U. z 2002r. nr 76, poz. 694 z póź. zm.).

II.B.14 Recommended reading

ADDITIONAL:

Kazimiera Winiarska, Kontrola finansowo – księgowo w firmie, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2005.

Jarosław Krynicki, Jerzy Trzemżalski, Sylwia Klonowska, Krzysztof Borkowski, Wycena i prezentacja aktywów i pasywów w sprawozdaniu finansowym według nowych zasad, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2003.

Barbara Gierusz, Podręcznik samodzielnej nauki księgowania. Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2006.

Ustawa z dnia 13 października 1994r. o biegłych rewidentach i ich samorządzie (tekst jednolity – Dz.U. z 2001r. nr 31, poz. 359 z póź. zm.).

II.B.1	Course title	Technical Budget Accountancy Lecture and workshops
II.B.2	Course code	04.3.RB.SR
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Tomasz Sikora, M.A.
II.B.10	Prerequisites	Students should have knowledge of the following subjects: - The concept of accountancy; - The concept and principles of a company account plan; - The concept, structure and principles of an account registry; - The concept, structure and principles of balance; - Types of funds circulation, - Principles of a funds registry; - The concept, classification and registry of assets; - Principles of pricing and registry of materials.
II.B.11	Objectives of the course	Students should achieve the following abilities: - Apply and use a company account plan; - Make a registry on economic operations accounts in the scope of: o Long-term assets; o Current assets; o Accounts; o Incomes and costs; - Prepare and control a salaries list; - Prepare a balance sheet; - Correct accountancy errors.
II.B.12	Course contents	1. The meaning and scope of budget accountancy, 2. A company account plan; 3. Circulation and control of documents; 4. Pricing and registry of long-term assets; 5. Registry of funds; 6. Accounts; 7. Salaries; 8. Incomes and costs; 9. Accountancy errors and means of correcting; 10. Budget reports.
II.B.13	Assessment methods	• Essay • Practical exercises

REQUIRED:

Krzysztof Potoczny, Rachunkowość budżetowa, Wydawnictwo eMP i 2. Poznań 2004.

Halina Gajoch, Rachunkowość budżetowa 2005, Wydawnictwo C.H. Beck , Warszawa 2005.

ADDITIONAL:

Maria Augustowska, Komentarz do planu kont dla państwowych i samorządowych jednostek budżetowych i ich gospodarstw pomocniczych oraz zakładów budżetowych, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2005.

Anna Zysnarska, Rachunkowość jednostek budżetowych i gospodarki pozabudżetowej, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2006.

Anna Zysnarska, Dokumentacja zasad (polityki) rachunkowości w jednostkach budżetowych, w zakładach budżetowych i gospodarstwach pomocniczych jednostek budżetowych – wzorzec zarządzenia, Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2006.

Barbara Gierusz, Podręcznik samodzielnej nauki księgowania. Wydawnictwo Ośrodek Doradztwa i Doskonalenia Kadr. Sp. z oo. Gdańsk 2006.

Rachunkowość budżetowa -dwutygodnik, Grupa Wydawnicza Infor S.A. – 2008.

Ustawa z 29 września 1994 o rachunkowości (tekst jednolity – Dz. U. z 2002r. nr 76, poz. 694 z póź. zm.).

Krystyna Gąsiorek, Sprawozdawczość budżetowa, Grupa wydawnicza INFOR S.A., Warszawa 2005.

II.B.14 Recommended reading

II.B.1	Course title	Technical Tax Accountancy Lecture and workshops																		
II.B.2	Course code	04.3.RP.SR																		
II.B.3	Type of course	Compulsory																		
II.B.4	Level of course	Intermediate																		
II.B.5	Year of study	III																		
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)																		
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 0 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform																		
II.B.8	Language of instruction	Polish.																		
II.B.9	Name of lecturer	Barbara Spychała-Krzesaj, M.A.																		
II.B.10	Prerequisites	The knowledge of basics of accountancy and basics of tax laws																		
II.B.11	Objectives of the course	After completion of the course students should be familiar with basic differences between balance law and tax law.																		
II.B.12	Course contents	<ul style="list-style-type: none"> - Balance law and tax law - Incomes based on balance law and tax law - Costs based on balance law and tax law - Account results and tax results for defining income tax for legal entities - Gains and losses based on balance law and tax law - Postponed income tax - Depreciation of long-term assets based on balance law and tax law - Depreciation of immaterial and legal assets based on balance law and tax law - Leasing based on balance law and tax law - Currency differences based on balance law and tax law - Annual financial reports – duties and deadlines - Income tax return forms for legal entities 																		
II.B.13	Assessment methods	<p>Final assessment consists of: Points and grades:</p> <table style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="padding-right: 10px;">100% - 93%</td> <td style="padding-right: 10px;">5.0</td> <td>5 points</td> </tr> <tr> <td>92% - 85%</td> <td>4.5</td> <td>4 points</td> </tr> <tr> <td>84% - 75%</td> <td>4.0</td> <td>3 points</td> </tr> <tr> <td>74% - 65%</td> <td>3.5</td> <td>2 points</td> </tr> <tr> <td>64% - 60%</td> <td>3.0</td> <td>1 points</td> </tr> <tr> <td>59% and less</td> <td>2.0</td> <td>0 points</td> </tr> </table> <p>Essay on selected subject:</p> <ul style="list-style-type: none"> . Leasing based on balance law and tax law . Depreciation based on balance law and tax law . Incomes and costs based on balance law and tax law <p>Written essay graded to 5.0 substitutes for a written examination. Points 0-4 count toward the final grade.</p>	100% - 93%	5.0	5 points	92% - 85%	4.5	4 points	84% - 75%	4.0	3 points	74% - 65%	3.5	2 points	64% - 60%	3.0	1 points	59% and less	2.0	0 points
100% - 93%	5.0	5 points																		
92% - 85%	4.5	4 points																		
84% - 75%	4.0	3 points																		
74% - 65%	3.5	2 points																		
64% - 60%	3.0	1 points																		
59% and less	2.0	0 points																		

Attendance and participation:

Preparation and conduct of a class on selected subject – 5 points

Assessment of the conducted class given by the group and the lecturer graded to 5.0 substitutes a written examination. Points 0-4 count toward the final grade.

Sign on a attendance list, which appears on a six selected classes: 0 points (no signature on the list) – 5 points (signature on all of lists).

Written examination

Points:	15 - 14	5.0
	13 - 12	4.0
	11 - 9	3.0
	8 - 0	2.0

Final grade consists of a sum of the points gained from:

Attendance	6 points
Written essay or participation	4 points
Examination	15 points
Maximum amount of points:	20 points

Points and grades:

20.0 - 16.0	5.0
15.5 - 12.5	4.0
12.0 - 11.0	3.0

REQUIRED:

II.B.14 **Recommended
reading**

Ustawa o rachunkowości
Ustawa o podatku dochodowym od osób prawnych
Irena Olchowicz „Rachunkowość podatkowa”, wyd. Difin
„Prawo bilansowe a prawo podatkowe” pod red. Bronisława Micherda, wyd.
Difin 2007

II.B.1	Course title	Multimedia and Computer Graphics Lecture and workshops
II.B.2	Course code	11.9.MK.SI for IB specialization 04.1.MM.SI IM specialization
II.B.3	Type of course	Elective
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Bartosz Dmochowski, M.A.
II.B.10	Prerequisites	Basic knowledge of Windows XP
II.B.11	Objectives of the course	Aims: Familiarizing students with the basic concepts of audio and video codecs, graphic and music formats, development of computer graphics, basic techniques for picture and sound creation, and types of graphics. Competencies: Students should achieve the abilities to edit graphic files in GIMP, Photoshop and CorelDRAW software and to use basic tools and graphic techniques available in the software, and to scan texts and pictures.
II.B.12	Course contents	Computer graphics development, basic graphics, music and video formats. Techniques for picture and sound creation. Types of graphics, models of colors. Audio and video compression. Application. GIMP, Photoshop and Corel software.
II.B.13	Assessment methods	Practical exercises consisting of use of GIMP, Photoshop and CorelDRAW software. Additionally a written examination (theoretical) – 30 minutes.
II.B.14	Recommended reading	REQUIRED: G. Świerk, Ł. Madurski, Multimedia. Obróbka dźwięku i filmów. Podstawy, Helion 2004 R. Zimek, Ł. Oberlan, ABC grafiki komputerowej, Helion 2004

II.B.1	Course title	IT Management Support Systems Lecture and workshops
II.B.2	Course code	11.9.SW.SI
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 24 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Maciej Szmit, Ph.D.
II.B.10	Prerequisites	Information Technology in Management course – credit or equivalent knowledge
II.B.11	Objectives of the course	Familiarizing students with the concepts of: systems of a MRP/MRP/II/ERP/ERP/II class, CRM, BI, ISMS, tele-IT, types and concepts of integrated supporting management systems, basic knowledge of modern problems of economic IT, IT processes in a management system, information security management systems, selected issues related to the globalization and the Internet .
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Integrated IT management support systems: architecture and concepts. 2. Informatization as a process. Economic, organizational, legal and technical conditions. Components of IT project management. 3. E-banking, e-government, e-education and e-economy – selected issues. 4. Electronic signatures and public key infrastructure. 5. Information security management according to the norms: ISO/IEC 27001:2007 and ISO/IEC 27002:2007. 6. Examples of integrated management support systems – practical exercises.
II.B.13	Assessment methods	<ul style="list-style-type: none"> - Continuous assessment - Essays - Interviews

REQUIRED:**II.B.14** **Recommended
reading**

Czasopisma Biznes Application Review, Boston IT Security Magazine, host4business, oraz Business Intelligence Magazine (bezpłatne w wersji elektronicznej, w języku polskim)

<http://app-review.com/prt/view/stronaglowna.html>

<http://boston-review.com/prt/view/home.html>

<http://www.host4business.pl/prt/view/main.html>

<http://www.bimag.pl>

Czasopismo "IT w administracji"

<http://www.itwadministracji.pl/>

Maciej Szmit, "Informatyka w Zarządzaniu", Centrum Doradztwa i Informacji Difin Sp. z o.o. Warszawa 2003

Paweł Pietras, Maciej Szmit, "Zarządzanie projektem. Wybrane metody i techniki", Oficyna Księgarsko-Wydawnicza Horyzont s.c., Łódź 2003, ISBN 83-917906-1-4 (on IT projects)

II.B.1	Course title	Internet Technologies
		Lecture and workshops
II.B.2	Course code	11.9.TI.SI
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Wojciech Grala, M.A.
II.B.10	Prerequisites	Basic knowledge of computer graphics
II.B.11	Objectives of the course	Aims: Familiarizing students with the basics of internet webpage creation, internet services servers and methods of internet portal creation. Competencies: Webpage creation in HTML, FLASH and PHP technologies with the application of MYSQL; creation of a simple server of basic internet services on a Windows platform.
II.B.12	Course contents	The internet. Basics of HTML and PHP. Basics of MySQL in internet use. Flash technology and components of JavaScript language. Internet servers in the Windows environment: WWW, PHP, MySQL, FTP.
II.B.13	Assessment methods	Project – creation of internet webpage with FLASH technology Oral examination on theoretical topics
II.B.14	Recommended reading	REQUIRED: K. Yank „PHP i MySQL. Witryna WWW oparta na bazie danych”, Helion 2005 K. Ulrich Po prostu Flash MX, Helion 2002 ADDITIONAL: M. Lis „PHP i MySQL dla każdego”, Helion 2005 A. Afuah, Ch. Tucci „Biznes internetowy - strategie i modele”, Oficyna Ekonomiczna 2003 G. McClain , T. Sachs „Podstawy projektowania stron internetowych”, Helion 2002 D. Powers „Flash i PHP5. Podstawy”, Helion 2006

II.B.1	Course title	Languages of Programming Lecture and workshops
II.B.2	Course code	11.9.JJ.SI
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Malczewski, Ph.D.
II.B.10	Prerequisites	Knowledge of Windows environment, basics of programming in any language, basics of mathematical logic.
II.B.11	Objectives of the course	Familiarizing students with principles of object programming in a Java language, object features of the language and its composition on the basis of programming particular algorithms, including algorithm decomposition. Students should achieve the abilities to conceptualize and program classes and to use the mechanisms of inheritance and polymorphism; use of exceptions and multiplot functions offered by Java language.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. Basics of objects. Declaring and creating arrays – reference types. Basic operations on arrays. Multidimensional arrays. 2. Classes, fields and methods. Arguments of methods. Overload. Constructors. 3. Inheritance. Parental class and descendant class. Indexes of accessibility and packages. 4. Overshadowing methods and static components. Classes and final components. 5. Decomposition of algorithms and class programming. 6. Exceptions in Java. Control of data correctness. Hierarchy and interception of exceptions. 7. Polymorphism. Conversion of types and projection of objects. 8. Late binding and evoking methods of derivative classes. 9. Constructors and abstract classes. 10. Interfaces. Creation of interfaces. Implementation of many interfaces. Adapters. 11. Inner classes. Creation of inner classes and access to outer classes. Types of inner classes and inheritance. Anonymous and nested classes. 12. Multiplot programming. 13. Containers. Container classes and container overview. Generalized types.
II.B.13	Assessment methods	Written examination – lecture Credit from analysis and evaluation of created codes.

REQUIRED:

Marcin Lis, Praktyczny kurs Java, Helion 2007.
Marek Wierzbicki, Java Programowanie obiektowe, Helion 2006.
Krzysztof Barteczko, Programowanie obiektowe i zdarzeniowe w Javie,
Wydawnictwo PJWSTK 2005.

II.B.14 **Recommended
reading****ADDITIONAL:**

Steven Holzner, Java 2 Szybkie wprowadzenie, HELP 2002.
Rebecca Wirfs-Brock, Alan McKean, Projektowanie obiektowe. Role,
odpowiedzialność i współpraca, Helion 2006.

II.B.1	Course title	Programming Laboratory Lecture and workshops
II.B.2	Course code	11.9.PP.SI
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Malczewski, Ph.D.
II.B.10	Prerequisites	Information Technologies course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with the basic concepts of programming engineering, IT project management and ergonomics of programming. Competencies: Students should achieve the abilities to use selected programming tools, to write technical documentation for software and to create systems assisting in programming.
II.B.12	Course contents	The concept of program engineering and its application. Means of IT project creation management. Basic knowledge of ergonomics of programming creation.
II.B.13	Assessment methods	Written examination (lecture) and credit (workshops)
II.B.14	Recommended reading	REQUIRED: Sommerville I., Inżynieria oprogramowania, WNT 2003 Szyjewski Z., Zarządzanie projektami informatycznymi, Placet 2001 ADDITIONAL: Hunt A., Thomas D., Pragmatyczny programista. Od czeladnika do mistrza, WNT 2002 Pressman R., Praktyczne podejście do inżynierii oprogramowania, WNT 2004 Murray C., Jak kierować zespołem programistów, WNT 2004 Parnas D., Podstawy oprogramowania. Zbiór artykułów Dawida L. Parnasa, WNT 2003

II.B.1	Course title	Psychology of Consumer Behavior Lecture and workshops
II.B.2	Course code	04.9.PK.SP
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Kazimierz Ruda, Ph.D. Magdalena Ignaczak, M.A.
II.B.10	Prerequisites	Psychology + Sociology + Fundamentals of Management courses - credits
II.B.11	Objectives of the course	- the ability to prepare and conduct research based on questionnaires researching consumer needs, - the ability to select an appropriate strategy to satisfy consumers' needs, - the ability to apply a theory of influence in practice.
II.B.12	Course contents	Psychological theories of influence Theories of memory and learning Motivation and emotions in consumer decisions Methods of consumer behavior research Theories of consumer behavior Shaping consumer attitudes Creation of effective marketing strategies based on psychology
II.B.13	Assessment methods	Passing grade is derived from the written examination or presentation on a particular subject. Final grade consists of an evaluation of the content and use of presentation tools. Attendance and participation.
II.B.14	Recommended reading	REQUIRED: T. Tyszka, A. Falkowski (2002): Psychologia zachowań konsumenckich, Gdańsk J. Woś, J. Racocka, M. Hoppe-Kasperek (2004): Zachowania konsumentów, Poznań R. Cialdini (2006): Wywieranie wpływu na ludzi, Gdańsk E. Aronson (2007): Psychologia społeczna, Warszawa J. Bralczyk (2004): Język na sprzedaż, Gdańsk A. Jachnis, J.F. Terelak (1998): Psychologia konsumenta I reklamy, Warszawa

II.B.1	Course title	Interpersonal Communication Lecture and workshops
II.B.2	Course code	04.9.KI.SP
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Magdalena Ignaczak, M.A.
II.B.10	Prerequisites	Fundamentals of Management course - credit
II.B.11	Objectives of the course	Students should achieve the abilities: - to prepare and perform a public speech - to plan and implement internal communication instruments in a company - to lead meetings - to create tools of communication between an organization and its external environment - to communicate in the world of different cultures
II.B.12	Course contents	Public performances Internal communication in a company Communicating a company's image IT in communication Intercultural communication
II.B.13	Assessment methods	Written examination (positive grade) or presentation (coherent content and use of presentation tools) on a particular problem. Attendance and participation.
II.B.14	Recommended reading	REQUIRED: 1. S.P. Morreale, B.H. Spitzberg (2007): Komunikacja między ludźmi, Warszawa 2. R.M. Akert, E. Aronson, T.D. Wilson (2007): Psychologia społeczna, Warszawa 3. H. Mruk (2004): Komunikowanie się w biznesie, Poznań 4. G. Hofstede (2007): Kultury i organizacje, Warszawa

II.B.1	Course title	Advanced Personnel Management
		Lecture and workshops
II.B.2	Course code	04.9.ZK.SP
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Advanced
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours
		Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Zbigniew Serafin, Ph.D.
II.B.10	Prerequisites	Personnel Management course - credit
		Aims:
		Familiarizing students with the basic concepts and definitions of personnel management – creative leadership, cause and effect relationships between creative leadership of personnel teams and economic outcomes of a company, revealing the role of a creative manager in a future-oriented organization.
II.B.11	Objectives of the course	Competencies:
		Students should achieve the ability to prepare a multidimensional analysis of creative leadership in a company, to find an exemplary company from the registration stage to the problem solving stage based on creative leadership, to improve competencies of selection and recruitment, training and personnel assessment in a company, to improve competencies of creative leadership.
II.B.12	Course contents	Personnel as a resource of information. Personnel management processes in an organization. Functions of personnel management processes. Styles and techniques of personnel management. The manager as a subject of leadership. Difficulties in personnel management. Improvement in personnel management art. The creative manager in a future-oriented organization.
II.B.13	Assessment methods	- oral and written examination (additional), - essays on a particular subject, - exercises performed in teams (of 2-3 members) – presentation of a particular economic case-study (PowerPoint presentation)

REQUIRED:

J. Penc, Kreatywne kierowanie, Agencja Wydawnicza Placet, Warszawa 2000.

T.Listwan, Zarządzanie kadrami. Workshops, Wyd. C. H. Beck, Warszawa 2006.

II.B.14 Recommended reading**ADDITIONAL:**

J. Gut , W. Haman, Psychologia szefa. Szef to zawód, One Press 2004.

M. Juchnowicz (red. nauk.), Narzędzia i praktyka zarządzania zasobami ludzkimi, Poltext 2003.

J. Penc , Nowoczesne kierowanie ludźmi , Difin 2007.

M. Kostera , Zarządzanie personelem, PWE 2006.

II.B.1	Course title	Career Development and Personal Growth Management Lecture and workshops
II.B.2	Course code	04.9.KZ.SP
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Advanced
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Eliana Żymierska, M.A.
II.B.10	Prerequisites	Basic knowledge of personnel and team management
II.B.11	Objectives of the course	Students should achieve the ability to plan both their own and employees' professional career development and personal growth.
II.B.12	Course contents	<ol style="list-style-type: none"> 1. What is a career? 2. Main theories of professional development. 3. Types of managers personalities (MBIT). 4. Individual professional career development (including SWOT analysis). 5. Application documents. 6. Recruitment interviews. 7. Professional development management. 8. International careers. 9. Degradation and professional burn-out.
II.B.13	Assessment methods	<ul style="list-style-type: none"> - Written test examination - Projects and practical exercises - Attendance and participation
II.B.14	Recommended reading	<p>REQUIRED:</p> <p>red. K.Borowiecka-Sturg, Zarządzanie Karierą, Warszawa 2006, Wydawnictwo Studio EMKA, H.Sęk, Wypalenie zawodowe, przyczyny i zapobieganie, Warszawa 2007, Wydawnictwo Naukowe PWN, P.J.Frost, Toksyczne emocje w pracy i jak można sobie z nimi radzić, Warszawa 2008, Wydawnictwo Cedetu Sp. Z o.o., P.Hackett, Interview czyli rozmowa kwalifikacyjna, Peti, Warszawa 1999 S.P.Robbins, Zasady zachowania w organizacji, Poznań 2001, Zysk i S-ka, S.Burt, Jak zdobyć pracę, Agencja wydawnicza – Poligraficzna, Warszawa 1999 S.M.Litzke, H.Schuh, Stres, lobbing i wypalenie zawodowe, Gdańsk 2006, Gdańskie Wydawnictwo Psychologiczne sp. Z o.o., D.P.Schultz, S.E.Schultz, Psychologia dzisiejszej pracy, Warszawa 2006, Wydawnictwo Naukowe PWN, R.Fry, 101 Pytań dla kandydatów do pracy, Warszawa 2002, Wydawnictwo Amber R.Jay, Rozmowa Kwalifikacyjna. Co pracodawca chce usłyszeć i jak mu to powiedzieć, Warszawa 2008, Polskie Wydawnictwo Ekonomiczne S.Tzu, G.Gagliardi, Sztuka Wojny, Sztuka Planowania Kariery, Gliwice 2005, Wydawnictwo HELION, E. Cydejko, Planowanie Kariery – Biznes T.6, Warszawa 2007, Biblioteka Gazety Wyborczej, Wydawnictwo Naukowe PWN,</p>

II.B.1	Course title	Advanced Organizational Behavior
		Lecture and workshops
II.B.2	Course code	04.5.ZO.SZ
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Advanced
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Jadwiga Tolstołucka - Heydrych, Ph.D.
II.B.10	Prerequisites	Organizational Behavior course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with the theories of motivation, material and immaterial means of employee motivation, theories of power in an organization, roles of a manager in modern organizations and the importance of a manager's knowledge and skills, principles of communication and negotiation, conflicts and conflict management, appropriate proactive behaviors in an organization. Competencies: Students should achieve the ability to create organizational structure in relation to organizational flexibility and effectiveness, to identify triggering conflicts in a company and use measures of solving conflict, to define conditions of conducting an optimal decision-making process and to communicate and negotiate effectively.
II.B.12	Course contents	Intercultural differences. False opinions of others created by human beings. Perception, personality and learning. Teams and workgroups. Motivational theories. Management by objectives (MBO). The decision-making process. Obstacles and advantages of working in groups. Leadership in an organization. Styles of leadership. Manager and leader. Competencies profile of a modern manager. Types of communication and their structures. Informal communication. Effective communication and negotiation. Organizational culture. Conflict in an organization. Means of solving conflict. Image and credibility of a company.
II.B.13	Assessment methods	Positive grade from an examination based on course contents

REQUIRED:

Robbins S. P., Zachowania w organizacji, PWN, Warszawa 2004
Bartkowiak G., Psychologia zarządzania, Wydawnictwo AE, Poznań 2001

ADDITIONAL:**II.B.14 Recommended reading**

Penc J., Kreowanie zachowań w organizacji. Konflikty i stresy pracownicze. Zmiany i rozwój organizacji, Agencja Wydawnicza PLACET, Warszawa 2001
Penc J., Menedżer w działaniu. Tom I. Sekrety prowadzenia biznesu. Tom II. Podejmowanie najlepszych decyzji, Wyd. C.H.BECK, Warszawa 2003
Rakowska A., Sitko-Lutek A., Doskonalenie kompetencji menedżerskich, PWN, Warszawa 2000
Majecka B., Zachowania organizacyjne przedsiębiorstw, Wyd. Uniwersytetu Gdańskiego, Gdańsk 2002

II.B.1	Course title	Group and Teamwork Lecture and workshops
II.B.2	Course code	04.5.PG.SZ
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Magdalena Ignaczak, M.A.
II.B.10	Prerequisites	Psychology + Sociology + Fundamentals of Management courses - credits
II.B.11	Objectives of the course	Students should achieve the ability to - identify roles taken and played by group members and adapt to the work roles work and division of labor, - conduct effective communication in a team, - plan work in a project team, - use techniques facilitating teamwork, - to solve group conflicts.
II.B.12	Course contents	The definition of a group. Group processes – stages of group development. Roles of a group and division of tasks. Group communication. Planning a groupwork. Techniques for groupwork (use of techniques for creative thinking). Group decision making. Solving problems in a groupwork.
II.B.13	Assessment methods	Written examination (passing grade) or presentation (coherent content and use of presentation tools) on a particular problem. Attendance and participation.
II.B.14	Recommended reading	REQUIRED: S.P. Morreale, B.H. Spitzberg (2007): Komunikacja między ludźmi, Warszawa E. Jerzyk, G. Leszczyński, H. Mruk (2006): Kreatywność w biznesie, Poznań J.R. Katzenbach, D.K. Smith (2001): Siła zespołów. Wpływ siły zespołowej na efektywność organizacji, Karków R.M. Akert, E. Aronson, T.D. Wilson (2007): Psychologia społeczna, Warszawa W.G. Stephan, C.W. Stephan (1999): Wywieranie wpływu przez grupy. Psychologia relacji, Gdańsk P. Sloane (2005): Twórcze myślenie w zarządzaniu, Gdańsk

II.B.1	Course title	Personnel Marketing Lecture and workshops
II.B.2	Course code	04.5.MP.SZ
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time and part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 24 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Krzysztof Kubiak, M.A.
II.B.10	Prerequisites	Fundamentals of Management + Marketing courses - credit Students should demonstrate a broader interest in personnel issues in modern company management.
II.B.11	Objectives of the course	Aims: Familiarizing students with: - the principles of personnel department functioning in a company, - opportunities and challenges related to human resource recruitment, - tools of personnel marketing. Competencies: Students should achieve the abilities to: - prepare a description for a particular position, - present a coherent project – recruitment announcement, - evaluate the functioning of personnel department employees.
II.B.12	Course contents	Basic concepts of personnel marketing. Opportunities and challenges hunting for that first job. Determinants defining an employee's and a company's image. Human capital as an inner client of a company. My employees and I. How to prepare for the first job? Standardized procedures of personnel marketing. Preliminary selection in a recruitment process – preparation of documents: cover letter, resume, application. Preliminary interview – preparation for the interview – practical exercises. Testing sessions as an examination of one's own abilities - workshops. Interview - simulation. Candidate selection for a job. How to sustain a worker in a company. Motivational systems to encourage to the effective work. How to evaluate an employee? Diverse systems of evaluation. How to dismiss an employee. Outplacement methods. Recruitment with the use of media – verifying one's own abilities. Employers' expectations of future employees. Opportunities in the labor market.
II.B.13	Assessment methods	Written examination (positive grade) or presentation (coherent content and use of presentation tools) on a particular problem.

REQUIRED:

Lanz K., Zatrudnianie i zarządzanie personelem, PWN, Warszawa 1994
Schwan K., Gejpel S.K., Marketing kadrowy, C.H. Beck, Warszawa 1995

II.B.14 Recommended reading**ADDITIONAL:**

Zbiegień.Maciąg P., Sztuka pozyskiwania i selekcji kadr, Kłudzienko 1992
Zbiegień.Maciąg P., Marketing personalny. Czyli jak zarządzać pracownikami w firmie, Wydawnictwo Business Press, Warszawa 1996
Kožusznik B., Kierowanie zespołem kierowniczym, PWE, Warszawa 2005

II.B.1	Course title	Negotiation
		Lecture and workshops
II.B.2	Course code	04.9-NE.S-3, 04.9-NE.S-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	3 (full-time studies), 2 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 18 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Małgorzata Spychała, Ph.D.
II.B.10	Prerequisites	Knowledge of the principles of interpersonal communication
II.B.11	Objectives of the course	Familiarizing students with the negotiation process and techniques for negotiation and practical application of gained knowledge during the negotiation process.
II.B.12	Course contents	Characteristics of conflict in selected social situations; the meaning of conflict in interpersonal relationships; conflict resolution; basics of negotiation; general characteristics and assumption of the negotiation process; stages of negotiation: preparation, choice of venue and negotiators, presentation of problems, searching for solutions, closing the negotiation with a deal; characteristics of common negotiation styles; features of a "good" negotiator; principles in negotiation; negotiation techniques; communication in the negotiation process: the role of verbal and non-verbal communication; manipulation during the stages of preparation, negotiating and evaluation of negotiations; ethics in negotiations.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Projects and practical workshops • Continuous assessment
		REQUIRED:
II.B.14	Recommended reading	<p>Fisher R., Ury W. (1992): <i>Dochodząc do tak. Negocjowanie bez poddawania się</i>, Warszawa, PWE.</p> <p>Kennedy G. (1998), <i>Everything is negotiable</i>. Warszawa.</p> <p>Necki Z. (1991): <i>Negocjacje w biznesie</i>, Kraków, Wydawnictwo Profesjonalnej Szkoły Biznesu.</p> <p>Tyszka T. (1978): <i>Konflikty i strategię</i>, Warszawa, Wydawnictwo Naukowo - Techniczne.</p> <p>Ury W. (1995): <i>Odchodząc od nie. Negocjowanie od konfrontacji do kooperacji</i>, Warszawa, Państwowe Wydawnictwo Ekonomiczne</p>

II.B.1	Course title	Work Standardization Lecture and workshops
II.B.2	Course code	04.9-NP.S-3
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	2 (full-time studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 30 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish
II.B.9	Name of lecturer	Dorota Szatkowska, M.A.
II.B.10	Prerequisites	
II.B.11	Objectives of the course	Students should achieve the ability to: - define the influence of standardization in the organizing workprocess, efficiency, effectiveness and productivity; - use methods, techniques and tools of standardization; - structure work processes. - conduct time measurements (timing) and define norms; - conduct a snapshot observation and daily photo.
II.B.12	Course contents	The definition of work standardization. Work process analysis and identification of types of activities and pauses in work by an employee. Types of times creating a time norm of operations or effects and methods of time setting, such as: timing, daily photo and snapshot observation. Practical exercises based on cases using gained knowledge. Brief description of other methods of time setting, such as: MTM method, time norms catalogues, the method of multiposition and group work.
II.B.13	Assessment methods	Written and oral examination – at the end of the course Practical exercises – during the course Continuous assessment – during the course

II.B.14 Recommended reading

REQUIRED:

Rzeszotarska-Wyrwicka M. – Organizowanie systemów pracy – Wyd. Politechniki Poznańskiej, Poznań 1998,
Strzelecki T. Organizacja i normowanie pracy. Ćwiczenia – Wyd. Politechniki Warszawskiej, Warszawa 1992,
Wołk R., Strzelecki T. – Badanie metod i normowanie pracy – Wyd. Politechniki Warszawskiej, Warszawa 1993

LITERATURA UZUPEŁNIAJĄCA:

Mrełą H. – Metody badania pracy – PWE, Warszawa 1979,
Mikołajczyk Z. – Techniki organizatorskie – PWN, Warszawa 1981.

II.B.1	Course title	Project Management Lecture and workshops
II.B.2	Course code	04.9-ZR.S-3, 04.9-ZR.S-3n
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	2 (full-time studies), 3 (part-time [weekend] studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	Polish and English
II.B.9	Name of lecturer	Katarzyna Czainska, Ph.D. Hubert Paluch, Ph.D.
II.B.10	Prerequisites	Fundamentals of Management course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with: <ul style="list-style-type: none"> • basic concepts and definitions of project management, • principles of project management, • cycle of life of project management (starting, preparing, implementing and closing), • Methods, techniques and tools of project management. Competencies: Students should achieve the abilities to: <ul style="list-style-type: none"> • start, prepare, implement and close an undertaking management, • prepare documents of an undertaking, • manage an undertaking risk.
II.B.12	Course contents	1. Location and the role of projects in management, 2. Types of projects, 3. Cycle of life of projects, 4. Initiation and defining of projects, 5. The evaluation of projects feasibility, 6. Project risk analysis, 7. Defining the structure of a project, 8. Planning the process and resources of projects, 9. Budgeting projects, 10. Control of an undertaking process, 11. Organizing a project team, 12. Institutional types of project management, 13. IT tools useful in project management.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written and oral examination • Projects and practical exercises

II.B.14 **Recommended
reading**

REQUIRED:

W. Prussak, M. Wyrwicka „Zarządzanie projektami” ZCO 1997r.
M. Trocki, B. Grucza, K. Ogonek „Zarządzanie projektami” PWE 2003r.

II.B.1	Course title	International Trade Agreements Lecture and workshops
II.B.2	Course code	04.1.TE.SA
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Agnieszka Stachowiak, Ph.D.
II.B.10	Prerequisites	Logistics Management course - credit
II.B.11	Objectives of the course	Aims: Familiarizing students with basic knowledge of international trade agreements. Competencies: Students should have the ability to adopt the agreements to the conditions and maintain the agreements' rules and guidelines.
II.B.12	Course contents	1. Trade agreements within the European Union. 2. Trade agreements outside the European Union.
II.B.13	Assessment methods	<ul style="list-style-type: none"> • Written examination • Projects and practical workshops • Essays
II.B.14	Recommended reading	REQUIRED: Terms of Trade: Glossary of International Economics by Alan V. Deardoff International Trade and Regional Economies: The Impacts of European Integration on the United States by David J. Hayward Encyclopedia of the North American Free Trade Agreement, the New American Community, and Latin-American Trade: by Jerry M. Rosenberg Regional Trade Agreements in Asia by Tran Van Hoa and Charles Harvie International Trade and the World Economy by Charles van Marrewijk W.

II.B.1	Course title	International Relations Lecture and workshops
II.B.2	Course code	04-1.IR-SA
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Upper Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	William Strnad, M.A.
II.B.10	Prerequisites	Completion of at least one of the following courses: Modern World History or Global Thinking.
II.B.11	Objectives of the course	Provides an overview of the complexities and processes involved in world politics and international affairs. Course-work provides exposure to the key subfields of the discipline and relevant issues such as: theories regarding international relations, particularly realism and liberalism; the elements of power, to include soft-power; state and non-state actors; the world order, the United Nations and international law; formulation and implementation of foreign policy; diplomacy; international security; conflict and conflict resolution, armed conflict; the world political economy, globalization and interdependence; international monetary system and business; demographics; the environment; human rights; humanitarian action, foreign aid and development; and future international relations trends. This course will encourage the use of logical reasoning, in-depth analysis, and critical thinking skills when examining historical and contemporary events in international relations.
II.B.12	Course contents	1. Introduction to International Relations, International Relations Theory, Actors and Influences, Nations, States and Nation-States 2. Power Politics, Realism, Power, Bargaining, Game Theory, The International System, Alliances, Anarchy and Security 3. Alternatives to Power Politics, Liberalism, Feminism, Postmodernism, Peace Studies, Soft-Power 4. Making Foreign Policy, Decision Making, Substate Actors, Comparative Foreign Policy Traditions, Division of Teams for International Relations Scenario Exercise 5. International Conflict, Polarities, Causes of War, Conflicts of Interest and Ideas, Means of Leverage, Assignment of Nations for International Relations Scenario Exercise 6. Military Force, Use of Force, Configuration and Control of Military Forces, Conventional forces, Weapons of Mass Destruction 7. International Organization and Law, The World Order, The United Nations, International Law. Law and Sovereignty 8. Trade, Security and Political Economy, Markets, Trade Strategies, Trade Regimes, Money and Business, The Currency System, State Finance, Multinational Business

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- 9. Integration, Supranationalism, Integration Theory, The Power of Information, International Culture
 - 10. Environment, Interdependence and the Environment, Managing the Environment, Natural Resources, Population
 - 11. The North-South Gap, Theories of Accumulation, Imperialism, The State of Underdevelopment, Revolution
 - 12. International Development, What is Development, Experiences and Lessons Learned, Foreign Assistance
 - 13. International Relations Scenario Exercise (Part I)
 - 14. International Relations Scenario Exercise (Part II)
 - 15. Final Exam
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Grading:

- Average score of the three highest pop quizzes given during the semester based on readings and/or lecture notes (30%)
- Class Participation (Attendance) (10%)
- Satisfactory participation in the International Relations Scenario Exercise (10%) (Note: Potential for awarding of additional points for outstanding individual merit during the exercise)
- Evaluation of the student's behavior, and intellectual qualities (organization of expression, logic, analytical and creative thinking) manifested in in-class discussions and presentations, as well as in written materials (points can be added or subtracted from the final exam grade)
- Final Exam (50%) (160 minutes)

Structure: of the exam:

Objective (50% of the final exam): (60 minutes)

Part I – Map Identification (Match 10 given events, persons, nations, geopolitical or geographical features to numbers on a world map) (1 point each) (10%)

Part II – Simple Word or Phrase Identification (Translation) (10 items) (1 point each) (Select ten from fifteen words or phrases given) (1 point each) (10%)

Part III – Matching (10 mutually related events, persons, periods, statements, concepts) (1 point each) (10%)

Part IV – Detailed Explanation (10 events, persons, periods) (What or Who? / When? / Why Important or Historical Significance?) (Select ten from fifteen events, persons, periods given) (2 points each) (20%)

Essays (50% of the final exam): (100 minutes)

Part V – Open Book Essays (2) (Both exam questions for 25 points)

REQUIRED:

- International Relations (8th Edition). Joshua S. Goldstein, Jon C. Pevehouse. Longman, 2007. (592 pages)
 - International Relations Theory: Realism, Pluralism, Globalism, and Beyond (3rd Edition) (Paperback) by Paul R. Viotti, Mark V. Kauppi. Prentice Hall, 1998. (509 pages)
 - International Relations Course Reader (Various articles for course-related reading)
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II.B.13 Assessment methods

II.B.14 Recommended reading

II.B.1	Course title	International Finance Lecture and workshops
II.B.2	Course code	04.1.IF.SA
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Introductory (Lower Division)
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Magdalena Mosionek, Ph.D.
II.B.10	Prerequisites	Basic knowledge of macroeconomics, finance and enterprises finance.
II.B.11	Objectives of the course	Familiarizing students with basic concepts of international finance relations, particularly international accounts, systems of currency and purchasing power of money, international significance of particular currencies, issues of foreign debt of developing countries, international markets and financial crisis, the most relevant international finance organizations and their significance in shaping financial relations from the international perspective.
II.B.12	Course contents	International finance and financial policy: general characteristics of international finance, international systems of finance, features of the international financial system, concepts and instruments of financial policy. International and regional financial institutions: International Monetary Fund, The World Bank Group, regional banks, central banks. European Union finance: dual character of EU financial policy, European currency integration and unification, monetary policies of the EU countries in the Euro zone, general principles of the single market of financial services in the Euro zone. Rates of exchange and currency operations: definition, functions and classifications of rates of exchange, types of rate systems, rates fluctuation risk, currency transactions. World-wide money and monetary systems: currency systems, currency exchangeability, currency zones, the international meaning of particular currencies and clearing institutions. International currency market: the concept of currency market and principles of its functioning, term currency markets, relations between currency and monetary market. International monetary market: essentials and character of the monetary market, main segments of the monetary market, credit transactions and credit classification. International capital market: essentials and character of the capital market, main segments of the capital market, investment risk in the capital market. The role of offshore centres in international financial system: definitions and classifications of "tax havens", financial and economic meaning of liberal tax law locations, issues of transfer prices and offshore centres.

II.B.13	Assessment methods	Written examination Attendance and participation
REQUIRED:		
Keith Pilbeam, <i>International Finance</i> , Palgrave Macmillan, 2006; Maurice D. Levi, <i>International Finance: The Markets and Financial Management of Multinational Business</i> , Routledge, 2005.		
ADDITIONAL:		
II.B.14	Recommended reading	<ol style="list-style-type: none"> 1. Alberto Alesina, Robert J. Barro, <i>Currency Unions</i>, Hoover Institution Press, Stanford University, 2001; 2. A. M. Endres, <i>Great Architects of International Finance: The Bretton Woods Era</i>, Routledge, 2005; 3. Ephraim Clark, <i>International Finance</i>, Cengage Learning EMEA, 2002; 4. Ferdinand E. Banks, <i>Global Finance and Financial Markets: A Modern Introduction</i>, World Scientific, 2001; 5. Heather D. Gibson, <i>International Finance: Exchange Rates and Financial Flows in the International Financial System</i>, Longman, 1996; 6. Henri L. Beenhakker, <i>The global economy and international financing</i>, Greenwood Publishing Group, 2001; 7. I José Antonio Ocampo, J. A. Kregel, Stephany Griffith-Jones, United Nations, <i>International Finance and Development</i>, Zed Books, 2007; 8. Laurence S. Copeland, <i>Exchange Rates And International Finance</i>, Financial Times Prentice Hall, 2005; 9. Michael Melvin, <i>International Money and Finance</i>, Academic Internet Publishers Incorporated, 2006; 10. Robert P Flood, Peter Isard, Assaf Razin, Andrew Rose, <i>International Finance and Financial Crises: Essays in Honor of Robert P. Flood, Jr</i>, Springer, 1999; 11. Robert Z. Aliber, <i>International Finance</i>, Edward Elgar Pub, 2001.

II.B.1	Course title	Programming
		Lecture and workshops
II.B.2	Course code	04.1.PG.SI
II.B.3	Type of course	Compulsory
II.B.4	Level of course	Intermediate
II.B.5	Year of study	III
II.B.6	Number of credits	4 (full-time studies)
II.B.7	Teaching methods	Lecture and workshops: - full-time studies – 60 hours - part-time [weekend] studies – 0 hours Materials available on the e-learning platform
II.B.8	Language of instruction	English
II.B.9	Name of lecturer	Krzysztof Malczewski, Ph.D.
II.B.10	Prerequisites	The knowledge of Windows software, basics of programming (in a chosen language), basics of mathematical logic.
II.B.11	Objectives of the course	To acquaint students with the basics of object-oriented programming in Java language.
II.B.12	Course contents	Introduction to object oriented programming. Object-oriented programming and Java, concept of objects. Independence of the operating system. The programming environment. Building applications in Java. Building applets in Java. Objects and classes. Inheritance principles. Interfaces. Instructions and expressions. Variables and data types. Literals. Expressions and operators. Strings of characters, complex types. Building new objects. Access to instant variables. Calls to methods. References to objects. Casting and conversion of types. Tables. Conditional instructions. Loops. Building classes and applications. Static variables. Method building. Arguments of applications. Constructors. Method blocking. Final methods. Principles of applets building. Placing applets on WWW pages. Elements of graphics in Java, fonts and colors. Input/output systems in Java. Comparison of Java against other object-oriented languages. Content of classes, laboratories, projects and/or seminars: Laboratory work follows the lectures.
II.B.13	Assessment methods	1) final exam 2) laboratory assessment with passing final grade. Weighted mean of all grades received.

REQUIRED:

The Java Handbook by Patrick Naughton, Michael Morrison

* Publisher: Osborne/McGraw-Hill

* ISBN: 0-078-82199-1

Thinking in Java by Bruce Eckel

* Publisher: Prentice Hall

* ISBN: 0-136-59723-8

II.B.14 **Recommended
reading**

ADDITIONAL:

<http://java.sun.com/developer/onlineTraining/>

<http://www.javacoffeebreak.com/tutorials/index.html>

III. General information for students

III.1	Cost of living	Taking into account the price of leasing a flat, subsistence, communications and transportation, the average cost of living can be estimated between 1000 to 1500 zł (Polish zlotys) per month. Typical prices: a) flat in a student's hostel– 350-500 zł, b) price of one-month city-transport ticket MPK (with student discount) – 40,50 zł.
III.2	Accommodation	The university college does not have its own accommodations for students.
III.3	Meals	A cafeteria is located at the university college where students may purchase warm and cold meals.
III.4	Medical facilities	Students secure their medical care on their own.
III.5	Facilities for special needs students	Rector's Representative on Scholarships Ph.D. Katarzyna Przybylska Ul. Niedziałkowskiego 18, 61-579 Poznan Tel./fax +48 61 833-14-33
III.6	Insurance	Students of the university college are eligible to buy a group life-insurance policy. The insurance contract lasts one year with the possibility of extension. The insurance fee is paid by a student.
III.7	Financial support for students	Students might receive one of the following scholarships: - scholarship for educational and sport achievements, - social scholarship, - subsistence scholarship, - accommodation scholarship, - scholarship for special needs students. A person being injured might also qualify for support. The scholarships described above are granted according to the provisions of Polish Higher Education Act and the "Regulations of Financial Aid for Students of the Poznan University College of Business and Foreign Languages" (available on the webpage of the university college).
III.8	Student affairs office	DEAN'S OFFICE ul. Niedziałkowskiego 18, 61-579 Poznan Tel. +48 61 833 14 33 Opened everyday: 9:00 a.m. – 17:00 p.m.
III.9	Study facilities	Since November 2005, the university college has possessed a new building - ul. Niedziałkowskiego 18 in Poznan (area: 1640m ²). On the first floor of the university college there is a main hall (area: approx. 120m ²) where one may admire works of art. This space is the BEKOS Art Gallery of prof. Grzegorz Ratajczyk. On the left of the main entrance there is a cafeteria where students can take their time in nice atmosphere and rest. There is also a cloakroom for 600 garments and a storage room.
		The rooms of the university college are adapted for disabled people (e.g.

accessible approaches, induction loop in a lecture hall, convex signs in front of the rooms, etc.).

On the second floor there is auditorium, 4 lecture rooms (3 with an area of 30m² for 50 persons), 2 computer rooms (each with an area of 30m² and 18 computer posts), 1 lecturers' room with an area of approx. 25m², the Rector's Representative on Students office, a computer server room and the Head of the Faculty office. The auditorium also plays a particular role as a multimedia lecture room, richly equipped. The auditorium is designed for 220 persons in an area of 150m².

On the third floor there is a Rector's office, 2 small rooms (each 20 m² for 27 persons), a career office, a student council room (22m²), and two lecture rooms (each 60m²). Each lecture room is equipped with multimedia projectors and can accommodate 60 persons.

Since gaining the new building for the university college in 2005 (ul. Niedziałkowskiego 18) the library has been organized (reading-room and book loan desk). The total area of the library is 75 m².

The library of the university college has speciality collections, including economics (to include the history of economic thought), management, psychology of management, human relations and public relations, marketing, finance, accounting, econometrics, statistics, logistics, organization and economics of transportation, advertising, informatics, mathematics, environmental protection, the European Union, psychology, sociology, law and foreign languages.

Above mentioned content concerns both compact and continuous publication. The library (status as of the 30th of August 2008):

- subscriptions - 11 titles of Polish periodicals, 3 titles of foreign periodicals,
- volumes: book collection consists of 2730 volumes (1614 titles, of which, 133 titles are in English).

In the reading room dailies and periodicals are available for reading. Besides books and periodicals, the reading room also features special collections (statistical references, training materials, e-documents and others).

Digitalization the collections, making them available on-line, is being considered.

International programmes	The university college has an ERASMUS charter for the years 2007-2013.
III.10	Practical information for mobile students
	Practical information concerning formalities related to a student's arrival in Poland and guidelines of visa permission can be found in embassies and consulates, at the Consul Office of the Ministry of Foreign Affairs and at the Migration Office of the Ministry of Internal Affairs and Administration. Students should contact their nearest Polish embassy or consulate or find more information on the internet webpages: www.msz.gov.pl . Location of the university college can be found on the webpage: www.pwsbijo.pl . Information about the city of Poznan can be found: www.poznan.pl in Polish and http://www.poznan.pl/mim/public/turystyka/index.html?lang=en in English. Information about health care in Poland is available at: http://www.nfz.gov.pl/ue/?katnr=5&dzialnr=2&artnr=716&czartnr .
III.11	Language courses
	Poznan University College of Business and Foreign Languages offers English , German and Polish language instruction.

All students are required to study English.

Foreign language education is an extremely important part of the study programme for both full-time and part-time (weekend) studies.

The process of foreign language education is performed according to the guidelines of the Common European Framework of Reference for Languages.

The goal of foreign language education is to develop all language competencies: speaking, listening, reading, writing. A strong accent is placed on the communication aspect of languages.

Foreign language courses are led by well-qualified lecturers, using effective and modern methods of teaching.

To support the practical learning of foreign languages the university college organizes for its students foreign languages seminars, conferences, workshops, and lectures led by foreign lecturers.

Foreign language courses are conducted for every level of language study, from basic to advanced. Group placement is based on a qualification test and interview with the lecturer.

It is also possible to improve communication competencies in business English by taking part in the highly reputed programme Management in Business <http://www.en.pwsbijo.pl/>.

Internships might be taken after the completion of the first year of studies, but no later than after the completion of the second year, in one of two modes to be chosen:

- a) continuous, in the case of holiday internships (July to September), or
- b) periodic during the academic year, in the case of internships taken during the academic year (on certain days of a week with less hours per week than in the continuous mode).

III.12 Internships

Minimum period of internships is 6 weeks (150 hours).

Internships take place in a company or other institution which must be consistent with the content the specialization being studied.

Each student is responsible for finding the internship.

Sports facilities

The university college signs individual contracts with sport clubs and institutions for each academic year.

III.13 Extra-mural and leisure activities

Students may take part in the rich extracurricular activities and cultural events held in the city of Poznan.

III.14 Student associations

- Polish-Canadian Club
 - German Club
 - Business Psychologists' Club
 - Economists' Club
 - Logistics Club
 - Academic Aerial Club
 - Cabaret „Grupa na Jeden Wieczór” [“A Group For One Evening”]
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