

## Study programme

### Part A) of the study programme \*

### Learning outcomes

<b>Faculty offering the field of study:</b>		<b>Faculty of Economic Sciences and Management</b>
<b>Field of study:</b>		<b>Management</b>
<b>Level of study:</b>		<b>first-cycle studies</b>
<b>Level of the Polish Qualification Framework:</b>		<b>level 6</b>
<b>Profile:</b>		<b>general academic</b>
<b>Professional degree awarded to the graduate:</b>		<b>licencjat</b>
<b>Allocation of the field of study within academic or artistic discipline(s), to which learning outcomes for a given field of study refer:</b>		<b>Discipline:</b> <b>- Management and Quality Sciences (86%)</b> <b>- Economics and Finance (14%)</b>  <b>Major discipline: Management and Quality Sciences</b>
<b>Symbol</b>	<b>Upon completion the graduate achieves the learning outcomes specified below:</b>	
<b>KNOWLEDGE (the graduate knows and understands)</b>		
K_W01	the nature and historical development of Management Sciences and their position in the system of Social Sciences	
K_W02	the knowledge of Economics and Finance and their relations with organisation management	
K_W03	institutions, their types and systemic elements as well as economic and social processes occurring in institutions and their environment in the context relevant to Management Sciences	
K_W04	internal and external relations of institutions and entities in their environment, their nature, aims, regularities and rules as recognised in the context relevant to Management Sciences	
K_W05	knowledge of human behaviours in an organisation on the individual, collective and institutional level in the context relevant to Management Sciences	
K_W06	rules of rational decision making concerning given resources and fields of institutional functioning in the context relevant to Management Sciences	
K_W07	objectives, sense, nature and mutual relations of processes of management and change implementation in institutions in the context relevant to Management Sciences	
K_W08	methods and techniques as well as adequate ways of data acquisition applied in management processes in an institution in the context relevant to Management Sciences	
K_W09	legal, organisational and ethical standards and rules, their adequacy, sources, changes and ways of operation in the context relevant to Management Sciences	
K_W10	rules of ethics and social responsibility in business	

K_W11	terms and rules in industrial property and copyright protection
K_W12	general rules for establishing and developing businesses applying knowledge of Management Sciences
<b>SKILLS (the graduate is capable of)</b>	
K_U01	diagnosing and interpreting economic, social, legal and technical problems (opportunities and/or threats) that occur in practical functioning of institutions
K_U02	developing undertakings that are relevant to diagnosed causes and course of phenomena/problems and lead to effective solutions
K_U03	using basic theoretical knowledge and collecting data to analyse specific economic processes and phenomena
K_U04	using problem-specific methods and techniques that are relevant to Management Sciences
K_U05	analysing and predicting economic processes and phenomena using relevant methods and tools
K_U06	using normative systems, selected standards and rules (legal, professional and ethical) in order to solve a specific problem in Management
K_U07	using the knowledge acquired to solve problems occurring in professional work
K_U08	developing typical written assignments and oral presentations in Polish on topics relevant to business practice
K_U09	using a foreign language for special purposes (English) at the B2 level relevant to business practice
K_U10	using IT systems at work
K_U11	planning and implementing the life-long-learning process and being aware of the need for self-development based on constant broadening of knowledge and creative reflection in relation to personal experiences
K_U12	formulating and expressing their thoughts, opinions and any information in a communicative way
K_U13	participating in collective undertakings and assuming various roles in them
<b>SOCIAL COMPETENCES (the graduate is willing to)</b>	
K_K01	acquire knowledge, information and data necessary for the processes of solving problems that occur in a business institution, and to specify priorities in this field
K_K02	identify and solve content-related and ethical dilemmas connected with fulfilling professional roles, including observing rules of professional ethics and requiring the same from other persons, as well as taking care of the output and tradition of the profession
K_K03	creative participation in undertakings (teams) connected with solving social problems in business institutions and fulfilment of social obligations and duties, having sense of social responsibility, and co-organising actions for the social environment
K_K04	think and act as an entrepreneur

***Part B) of the study  
programme***

**Description of the process resulting in the achievement of learning outcomes**

Faculty offering the field of study:	Faculty of Economic Sciences and Management
Field of study:	Management
Level of study:	first-cycle studies
Level of the Polish Qualifications Framework:	level 6
Degree profile:	general academic
Allocation of the field of study within academic or artistic discipline(s), to which learning outcomes for a given field of study refer:	Discipline: - Management and Quality Sciences (86%) - Economics and Finance (14%) <b>Major discipline:</b> Management and Quality Sciences
Mode of study:	full-time programme
Number of semesters:	six
Number of ECTS required for the award of qualifications corresponding to the level:	180
Total number of teaching hours:	1695 plus university lectures (number of hours is depended on chosen subjects)
Professional degree awarded to the graduate:	licencjat
The relationship between the study programme and NCU mission and strategy:	Establishing the new studies, management in English fits the mission of the Nicolaus Copernicus University and can bring many long-term benefits that relate to the University's development strategy. First of all, it is a response to the current and future needs and aspirations of the society which needs to get its competences not only in the mother languages but to communicate in the widely accepted business language in the world as well as to cooperate in multinational and diversified workgroups. Moreover, it gives the opportunity to develop and disseminate specific knowledge in the field of economic and management sciences for ambitious students who want to learn from professional and experienced teaching staff. Finally, it is also very challenging from the perspective of academic teachers who can develop their skills by providing classes in an international environment.

**Courses/course modules along with expected learning outcomes \***

Course module	Course	Expected learning outcomes	Forms and methods of teaching ensuring the achievement of learning outcomes	Methods of verifying and assessing expected learning outcomes achieved by the student
Module - General education courses	<b>Computer Science</b>	W1: The student understands how modern information technologies are important for management and decision making. - K_W06, W2: The student has knowledge of the functioning and construction of database. - K_W08, U1: Student calculates synthetic characteristics of data sets using functions, filter mechanisms, subtotals and pivot tables - K_U04, U2: Student plans and prepares spreadsheets to solve problems in various fields - K_U05, U3: Student defines correctly the structure of a text document in a word processor. - K_U08, U4: Student creates presentations with the correct structure and content. Actively uses Internet resources to acquire appropriate information. - K_U10, U5: Demonstrates openness to work in a team in terms of performing various roles - K_U13, K1: Analyzes and improves acquired knowledge and skills - K_K01	Laboratory classes (solving practical tasks - implementation of scenarios including problem solving in spreadsheets, databases and word processors) based on Microsoft applications, open source solutions and network applications; multimedia presentations	Tasks and tests concerning the content presented during the tutorials. The final grade of the course is an average of laboratory tasks grades and written tests grades
	<b>Intellectual Property Protection</b>	W1: Student has basic knowledge of intellectual property and is acquainted with methods of its protection, especially under industrial property and copyright laws – K_W11	Expository teaching methods: - informative (conventional) lecture	Assessment methods: - written test – W1

	<b>Contemporary Learning Techniques</b>	U1. Student uses the Kolbe system - K_U011; U2. Student applies mindmapping and chosen memory techniques - K_U011; U3. Student is open to learn out of the box skills like juggling - K_U011;	Lecture with some workshop exercises and projects, supported by computer presentation.	Assesment: test in Moodle, projects, juggling with 3 balls.
	<b>Business English</b>	U1 using English at the B2 CEFR level (K_U09) U2 using English for special purposes (Business) (K_U09) U3 participating in debates relevant to business practice (K_U09)	Speaking, writing, reading, listening activities relevant to Business English	Compulsory class attendance Oral and written assignments Language competence tests Final exam
	<b>Physical Education</b>			
	<b>Humanities lectures, university lectures</b>	depends on chosen subjects		
	<b>Occupational Safety, Health and Ergonomics</b>		Moodle presentation	Test on Moodle
Module - Basic subjects	<b>Mathematics</b>	After completing the course, the student: - has knowledge in the field of mathematics, including the basics of linear algebra, mathematical analysis, defines the basic concepts of linear algebra and mathematical analysis such as matrix, matrix determinant, system of linear equations, limits of functions, derivatives of single and multivariable functions, local extrema, constrained extrema, indefinite integrals and Riemann integrals (K_W05, K_W06, K_W08); - is able to apply mathematical knowledge to formulate, analyze and solve simple tasks such as calculates the matrix determinant, determines the inverse matrix, solves systems of linear equations, determines the limits of functions, finds derivatives of single and multivariable	Lecture: classical using the method of computer presentation. Exercises: the teacher shows examples of solutions to the tasks illustrating the material learned during the lecture; students solve similar tasks on their own.	The lecture ends with a written exam. Exerscies: a series of tests is planned to verify the level of assimilation and application of the acquired knowledge in practice.

		functions, finds indefinite and definite integrals, determines local extrema of functions of one and many variables, determines constrained extremes (K_U-03, K_U05, K_U07). - communicates his thoughts to others in an understandable way; properly uses professional terminology (K_K01).		
	<b>Descriptive Statistics</b>	<p>W1: Student matches the appropriate statistical methods with the type of data and economic phenomenon - K_W06</p> <p>W2: Student knows the Stevens's scale - K_W06.</p> <p>U1: Student calculates descriptive statistics – K_U05.</p> <p>U2: Student applies the ANOVA analysis – K_U05.</p> <p>U3: Student uses the regression model – K_U05.</p> <p>U4: Student calculates dynamic indexes – K_U05.</p> <p>U5: Student formulates the economic and statistical interpretation of the results – K_U05</p>	Lecture supported with presentations of chosen statistical packages; tutorials presenting the calculations of descriptive statistics step by step (by hand) and also using statistical software.	Exam in Moodle (test) - checking both the theoretical knowledge and practical skills of applying statistical methods in Management; tutorials - assesment (test verifying practical skills of using statistical methods and interpreting the results) in Moodle

	<p><b>Law in Business</b></p> <p>W1 - knows and understands main principles and regulations in Poland and the EU - K_W04</p> <p>W2 – knows which laws shape the operations of economic sector – K_W09</p> <p>U1 – is able to interpret norms of law specific to business operations - K_U01</p> <p>U2 – is able to apply norms of law in order to solve specific problems at managerial positions K_U06</p> <p>K1 – student can find actual sources of Polish and EU law - K_K01</p>	<p>Traditional lecture illustrated by slides)</p>	<p>Lectures:</p> <p>Written exam (test 10 questions and/or 3-5 topics to describe evaluation according to the score obtained: max. 15 points: 15-14,5 pts – very good; 14 -13,5 pts. – good plus; 13-12,5 pts – good; 12-11,5 pts – satisfactory plus, 11-10 pts – satisfactory, less than 10 pts – fail) – W1, W2, U1, U2 +++</p> <p>Excercises:</p> <p>Project (presentation) - U1, U2, K1 +++</p> <p>General requirements for presentations:</p> <ul style="list-style-type: none"> <li>- should concern given subjects;</li> <li>- should be prepared in groups (max. number of people to be specified);</li> <li>- group should inform me about a detailed agenda at least one week before the deadline given to each subject and indicate the content prepared by each person,</li> <li>- time limit to be specified,</li> <li>- PPT is recommended,</li> <li>- note will be given according to work load devoted to preparing the content and the quality of performance (the note can be a final note with a reduction of 0,5).</li> </ul> <p>Participation in discussion - U1, U2, K1 +</p>
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	<b>Principles of Management</b>	<p>The student is acquainted with:</p> <p>W1: individual schools and trends in management science – K_W01, K_W05</p> <p>W2: a decision making process– K_W06</p> <p>W3: a management process – K_W07</p> <p>W4: individual management functions – K_W07</p> <p>W5: a character of relationship between organisation and its environment – K_W03</p> <p>W6: an ethical context of management – K_W10</p>	informative lecture	<p>Assessment methods: written test</p> <p>Assessment criteria:</p> <p>fail - 0-8 pts (&lt;60%)</p> <p>satisfactory - 9 pts (60%)</p> <p>satisfactory plus – 10-11 pts (&gt;60%, &lt;80%)</p> <p>good - 12 pts (80%)</p> <p>good plus - 13-14 pts (&gt;80%, &lt;100%)</p> <p>very good - 15 pts (100%)</p>
	<b>Organization Theory</b>	<p>Student knows:</p> <p>W1: organizations and organization design – K_W03</p> <p>W2: strategy, organization design and effectiveness – K_W03</p> <p>W3: the external environment – K_W04</p> <p>Student:</p> <p>U1: describes organizations and organization design - K_U01</p> <p>Student can:</p> <p>K1: work in a group assessing organizations - K_K03</p>	<p>Conventional lecture and problems lecture.</p> <p>Exercises: classical problematic method, case study.</p>	<p>W1, W2, W3 - written exam - a test</p> <p>U1 – presentation, written project</p> <p>K1 – project</p> <p>Criterion ratings of the exam:</p> <ul style="list-style-type: none"> <li>• very good: 90% - 100%</li> <li>• good plus: 80% - 89%</li> <li>• good: 70% - 79%,</li> <li>• satisfactory plus: 60% - 69%</li> <li>• satisfactory: 50 - 59%.</li> </ul>



	<b>Microeconomics</b>	W1: The graduate knows fundamental economic entities as well as understands economic and social processes occurring in households and firms and between them in the context relevant to Management Sciences (K_WO3) W2: The graduate knows and understands rules of rational decision making concerning consumption and production in the context relevant to Management Sciences (K_WO5); U1: The graduate is capable of diagnosing and interpreting microeconomic problems (opportunities and/or threats) that occur in practical functioning of households and firms (K_U01); K1: The graduate is willing to acquire knowledge, information and data necessary for the processes of solving microeconomic problems that occur in a firm, and to specify priorities in the particular structure of market (K_K01)	informative lecture with multimedia presentations, discussion, extra teaching materials - article analysis, problem solving, exercises.	Written exam - theoretical lecture. Attendance, activity, participation in discussion, presentation, problem solving, exercises, task calculations - practical lecture.
	<b>Finance</b>	W1: has basic knowledge of finance K_W02 W2: has knowledge of financial institutions K_W03	Lecture, presentation, talk	Exam; essay

Module - main course subjects	<b>Seminar</b>	<p>W1: knows the principles of academic writing and the methods of data collection, processing and analysis - K_W08, K_W12</p> <p>U1: formulates research problems and designs a research process - K_U02</p> <p>U2: conducts literature surveys - K_U03, K_U04, K_U05</p> <p>U3: collects, processes and analyses data, formulates recommendations for business organisations - K_U01, K_U02, K_U03, K_U04, K_U05, K_U07</p> <p>U4: presents the research findings, writes and edits a BA paper - K_U09, K_U12</p> <p>K1: collects data, information and knowledge in order to analyse business issues in an organisation - K_K01, K_K04</p>	PPT presentations, case study analysis, group discussion	<p>Review of the BA paper including the following criteria:</p> <ul style="list-style-type: none"> <li>- cohesion of the paper content with its title</li> <li>- structure of the paper</li> <li>- achieving aim and objectives of the paper</li> <li>- applied methods, techniques and tools of data collection and analysis</li> <li>- quality of analysis and discussion</li> <li>- selection and use of sources of data and information</li> <li>- quality of academic writing</li> </ul>
	<b>Academic Writing</b>	<p>SKILLS (the graduate is capable of)</p> <p>U1 avoiding plagiarism in writing by paraphrasing and summarizing (K_U08, K_U09)</p> <p>U2 applying appropriate style of referencing (K_U08, K_U09)</p> <p>U3 applying appropriate academic style of writing (K_U08, K_U09)</p> <p>U4 expressing ideas clearly (K_U12, K_U09)</p> <p>U5 connecting the ideas in one logical flow (K_U12, K_U09)</p>	Working with the examples and practicing	<p>Class participation (preparation and compulsory attendance)</p> <p>Writing theoretical chapter of their diploma</p>

	<b>Organizational Behaviour</b>	<p>W1. Student identifies organizational culture elements (K_W05)</p> <p>W2. Student explains advantages and disadvantages of team-work comparing with an individual work (K_W05)</p> <p>W3. Student lists and describes counterproductive work behaviors (K_W05)</p> <p>U1. Student identifies problems related to team-work (K_U01)</p> <p>U2. Student plans effective solutions for identified problems of team-work (K_U07)</p> <p>K1. Student creatively participates in work of teams solving management problems (K_K03)</p>	<p>Informative lectures, case study, decisive games</p>	<p>Knowledge verification: W1, W2, W3 – written exam</p> <p>Skills' verification: U1, U2 – case analyses and decisive games</p> <p>Competence verification: K1 – activity in a class observed by the teacher</p>
	<b>Project Management</b>	<p>W1: Student, knowing relevant methods and techniques applied in project management, formulates and models project management decision-related problems and determines tools that are suitable to solve the problems identified – K_W06</p> <p>U1: Student applies effective tools and quantitative methods in the process of project management, interprets the results obtained and uses them to make the best decisions and to manage a project efficiently – K_U04</p> <p>U2: Student applies appropriate software to solve specific project management problems and to create a comprehensive project plan that is ready for implementation – K_U10</p> <p>U3: Student works actively in a team to bring a project to successful completion (on time, with the quality required) – K_U13</p>	<p>Description, talk, discussion, presentations in Microsoft Office PowerPoint, using Microsoft Excel, Gantt Project and other software, solving tasks, project</p>	<p>Assessment methods:</p> <ul style="list-style-type: none"> <li>• team projects (two assignments),</li> <li>• final test,</li> <li>• continuous evaluation during classes.</li> </ul> <p>In order to obtain positive grade from Project Management it is required to receive positive grades (at least satisfactory) from the exam and both assignments</p>

	<b>Human Resources Management</b>	<p>W1: internal and external relations of institutions and entities in their environment, their nature, aims, regularities and rules as recognised in the context relevant to human resource management K_W04</p> <p>W2: knowledge of human behaviours in an organisation on the individual, collective and institutional level in the context relevant to human resource management K_W05</p> <p>W3: rules of rational decision making concerning given resources and fields of institutional functioning in the context relevant to human resource management K_W06</p> <p>W4: rules of ethics and social responsibility in human resource management K_W10</p> <p>U1: using problem-specific methods and techniques that are relevant to human resource management K_U04</p> <p>U2: using the knowledge acquired to solve problems occurring in HR KU_07</p>	<p>Interactive lecture</p> <p>Classroom discussion</p> <p>Case studies analyses</p>	<p>Written examination (single-choice test)</p> <p>A project work</p>
	<b>Quality Management</b>	<p>W1: student has advanced knowledge of quality management models (K_W02; K_W03)</p> <p>W2: student possesses knowledge about quality management tools (K_W03; K_W06)</p> <p>U1: student is able to use attained knowledge to improve quality management in enterprises (K_U03)</p> <p>U2: student can analyse and explain appearing problems of quality management (K_U04)</p> <p>K1: student participates in solving ethical dilemmas related with quality management process (K_K02)</p>	<p>informative lecture;</p> <p>conversations;</p> <p>discussions;</p> <p>case studies;</p> <p>students' projects</p>	<p>Lecture:</p> <p>written examination- W1, W2, U1, U2</p> <p>Exercises:</p> <p>- students' projects – W1, W2, U1, U2, K1, K2</p> <p>- activity – W2, K1, K2</p> <p>Assessment scale applied (both lecture and exercises):</p> <p>fail- from 0% to 59%</p> <p>satisfactory- from 60% to 67%</p> <p>satisfactory plus- from 68% to 75%</p> <p>good – from 76% to 83%</p> <p>good plus- from 84% to 91%</p> <p>very good- from 92% to 100%</p>

		K2: student can cooperate efficiently in international teams (K_K03)		
<b>IT in Management</b>	<p>W1 the graduate knows and understand knows IT tools that allows to obtain data and transform it into information needed for decision-making process (K_W08)</p> <p>U1 the graduate is capable of using a spreadsheet at work (K_U10)</p> <p>U2 the graduate is capable of using a data base at work (K_U10)</p> <p>K1 the graduate is willing to transform raw data into information supporting decision making (K_K01)</p>	<p>The classes consist in solving management problems with the use of a spreadsheet and a database management system</p> <p>didactic searching methods: laboratory</p>	<p>W1, U1, U2, K1</p> <p>Two tests in the computer laboratory consisting in solving problems related to the use of spreadsheets and databases</p>	
<b>Marketing</b>	<p>W1: knows the difference between production-, sales- and marketing-oriented organizations (K_W03)</p> <p>W2: knows the main factors of macro and micro company's environment and the components of its strategic potential (K_W04)</p> <p>W3: is familiar with SWOT analysis factors and procedure (K_W04)</p> <p>W4: knows the basics of market segmentation (K_W06)</p> <p>W5: knows the main elements of marketing-mix (K_W06)</p> <p>U1: is able to analyze the company's environment and its strategic potential using SWOT analysis (K_U01)</p> <p>U2: is able to plan the activities and tools of marketing-mix (K_U02)</p> <p>K1: is well prepared and willing to acquire knowledge and information in order to identify marketing problems and propose solutions for them based on the rules of marketing concept (K_K01)</p>	<p>the form of a traditional lecture combined with group discussion and the use of PowerPoint presentation, - in the form of tutorials - with the use of case study method, brainstorming, discussions, SWOT analysis, individual and group work.</p>	<p>written examination (or final test) - W1, W2, W3, W4, W5, U1, - different types of exercises or tests to do during tutorials or at home (individual or teamwork) – W1, W2, W3, W4, W5, U1, U2, K1, - continual evaluation of students' preparation, activity and engagement in discussions –U1, U2, K1</p>	

	<b>Marketing Research</b>	<p>W1: knows the main stages of marketing research process – K_W08</p> <p>W2: has basic knowledge about random and non-random sampling methods and ways to set sample size– K_W08</p> <p>W3: possesses knowledge about main types of marketing research, research methods and instruments – K_W08</p> <p>U1: is able to propose research procedure (sources of information, research method, research instrument, sampling method, sample size, etc.) relevant to the identified marketing decisions or problems – K_U04</p> <p>U2: is able to design a questionnaire appropriate for specific research aims – K_U04</p> <p>K1: is well prepared to acquire knowledge and conduct marketing research in order to solve selected marketing problems –K_K01</p>	<p>form of a traditional lecture combined with group discussion and the use of PowerPoint presentation,</p> <p>- in the form of tutorials - with the use of case study method, brainstorming, discussions, individual and group work.</p>	<p>written examination (or final test)</p> <ul style="list-style-type: none"> <li>- different types of exercises or tests to do during tutorials or at home (individual or teamwork)</li> <li>- continual evaluation of students' preparation, activity and engagement in discussions</li> </ul> <p>Assessment criteria:</p> <p>Tutorials:</p> <p>Final grade is stated in % taking into account the sum of points obtained from all assessment methods applied during classes</p> <p>Lecture:</p> <p>Final grade is stated in % taking into account individual sum of points in relation to sum of maximum points possible to obtain during the written examination (or final test).</p>
	<b>Accounting</b>	<p>W1: Student has basic knowledge in accounting – K_W08</p> <p>U1: Student is able to classify the elements of financial statements as well as to analyse and interpret financial statements – K_U03</p> <p>U2: Student has the ability to analyse costs for decision making – K_U03</p> <p>K1: Student is aware of the reasoning needed for solving exercises – K_K02</p>	<p>informative lecture, description – Power Point presentation of theoretical issues and practical examples.</p> <p>Exploratory teaching methods:</p> <ul style="list-style-type: none"> <li>- practical – solving of practical cases/ exercises concerning Financial Accounting and Management Accounting.</li> </ul>	<p>written examination containing practical exercises – U1, U2</p> <ul style="list-style-type: none"> <li>- written test containing open and closed questions – W1</li> <li>- activity – K1</li> <li>- attendance – K1</li> </ul>

	<b>Corporate Finance</b>	<p>W1: Student knows the concept, ideas and rules of financial management in the company - K_W02.</p> <p>W2: Student knows an influence of the external and internal factors on the financial condition of the company - K_W04.</p> <p>W3: Student knows the relations and connections between various items of the financial data - K_W07.</p> <p>U1: Student can read financial data and evaluate condition of the company - K_U01.</p> <p>U2: Student can calculate and correctly interpret financial ratios - K_U05.</p> <p>K1: Student tends to increase own knowledge in finance K_K01.</p> <p>K2: Student recognizes ethical and socially responsible approach in finance management K_K02.</p>	<p>Traditional lecture</p> <p>Discussion</p> <p>Case study</p>	<p>Written exam – W1, W2, W3</p> <p>Tasks – Analysis of real financial data U1, U2</p> <p>Class activities – K1, K2</p>
Module - supporting course subjects	<b>Psychology</b>	<p>W1 knowledge about history of psychology, and its links with management science K_W05</p> <p>W2 knowledge about human behaviours in an organisation on the individual, collective and institutional level in the context relevant to Management Sciences K_W05</p> <p>W3 knowledge about characteristic and understanding of basic neuropsychological processes K_W05</p> <p>W4 understanding of basic psychological terms K_W05</p> <p>U1 using psychological terms and theories to understanding human behaviours K_U06</p> <p>U2 skills of proper using feedback information K_U02</p> <p>U3 basic skills and techniques of Stress and</p>	<p>Lecture</p> <p>Power point presentation</p> <p>Discussion</p> <p>Work in small groups</p>	Exam (test of choices)

	<p>conflict management K_U07</p> <p>K1 I'm OK and You are OK attitude in Management K_K02</p> <p>K2 listening without judgment others and ourselves K_K02</p>		
<b>Principles of Macroeconomics</b>	<p>W1: has the knowledge of economics and finance, connections between its components including the context of organisation management. [KW02]</p> <p>W2: knows and understands the relations between the economic environment and the company's external and internal processes in the context relevant to Management Sciences [KW03]. W3: is familiar with the basics of rational decision making at the level of a company/organization when taking into account the business environment given resources and fields of institutional functioning in the context relevant to Management Sciences [KW06]. W4: is acquainted with general rules for establishing and developing businesses in the macroeconomic system applying knowledge</p>	<p>informative and participatory lectures, discussion sessions, multimedia presentations, practical.</p>	<p>exam: written examination (open and closed questions test)</p> <p>tutorial, written test from practical classes + Activity (participation in the discussion)</p> <p>Assessment criteria:</p> <p>Lecture final examination/test from practical classes:</p> <p>fail- (up to 60%)</p> <p>satisfactory- (60-70%)</p> <p>satisfactory plus- (71-80%)</p> <p>good (81-90%)</p> <p>good plus (91-95%)</p> <p>very good (96-100%)</p>



	<p>of Management Sciences [KW12].</p> <p>U1: is able to diagnose and interpret the economic and social problems that occur in practical functioning of institutions [KU01].</p> <p>U2: can analyse and predict economic processes and phenomena using relevant methods and tools [KU05]. U3: can use the macroeconomic knowledge acquired to solve problems occurring in professional work [KU07].</p> <p>K1: understands the importance of acquiring knowledge, information and data to efficiently solve problems of a business institution [KK01].</p> <p>K2: is sensitive to social responsibility of the company /organization/ institution and understands its impact on the society [KK03].</p> <p>K3: can think and act in an entrepreneurial way from the perspective of the company/institution [KK04].</p>		
<b>Logistics</b>	<p>W1: student has knowledge of logistic support for an organization (K_W04); W2: student is familiar with methods used in logistics (K_W06); U1: student is able to use logistic methods (K_U07); U2: student can be fluent in terms used in logistics (K_U09);</p> <p>K1: student is able to carry out tasks in the field of logistics in teamwork (K_K01);</p> <p>K2: student is competent in the field of analytical thinking and creative search for solutions to complex decision problems (K_K04).</p>	lectures with multimedia presentations, teamwork, case studies	Excercises: evaluation of teamwork results; Lectures: test at University or in remote form on Moodle platform

	<b>Principles of Econometrics</b>	<p>W1 knows basic principles of econometric model construction –KW06</p> <p>W2 recognizes goodness-of-fit measures and statistical tests in econometrics – KW06</p> <p>U1 Can identify relationships between processes using econometric model – KU03</p> <p>U2 Can interpret statistical output of the model from economic perspective – KU05</p> <p>U3 Uses statistical and econometric software KU10</p> <p>K1 Collects data from different sources - KK01</p> <p>K2 Is able to co-operate in a group as a team member-KK03</p>	<p>Lecture</p> <p>Laboratory in the classroom equipped in PCs and statistical and econometric software</p> <p>Solving real-data problems</p>	<p>Written exam – test of general knowlegde</p> <p>Group project – solving a specified problem</p>
	<b>Economic Forecasting</b>	<p>W1: has basic knowledge of methods of economic forecasting K_W08</p> <p>W2: knows application of forecasting in management K_W08</p> <p>W3: is familiar with computer packages used in forecasting K_W08</p> <p>U1: is able to prepare forecast using time series methods KU05</p> <p>U2: is capable of comparing accuracy of different forecasts KU05</p> <p>U3: has advanced skills in using Gretl and MS Excel for forecasting KU05</p> <p>U4: formulates his opinion on the forecasting problem KU12</p> <p>K1: understands the importance of forecasting in business decision making K01</p>	<p>Expository teaching methods:</p> <ul style="list-style-type: none"> <li>- informative lecture</li> <li>- case study</li> <li>- computations using computer software</li> </ul>	<p>written examination W1, W2, K1</p> <p>test in the computer laboratory W3, U2, U3</p> <p>individual project U1, U4, K1</p> <p>activity U4, K1</p>

	<b>Management Games</b>	<p>W1- the knowledge of corporate costs and their relations with production and organisational management (K_W02)</p> <p>W2- rules of rational decision making concerning given market information and fields of institutional functioning K_W06</p> <p>W3- general rules for business development and applying knowledge of Management (K_W12)</p> <p>U1- using the knowledge acquired to solve problems occurring in managing the company (K_U07)</p> <p>U2- using a foreign language for special purposes (English) at the B2 level relevant to business practice K_U09</p> <p>U3- participating in teamwork and assuming various roles in them (K_U13)</p> <p>K1- think and act as an entrepreneur (K_K04)</p>	<p>Management Business Simulation</p> <p>Teamwork</p>	<p>Participaing in teamwork</p> <p>Team project - Achiving given financial and market goals</p>
	<b>Business Plan</b>	<p>W1. Student is familiar with general rules for creating a business plan using the knowledge of financial ang management accounting (K_W6)</p> <p>U1. The student is able to use and integrate the basic theoretical knowledge with strategic analysis, marketing and enterprise organizations to draw up a financial plan assumptions. (K_U03)</p> <p>U2. The student is able to develop a financial plan for and assess the effectiveness of the project using the selected methods of accounting. (K_U05)</p> <p>K1. The student is open to cooperating in a group and to presenting their own solutions to problems (K_K03)</p>	<p>Informative lecture and case study</p>	<p>Assessment methods:</p> <p>W1. written examination</p> <p>K1, U1, U2: Case study</p>

	<b>Investments</b>	<p>W1: knows the concept of investment, understands the objectives on the investment process and the key areas of the investment decision - K_W06</p> <p>W2: has basic knowledge of the investment appraisal methods and identifies risks associated with investments - K_W06</p> <p>U1: is able to assess the efficiency of the investment project, estimate cash flows generated by the project and the cost of capital used to finance the project as well apply the basic investment appraisal methods - K_U04</p> <p>K1: is well prepared to acquire and evaluate information needed in the management of the investment project - K_K01</p>	<p>Lecture: informative and conversational lecture</p> <p>Classes: exercise method, case studies</p>	<p>Assessment methods:</p> <p>W1 - written exam +++</p> <p>U1 - test +++</p> <p>K1 - active participation in classes +</p> <p>Assessment criteria:</p> <p>Exam and test:</p> <p>5 (very good) - 91% - 100%</p> <p>4+ (good plus) - 81% - do 90%</p> <p>4 (good) - 71% - 80%,</p> <p>3+ (satisfactory plus) - 61% - 70%,</p> <p>3 (satisfactory) - 50% - 60%.</p>
Specialisation Module - Business Manager	<b>Management Methods</b>	<p>W1: knows and understands the concept of the organization as a system (K_W07)</p> <p>W2: knows the different types of problems occurring in the organization and rational ways of dealing with them (K_W08)</p> <p>W3: knows, understands and considers from the point of view of the relevant management sciences, methods and techniques used in the process of planning, organizing, motivating and controlling (K_W08)</p> <p>U1: is able to get data, information and knowledge needed to solve specific problems (K_U03)</p> <p>U1: is able to apply organizational methods and techniques appropriate for a given situation and the problem (K_U04)</p> <p>U3: is able to create and present a project to improve the organization using a particular method (K_U02, K_U04)</p> <p>U4: can work in a team, sharing the work</p>	<p>informative lecture; project;case study</p>	<p>learning outcomes related to knowledge is based on a written examination. The scope of the examination includes the issues covered during the lectures and knowledge from reading assignments. A written examination validates the achievement of learning outcomes to the following degree: W1 - +++, W2 - +++</p> <p>W3 - +++</p> <p>Practical classes:</p> <p>The assessment of achieving learning outcomes related to skills and competences is based on a final written project and presentation. Assessment validates the achievement of learning outcomes to the following degree:</p> <p>U1 - +++, U2 - +++, U3 - +++, U4 -</p>

		between team members (K_U13) K1: can use in the process of problem solving, solutions that exist in economic reality (K_K01)		++ K1 - +++
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	<b>Organizational Analysis and Design</b>	<p>W1: Student knows the basic elements of the organization and processes in and out organizations. K_W03</p> <p>W2: Student knows the objectives, the essence, nature and interconnectedness of the design and implementation of organizational changes. K_W07</p> <p>W3: Student knows the basic methods and techniques and methods of data collection used in the design process of organizational change. K_W08</p> <p>U1: Student is able to design for the diagnosis of the causes and course of phenomena / problems, the project leading to their smooth solution K_U02</p> <p>U2: the student has the ability to prepare written papers and oral presentations in English in terms of proper business practice K_U08</p> <p>K1: Analytical thinking: The graduate It has the competence to acquire knowledge and information needed in the process of solving problems in the organization, and prioritization in this area. K_K02</p>	<p>multimedia lecture, case studies, individual projects, class projects, presentations of projects</p>	<p>Assessment methods - lectures:</p> <ul style="list-style-type: none"> <li>- test W1, W2, W3</li> </ul> <p>Assessment methods - exercises:</p> <ul style="list-style-type: none"> <li>- project presentation U1, U2</li> <li>- case study K1</li> <li>- activity U1, U2, K1</li> </ul>
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	<b>Corporate Social Responsibility</b>	<p>W1: knows and understands the concept of the socially responsible organizations (K_W07)</p> <p>W4: internal and external relations of institutions and entities in their environment, their nature, aims, regularities and rules as recognised in the context relevant to Management Sciences (K_W04), W10: rules of ethics and social responsibility in business (K_W10), U01: diagnosing and interpreting economic, social, legal and technical problems (opportunities and/or threats) that occur in practical functioning of institutions (K_U01), U02: developing undertakings that are relevant to diagnosed causes and course of phenomena/ problems and lead to effective solutions (K_U02), K02: identify and solve content-related and ethical dilemmas connected with fulfilling professional roles, including observing rules of professional ethics and requiring the same from other persons, as well as taking care of the output and tradition of the profession (K_K02), K03: creative participation in undertakings (teams) connected with solving social problems in business institutions and fulfilment of social obligations and duties, having sense of social responsibility, and co-organising actions for the social environment (K_K03)</p>	<p>informative lecture; project; case study</p>	<p>Lectures</p> <p>Assessment methods: The assessment of achieving learning outcomes related to knowledge is based on a written examination. The scope of the examination includes the issues covered during the lectures, knowledge from reading assignments and peers presentations. A written examination validates the achievement of learning outcomes.</p> <p>Practical classes: The assessment of achieving learning outcomes related to skills and competences is based on a final written project and presentation. Assessment validates the achievement of learning outcomes</p>
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	<b>Group Dynamics in Organization</b>	<p>W1: Student lists and explains the nature of team development phases (K_W05)</p> <p>W2: Student lists and describes various team roles (K_W05)</p> <p>U1: Student identifies problems related to social phenomena in the organization (K_U01)</p> <p>U2: Student plans effective solutions for identified problems related to social phenomena in the organization (K_U07)</p> <p>K1: can creatively participate in teamwork aimed at solving particular problems related to social processes and phenomena in an organization (K_K03)</p>	Informative lectures, case study, decisive games	<p>Assessment methods:</p> <ul style="list-style-type: none"> <li>- written test (W1, W2)</li> <li>- case study analysis and decisive games (U1, U2)</li> <li>- activity in a class observed by the teacher (K1)</li> </ul>
	<b>Development and Measurement of Employees' Satisfaction</b>	<p>The student is acquainted with:</p> <p>W1: the importance of employee satisfaction measurement for efficient course of management process – K_W04, K_W07</p> <p>W2: the causes and consequences of employee satisfaction – K_W05</p> <p>W3: the methods used to measure employee satisfaction – K_W08</p> <p>W4: the ways of increasing employee satisfaction – K_W05</p> <p>U1: is able to apply one of the employee satisfaction measurement method – K_U01, K_U03</p> <p>U2: is capable of presenting publicly the analysis results and findings – K_U09</p> <p>U3: is capable of participating in teamwork – K_U13</p> <p>K1: creative participation in projects aiming at solving social problems in business and non-profit organizations – K_K03</p>	informative lecture, case study	<p>Credit conditions:</p> <ul style="list-style-type: none"> <li>- lecturer's constant observation</li> <li>- assessment project prepared in teams</li> <li>- written test</li> </ul>



	<b>Creation and Measurement of Customers' Satisfaction</b>	<p>W1: The student uses the basic concepts of building and measuring customer satisfaction. (K_W04)</p> <p>U1: The student is able to identify and analyze factors determining customer satisfaction (K_U03).</p> <p>K1: Verifies data sources by subjecting them to critical analysis. K_K01</p>	Lectures with multimedia presentations, case studies, exchange of ideas, design thinking	written examination – W1 activity in the class observed by the teacher – U1; K1
	<b>International Management</b>	<p>W1: knows, understands and considers general rules for establishing and developing businesses in international environment applying knowledge of Management Sciences. K_W12</p> <p>U1: Is able to diagnosing and interpreting economic, social, legal and technical problems (opportunities and/or threats) that occur in practical functioning of institutions in the international dimension. K_U01</p> <p>K1: making decisions, using basic theoretical knowledge and collecting data to analyse specific economic processes and phenomena. K_K05</p>	Lecture problem, multimedia presentations, case studies, exchange of ideas, design	<p>Assessment methods:</p> <ul style="list-style-type: none"> <li>- written examination- W1</li> <li>- activity – U1, K1,</li> </ul> <p>Assessment criteria:</p> <ul style="list-style-type: none"> <li>fail- pts (50%)</li> <li>satisfactory- pts (60%)</li> <li>satisfactory plus- pts (70%)</li> <li>good - pts (80%)</li> <li>good plus- pts (85%)</li> <li>very good- pts (90%)</li> </ul>

	<b>The Management of Innovation</b>	<p>W1: can define innovation – K_W03  W2: knows types of innovation - K_W03  W3: can describe technological change – K_W01  W4: knows theories of innovation – K_W01  W5: knows sources of innovation - K_W04  W6: has advanced knowledge of the process of innovation – K_W04  W7: can define and describe the innovation strategy – K_W05  W8: can describe founding innovation – K_W07  W9: knows main problems connected with managing innovation –K_W07  W10: knows innovation policy – K_W04  U1: assess the level of business innovation - K_U01  U2: plan and organize the innovation process - K_U04  U3: build innovation strategy of organization - K_U04  U4: present the designed organization innovative process - K_U12  U5: describe the designed organization innovative process - K_U12  K1: work in a group assessing business innovation - K_K03  K2: work in a group designing the innovation process of organization - K_K03</p>	<p>Conventional lecture and problems lecture.  Exercises: classical problematic method, case study.</p>	<p>W1 - W10 - written exam - a test  U1 - U3 - project  U4 - presentation  U5 - written project  K1 - K2 - project</p> <p>Criterion ratings of the exam:</p> <ul style="list-style-type: none"> <li>· very good: 90% - 100%</li> <li>· good plus: 80% - 89%</li> <li>· good: 70% - 79%,</li> <li>· satisfactory plus: 60% - 69%</li> </ul>
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	<b>Management of External Relations</b>  W1: recognizes the types of an organization's relationships with its internal and external stakeholders in the context relevant to Management Sciences - K_W04 W2: understands the nature and the importance of the relationships with its internal and external stakeholders - K_W04 W3: knows and understand the idea of Corporate Social Responsibility concept - K_W10	Interactive lecture, discussion, case study	Final written exam, Project presentation
	<b>Service Management</b>  KNOWLEDGE (the graduate knows and understands) W1 objectives, sense, nature and mutual relations of processes of management and change implementation in service organizations (K_W07) W2 methods and techniques as well as adequate ways of data acquisition applied in management processes in a service organisation (K_W08) SKILLS (the graduate is capable of) U1 diagnosing and interpreting economic and social, problems that occur in practical functioning of service organizations (K_U01) SOCIAL COMPETENCES (the graduate is willing to) K1 acquire knowledge, information and data necessary for the processes of solving problems that occur in a service organisation (K_K01)	Lecture and class disucssion Reading selected materials (class preparation) Participation in a project (teamwork): using SERVQUAL in a service organisation	Class participation (preparation and compulsory attendance) Successful completion of a project: oral presentation of the main results and written report

### Detailed allocation of ECTS credits

Academic or artistic disciplines, to which learning outcomes refer:

	Artistic or academic discipline	ECTS credits	
		number	%
1.	Management and Quality Sciences	155	86%
2.	Economics and Finance	25	14%

Course modules	Course	No. of ECTS credits	No. of ECTS credits in the discipline: (enter names of disciplines)		No. of ECTS credits for elective courses	No. of ECTS credits obtained by the student in classes conducted with direct contact with the teacher or tutor	No. of ECTS credits obtained by the student as a result of: courses related to academic activity within a discipline or disciplines, to which the field of study is assigned *****/ courses focused on training practical skills *****
			Management and Quality Sciences	Economics and Finance			
Unit - General education courses	Computer Science	2	2	0	0	1	1
	Intellectual Property Protection	1	1	0	0	1	1
	Contemporary Learning Techniques	1	1	0	0	1	0
	Business English	7	7	0	0	4	5

	Physical Education	0	0	0	0	0	0
	Humanities lectures, university lectures	9	9	0	9	1	0
	Occupational Safety, Health and Ergonomics	0	0	0	0	0	0
Module - Basic subjects	Mathematics	7	7	0	0	4	4
	Descriptive Statistics	5	5	0	0	3	3
	Law in Business	5	5	0	0	3	0
	Principles of Management	6	6	0	0	3	6
	Organization Theory	5	5	0	0	3	5
	Microeconomics	7	0	7	0	3	7
	Finance	4	0	4	0	2	4
Module - main course subjects	Seminar	12	12	0	12	6	12
	Academic Writing	2	2	0	0	0	0
	Organizational Behaviour	4	4	0	0	2	4
	Project Management	2	2	0	0	1	2
	Human Resources Management	6	6	0	0	3	6
	Quality Management	4	4	0	0	2	4
	IT in Management	2	2	0	0	1	1
	Marketing	7	7	0	0	4	7
	Marketing Research	5	5	0	0	3	5
	Accounting	5	1	4	0	3	5
	Corporate Finance	6	2	4	0	3	6
Module - supporting course subjects	Psychology	3	3	0	0	2	0
	Principles of Macroeconomics	6	0	6	0	3	6
	Logistics	2	2	0	0	1	2
	Principles of Econometrics	6	6	0	0	3	4
	Economic Forecasting	3	3	0	0	2	2
	Management Games	2	2	0	0	2	2
	Business Plan	2	2	0	0	1	2

Specialisation Module - Business Manager	Investments	3	3	0	0	2	3
	Management Methods	5	5	0	5	3	4
	Organizational Analysis and Design	5	5	0	5	3	4
	Corporate Social Responsibility	3	3	0	3	2	3
	Group Dynamics in Organization	3	3	0	3	2	3
	Development and Measurement of Employees' Satisfaction	3	3	0	3	2	2
	Creation and Measurement of Customers' Satisfaction	3	3	0	3	2	2
	International Management	4	4	0	4	2	3
	The Management of Innovation	5	5	0	5	3	5
	Management of External Relations	5	5	0	5	3	5
Service Management		3	3	0	3	2	3
<b>IN TOTAL:</b>		<b>180</b>	<b>155</b>	<b>25</b>	<b>60</b>	<b>97</b>	<b>143</b>
			86%	14%	33%	54%	79%

This study programme is effective as of winter semester of the academic year 2020/2021.