

**UNIVERSITY OF APPLIED SCIENCES
IN NYSA**

INSTITUTE OF MODERN LANGUAGES

BUSINESS ENGLISH



ECTS COURSE CATALOGUE

ACADEMIC YEAR 2014/2015

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Business English on Facebook



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DESCRIPTION OF BUSINESS ENGLISH STUDIES

1. Qualifications obtained (professional degrees)

B.A. studies in business English last for 3 years (6 semesters) and finish with a B.A. degree in philology with the specialisation in business English. The graduates are equipped with general language-related knowledge, which allows them to pursue M.A. studies in applied linguistics or in language-related fields with such specialisations as translation or business English. Moreover, they have basic translation and interpreting skills obtained within professional education module.

2. Admission requirements

Candidates who have passed English within New Matura are qualified on the basis of their certificates (they do not take the entrance examination). In the case of candidates who took the "old" matura examination, a two-stage qualification procedure is organised: such candidates are invited to an interview in English and their certificates are analysed (a positive result of the interview is a prerequisite for the certificate analysis). The finalists and laureates of subject contests are exempted from the interview.

3. Academic/professional purposes of business English curriculum

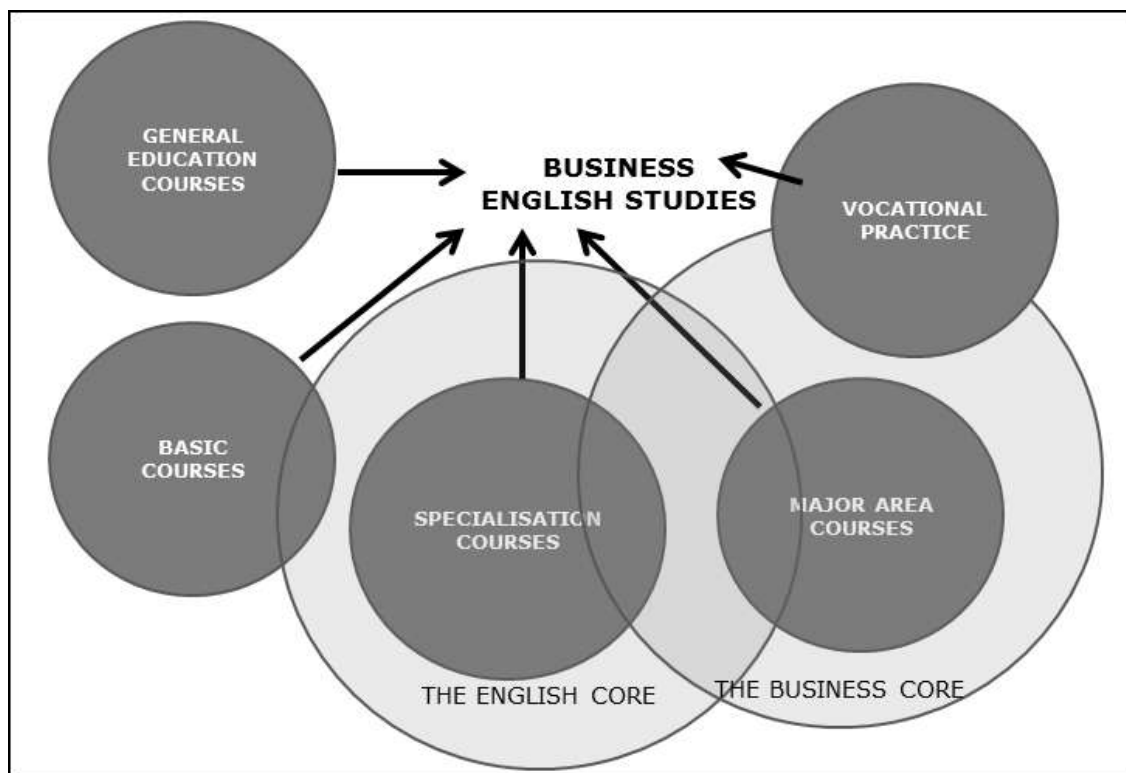
The purpose of the studies in business English is to provide the students with general linguistic education by means of teaching them linguistics, the cultures of the English-speaking countries, specialised economic and legal lexis, translation and interpreting as well as other economics and law courses. Additionally, the studies aim at preparing the students to continue further studies at the M.A. level in English, business English or translation. The big number of practical English classes aims not only at developing students' language skills but also at developing students' cultural and specialist competence in economics, trade and management. The linguistic, specialised and economic courses as well as vocational practice in various companies prepare the students to work in the sectors of international management, export, tourism or business translation.

Further education opportunities: language studies with specialisations in: English, business English, applied linguistics, economic and legal translation

The curriculum makes it possible for business English students to continue their education at the M.A. level in higher schools in Poland and abroad. They may pursue M.A. studies within such language specialisation as: English, business English, applied linguistics, translation. Having completed their M.A. studies, the graduates may undergo the procedure which ends with granting them the status of a certified translator.

4. Business English curriculum

The curriculum comprises a great variety of courses which can be subdivided into five types: general education courses, basic courses, specialisation courses, major area courses and vocational practice. They constitute two major components: the English core (courses developing the knowledge and skills in using English) and the business core (courses developing the knowledge, skills and competences related to business).



5. Business English final examination form

In order to obtain a B.A. degree in business English, the students are obliged to pass and get a credit for all the curriculum courses as well as submit a B.A. diploma paper written under the supervision of a supervisor and reviewed by a reviewer. Moreover, students are obliged to sit for the oral final B.A. examination, during which they answer questions connected with curriculum contents and defend their B.A. diploma papers.

6. Assessment and examination principles and methods

To pass the semester, the students are obliged to get at least a satisfactory grade in all courses required by the curriculum or selected as obligatory, including the vocational practice, as well as to submit their student's books to the dean's office within the period determined by the school year calendar.

The grades applied at the University of Applied Sciences in Nysa are as follows: very good (5.0), good plus (4.5), good (4.0), satisfactory plus (3.5), satisfactory (3.0), fail (2.0).

Students' active in-class participation and positive grades for the tests and other knowledge/skill assessments are the basis for giving grades and credits.

Passing a course which has only the form of a lecture and does not end with a final examination has the form of a final test. The lack of a passing grade/credit for classes, project and laboratory classes, language classes and seminars makes it impossible for students to sit for a final examination in those courses.

7. Business English ECTS coordinator

Iwona Sikora, Ph.D.

Institute of Modern Languages, room 305F

iwona.sikora@pwsz.nysa.pl

8. Vocational practice

The specialised and translation vocational practice can be pursued in all kinds of business entities maintaining international commercial contacts – small and medium-size enterprises, commercial law companies, production and service plants, travel agencies, foreign companies and other foreign trade-related institutions as well in local administration/government institutions and translation offices. In the first phase of the vocational practice, students become familiarised with the functioning of a company. They deal with the tasks in which they can make use of their command of English, *e.g.* making telephone calls, collecting information from the press, the Internet and other mass media, writing official documents and offers. In the further part of vocational practice, students make use of their skills obtained within translation courses by translating and interpreting consecutively and, if possible, simultaneously.



Collegium Neophilologicum
of the University of Applied Sciences
in Nysa – the building of the
Institute of Modern Languages and
the Section of Business English



Students of Business English in language laboratory, where English phonetics and English-Polish and Polish-English interpreting are taught.

TEACHING FACULTY

- **Professor Julian Maliszewski, full professor, D.Litt., Ph.D.**
Deputy director of the Institute of Modern Languages
Head of the Section of Business English
Professor ordinarius at the University of Applied Sciences in Nysa
Certified and specialised translator, interpreter, linguist, literature specialist
Languages spoken: Polish, English, German, Russian, Dutch, Italian
Contact: julian.maliszewski@pwsz.nysa.pl
- **Alina Bryll, Ph.D.**
Lecturer at the Section of Business English and the Department of Basic Sciences
Business English Promotion Coordinator
Certified and specialised translator, interpreter, linguist, literature specialist
Languages spoken: Polish, English, German
Contact: alina.bryll@pwsz.nysa.pl
- **Iwona Sikora, Ph.D.**
Lecturer at the Section of Business English
Business English International Cooperation Coordinator
Certified and specialised translator, interpreter, linguist
Languages spoken: Polish, English, German
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- **Ewa Smolka-Drewniak, Ph.D.**
Lecturer at the Section of Business English and the Department of Basic Sciences
Philosopher, social communication specialist
Languages spoken: Polish, English
Contact: ewa.smolka-drewniak@pwsz.nysa.pl
- **Marcin Walczyński, Ph.D.**
Lecturer at the Section of Business English
Class schedule planner
Specialised translator, interpreter, linguist
Languages spoken: Polish, English, German, Tok Pisin
Contact: marcin.walczynski@pwsz.nysa.pl

TABLES OF COURSES TAUGHT IN PARTICULAR SEMESTERS

LEGEND:

L	– lecture	(for all students of a particular year)
PC	– practical classes	(for small-sized groups – from 14 to 18 students)
C	– discussion classes	(for medium-sized groups – from 28 to 36 students)
S	– seminar	(for medium-sized groups – from 22 to 26 students)

NOTES:

All types of courses end with granting students a grade

HOW TO USE THE SEMESTER TABLES:

Clicking the name of course moves you to course description.

1 ST YEAR / 1 ST (AUTUMN) SEMESTER relevant to students admitted in 2014/2015						
No.	Course name	Course type	Number of hours	Credit type*	Obligatory to complete a semester	ECTS points
A. GENERAL EDUCATION COURSES – OBLIGATORY – 3 ECTS						
1.	Elective course (Philosophy history or General ethics)	L	30	exam	no	2
2.	Public life etiquette	L	15	credit	no	1
B. BASIC COURSES – OBLIGATORY – 21 ECTS						
3.	Practical English	PC	180	credit	yes	21
3.1.	Integrated skills: lexis and structures	PC	30	credit	yes	4
3.2.	Listening	PC	30	credit	yes	2
3.3.	Writing	PC	30	credit	yes	4
3.4.	Speaking	PC	30	credit	yes	3
3.5.	Practical grammar	PC	30	credit	yes	4
3.6.	Practical phonetics	PC	30	credit	yes	4
C. MAJOR AREA COURSES – OBLIGATORY – 6 ECTS						
5.	English descriptive grammar: phonetics and phonology	L	30	exam	no	3
6.	Introduction to linguistics	L	30	credit	no	3
TOTAL ECTS POINTS: 30						

1 ST YEAR / 2 ND (SPRING) SEMESTER relevant to students admitted in 2014/2015						
No.	Course name	Course type	Number of hours	Credit type*	Obligatory to complete a semester	ECTS points
A. GENERAL EDUCATION COURSES – 4 ECTS						
1.	Elective course (Social communication or Introduction to language philosophy)	L	15	credit	no	1
2.	Latin	PC	15	credit	no	1
3.1.	Information technology	L	15	credit	no	2
3.2.	Information technology	PC	15	credit	no	
B. BASIC COURSES – 16 ECTS						

4.	Practical English	PC	180	credit	exam	yes	15
4.1.	Integrated skills: lexis and structures	PC	30			yes	
4.2.	Listening	PC	30			yes	
4.3.	Writing	PC	30			yes	
4.4.	Speaking	PC	30			yes	
4.5.	Practical grammar	PC	30			yes	
4.6.	Practical phonetics	PC	30			yes	
5.	Practical second language	PC	30	credit		no	1
C. MAJOR AREA COURSES – 6 ECTS							
6.1.	Business English	L	30	credit		no	3
6.2.	Business English	PC	30		no		
7.	Introduction to linguistics	L	30	exam		no	3
E. VOCATIONAL PRACTICE – 4 ECTS							
8.	Vocational practice		4 weeks	credit		yes	4
TOTAL ECTS POINTS: 30							

2ND YEAR / 3RD (WINTER) SEMESTER relevant to students admitted in 2013/2014						
No.	Course name	Course type	Number of hours	Credit type*	Obligatory to complete a semester	ECTS points
B. BASIC COURSES – 9 ECTS						
1.	Practical English	PC	90	credit	yes	7
1.1.	Listening	PC	30	credit	yes	2
1.2.	Writing	PC	30	credit	yes	3
1.3.	Speaking	PC	30	credit	yes	2
2.	Practical foreign language with the elements of linguistics	PC	30	exam	no	2
C. MAJOR AREA COURSES – 14 ECTS						
3.1.	English descriptive grammar: morphology and syntax	L	15	credit	no	4
3.2.	English descriptive grammar: morphology and syntax	S	30	credit	no	
4.	English contrastive grammar	L	15	exam	no	4
5.	English contrastive grammar	S	30	credit	no	
6.	Business English	PC	30	exam	no	3
7.	British and American studies	L	30	credit	no	3
D. SPECIALISATION COURSES – 7 ECTS						
8.	Microeconomics	L	30	credit	no	3
9.1.	Microeconomics	C	15	credit	no	
9.2.	Introduction to business	L	30	credit	no	2
10.	Company management fundamentals	L	30	exam	no	2
TOTAL ECTS POINTS: 30						
2ND YEAR / 4TH (SPRING) SEMESTER relevant to students admitted in 2013/2014						
No.	Course name	Course type	Number of hours	Credit type*	Obligatory to complete	ECTS points

						a semester	
A. GENERAL EDUCATION COURSES – 1 ECTS							
1.	Physical education	C	30	credit	no	1	
B. BASIC COURSES – 10 ECTS							
2.	Practical English	PC	90	credit	exam	yes	9
2.1.	Listening	PC	30			yes	
2.2.	Writing	PC	30			yes	
2.3.	Speaking	PC	30			yes	
3.	Practical foreign language with the elements of linguistics	PC	30	credit	no	1	
C. MAJOR AREA COURSES – 6 ECTS							
4.1.	English descriptive grammar: morphology and syntax	L	15	exam	no	3	
4.2.	English descriptive grammar: morphology and syntax	S	30		no		
5.	British and American studies	L	30	exam	no	3	
D. SPECIALISATION COURSES – 9 ECTS							
6.	Macroeconomics	L	30	credit	no	3	
7.1.	Macroeconomics	C	15	credit	no		
7.2.	Issues of economic cooperation in the European Union	L	30	credit	no	2	
8.	Business ethics	L	30	credit	no	2	
9.	European Union programmes and funds	L	30	credit	no	2	
E. VOCATIONAL PRACTICE – 4 ECTS							
10.	Vocational practice		4 weeks	credit	yes	4	
						TOTAL ECTS POINTS: 30	

3RD YEAR / 5TH (WINTER) SEMESTER						
relevant to students admitted in 2012/2013						
No.	Course name	Course type	Number of hours	Credit type*	Obligatory to complete a semester	ECTS points
A. GENERAL EDUCATION COURSES – 2 ECTS						
1.	Physical education	C	30	credit	yes	1
2.	Intellectual property protection	L	15	credit	yes	1
B. BASIC COURSES – 6 ECTS						
3.	Practical English	PC	60	credit	yes	6
3.2.	Academic writing	PC	30	credit	yes	3
3.3.	Speaking	PC	30	credit	yes	3
C. MAJOR AREA COURSES – 6 ECTS						
4.1.	Theory of translation and specialized languages	L	30	exam	yes	3
4.2.	Literature and culture of the English-speaking countries	PC	30	credit	yes	3
D. SPECIALISATION COURSES – 16 ECTS						
5.	Practical translation: written translation	PC	30	credit	yes	3

6.1.	Business correspondence in English	L	30	credit	yes	4
6.2.	Business correspondence in English	S	30	credit	yes	
7.	Elements of commercial and administrative law	L	30	exam	yes	2
8.	Issues of economic cooperation in the European Union	L	15	credit	yes	1
9.	Business ethics	L	15	credit	yes	1
10.	European Union programmes and funds	L	30	credit	yes	2
11.	Diploma seminar	S	30	credit	yes	3
TOTAL ECTS POINTS: 30						

3RD YEAR / 6TH (SPRING) SEMESTER							
Relevant to students admitted in 2012/2013							
No.	Course name	Course type	Number of hours	Credit type*		Obligatory to complete a semester	ECTS points
B. BASIC COURSES – 6 ECTS							
1.	Practical English	PC	60	credit	exam	yes	6
1.2.	Academic writing	PC	30			yes	3
1.3.	Speaking	PC	30			yes	3
C. MAJOR AREA COURSES – 3 ECTS							
2.	Literature and culture of the English-speaking countries	PC	30	exam	yes	3	
D. SPECIALISATION COURSES – 11 ECTS							
3.	Practical translation: written translation	PC	30	exam	yes	3	
4.1.	Practical translation: interpreting	PC	30	credit	yes	2	
4.2.	Office work organisation and technology with the elements of industrial safety and ergonomics	C	15	credit	yes	1	
5.	Economic globalisation	L	30	credit	yes	2	
6.	Diploma seminar	S	30	credit	yes	3	
F. B.A. DIPLOMA PAPER – 10 ECTS							
7.	B.A. diploma paper					10	
TOTAL ECTS POINTS: 30							

DESCRIPTION OF THE 1ST YEAR COURSES

PHILOSOPHY HISTORY (ELECTIVE COURSE) Course in Polish!

Year: 1, Semester: 1

Course objectives:

The course aims at the introduction to the concept categories of philosophy history that are the basic elements of the classical education and an indispensable requirement for understanding the central threads of the western thinking tradition. The course also presents some aspects of the ramifications of comprehending the fundamental ontological, epistemic, axiological and anthropological issues.

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GENERAL ETHICS (ELECTIVE COURSE) Course in Polish!

Year: 1, Semester: 1

Course objectives:

The course aims at the introduction to general ethics. Thus, the course concentrates on the basic issues of ethics viewed from various perspectives although the major frameworks for presenting the ethical issues are the philosophical ones.

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PUBLIC LIFE ETIQUETTE Course in Polish!

Year: 1, Semester: 1

Course objectives:

The course aims at introducing students to the basic issues connected with public life etiquette such as savoir vivre, good manners, dress code and decency in various places and private and public life situations.

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PRACTICAL ENGLISH: INTEGRATED SKILLS Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The objective of the course is to develop students' vocabulary and knowledge of phrases and expressions. The emphasis is placed on developing students' oral abilities in business and general English through carefully selected material, class work, discussion and class presentation. Students enrich their vocabulary and acquire the confidence they need to be able to express themselves fluently.

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PRACTICAL ENGLISH: LISTENING Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The course aims at developing listening skills and, consequently, improving students' ability to understand spoken language in various situations and accents. The course also aims at improving students' skills of note taking and expanding students' knowledge of British and American culture and business.

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PRACTICAL ENGLISH: WRITING Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The main aim of the course is to familiarise students with the theory and issues of formal English writing. Students will master their skill of formal writing in English on the basis of people, place, building, event descriptions, narratives, news reports, formal and informal letters. It is an introduction to further writing forms and techniques. The additional aim is to expand students' vocabulary, revise and practice grammar structures and English punctuation.

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PRACTICAL ENGLISH: SPEAKING Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The objective of the course is to develop students' speaking skills in the English language in a variety of communicative situations. Therefore, during the classes, the students will have a chance to practice the skills of oral communication by means of various speaking tasks. The practical English course focuses, most of all, on developing general oral communication skills, however, some attention will also be paid to the issues connected with business communication.

During the classes, the students will practise speaking skills in the English language through a variety of speaking tasks connected with the development of (active and passive) vocabulary, the development of the students' own opinion and view presentation skills (speeches, mini-lectures), the development of negotiation skills and team work abilities etc.

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PRACTICAL ENGLISH: PRACTICAL GRAMMAR Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The course aims at developing students' grammar proficiency. The emphasis is put on practicing the ability of building and using various grammatical constructions fluently both in spoken and written English. Thus, the students become familiarised with the standard grammatical structures and practise their use in a variety of grammar-related tasks.

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PRACTICAL ENGLISH: PRACTICAL PHONETICS Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The objective of the course is to familiarize students with: the basic principles of English pronunciation, the articulation of English sounds and their functioning in the phonological system, the phonetic and phonological description of English sounds, using a pronunciation dictionary and applying the theoretical knowledge in practice – improving students' English pronunciation and speaking fluency.

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PRACTICAL FOREIGN LANGUAGE

Year: 1, 2, Semester: 2 and 3

Course objectives:

The course aims at developing foreign language skills at the level enabling communication in various everyday situations as well as providing basic knowledge of the elements of culture. The purpose of the classes is practicing the following skills: listening, speaking, writing and

speaking as well as developing grammatical competence at the pre-intermediate level. Language offer includes: German, Russian, Czech, French and Dutch.

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ENGLISH DESCRIPTIVE GRAMMAR: PHONETICS AND PHONOLOGY Course in English!

Year: 1, Semester: 1

Course objectives:

The course is complimentary to the course in English Practical Phonetics and its objective is to provide theoretical explanation for topics discussed during the practical phonetics course and to familiarize students with: the basic principles of English pronunciation, the articulation of English sounds and their functioning in the phonological system, the phonetic and phonological description of English sounds, using a pronunciation dictionary and applying the theoretical knowledge in practice – improving students' English pronunciation and speaking fluency.

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INTRODUCTION TO LINGUISTICS Course in English!

Year: 1, Semester: 1 and 2

Course objectives:

The aim of the course is to present basic linguistic categories allowing students to analyse linguistic systems at different levels and registers of language as well as to teach students the lexical and semantic basis of the language system. The lecture aims at providing modern language students with the systematised information about linguistics as one of the basic scientific disciplines in language studies. Students are acquainted with the contemporary definitions of language, language registers, and ways of language acquisition on the basis of the comparative material of European languages. The relations between Germanic languages and other languages of Indo-European major families will also be discussed.

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INFORMATION TECHNOLOGY Course in Polish!

Year: 1, Semester: 2

Course objectives:

The aim of the course is to familiarize students with the knowledge and computer literacy useful in business work and to present the key issues of computer science. The use of appropriate tools and methods of computer science in order to solve the problems in teaching and learning a foreign language will also be discussed.

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LATIN Course in Polish!

Year: 1, Semester: 2

Course objectives:

The course aims at acquiring basic grammatical structures and vocabulary, translation and understanding the source texts from the ancient, medieval and early-modern times. The attention will also be paid to the rules of Latin grammar and vocabulary, basic knowledge of the history of the language and the culture-forming role of the Latin language.

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SOCIAL COMMUNICATION (ELECTIVE COURSE) Course in Polish!

Year: 1, Semester: 2

Course objectives:

The aim of the course is to introduce the notion of communication and familiarize students with channels, codes and models of communication as well as with concepts of social manipulation, communication in advertising, and social issues such as: interpersonal contacts, stereotypes, discrimination and techniques of building one's image.

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INTRODUCTION TO LANGUAGE PHILOSOPHY (ELECTIVE COURSE) **Course in Polish!**

Year: 1, Semester: 2

Course objectives:

The course aim is to familiarise students with the paradigms of language philosophy and their relations with ontology, epistemology, linguistics, logic, psychology, sociolinguistics, anthropology and philosophy of culture.

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BUSINESS ENGLISH **Course in English!**

Year: 1, Semester: 2

Course objectives:

The main aim of the course is familiarize students with the basic terminology and constituent structures of various areas of economy and the language used in this area. Students are also acquainted with basic types of business entities and their anatomy.

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VOCATIONAL PRACTICE

Year: 1, Semester: 2

Course objectives:

The main aim of the vocational practice is to familiarise students with the organisation of work as well as structure of the company they have selected to pursue their vocational practice in. Among other things, students are introduced to a variety of company documents, the processes and procedures applied in the functioning of the company etc.

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DESCRIPTION OF THE 2ND YEAR COURSES

PRACTICAL ENGLISH: LISTENING Course in English!

Year: 2, Semester: 3 and 4

Course objectives:

The emphasis is placed on developing students' listening ability in English along with increasing their understanding of spoken language in various situations. Students practice their skills on the basis of different types of recordings: business and general ones. The additional aim is to extend students' cultural and business knowledge.

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PRACTICAL ENGLISH: WRITING Course in English!

Year: 2, Semester: 3 and 4

Course objectives:

The main aim of the course is to familiarize students with the theory and issues of formal English writing. Students will master their skills of formal writing in English on the basis of various types of essays, e.g. for or against essay, argumentative essay, opinion essay, cause/effect essay, etc. The additional aim is to expand student's vocabulary, revise and practice grammar structures and English punctuation.

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PRACTICAL ENGLISH: SPEAKING Course in English!

Year: 2, Semester: 3 and 4

Course objectives:

The objective of the course is to develop student's command of spoken English in various business and non-business situations. The emphasis is placed on developing students' oral abilities in English through carefully selected material, class work, discussion class presentation. Students enrich their vocabulary and acquire the confidence they need to be able to express themselves fluently.

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PRACTICAL FOREIGN LANGUAGE WITH THE ELEMENTS OF LINGUISTICS

Year: 2, Semester: 3 and 4

Course objectives:

The course aims at acquiring a foreign language at the level enabling communication in various everyday situations as well as providing basic knowledge of the elements of culture. The purpose of the classes is practicing the following skills: listening, speaking, writing and speaking as well as developing grammatical competence at the intermediate level. Language offer includes: German, Russian, Spanish and Dutch.

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ENGLISH DESCRIPTIVE GRAMMAR: MORPHOLOGY AND SYNTAX Course in English!

Year: 2, Semester: 3 and 4

Course objectives:

The course aims at the consolidation and expansion of the students' knowledge of English grammar. After completing the course, students should be able to use correct forms of written and spoken English. Students should also master relevant terminology and be able to use standard grammar textbooks and analyse English sentence grammatical structure. The

main aim is to develop students' linguistic skills and improve their knowledge and practical usage of English.

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ENGLISH CONTRASTIVE GRAMMAR Course in English!

Year: 2, Semester: 3

Course objectives:

The purpose of the course is to make students familiar with basic differences and similarities between Polish – their native language – and English. This will be achieved by practicing numerous equivalent structures in both languages, mostly through translation. Therefore, the majority of classes will be devoted to focusing on the problems of grammar in the translation of Polish into English and vice versa.

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BUSINESS ENGLISH Course in English!

Year: 2, Semester: 3

Course objectives:

The main aim of the course is familiarize students with the basic terminology and constituent structures of various areas of economy and the language used in this area. Students are also acquainted with basic types of business entities and their anatomy. The course is the continuation of the course taught in the 2nd semester.

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BRITISH AND AMERICAN STUDIES Course in English!

Year: 2, Semester: 3 and 4

Course objectives:

The aim of the lectures is to familiarise students with the basic issues of British and American civilisations and societies such as British and American geographies, British monarchy, British and American governments, British and American education systems and many more. The first semester is devoted to British studies and the second one – to American studies.

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MICROECONOMICS Course in English!

Year: 2, Semester: 3

Course objectives:

The main aim of the course is to present the general characteristics of market mechanisms, its determinants and rules of economic choices of business entities.

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INTRODUCTION TO BUSINESS Course in English!

Year: 2, Semester: 3

Course objectives:

The main aim of the course is to develop students' knowledge of the basic issues connected with marketing. Students will understand the rules of functioning of the modern market and, particularly, basic mechanisms of marketing and types of business entities.

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COMPANY MANAGEMENT FUNDAMENTALS Course in Polish!

Year: 2, Semester: 3

Course objectives:

The main aim of the course is to provide students with the detailed knowledge of processes occurring in business administration and market economy. The following issues are discussed

during the course: 1. The notion of management and control in a company. 2. The evolution of management concept. 3. Modern concepts and methods of management. 4. The rules of organization and management. 5. The organizational and legal forms of a company. 6. The concept and classification of management's function. 7. The organization of business activities. 8. Motivation in a company. 9. The inspection in a company. 10. The role and significance of information in managing a company. 11. International management. 12. Intercultural management. 13. The modern tendencies in a management and organization science.

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PHYSICAL EDUCATION Course in Polish!

Year: 2, Semester: 4

Course objectives:

The main aim of the course is to shape students' body and psychometric functions. The additional aim is to develop their system of knowledge, abilities, habits and the positive attitude toward physical culture that will keep them in a good shape.

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MACROECONOMICS Course in English!

Year: 2, Semester: 4

Course objectives:

The course aims at providing the students with basic categories of economics with particular attention to macroeconomic phenomena as important conditions of business activity and economic policy in Poland. The main aim is to enlarge students' knowledge of the law and mutual economic relations in the European Union.

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ISSUES OF ECONOMIC COOPERATION IN THE EUROPEAN UNION Course in Polish!

Year: 2, Semester: 4

Course objectives:

The main aim of the course is to familiarize students with the basic theoretical issues concerning economic cooperation in the European Union and to depict the economic relations among the member countries. Moreover, students will be acquainted with the process of economic integration of Europe, the benefits and costs of Poland's accession to the European Union as well as the prospects of Poland's accession to the Euro zone.

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BUSINESS ETHICS Course in Polish!

Year: 2, Semester: 4

Course objectives:

The main aim of the course is to familiarize students with the origins and structure of the free market, its axiology and the related ethical issues. Students will gain the ability to interpret business activity from the perspective of ethical values.

[\(Return up\)](#)

EUROPEAN UNION PROGRAMMES AND FUNDS Course in Polish!

Year: 2, Semester: 4

Course objectives:

The aim of the lecture is to familiarize students with the rules of the European Union, the notion and types of Structural Funds. The additional aim is to introduce students to the topic of regionalization and the EU regional policy. The lecture provides students with the knowledge of the creation and activities of European Programmes and Funds (European

Social Funds, European Agricultural Guidance and Guarantee Fund, European Regional Development Fund), National Development Plan and the EU aid as part of structural policy and Cohesion Fund. A particular emphasis will be placed on deepening students' knowledge of the European Union structural Funds accomplished in Poland within 2007-2013. As the summary of lectures, students will be familiarized with the basic knowledge of the rules, methods, and tools of raising union funds.

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VOCATIONAL PRACTICE

Year: 2, Semester: 3

Course objectives:

The main aim of the vocational practice is to familiarise students with the organisation of work as well as structure of the company they have selected to pursue their vocational practice in. Among other things, students are introduced to a variety of company documents, the processes and procedures applied in the functioning of the company etc.

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DESCRIPTION OF THE 3RD YEAR COURSES

PHYSICAL EDUCATION

Year: 3, Semester: 5

Course objectives:

The main aim of the course is to shape students' body and psychometric functions. The additional aim is to develop their system of knowledge, abilities, habits and the positive attitude toward physical culture that will keep them in a good shape.

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INTELLECTUAL PROPERTY PROTECTION **Course in Polish!**

Year: 3, Semester: 5

Course objectives:

The main aim of the course is to make students realise the fact that plagiarism is a crime. Students will learn about how to recognise plagiarised work, how to avoid plagiarism as well as different laws which determine the procedures and penalties which are imposed on those who copy other people's intellectual output.

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PRACTICAL ENGLISH: ACADEMIC WRITING **Course in English!**

Year: 3, Semester: 5 and 6

Course objectives:

The course is intended to provide the students with theoretical background and, what is more important, practice in academic writing. Academic writing skills are required to successfully write B.A. thesis, and therefore, the main focus will be put on writing such formats as: paraphrases, summaries, abstracts, outlines etc. What is more, the students will be taught how to make use of source documentation techniques and styles (i.e. methods of references and bibliography) so as to avoid plagiarism and give proper credit to the text author(s). It is expected that by the end of the course, the students will have mastered the ability to write academic texts in clear, understandable formal English.

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PRACTICAL ENGLISH: SPEAKING **Course in English!**

Year: 3, Semester: 5 and 6

Course objectives:

The emphasis is placed on developing students' oral abilities in English through carefully selected material, class work, discussion, class presentation. Students enrich their vocabulary and acquire the confidence they need to be able to express themselves fluently.

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THEORY OF TRANSLATION AND SPECIALISED LANGUAGES **Course in English!**

Year: 3, Semester: 5

Course objectives:

The course presents basic issues and terminology in translation studies and introduces students to such issues as: specialized and general languages and terminology, theories of translation, strategies and techniques used in translation, the issues of untranslatability and equivalence, cultural issues in translation, the profession of a translator, computer tools used in translation and translation of specialized documents.

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LITERATURE AND CULTURE OF THE ENGLISH-SPEAKING COUNTRIES Course in English!

Year: 3, Semester: 5 and 6

Course objectives:

The course aims at familiarising students with the mechanisms of British and American cultures as well as making them aware of their roles and functions. Furthermore, during the course, the impact of British and American cultures on other cultures of the world will be analysed and discussed.

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PRACTICAL TRANSLATION: WRITTEN TRANSLATION Course in English!

Year: 3, Semester: 5 and 6

Course objectives:

The aim of the course is familiarizing students with the practical issues of the translation profession and especially developing practical translation skills, familiarizing students with techniques and strategies of translation, developing proofreading skills, terminology and information research skills as well as the ability to use dictionaries, lexicons and thesauruses effectively. Moreover, the aim of the course is to familiarize students with CAT tools and further improvement of linguistic skills as well as developing the need of further professional development. Students learn acquire practical translation skills of business and commercial texts.

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BUSINESS CORRESPONDENCE IN ENGLISH Course in English!

Year: 3, Semester: 5

Course objectives:

The main aim of the course is to acquaint students with various types of commercial correspondence, including letters, faxes, emails, social correspondence etc. The course also deals with the structure, presentation, content, and style of various forms of writing in the following branches of correspondence: banking, credits, transportation and shipping, insurance etc. It also provides background information and examples of commercial correspondence from the main types of commercial organization, such as banks, insurance companies, agencies, companies involved in transportation, including shipping etc.

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ELEMENTS OF COMMERCIAL AND ADMINISTRATIVE LAW Course in Polish!

Year: 3, Semester: 5

Course objectives:

The main aim of the course is to familiarize students with the regulations of administration and commercial law as well as their applications in business. The additional aim is to acquaint students with the legal rules concerning types, formation and functioning of entrepreneurs.

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ISSUES OF ECONOMIC COOPERATION IN THE EUROPEAN UNION Course in Polish!

Year: 3, Semester: 5 and 6

Course objectives:

The main aim of the course is to familiarize students with the basic theoretical issues concerning economic cooperation in the European Union and to depict the economic relations among the member countries. Moreover, students will be familiarized with the process of economic integration of Europe, the benefits and costs of Poland's accession to the EU as well as the prospects of Poland's accession to the Euro zone.

[\(Return up\)](#)

BUSINESS ETHICS Course in Polish!

Year: 3, Semester: 5

Course objectives:

The main aim of the course is to familiarize students with the origins and structure of the free market, its axiology and the related ethical issues. Students will gain the ability to interpret business activity from the perspective of ethical values.

[\(Return up\)](#)

EUROPEAN UNION PROGRAMMES AND FUNDS Course in Polish!

Year: 3, Semester: 5

Course objectives:

The aim of the lecture is to familiarize students with the rules of the European Union, the notion and types of Structural Funds. The additional aim is to introduce students to the topic of regionalization and the EU regional policy. The lecture provides students with the knowledge of the creation and activities of European Programmes and Funds (European Social Funds, European Agricultural Guidance and Guarantee Fund, European Regional Development Fund), National Development Plan and the EU aid as part of structural policy and Cohesion Fund. A particular emphasis will be placed on deepening students' knowledge of the European Union structural Funds accomplished in Poland within 2007-2013. As the summary of lectures, students will be familiarized with the basic knowledge of the rules, methods, and tools of raising union funds.

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DIPLOMA SEMINAR Course in English!

Year: 3, Semester: 5 and 6

Course objectives:

The aim of the course is to prepare students to write an unaided scientific work consisting of the analysis and synthesis of the research connected with a particular subject area. The additional aim is to acquaint students with the techniques of scientific narration and the competence of proving the thesis undertaken in a B.A. paper.

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PRACTICAL TRANSLATION: INTERPRETING Course in English!

Year: 3, Semester: 6

Course objectives:

The aim of the course is introducing students to the practice of interpreting and familiarising students with basic types of interpreting as well as practicing various strategies and techniques used in different modes of interpreting from English into Polish and from Polish into English.

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OFFICE WORK ORGANISATION AND TECHNOLOGY WITH THE ELEMENTS OF INDUSTRIAL SAFETY AND ERGONOMICS Course in Polish!

Year: 3, Semester: 6

Course objectives:

The aim of the course is to train well-qualified office workers prepared to fulfil varied office administration functions in small, medium and large enterprises. Moreover, the course focuses on the issues of industrial safety and ergonomics which are applicable to the work in an office.

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ECONOMIC GLOBALISATION Course in Polish!

Year: 3, Semester: 6

Course objectives:

The main aim of the course is to familiarize students with the basic elements of economic globalization and its functioning. The additional aim is to depict the economic relations among different countries in the world. Moreover, students will gain the ability of analysing these relations in a practical and theoretical manner.

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B.A. DIPLOMA PAPER Course in English!

Year: 3, Semester: 6

Course objectives:

The main aim of the independent student work is to write a B.A. diploma paper under the supervision of the selected supervisor. It is expected that by the end of the 6th semester, students should prepare and submit their diploma papers, which is a prerequisite for taking the final B.A. examination.

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