

### Course description

<b>Course name</b>		English Language				<b>Course code</b>		
Major		Finance and Accounting						
Profile		Practical						
Level of studies		First-cycle studies						
Specialization		Course common to all specializations						
Form of studies		Full-time studies						
Semester		II			<b>Language of instruction</b>		English	
<b>Prerequisites for the course</b>						<b>Basic courses</b>		N
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 1</b>				<b>Methods of assessment</b>
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	1	direct contact classes	practical classes	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Laboratory		35	5	30	- speaking activities, homework assignments: lexical and grammar practice, faculty based multimedia presentations on popular academic topics, mid-term and end-of-term tests			100%
<b>Total number of hours:</b>					Total:			<b>100%</b>
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>
Skills	1.	Student: - is competent enough to engage in conversations with native speakers, can comment events, describe personal feelings and emotions and is capable of dealing with real life situations both on professional and personal level			Communicative class activities	K1_U17+	S1A_U11+	L
	2.	- can understand general English as well as main themes of radio and TV broadcasts concerning current events and professional career			Listening comprehension tests	K1_U17+	S1A_U11+	L
	3.	-can create a coherent, correct in terms of grammar and lexis text on general or personal interests topics -can write an e-mail			Writing class assignments, Home assignments	K1_U17+	S1A_U11+	L
	4.	-can comprehend the main idea of different texts connected with popular, real life topics			Reading comprehension tests	K1_U17+	S1A_U11+	L

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### Course supervisors

Form of classes	Course supervisors
Laboratory	MSc Katarzyna Drabczyk, MSc Marcin Czarnobrewy, MSc Mariusz Kowalski, MSc Beata Łucjanek, MSc Joanna Nowicka, MSc Patrycja Twardowska

### Teaching content

Laboratory	Teaching methods	
No.	Subject area	Number of hours
1.	Introductions.	2
2.	Food and restaurants. Present Simple and Present Continuous.	2
3.	Sport. Past Simple, Past Continuous, Past Perfect.	2
4.	Family. Personality.	2
5.	Money. Numbers. Present Perfect and Past Simple.	2
6.	Changing your life. Present Perfect Continuous.	2
7.	Transport and travel. Comparatives and superlatives.	2
8.	Jobs in finance sector-required skills.	2
9.	Job interviews.	2
10.	Writing CVs & covering letters.	2
11.	Different kinds of financial services.	2
12.	Customer relationship management: suggestions, advice, negotiations. Scheduling appointments.	2
13.	Company financial services. Outsourcing.	2
14.	Economic indicators: interpreting data.	2
15.	Final test.	2
<b>Total no. of hours:</b>		<b>30</b>

#### Primary literature:

1	Oxenden Clive, Latham-Koenig Christina. New English File Intermediate. Oxford: OUP, 2007
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#### Secondary literature:

1	Cotton D., Falrey D., Keny S., Market Leader. Harlow: Longman, 2000.
2	Dooley J, Evans V., Grammarway 3. Newbury: Express Publishing, 1999.
3	Flinders S., Test Your Business English. Harlow: Penguin Books, 2000.
4	Misztal M. Tests in English Thematic Vocabulary. Warszawa: WsiP, 1996
5	Murphy R. Essential Grammar in Use. Cambridge University Press, 2002.
6	Olejniki D., Repetytorium Leksykalne Poznań: Lektor Klett, 2005.
7	Oxford Wordpower. Słownik Angielsko Polski z indeksem polsko-angielskim. Oxford University Press, 1997. FG
8	Barbara & Marcin Otto, Here Is the News, Wydawnictwa Szkolne i Pedagogiczne 1995

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### Course description

<b>Course name</b>		German Language				<b>Course code</b>		
Major		Finance and Accounting						
Profile		practical						
Level of studies		First-cycle studies						
Specialization		Course common to all specializations						
Form of studies		Full-time studies						
Semester		II			<b>Language of instruction</b>		German	
<b>Prerequisites for the course</b>						<b>Basic courses</b>		N
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 1</b>				<b>Methods of assessment</b>
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	1	direct contact classes	practical classes	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Laboratory		35	5	30	- speaking activities, homework assignments: lexical and grammar practice, faculty based multimedia presentations on popular academic topics, mid-term and end-of-term tests			100%
<b>Total number of hours:</b>					Total:			100%
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>
Skills	1.	Student: - is competent enough to engage in conversations with native speakers, can comment events, describe personal feelings and emotions and is capable of dealing with real life situations both on professional and personal level			Communicative class activities	K1_U17+	S1P_U11+	L
	2.	- can understand general English as well as main themes of radio and TV broadcasts concerning current events and professional career			Listening comprehension tests	K1_U17+	S1P_U11+	L
	3.	-can create a coherent, correct in terms of grammar and lexis text on general or personal interests topics -can write an e-mail			Writing class assignments, Home assignments	K1_U17+	S1P_U11+	L
	4.	-can comprehend the main idea of different texts connected with popular, real life topics			Reading comprehension tests	K1_U17+	S1P_U11+	L

## Course supervisors

<b>Form of classes</b>	<b>Course supervisors</b>
<b>Laboratory</b>	MSc Agnieszka Mikosz, MSc Mirosław Grudzień

## Teaching content

Laboratory	Teaching methods	
No.	Subject area	Number of hours
1.	Housing, interior design, property advertisements. Infinitive sentences with “zu”.	2
2.	Life stages, biography, memories. Time clauses with conjunctions: “wenn” and “als”.	2
3.	„I will never forget it.” German Reunification. Time clauses with the conjunction “nachdem”. Plusquamperfekt Tense.	2
4.	Lipsk, international fair, accommodation for the night. Conditional sentences – Konjunktiv II.	2
5.	Relationships, feelings, alone or together? Reflexive verbs. Attributive sentences.	2
6.	Imagination and mystery. Foretelling the future, a clairvoyant, a fortune teller. Adverbial clauses of purpose. Future Tense “Futur I”.	2
7.	Alternative medicine – illnesses, treatment, medicines/medication. Passive Voice.	2
8.	Finance systems.	2
9.	Finance systems in Germany.	2
10.	Finance system key points.	2
11.	Financial markets.	2
12.	Financial law.	2
13.	Budget accounting.	2
14.	Financial institutions accountancy.	2
15.	Final test.	2
<b>Total no. of hours:</b>		<b>30</b>

### Primary literature:

1	Tangram, Deutsch als Fremdsprache, 2A Max Hueber Verlag
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### Secondary literature:

1	Übungsgrammatik Deutsch als Fremdsprache, Renate Luscher, Max Hueber Verlag
2	Großer Lernwortschatz Deutsch als Fremdsprache, Max Hueber Verlag
3	Język niemiecki, Repetytorium gramatyczne, Lektor Klett
4	Eine kleine Landeskunde der deutschsprachigen Länder, Stanisław Bęza

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### Course description

<b>Course name</b>		Czech Language				<b>Course code</b>		
Major		Finance and Accounting						
Profile		practical						
Level of studies		First-cycle studies						
Specialization		Course common to all specializations						
Form of studies		Full-time studies						
Semester		II			<b>Language of instruction</b>		Czech	
<b>Prerequisites for the course</b>						<b>Basic courses</b>		N
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 1</b>				<b>Methods of assessment</b>
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	1	direct contact classes	practical classes	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Laboratory		35	5	30	- speaking activities, homework assignments: lexical and grammar practice, faculty based multimedia presentations on popular academic topics, mid-term and end-of-term tests			100%
<b>Total number of hours:</b>					Total:			100%
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>
Skills	1.	Student: - is competent enough to engage in conversations with native speakers, can comment events, describe personal feelings and emotions and is capable of dealing with real life situations both on professional and personal level			Communicative class activities	K1_U17+	S1A_U11+	L
	2.	- can understand general Czech as well as main themes of radio and TV broadcasts concerning current events and professional career			Listening comprehension tests	K1_U17+	S1A_U11+	L
	3.	-can create a coherent, correct in terms of grammar and lexis text on general or personal interests topics -can write an e-mail			Writing class assignments, Home assignments	K1_U17+	S1A_U11+	L

	4.	-can comprehend the main idea of different texts connected with popular, real life topics	Reading comprehension tests	K1_U17+	S1A_U11+	L
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## Course supervisors

<b>Form of classes</b>	<b>Course supervisors</b>
Laboratory	PhD Ilona Gwóźdz-Szewczenko

## Teaching content

Laboratory	Teaching methods	
No.	Subject area	Number of hours
1.	Introduction to the phonetics of the Czech language. A conjugation of the verb "to be", constructions with the 'prosím' form, numerals ("Kolik stojí?" construction).	2
2.	A grammatical gender and feminine and masculine forms in the Czech language (professions, nationalities, etc.) Two types of adjectives in the Czech language. The basic pairs of adjectives. A character description.	2
3.	Telling the time in the Czech language ("Kdy?" and "W kolik hodin?" constructions). The verb conjugation system in the Czech language ("Co dělá...?" questions). 'Rád' predicative.	2
4.	Adverbs (giving location). 'Kde je to?' and, 'Jak je to daleko?' constructions. Dialogues on the phone. Day schedule. Revision and check of the constructions and skills.	2
5.	Pronouns in accusative. Vocabulary: groceries.	2
6.	'At the restaurant' – making dialogues. 'Mám rád(a)' construction. Irregular verb – 'chtít'.	2
7.	Watching a Czech film with Polish subtitles. Vocabulary related to shopping (dialogues).	2
8.	Finance systems.	2
9.	Finance systems in Czech Republic.	2
10.	Finance system key points.	2
11.	Financial markets.	2
12.	Financial law.	2
13.	Budget accounting.	2
14.	Financial institutions accountancy.	2
15.	Final test.	2
<b>Total no. of hours:</b>		<b>30</b>

### Primary literature:

1	Lída Holá, <i>New Czech Step by Step</i> , Praha 2009.
2	Lída Holá, Pavla Bořilová, <i>Čeština expres 1</i> , Praha 2010.
3	Lída Holá, Pavla Bořilová, <i>Čeština expres 2</i> , Praha 2011.
4	Luttererová Jiřina, <i>Česká slovní zásoba a konverzační cvičení</i> , Praha 1994.

### Secondary literature:

1	Lída Holá, Pavla Bořilová, <i>Česky krok za krokem 2</i> , Praha 2011.
2	Alena Nekovářová, <i>Čeština pro život</i> , Praha 2006.

<b>3</b>	<i>Slovník spisovné češtiny pro školu a veřejnost</i> , Praha 2005.
<b>4</b>	Helena Remediosová, Elga Čechová, <i>Chcete mluvit česky?</i> , Liberec 2002.

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Educational course description

<b>Course name</b>	Etiquette in Public Life					<b>Course code</b>		
Major	Finance and Accounting							
Profile	Practical							
Level of studies	First level							
Specialization	Course common to all specializations							
Form of studies	Full-time studies							
Semester	II				<b>Language of instruction</b>		English	
<b>Prerequisites for the course</b>					<b>Basic courses</b>		N	
<b>Form of crediting</b>			<b>Number of ECTS points: 1</b>				<b>Methods of assessment</b>	
<b>Form of classes</b>	<b>Number of hours per semester</b>			Total	1	direct contact classes		0,6
	Total	Student's workload	Direct contact	<b>Verification of learning outcomes</b>				Weight in%
Lecture	30	15	15	Written test, presentation				50%/50%
<b>Total hours:</b>	30	15	15					Total: 100%
<b>Categories of learning outcomes</b>	<b>No.</b>	<b>Course learning outcomes</b>			<b>Verification of learning outcomes</b>	<b>Major learning outcomes</b>	<b>Area learning outcomes</b>	<b>Forms of realization</b>
Knowledge	1.	The student knows the basic rules of savoir vivre and their normative and cultural conditions.			Written test	K_W01 K_W07	S1A_W02 S1A_W03 S1A_W07	L
	2.	The student understands axiological and pragmatic considerations tactful way of being in social interactions.			Written test	K_W01 K_W07	S1A_W02 S1A_W03 S1A_W07	L
Skills	1.	The student analyses his/her activities from the perspective of etiquette.			Written test Presentation	K_U06 K_U10	S1A_U08 S1A_U05	L
	2.	The student distinguishes and interprets cultural codes and is aware of the need to comply with the rules relating to the different cultural circles and their political, economic and social context.			Written test Presentation	K_U06 K_U10	S1A_U08 S1A_U05	L
Social competences	1.	The student can use the basic rules of etiquette in public life.			Written test Presentation	K_K03 K_K09 K_K10	S1A_K02 S1A_K05 S1A_K04	L

2.	The student can use in practice the basic principles of business etiquette.	Written test Presentation	K_K03 K_K06 K_K09 K_K10	S1A_K02 S1A_K04 S1A_K07 S1A_K05 S1A_K04	L
3.	The student can modify her/his acting according to the principles of business etiquette.	Written test Presentation	K_K03 K_K06 K_K09 K_K10	S1A_K02 S1A_K04 S1A_K07 S1A_K05 S1A_K04	L

<b>Course name:</b>		
<b>Form of classes</b>	<b>Subject supervisor (tytuł/stopień naukowy, imię i nazwisko)</b>	
<b>Lecture</b>	PhD Ewa Smolka-Drewniak	
<b>Teaching methods:</b>	Lectures with audiovisual aids	
	<b>Content of education</b>	<b>Number of hours</b>
1.	Ethical and cultural determinants of human behavior. Philosophy of <i>savoir vivre</i> .	2
2.	The process of communication: language, topics for conversation, traditional correspondence, telephone, internet, netiquette.	2
3.	Greeting, farewell, at the university, at the table, in the car.	2
4.	<i>Savoir vivre</i> at work, public places, at the university, during celebrations and private meetings.	2
5.	Body language and clothing (dress code, elegance).	2
6.	Social meetings: duties of the guest and host, table preparation, table manners, eating.	2
7.	Good manners at work - basic business etiquette.	3
<b>Total hours:</b>		<b>15</b>

**Primary literature:**

1	E. Bonneau, Wielka księga dobrych manier, Warszawa 2010.
2	M. Kuziak, Jak mówić, rozmawiać, przemawiać?, Bielsko-Biała 2006.
3	L. Jabłonowska, G. Myśliwiec, Współczesna etykieta pracy, Warszawa 2006
4	H. Hanisch, <i>Savoir-vivre</i> przy stole, Warszawa 1999
5	M. Brzozowski, Sztuka bycia i obycia, Warszawa 2006
6	M. Brzozowski, ABC dobrych manier, Warszawa 2004
7	A. Jarczyński, Etykieta w biznesie, Gliwice 2010
8	S. Krajski, <i>Savoir vivre</i> jako sztuka życia. Filozofia <i>savoir vivre</i> , Warszawa 2007

**Secondary literature:**

1	E. Pietkiewicz, <i>Dobre obyczaje</i> , Warszawa 1987
2	E. Pietkiewicz, <i>Asystentka menedżera</i> , Warszawa 1995
3	E. Pietkiewicz, <i>Sekretariat menedżera</i> , Warszawa 2001

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Course description

<b>Module name</b>		Macroeconomics				<b>Module code</b>		
Faculty		Finance and Accounting						
Education profile		Practical						
Level		First-cycle studies						
Specialization		Course common to all specializations						
Form of studies		Full-time studies						
Semester		II			Language of instruction		English	
<b>Prerequisites for the module</b>					Basic courses		T	
<b>Forms of assessment</b>		Examination		<b>ECTS points: 4</b>				<b>Methods of assessment</b>
<b>Teaching and learning methods</b>		<b>Number of hours in semester</b>		Total	4	contact hours	2	
		Total	Self-study hours	Contact hours	<b>Verification of teaching effects</b>			Weight, %
Lecture		64	34	30				
Project		31	16	15	Task lists, test			40%
Examination		3		3	Examination			60%
Consultation		2		2				
<b>Total:</b>		<b>100</b>	<b>50</b>	<b>50</b>				<b>Total: 100%</b>
<b>type of learning outcomes</b>	<b>No.</b>	<b>Learning outcomes</b>			<b>Assessment methods</b>	<b>Learning outcomes</b>	<b>Learning areas</b>	<b>Form of implementation</b>
Knowledge	1.	Students know, understand and are able to identify basic categories and macroeconomic concepts in market economy.			Practical work test	K1_W04+, K1_W12+	S1A_W01+, S1A_W02+, S1A_W03+, S1A_W04+, S1A_W06+, S1A_W07+, S1A_W08+	LP
	2.	Students have knowledge of macroeconomic conditions of the market.			Practical work test	K1_W04+	S1A_W04+, S1A_W06+	L
	3.	Students have knowledge of macroeconomic models of the market.			Practical work test	K1_W04++	S1A_W04++, S1A_W06++	LP
	4.	Students have knowledge of macroeconomic processes and their relations on the market.			Practical work test	K1_W12++	S1A_W07++, S1A_W08++	LP
	5.	Students have knowledge of relations between taxes and unemployment.			Practical work test	K1_W13++	S1A_W01++, S1A_W06++	LP

Skills	1.	Students are able to assess, interpret and explain relations between different macroeconomics indicators.	Practical work test	K1_U04++	S1A_U2++, S1A_U3++, S1A_U1++	LP
	2.	Students are able to verify rules of open and closed economy.	Practical work test	K1_U04++	S1A_U2++, S1A_U3++, S1A_U1++	P
	3.	Students are able to understand and use basic macroeconomic indicators.	Practical work test	K1_U09++	S1A_U2++, S1A_U3++	P
	4.	Students are able to use microeconomic models in order to analyze macroeconomic equilibrium on the market.	Practical work test	K1_U12++	S1A_U5++, S1A_U6++	LP
	5.	Students are able to assess and analyze indicators of level of an economic development of the country.	Practical work test	K1_U04++	S1A_U2++, S1A_U3++, S1A_U1++	LP
	6.	Students are able to determine development barriers and the methods of counteracting.	Practical work test	K1_U14++	S1A_U8++, S1A_U1++	LP
	7.	Students can determine the consequences of unemployment and ways to deal with it.	Practical work test	K1_U14++	S1A_U8++, S1A_U1++	LP
Social competences	1.	Students acknowledge interconnections and relations between macroeconomic processes.	Practical work test	K1_K02++	S1A_K01++, S1A_K06++	LP
	2.	Students willingly take to determine their impact on the macroeconomic policy of the state.	Practical work test	K1_K07++	S1A_K04++, S1A_K07++, S1A_K05++	P

#### Instructor's name

<b>Form of classes</b>	<b>Instructor's name (title / degree, name and surname)</b>
<b>Lecture</b>	PhD (Eng) Zbigniew Kulas
<b>Project</b>	PhD (Eng) Zbigniew Kulas

#### Education content

Lecture	Teaching	Lecture with use of multimedia presentation	
L.p.	Topics		Number of hours
1.	Introduction to market and economy. Macroeconomic analyses. Economic systems. Main macroeconomic problems. Economic growth, inflation, unemployment, current account balance. Economic role of the Government.		2
2.	Basic economic concepts		2

3.	Calculation and determinant of Gross national income. Measuring national income. Investments, savings. Gross domestic product vs. gross national income. Components of aggregate demand.	2
4.	Economic growth. Measuring economic growth. Factors affecting economic growth. Economic growth and technical development.	2
5.	Economic cycle. Trend and cycle. Real business cycle theory. International business cycle.	2
6.	Keynesian economics. Global supply, price level, standardization. Price level and global supply.	2
7.	Money and modern banking. Role of the central bank.	2
8.	Monetary Policy. Investment demand. Money, interest rate and global supply.	2
9.	Inflation. Measures of Inflation. Costs of inflation. Causes and types of inflation. Methods to counteract inflation. Money supply and inflation.	2
10.	Budgetary Policy. The role of a budget. Effects of a budget deficit, government debt.	2
11.	Tax systems, the role of a tax, types of taxes, Laffer curve.	2
12.	Unemployment. The measurement of unemployment. The costs of unemployment. Types of unemployment. Counteracting unemployment.	2
13.	International monetary system and international finances. Exchange rate systems. International coordination of economic policy.	2
14.	European integration processes in 90s of the XX century. European monetary union.	2
15.	Review and sample exercises.	2
<b>Total:</b>		<b>30</b>

Project	Teaching	Task lists, test- weighted average mark
<b>L.p.</b>	<b>Topics</b>	
<b>Number of hours</b>		
1.	Open and closed economies. Gross National Product vs. Gross domestic product. Savings and investments.	2
2.	Direct and indirect taxes, aggregate expenditures, budgetary equilibrium and disequilibrium, factors influencing the budget, tax rate and fiscal revenue.	2
3.	Classical model. Simple demand model. Demand model with the state. Demand model with the state and foreign trade.	2
4.	Classical business cycle – 4 phases of business cycle, 2 phases of modern business cycle, business cycle turning-points.	2
5.	Types and rate of unemployment. Type of inflation, Philips curve.	2
6.	The Keynesian consumption function, future-directed consumption, determining the rental price of capital, investment function.	2
7.	Factors affecting economic growth, Solow model of growth.	2
8.	Final examinations.	1
<b>Total:</b>		<b>15</b>

#### Compulsory reading:

1	Czarny B., Czarny E., Barkowiak R., Rapacki R.: Podstawy ekonomii, PWE, 1998.
2	Podstawy ekonomii, Milewski R. (editor), PWN, Warszawa, 1998.
3	Samuelson P.A., Nordhaus W.D.: Ekonomia, tom 1, 2, PWN, Warszawa, 1996.
4	Kwaśnicki Witold, Zasady ekonomii rynkowej, Wrocław: Wydawnictwo Uniwersytetu Wrocławskiego, Wrocław 2001.

#### Optional reading:

1	Friedman M. Friedman R.: Wolny wybór, Sosnowiec 1996.
2	Hazlitt Henry, Ekonomia w jednej lekcji, Kraków: Signum, 1993.
3	Friedman Milton (1994), Intrygujący pieniądz: z historii systemów monetarnych, Łódź: Wydawnictwo Łódzkie.

4	Hall R. E., Taylor J. B. (2000), Makroekonomia. Teoria, funkcjonowanie i polityka, Warszawa: PWN.
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### Course description

<b>Course name</b>		Mathematics				<b>Course code</b>			
Major		Finance & Accounting							
Profile		Practical							
Level of studies		First-cycle studies							
Specialization		Course common to all specializations							
Form of studies		Full-time studies							
Semester		II				<b>Language of instruction</b>		English	
<b>Prerequisites for the course</b>						<b>Basic courses</b>		N	
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 6</b>				<b>Methods of assessment</b>	
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	6	direct contact classes	2,7		practical classes
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>				Importance in %
Lecture		66	36	30	written exam				50%
Classes		63	33	30	tests, class participation				50%
Exam		3		3					
Consultation		6	3	3					
<b>Total number of hours:</b>		<b>132</b>	<b>72</b>	<b>66</b>					Total: <b>100%</b>
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>	
Knowledge	1.	Student knows the concept of integrals, improper integrals.			written exam	K1_W14+	S1A_W06+	L	
	2.	Student knows the concept of extreme function of two variables.			written exam	K1_W14+	S1A_W06+	LC	
	3.	Student knows the matrix calculation, the concept of vectors.			written exam	K1_W14+	S1A_W06+	LC	
Skills	1.	Student knows how to count indefinite, marked and improper integrals.			written exam	K1_U09+	S1A_U07+	L	
	2.	Student is able to calculate the extremum of the function of two variables			written exam	K1_U09+	S1A_U07+	LC	

	3.	Student knows how to resolve it matrix equation, calculate the rank of a matrix, calculate determinants, linear transformations	written exam	K1_U09+	S1A_U07+	LC
	4.	Student can calculate the probability, apply combinatorial methods.	written exam	K1_U09+	S1A_U07+	LC
Social competence	1.	Student knows the limits of his/her own knowledge and understands the need for further education.	written exam	K1_K02+, K1_K05+	S1A_K01+, S1A_K06+	LC
	2.	Student can independently search for information in the literature.	written exam	K1_K01+, K1_K05+	S1A_K01+, S1A_K06+	LC

### Course supervisors

<b>Form of classes</b>	<b>Course supervisors</b>
<b>Lecture</b>	Prof. dr hab. inż. Andrzej Nowak
<b>Classes</b>	Mgr Agnieszka Szpara

### Teaching content

<b>Lecture</b>	<b>Teaching methods</b>	Lecture
<b>No.</b>	<b>Subject area</b>	<b>Number of hours</b>
1.	The concept of improper integrals and simple examples.	6
2.	The functions of many variables, extremes of such functions, examples.	4
3.	Conditional extremes.	2
4.	Matrixes and determinants.	6
5.	Systems of linear equations, matrix rank.	4
6.	Linear independence of vectors.	2
7.	Base in Euclidean space.	2
8.	Linear transformations – examples.	4
<b>Total no. of hours:</b>		<b>30</b>

<b>Classes</b>	<b>Teaching methods</b>	Solving problems and mathematical exercises
<b>No.</b>	<b>Subject area</b>	<b>Number of hours</b>
1.	The functions of two variables. Partial derivatives and extremes of functions of two variables.	4
2.	Conditional extremes. The method of Lagrange multipliers.	2
3.	Test.	2
4.	Matrixes and determinants. Sarrus method. Laplace expansion.	4
5.	Matrixes. Matrix multiplication. Inverse matrix. Matrix operations. Transposition. Matrix equations.	4



6.	Systems of marked equations. Cramer's rule. Gauss method. The method of inverse matrix.	4
7.	Systems of equations. Matrix rank.	4
8.	Linear independence of vectors. Base in Euclidean space. Linear transformations.	2
9.	Test	4
<b>Total no. of hours:</b>		<b>30</b>

**Primary literature:**

1	Algebra liniowa. Definicje, twierdzenia, wzory. Marian Gewert. Zbigniew Skoczylas. Oficyna Wydawnicza GiS. Wrocław 2001
2	Analiza matematyczna w zadaniach cz. I. Włodzimierz Kryszicki. Lech Włodarski. Wydawnictwo Naukowe PWN. Warszawa 2001
3	Algebra liniowa. Przykłady i zadania. Marian Gewert. Zbigniew Skoczylas. Oficyna Wydawnicza GiS. Wrocław 2001
4	Analiza matematyczna w zadaniach cz. II. Włodzimierz Kryszicki. Lech Włodarski. Wydawnictwo Naukowe PWN. Warszawa 2001
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**Secondary literature:**

1	Elementy matematyki w naukach ekonomicznych. Tadeusz Bednarski. Oficyna Ekonomiczna. Kraków 2004
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### Course description

<b>Course name</b>		Statistics					<b>Course code</b>		
<b>Major</b>		Finance & Accounting							
<b>Profile</b>		Practical							
<b>Level of studies</b>		First-cycle studies							
<b>Specialization</b>		Course common to all specializations							
<b>Form of studies</b>		Full-time studies							
<b>Semester</b>		II				<b>Language of instruction</b>		English	
<b>Prerequisites for the course</b>						<b>Basic courses</b>		N	
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 3</b>				<b>Methods of assessment</b>	
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	3	direct contact classes	1,2		practical classes
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>				Importance in %
Lecture		31	6	15	Written exam				50%
Laboratory		31	26	15	Test, activity				50%
Consultation		2		2					
<b>Total number of hours:</b>		<b>64</b>	<b>32</b>	<b>32</b>					Total: <b>100%</b>
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>	
Knowledge	1.	Student knows the selected discrete probability distributions.			written exam	K1_W14+	S1A_W06+	L Lab	
	2.	Student knows the selected continuous probability distributions.			written exam	K1_W14+	S1A_W06+	L Lab	
	3.	Student knows the concept of expected value, variance, distribution function.			written exam	K1_W14+	S1A_W06+	L Lab	
	4.	Student knows the concept of the two-dimensional distribution.			written exam	K1_W14+	S1A_W06+	L Lab	
Skills	1.	Student is able to calculate the expected values, variances, to calculate the cumulative distribution function for the selected discrete and continuous distributions.			written exam	K1_U09+	S1A_U2+, S1A_U3+, +	Lab	
	2.	Student is able to calculate the total probability, conditional probability using the classic definition of probability.			written exam	K1_U09+	S1A_U2+, S1A_U3+, +	Lab	

	3.	Student is able to calculate the marginal distributions, the correlation coefficient for a discrete two-dimensional random variable.	written exam	K1_U09+	S1A_U2+, S1A_U3+, +	Lab
Social competence	1.	Student has a self-awareness of the need to develop his/her knowledge and skills.	written exam	K1_K02+, K1_K05+	S1A_K01+, S1A_K06+	L Lab
	2.	He can flexibly look for and choose problem-solving methods.	written exam	K1_K02+, K1_K05+	S1A_K01+, S1A_K06+	L Lab
	3.	Student is prepared to communicate, persuade and defend his/her views in the name of achieving common goals.	written exam	K1_K02+, K1_K05+	S1A_K01+, S1A_K06+	L Lab

### Course supervisors

Form of classes	Course supervisors
Lecture	dr hab. Mariusz Czekala
Laboratory	Mgr Agnieszka Szpara

### Teaching content

Lecture	Teaching methods	
<b>No.</b>	<b>Subject area</b>	<b>Number of hours</b>
1.	Combinatorics	2
2.	Probability theory. Probability and its properties. The classical definition of probability.	2
3.	Conditional and total probability. Bayes' formula	2
4.	Random variable. The probability distribution. Selected discrete distributions. Expected value, variance, the distribution.	3
5.	Continuous random variables and their distributions.	3
6.	Discrete two-dimensional random variable (marginal distributions, independence of random variables, the correlation coefficient, conditional distributions).	2
7.	Test	1
<b>Total no. of hours:</b>		<b>15</b>

Laboratory	Teaching methods	
<b>No.</b>	<b>Subject area</b>	<b>Number of hours</b>
1.	Combinatorics	2
2.	Probability theory. Probability and its properties. The classical definition of probability.	2
3.	Conditional and total probability. Bayes' formula.	2
4.	Random variable. The probability distribution. Selected discrete distributions. Expected value, variance, the distribution.	3
5.	Continuous random variables and their distributions.	3

6.	Discrete two-dimensional random variable (marginal distributions, independence of random variables, the correlation coefficient, conditional distributions)	2
7.	Test	1
<b>Total no. of hours:</b>		<b>15</b>

**Primary literature:**

1	S. Ostasiewicz, Z. Rusnak, U. Siedlecka, Statystyka. Elementy teorii i zadania. Wydawnictwo Akademii Ekonomicznej we Wrocławiu, Wrocław 2003.
2	Metody statystyczne / Aleksander Zeliaś. - Warszawa : Polskie Wydaw. Ekonomiczne, 2000.
3	Metody statystyczne : zadania i sprawdziany / Aleksander Zeliaś, Barbara Pawelek, Stanisław Wanat. - Warszawa : Polskie Wydaw. Ekonomiczne, 2002
4	Krysicki W. i inni (1995). Rachunek prawdopodobieństwa i statystyka matematyczna w zadaniach, część I PWN, Warszawa
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**Secondary literature:**

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Course description

<b>Course name</b>		Accounting					<b>Course code</b>			
<b>Major</b>		Finance & Accounting								
<b>Profile</b>		Practical								
<b>Level of studies</b>		First-cycle studies								
<b>Specialization</b>		Course common to all specializations								
<b>Form of studies</b>		Full-time studies								
<b>Semester</b>		II				<b>Language of instruction</b>		English		
<b>Prerequisites for the course</b>							<b>Basic courses</b>		N	
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 5</b>				<b>Methods of assessment</b>		
<b>Form of classes and other</b>		<b>Number of hours in semester</b>			Total	5	direct contact classes	2,8	practical classes	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>					Importance in %
Lecture		45	15	30	Exam				50%	
Project		82	52	30	Writing class assignments				50%	
Consultation		4		4						
Examination		3		3						
<b>Total number of hours:</b>		<b>134</b>	<b>67</b>	<b>67</b>					Total: <b>100%</b>	
<b>Categories of teaching effects</b>	<b>N o.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>		
Knowledge	1.	Student has knowledge of the essence, rules and regulations in accounting; category of measurement in accounting.			Exam	K_W06, K_W07	S1A_W02, S1A_W03, S1A_W07, S1A_W06,	L		
	2.	He has knowledge of the theoretical basis of accounting.			Exam			L		
Skills	1.	Student is able to analyze economic phenomena in accordance with the balance sheet method and understands their impact in terms of changes in the assets and liabilities, revenue streams and costs in business unit.			Class activities, writing classwork	K_U12, K_U03	S1A_U05, S1A_U06, S1A_U02, S1A_U03	P		
	2.	Student has the ability to conduct accounting records according to the rules relevant to accounting, using the chart of accounts.			Class activities writing classwork			P		

	3.	Student has the ability to recognize the positions of typical balance sheet and income statement; and draw up the balance sheet and income statement.	Class activities, writing classwork			P
Social competence	1.	Student is aware of the responsibilities of employees, in particular finance and accounting departments for the successes and failures of the company.	Exam	K_K01	S1A_K01, S1A_K02S 1A_K03, S1A_K04S 1A_K05, S1A_K06S 1A_K07	LP

### Course supervisors

Form of classes	Course supervisors
Lecture	PhD Marta Targowicz
Project	PhD Marta Targowicz

### Teaching content

Lecture	Teaching methods	Lecture with multimedia presentation	
No.	Subject area		Number of hours
1.	Introduction to Accounting. The essence, the objectives and tasks of accounting. Users, entities, standards and principles of accounting. Basic financial statements.		2
2.	The balance sheet. Assets and the sources of origin of assets of the company. Fixed and current assets. Equity and debt. Types of balance sheet operations.		4
3.	Bookkeeping accounts. The books of account. Operating principles of accounts of a balance sheet and income statement. The principle of double-entry accounting. Divisibility accounts. Plan of the accounts. Records of a balance sheet operations on bookkeeping accounts.		4
4.	Profit and Loss Account – two methods of preparation. Determining the gross profit on sales, net profit on sales, operating result, the result of economic activity, gross profit, net profit.		4
5.	Commensurability of costs and revenues. The classification and bookkeeping of costs and revenues. Operation of "Settlement of costs" account in bookkeeping versions of profit and loss account.		4
6.	Financial assets and own securities. Basic concepts related to financial assets. Valuation of financial assets. Cash and non-cash rotation. Own and external checks, promissory notes, shares, bonds.		2
7.	Cash Flow. Inflows and outflows from operating, investing and financing activities. The balance of changes. The balance of sources and uses of funds. The layout and content of the statement of cash flows. Constructing a cash flow statement using the indirect method.		2
8.	Settlements. The concept of settlements, receivables, liabilities, reserves. The functioning of settlements' account. Valuation of settlements. Exchange differences. Examples of settlements.		2
9.	Amortization and records of fixed assets and intangible assets. The classification assets subjected to amortization. The concept of amortization and depreciation. Amortization methods: single, linear, declining balance, sum of the annual numbers, natural. Records of fixed assets and intangible assets.		2
10.	The principles of valuation and bookkeeping of current tangible assets. The classification of current tangible assets. Settlement of purchase. Supplies in transit. Off-invoice deliveries. The deviations from standard prices. Valuation of consumption and inventory of current tangible		2

	assets.	
11.	Settlement of financial result. Income. Income tax. Records of income tax. Provision for deferred income tax. Deferred tax assets. Settlement of net profit and net loss.	2
		<b>30</b>

Project		Teaching methods	Exercises, case studies
No.			Number of hours
1	The essence, scope and principles of accounting.		2
2.	The classification of assets and equity of a business unit. Preparation of the inventory and balance sheet.		2
3.	No-result and result operations and their influence on positions of the balance sheet, equity and financial result of business unit.		2
4.	Records of economic transactions in the accounts. Balance sheet accounts, trial balance.		2
5.	Records of economic transactions in the accounts (cont). Nominal accounts, merger and division of accounts.		2
6.	Documentation, recording and valuation of cash and securities held for trading.		2
7.	Documentation, records and valuation of settlements.		2
8.	Documentation, valuation and recording of fixed assets. Calculation of amortization.		2
9.	Documentation, recording and valuation of other fixed assets.		2
10.	Documentation, records and valuation of purchase and consumption of materials.		2
11	Record and allocation of operating expenses.		2
12.	Documentation, records and valuation of work products and their sales.		2
13	Fixing and sharing of the financial result.		2
14	Cost accounting elements. Elements of the costs calculation.		2
15.	Practice with the total activity of manufacturing, trading and service companies.		2
			<b>30</b>

**Primary literature:**

1.	The Accounting Act of 29 September 1994 (uniform text) , Journal of Laws of 2013, item 330.
2.	Biernacki M, Exercises on Financial Accounting, University of Economics, 2014

**Secondary literature:**

1	Ustawa o rachunkowości. The Accounting Act, trans. J.Adamczyk, C.H.Beck, 2010.
2	Kozierkiewicz R., Dictionary of Business Terms Polish, C. H. Beck, 2010.

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### Course description

<b>Course name</b>		Management strategies				<b>Course code</b>			
Major		Finance & Accounting							
Profile		Practical							
Level of studies		First-cycle studies							
Specialization		Course common to all specializations							
Form of studies		Full-time studies							
Semester		II				<b>Language of instruction</b>		English	
<b>Prerequisites for the course</b>						<b>Basic courses</b>		N	
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 3</b>				<b>Methods of assessment</b>	
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	<b>3</b>	direct contact classes	1,4		practical classes
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>				Importance in %
Lecture		22	7	15	Written test for credit				75%
Classes									
Laboratory									
Project		42	27	15	Case studies				25%
Consultation		4		4					
<b>Total number of hours:</b>		<b>68</b>	<b>34</b>	<b>34</b>					Total: <b>100%</b>
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>	
Knowledge	1.	The student is able to formulate goals of the organization and set ways to achieve them. He or she knows and understands the concept of vision and the mission of the organization.			Written test for credit, case studies	K1_W10+	S1A_W07+, S1A_W08+	LP	
	2.	Student has knowledge about the processes and phenomena of social and economic development throughout history.			Written test for credit, case studies	K1_W03+	S1A_W02+, S1A_W09+	L	
Skills	1.	The student is able to formulate goals of the organization and develop measures for their effective achievement.			Written test for credit, case studies	K1_U02+	S1A_U05+, S1A_U06+	P	



	2.	Student is able to identify and analyze problems in different functional areas related to management process in the organization.	Written test for credit, case studies	K1_U05+	S1A_U02+, S1A_U03+	LP
	3.	The student has an ability to explain the causes and dynamics of phenomena in the organization and its environment.	Written test for credit, case studies	K1_U05+	S1A_U02+, S1A_U03+, S1A_U08+	L
Social competence	1.	The student develops independently his/her knowledge and professional skills in the organization science and in the financial management.	Case studies	K1_K02+, K_K10+++	S1A_K01+, S1A_K06+, S1A_K04+++	LP
	2.	The student is able to initiate and undertake changes in the workplace and to participate in their planning and implementation. He can think and act in an enterprising way.	Case studies	K1_K07+, K_K10+++	S1A_K07+, S1A_K05+, S1A_K04+++	P

### Course supervisors

Form of classes	Course supervisors
Lecture	PhD Magdalena Hopej-Kamińska
Project	PhD Magdalena Hopej-Kamińska

### Teaching content

Lecture	Teaching methods	Lecture	
No.	Subject area		Number of hours
1.	Origins of strategic management.		2
2.	Organizational strategic objectives: mission, vision, identity of the organization.		2
3.	The analysis of the macro business. Methods of strategic analysis.		2
4.	Analysis of the competitive environment. Model of 5 Porter's forces.		2
5.	Analysis of the company's resources. Value chain and competitive advantage.		2
6.	Business level strategies.		2
7.	Strategies at the corporate level.		2
8.	Strategic choice and strategic control.		1
<b>Total no. of hours:</b>			<b>15</b>

Project	Teaching methods		
No.	Subject area		Number of hours
1.	Strategic goals of the company.		2
2.	The analysis of the macro business.		2
3.	Analysis of the competitive environment.		2
4.	Analysis of the company's resources.		2
5.	Strategy formulation.		2

6.	Company's strategy consistency – check.	2
7.	The choice of strategy.	2
8.	Deployment of the company's strategy.	1
<b>Total no. of hours:</b>		<b>15</b>

**Primary literature:**

1	G. Gierszewska, M. Romanowska: Analiza strategiczna przedsiębiorstwa, PWE, Warszawa 1997.
2	M.E. Porter, Strategia konkurencji, PWE, Warszawa 1992.
3	Strategor: Zarządzanie firmą. Strategie, struktury, decyzje, tożsamość, PWE, Warszawa 1995.
4	H. Steinmann, G. Schreyögg, Zarządzanie, Oficyna Wydawnicza PWr, Wrocław 2001.

**Secondary literature:**

1	M. Moszkowicz, Strategia przedsiębiorstwa okresu przemian, PWE, Warszawa 2000.
2	K. Obłój. Strategia organizacji. PWE, Warszawa 1998.
3	K. Obłój, Tworzywo skutecznych strategii, PWE, Warszawa 2002.
4	G. Hamel, C.K. Prahalad. Przewaga konkurencyjna jutra. Businessman Book, Warszawa 1999.

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### Course description

<b>Course name</b>		Financial Mathematics				<b>Course code</b>			
Major		Finance & Accounting							
Profile		Practical							
Level of studies		First-cycle studies							
Specialization		Course common to all specializations							
Form of studies		Full-time studies							
Semester		II				<b>Language of instruction</b>	English		
<b>Prerequisites for the course</b>						<b>Basic courses</b>	N		
<b>Form of crediting</b>		End-of-term test		<b>Number of ECTS points: 4</b>				<b>Methods of assessment</b>	
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	4	direct contact classes	1,8		practical classes
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>				Importance in %
Lecture		60	30	30	written exam				50%
Classes		30	15	15	tests, class participation				50%
<b>Total number of hours:</b>		<b>90</b>	<b>45</b>	<b>45</b>	Total:				<b>100%</b>
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>	
Knowledge	1.	Student is familiar with the concept of the time value of money.			written exam	K1_W14+	S1A_W06+	L	
	2.	He knows the idea: annuity, credit, capitalization.			written exam	K1_W14+	S1A_W06+	L	
Skills	1.	Student is able to calculate present and future value of money using different methods of capitalization.			written exam	K1_U09+	S1A_U02+	C	
	2.	Student is able to calculate the value of present and future annuity and perpetuity.			written exam	K1_U09+	S1A_U02+	C	
	3.	He can build a variety of debt repayment plans, compute the height of payments, height of interest installment.			written exam	K1_U09+	S1A_U02+	C	
	4.	Student can measure debt instruments.			written exam	K1_U09+	S1A_U02+	C	
Social competence	1.	Student has a self-awareness of the need to develop his/her knowledge and skills.			written exam	K1_K02+	S1A_K01+, S1A_K06+, S1A_K07+	L	

	2.	Student can flexibly look for and choose problem-solving methods.	written exam	K1_K09+, K1_K10+	S1A_K07+, S1A_K01+, S1A_K06+	LC
	3.	Student is prepared to communicate, persuade and defend his/her views in the name of achieving common goals	written exam	K1_K09+, K1_K10+	S1A_K07+, S1A_K01+, S1A_K06+	LC

### Course supervisors

Form of classes	Course supervisors
Lecture	dr hab. Mariusz Czekala
Classes	Mgr Agnieszka Szpara

### Teaching content

Lecture	Teaching methods	Lecture
No.	Subject area	Number of hours
1.	Interest rates - the concept, types. The rate of return.	6
2.	Time value of money - the future and the present. Capitalization: simple, complex and continuous. Discounting	6
3.	Annuity calculation - future and present value.	4
4.	Credit - repayment schemes, cost of credit, effective interest rate	6
5.	Valuation of debt instruments - discounted cash flow method.	4
6.	An elementary calculation of the insurance premium.	4
<b>Total no. of hours:</b>		<b>30</b>

Classes	Teaching methods	Solving problems and mathematical exercises
No.	Subject area	Number of hours
1.	Time value of money: present and future. Capitalization: simple, complex and continuous. Rate of return. Discounting	6
2.	Annuity calculation: current and future value of annuity	4
3.	Settlement of loans and advances: a debt repayment plan	2
4.	Valuation of debt securities	2
5.	Test	1
<b>Total no. of hours:</b>		<b>15</b>

### Primary literature:

1	Sztuka zarządzania finansami / Zofia Wilimowska, Marek Wilimowski. – Bydgoszcz Oficyna Wydawnicza Ośrodka Postępu Organizacyjnego, 2001
2	Matematyka finansowa : podstawy teoretyczne, przykłady, zadania / Mieczysław Sobczyk. - Warszawa :

	Placet, 2000
3	Matematyka i jej zastosowanie w naukach ekonomicznych / Janusz Piszczala; Akademia Ekonomiczna w Poznaniu, Poznań 2000
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**Secondary literature:**

1	Metody matematyczne dla bankowców / Michał Kolupa - Warszawa : Poltext, 1995.
2	Matematyka finansowa : instrumenty pochodne / Jacek Jakubowski, Andrzej Palczewski, Łukasz Stettner ; red. Marek Rutkowski - Warszawa : Wydawnictwa Naukowo-Techniczne, 2003
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Course co-ordinator

signature

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Director of Institute

Seal and signature

### Course description

<b>Course name</b>		Vocational Training					<b>Course code</b>			
Major		Finance and Accounting								
Profile		Practical								
Level of studies		First level								
Specialization		Subject common to all specializations								
Form of studies		Full-time studies								
Semester		II				<b>Language of instruction</b>		English		
<b>Prerequisites for the course</b>							<b>Basic courses</b>		N	
<b>Form of crediting</b>		<b>Number of ECTS points: 3</b>							<b>Methods of assessment</b>	
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	3	direct contact classes	0	practical classes		0
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>					Importance in %
Lecture										
Classes										
Laboratory										
Project										
Seminar										
<b>Total number of hours:</b>										Total:
<b>Categories of teaching effects</b>	<b>No.</b>	<b>Course teaching effects</b>			<b>Methods of teaching effects verification</b>	<b>Major-related effects</b>	<b>Area based effects</b>	<b>Forms of realization</b>		
Knowledge	1.	Student knows the rules of the organization functioning and identifies the responsibilities and activities of organization units.				K1_W06+, K1_W07+, K1_W08+, K1_W09+, K1_W10+, K1_W11+, K1_W16+	S1A_W02+, S1A_W03+, S1A_W07+, S1A_W06+, S1A_W08+, S1A_W09+			
Skills	1.	Student is able to perform basic activities associated with the positions of financial services in the financial organizations.				K1_U14+,, K1_U15+,, K1_U16+,, K1_U17+,,	S1A_U08+, S1A_U01+, S1A_U04+, S1A_U06+, S1A_U07+, S1A_U09+, S1A_U10+, S1A_U11+			
Social competence	1.	Student is aware of the liability arising out of a job at every post and feels the need of identification with the organization and is ready for changes.			a talk about the implementation of the vocational	K1_K01+, K1_K02+	S1A_K01+, S1A_K02+,, S1A_K03+, S1A_K04+,, S1A_K05+, S1A_K06+,,			

			training		S1A_K07+	
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### Course supervisors

Form of classes	Course supervisors
Lecture	
Classes	
Laboratory	
Project	
Seminar	

### Teaching content

Lecture	Teaching methods		
No.	Subject area	Number of hours	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<b>Total no. of hours:</b>			

Classes	Teaching methods		
No.	Subject area	Number of hours	
1.			
2.			
3.			
4.			

5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
<b>Total no. of hours:</b>		

Laboratory		Teaching methods	
No.	Subject area		Number of hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<b>Total no. of hours:</b>			

Project		Teaching methods	
No.	Subject area		Number of hours
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			



9.		
10.		
11.		
12.		
13.		
14.		
15.		
<b>Total no. of hours:</b>		

Seminar		Teaching methods		
No.	Subject area			Number of hours
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
<b>Total no. of hours:</b>				

**Primary literature:**

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**Secondary literature:**

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Course co-ordinator

signature

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Director of Institute

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