

### Course description

<b>Course name</b>		Occupational Health and Safety (OHS) Regulations and Ergonomics				<b>Course code</b>		
Major		Finance & Accounting						
Profile		Practical						
Level of studies		First-cycle studies						
Specialization		Course common for all specializations						
Form of studies		Full-time studies						
Semester		I				<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	<b>1</b>	direct contact classes	<b>0,6</b>	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Lecture		15		15	Written test			100%
<b>Total number of hours:</b>		<b>15</b>		<b>15</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 types of vocational harmfulness (hazard) that might exist in the workplace.			test	K1_W13+	S1A_W05+, S1A_W07+, S1A_W08;+	L
	2.	Student knows the principles for the drafting of maximum permissible concentration and intensity of harmful factors in the work environment			test	K1_W13+	S1A_W05+, S1A_W07+, S1A_W08;+	L
	3.	Student has a basic knowledge of ergonomics.			test	K1_W13+	S1A_W05+, S1A_W07+, S1A_W08;+	L
	4.	Student knows the concept of occupational diseases, the types and causes.			test	K1_W13+	S1A_W05+, S1A_W07+, S1A_W08;+	L
Skills	1.	Student has the ability to acquire knowledge in the field of labor protection using information technology.			observation	K1_U05+	S1A_U2+, S1A_U3+, S1A_U8+	L
	2.	Student is able to interpret the provisions of the Labour Code in the field of occupational health and safety.			test	K1_U05+	S1A_U2+, S1A_U3+, S1A_U8+	L
	3.	Student can prepare the documentation to report suspicions of occupational disease.			test	K1_U05+	S1A_U2+, S1A_U3+, S1A_U8+	L

Social competence	1.	Student shows concern for healthy working conditions at the university.	observation	K1_K05+, K1_K10+	S1A_K04+	L
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## Course supervisors

Form of classes	Course supervisors
Lecture	

## Teaching content

Lecture	Teaching methods	Lecture with multi-media presentation	
No.	Subject area	Number of hours	
1.	The ergonomic system: man - technology - environment.	2	
2.	Characteristics of work and its physiology.	1	
3.	The spatial and material parameters in working environment.	1	
4.	Burdening man with work.	1	
5.	The parameters characterizing the human figure.	1	
6.	Information system, regulating and controlling of a man.	1	
7.	Sensory system of a man.	1	
8.	Ergonomic analysis of mental work.	1	
9.	Tiredness	1	
10.	Ergonomic requirements for workplace with computer.	2	
11.	Methods of risk assessment at workplaces.	1	
12.	Systems of safety work management in a company.	1	
13.	Duties of employers to secure safe working conditions.	1	
<b>Total no. of hours:</b>			<b>15</b>

### Primary literature:

1	Kodeks Pracy – aktualny stan prawny na 2012 rok
2	Horst W., (red.), Ergonomia z elementami bezpieczeństwa pracy, Wydawnictwo Politechniki Poznańskiej, Poznan 2006
3	

### Secondary literature:

1	Bugajska J., (red.), Komputerowe stanowisko pracy – aspekty zdrowotne i ergonomiczne, Centralny Instytut Ochrony Pracy, Warszawa 2003
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Course co-ordinator

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Director of Institute

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### Educational course description

<b>Course name</b>		<b>Elective course – Business Ethics</b>			<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						
Semester		I			<b>Language of instruction</b>	English		
<b>Prerequisites for the course</b>		--			<b>Basic courses</b>	N		
<b>Form of crediting</b>		credit with a grade		<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	practical classes
		Total	Student's workload	Direct contact	<b>Verification of learning outcomes</b>			Weight in%
Lecture		30	15	15	written test / students' presentations			100%
<b>Total hours:</b>		<b>30</b>	<b>15</b>	<b>15</b>				Total: <b>100%</b>
<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 defines basic philosophical and esthetic concepts; knows main philosophical and esthetic views.			written test	K_W13	S1A_W07 S1A_W08	L
	2.	The student understands ideological (axiological) underpinnings of European civilisation			written test	K_W13 K_W07	S1A_W07 S1A_W08 S1A_W06	L
	3.	The student describes historical and cultural contexts of philosophical conceptions and ethical views			written test	K_W03	S1A_W02 S1A_W09	L
	4.	The student describes the relationships between ideas in terms of their axiological perspectives, coherence and practical consequences			written test	K_W03	S1A_W02 S1A_W09	L
Skills	1.	The student characterises and interprets cultural, economic and social reality from philosophical perspectives, with special emphasis on normative categories			written test / presentation prepared by a group of students	K_U10 K_U03 K_U017	S1A_U05 S1A_U03 S1A_U02 S1A_W10	L

Social competences	1.	The student understands and respects values appreciated by coworkers; respects dignity and freedom of other people	written test / presentation prepared by a group of students	K_K03	S1A_K02	L
	2.	The student understands the need for continuous development of their intellectual and ethical competences	written test / presentation prepared by a group of students	K_K02	S1A_K01 S1A_K06	L
	3.	The student makes models of acting that combines the efficiency with moral rightness.	written test / presentation prepared by a group of students	K_K04 K_K05 K_K06	S1A_K03 S1A_K04 S1A_K04 S1A_K04	L
	4.	The student analyses interpersonal relationships and economic activity from the point of view of non-instrumental values (common welfare, dignity, justice, freedom)	written test / presentation prepared by a group of students	K_K01	S1A_K01 S1A_K02 S1A_K03 S1A_K04 S1A_K05 S1A_K06	L
	5.	The student can categorise and modify his own ethical concepts and acting	written test / presentation prepared by a group of students	K_K06	S1A_K04 S1A_K07	L

<b>Form of classes</b>	<b>Subject supervisor (title / degree, name and surname)</b>	
<b>Lecture</b>	Doc. dr Tomasz DREWNIAK	
<b>Classes</b>		
<b>Seminar</b>		
<b>Teaching methods:</b>	Lecture	
<b>Lecture</b>	<b>Content of education</b>	<b>Number of hours</b>
1.	Ethical issues. The notion of business in the ethical, social and political connections. Ethics and law and morality. Ethics as a normative discipline. The notion of moral activity.	2
2.	Business ethics, ethics of economic life and professional ethics.	2
3.	The models of ethical acting: Ethics of virtues, utilitarian ethics, hedonist ethics, Christian ethics, ethics of duty.	3
4.	The modern political and social organization: rationalism, free market, well fare and political freedom. Max Weber's conception of the protestants origins of the modern capitalism.	2
5.	Liberalism: the notion, the main attributes, the genesis and the main representatives.	2
6.	The legalization of moral, law, economic, social and political order (T. Hobbes, J. Locke).	2
7.	K. Marx's conception of objectification of human work and freedom in the capitalist society.	2
<b>Total no. of hours:</b>		<b>15</b>

**Primary literature:**

	<p>A. Anzenbacher, Wprowadzenie do etyki, przeł. J. Zychowicz, Kraków 2008. Filozofia. Podstawowe pytania, red. E. Martens, H. Schnädelbach. J. Galarowicz. Fenomenologiczna etyka wartości. PAT 1997. I.Kant,. Krytyka praktycznego rozumu J. Galarowicz, Na ścieżkach prawdy. Wprowadzenie do filozofii. R. Ingarden, Książeczka o człowieku. Etyka. Antologia tekstów, red. Z. Kalita, Wrocław 1995. F. Ricken, Etyka ogólna, przeł. O. Domański, Kęty 2001.</p>
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**Secondary literature:**

	<p>A. Anzenbacher, Wprowadzenie do filozofii. V. J. Bourke, Historia etyki, Warszawa 1994. W. Tatarkiewicz, Historia filozofii, t.1-3. J. Hartman, J. Woleński, Wiedza o etyce, Wydawnictwo Szkolne PWN ParkEdukacja, Warszawa – Bielsko-Biała 2009. A. Krokiewicz, Zarys filozofii greckiej.</p>
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### Educational course description

<b>Course name</b>		<b>Elective course -- Ethics</b>			<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						
Semester		I			<b>Language of instruction</b>	English		
<b>Prerequisites for the course</b>		--			<b>Basic courses</b>	N		
<b>Form of crediting</b>		credit with a grade		<b>Number of ECTS points: 1</b>				
<b>Form of classes</b>		<b>Number of hours per semester</b>		Total	1	direct contact classes		
		Total	Student's workload	Direct contact		practical classes		
		<b>Verification of learning outcomes</b>				<b>Methods of assessment</b>		
Lecture		30	15	15	written test / students' presentations			
<b>Total hours:</b>		<b>30</b>	<b>15</b>	<b>15</b>	Total:	<b>100%</b>		
<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 defines basic philosophical and esthetic concepts; knows main philosophical and esthetic views.			written test	K_W13	S1A_W07 S1A_W08	L
	2.	The student understands ideological (axiological) underpinnings of European civilisation			written test	K_W13 K_W07	S1A_W08 S1A_W06 S1A_W07	L
	3.	The student describes historical and cultural contexts of philosophical conceptions and ethical views			written test	K_W03	S1A_W02 S1A_W09	L
	4.	The student describes the relationships between ideas in terms of their axiological perspectives, coherence and practical consequences			written test	K_W03	S1A_W02 S1A_W09	L
Skills	1.	The student characterises and interprets cultural, economic and social reality from philosophical perspectives, with special emphasis on normative categories			written test / presentation prepared by a group of students	K_U10 K_U03 K_U017	S1A_U05 S1A_U03 S1A_U02 S1A_U03 S1A_W10	L

Social competences	1.	The student understands and respects values appreciated by coworkers; respects dignity and freedom of other people	written test / presentation prepared by a group of students	K_K03	S1A_K02	L
	2.	The student understands the need for continuous development of their intellectual and ethical competences	written test / presentation prepared by a group of students	K_K02	S1A_K01 S1A_K06	L
	3.	The student makes models of acting that combines the efficiency with moral rightness.	written test / presentation prepared by a group of students	K_K04 K_K05 K_K06	S1A_K03 S1A_K04 S1A_K04 S1A_K04	L
	4.	The student analyses interpersonal relationships and economic activity from the point of view of non-instrumental values (common welfare, dignity, justice, freedom)	written test / presentation prepared by a group of students	K_K01	S1A_K01 S1A_K02 S1A_K03 S1A_K04 S1A_K05 S1A_K06	L
	5.	The student can categorise and modify his own ethical concepts and acting	written test / presentation prepared by a group of students	K_K06	S1A_K04 S1A_K07	L

<b>Course name:</b>		
<b>Form of classes</b>	<b>Subject supervisor (title / degree, name and surname)</b>	
<b>Lecture</b>	Doc. dr Tomasz Drewniak	
<b>Classes</b>		
<b>Seminar</b>		
<b>Teaching methods:</b>	Lecture	
<b>Lecture</b>	<b>Content of education</b>	<b>Number of hours</b>
	Ethical issues. Ethics and law and morality. Ethics as a normative discipline	1
	The notion of ethical duty: principles and consequences. The notion of moral activity.	1
	Ethics as a philosophical discipline.	2
	Ethics of virtues.	2
	Utilitarian ethics.	1
	Hedonist ethics.	1
	Christian ethics.	2
	Ethics of duty.	1
	Ethics of values.	1
	The problem of supererogation.	1
	Existential ethics	1
	Ethics of discourse and communication.	

**Primary literature:**

	A. Anzenbacher, Wprowadzenie do etyki, przeł. J. Zychowicz, Kraków 2008. Filozofia. Podstawowe pytania, red. E. Martens, H. Schnädelbach. J. Galarowicz. Fenomenologiczna etyka wartości. PAT 1997.
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	I. Kant, Krytyka praktycznego rozumu J. Galarowicz, Na ścieżkach prawdy. Wprowadzenie do filozofii. R. Ingarden, Książeczka o człowieku. Etyka. Antologia tekstów, red. Z. Kalita, Wrocław 1995. F. Ricken, Etyka ogólna, przeł. O. Domański, Kęty 2001.
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**Secondary literature:**

	A. Anzenbacher, Wprowadzenie do filozofii. V. J. Bourke, Historia etyki, Warszawa 1994. W. Tatarkiewicz, Historia filozofii, t.1-3. J. Hartman, J. Woleński, Wiedza o etyce, Wydawnictwo Szkolne PWN ParkEdukacja, Warszawa – Bielsko-Biała 2009. A. Krokiewicz, Zarys filozofii greckiej.
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### Course description

<b>Course name</b>		Information Technology				<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		I				<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: 2</b>				<b>Methods of assessment</b>	
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	2	direct contact classes	1,2		practical classes
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>				Importance in %
Lecture		25	10	15	Test				50%
Classes									
Laboratory		25	10	15	Test, multimedia presentation, website, oral interview, observation.				50%
<b>Total number of hours:</b>		<b>50</b>	<b>20</b>	<b>30</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 basic terminology regarding the use of computers and operating system.			conversation	K1_W16++	S1A_W06+	L	
	2.	Student can distinguish the basic mechanisms of data management.			conversation	K1_W16+	S1A_W06+	L	
	3.	Student can identify the information contained in the data.			conversation, test, presentation	K1_W16+	S1A_W06+	L Lab	
	4.	Student has a knowledge of the functioning of the global Internet network.			conversation	K1_W16+	S1A_W06+	L Lab	
	5.	He realizes the benefits and dangers of the Internet.			conversation	K1_W16+	S1A_W06+	L	
	6.	He knows the rules of data protection.			conversation	K1_W16+	S1A_W06+	L	
Skills	1.	Student is able to use office applications to process and present data in practice.			test, multimedia presentation	K1_U17+	S1A_U10+, +	Lab	
	2.	Student can classify available data and provide it with some editors.			test, multimedia presentation	K1_U17+	S1A_U09+	Lab	

	3.	Student can construct multimedia presentations, web pages and text documents.	test, multimedia presentation, web page	K1_U16+, K1_U17+	S1A_U9+, +, S1A_U10+	Lab
Social competence	1.	Student is able to appreciate the support of information technology while working with data.	conversation	K1_K05+	S1A_K04+	Lab
	2.	Student is aware of the level of his/her knowledge and is focused on the need for ongoing education.	conversation, observation	K1_K02+	S1A_K01+, S1A_K06+	Lab
	3.	Student is prepared to work in the office, which is based primarily on working with computer applications.	conversation, observation	K1_K05+	S1A_K04+	Lab

### Course supervisors

Form of classes	Course supervisors
Lecture	PhD (Eng) Lesław Sieniawski
Classes	
Laboratory	MSc (Eng) Adriana Halikowska
Project	
Seminar	

### Teaching content

Lecture	Teaching methods	Lecture with multi-media presentation	
No.	Subject area	Number of hours	
1.	Basic concepts of information technology, types of computers, the basic elements of the PC, input / output devices, storage devices, computer performance.	2	
2.	Types of software, operating systems, graphical user interface design and development of computer systems, application software, word processing, mail merge, spreadsheet, managerial and presentation graphics, data compression.	2	
3.	Basics of databases, tables, records, field, key, index, relationships between tables.	2	
4.	Computer networks, local area networks, wide area networks, telephone networks and computers, client-server model, web, internet, intranet, extranet, computer network services, e-mail, e-commerce, peer-to-peer network.	2	
5.	Data security, data storage, computer viruses, network security, copyright, license, shareware, freeware, protection of personal data.	2	
6.	The use of computers in various areas of life: business, administration, health, education, telework, etc.	2	
7.	Ergonomics, health, precautionary measures, protection of the environment in terms of computer use.	2	
8.	Repetition of material.	1	
<b>Total no. of hours:</b>			<b>15</b>

Laboratory	Teaching methods	Working with computers

No.	Subject area	Number of hours
1.	Using the PC: operating environment, desktop, files management, viruses, printing.	2
2.	Text processing: basic operations, formatting text, objects.	2
3.	Text processing: mail merge, printing the document.	2
4.	Spreadsheets: properties of cells, formulas and functions, graphs and diagrams, formatting the worksheet.	2
5.	Managerial and presentation graphics: creating presentations, texts and illustrations, charts / diagrams, autoshapes, animations, preparing a slide show.	2
6.	Services in computer networks: navigation between Web pages, searching and processing of information, composing e-mails, mailbox management.	1
7.	Creating simple websites.	2
8.	Final test and checking of presentations and web pages.	2
<b>Total no. of hours:</b>		<b>15</b>

#### Primary literature:

1	Technologia informacyjna w dydaktyce przedmiotów humanistycznych / Bolesław Ochodek; Państwowa Wyższa Szkoła Zawodowa im. Stanisława Staszica w Pile. - Piła : Państwowa Wyższa Szkoła Zawodowa im. Stanisława Staszica w Pile, 2006.
2	ABC systemu Windows XP PL / Marcin Szeliga, Marcin Świątelski. - Gliwice : Helion, 2002.
3	ABC komputera / Piotr Wróblewski. - Wyd. 2. - Gliwice : Helion, 2000.
4	Excel w biurze i nie tylko / Sergiusz Flanczewski, Wyd. 2 Gliwice: Helion, 2011.
5	Oprogramowanie biurowe: podręcznik do nauki zawodu technik informatyk / Jolanta Pokorska - Gliwice - Wyd. Helion, 2010.

#### Secondary literature:

1	Wykłady z podstaw informatyki / Witold Sikorski. - Wyd. 2 rozsz. - Warszawa : Mikom, 2005.
2	Podstawy budowy i działania komputerów / Andrzej Skorupski. - Wyd. 3. - Warszawa : Wydawnictwa Komunikacji i Łączności, 2000.
3	Poznaj Microsoft Office 2000 PL / Ed Bott; tł. z ang. Marek Korbecki, Sławomir Dzieniszewski. - Warszawa : Mikom, 1999.
4	ABC Accessa 2002 / Tomasz Nabiałek. - Kraków : Edition 2000, 2002.
5	ABC Internetu / Krzysztof Pikoń. - Wyd. 3. - Gliwice : Helion, cop. 2000.
6	Bezpieczeństwo danych w systemach informatycznych / Janusz Stokłosa, Tomasz Bilski, Tadeusz Pankowski. - Warszawa ; Poznań : Wydaw. Naukowe PWN, 2001

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Course co-ordinator

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Director of Institute

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Educational course description

<b>Course name</b>		Microeconomics			<b>Course code</b>				
Major		Finance and Accounting							
Profile		Practical							
Level of studies		First cycle studies							
Specialization		Subject common to all specializations							
Form of studies		Full time studies							
Semester		I			<b>Language of instruction</b>			English	
<b>Prerequisites for the course</b>		none			<b>Basic courses</b>			T	
<b>Form of crediting</b>		exam		<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>Methods of learning outcomes verification</b>				Weight in%
Lecture		60	30	30					
Project		31	16	15	solving tasks, activity, final test				40%
exam		25	23	2	exam				60%
Consultation		22		22					
<b>Total hours:</b>		<b>138</b>	<b>69</b>	<b>70</b>				Total:	<b>100%</b>
<b>Categories of learning outcomes</b>	<b>No.</b>	<b>Course learning outcomes</b>			<b>Methods of learning outcomes verification</b>	<b>Major learning outcomes</b>	<b>Area learning outcomes</b>	<b>Forms of realization</b>	
Knowledge	1.	Student knows, understands and is able to explain the basic concepts, rights and microeconomic			activity, final test	K1_W13+, K1_W04+	S1A_W01+, S1A_W06+, S1A_W04+	LP	
	2.	Student has knowledge of the research methods of economics as the science of management and the need for its use.			activity, final test	K1_W04+, K1_W13+	S1A_W04+, S1A_W06+, S1A_W01+	LP	
	3.	Student has knowledge of the essence of a market economy, its categories and functioning models.			activity, final test	K1_W13+	S1A_W01+, S1A_W06+	L	
	4.	Student has knowledge of the phenomena associated with the partial market equilibrium, dependencies demand and supply from different factors.			activity, final test	K1_W04+	S1A_W04+, S1A_W06+, S1A_W05+	LP	
	1.	Student calculates, interprets and clarifies the relationship between basic economic values.			activity, final test	K1_U09+	S1A_U2+, S1A_U3+	P	

Skills	2.	Student has the ability to understand and use basic categories of market economy.	activity, final test	K1_U05+, K1_U04+	S1A_U2+, S1A_U3+, S1A_U8+, S1A_U1+	LP
	3.	Student uses the theory of consumer and producer to interpret the problems of economic practice and to assess the reasonableness of the decision of business entities and households.	activity, final test	K1_U04+	S1A_U08+, S1A_U2+, S1A_U3+, S1A_U1+	LP
	4.	Students knows the mechanisms which govern the company in different types of competition.	activity, final test	K1_U04+	S1A_U2+, S1A_U3+, S1A_U1+	LP
	5.	Student is able to determine the maximum profit and the conditions that production ceases.	activity, final test	K1_U04+, K1_U14+	S1A_U2+, S1A_U3+, S1A_U1+, S1A_U8+	LP
	6.	Student knows different types of competition.	activity, final test	K1_U04+	S1A_U2+, S1A_U3+, S1A_U1+	LP
	Social competences	1.	Student can discuss the main problems of management, analyze, compare the choices at a microeconomic level.	activity, final test	K1_K01+, K1_K02+, K_K10++ +	S1A_K01+, S1A_K02+++, S1A_K03+, S1A_K04+++, S1A_K05+, S1A_K06+++, S1A_K07+++

**Subject supervisor**

<b>Form of classes</b>	<b>Subject supervisor</b>
<b>Lecture</b>	Ph.D. Joanna Szczepańska
<b>Project</b>	M.Sc. (Eng) Adriana Halikowska

**Content of education**

<b>Lecture</b>	<b>Teaching methods</b>	Discussing issues using multimedia presentation
<b>No.</b>	<b>Subject area</b>	<b>Number of hours</b>
1.	Introduction to the economy and economics.	2
2.	Tools of economic analysis.	1
3.	Demand, supply and market.	2
4.	State in a mixed economy.	1
5.	Reactions of demand to changes in price and income.	3

6.	Theory of consumer choice.	2
7.	Behavior and organization of the company.	4
8.	The development of the theory of supply: costs and production.	4
9.	Perfect competition and full monopoly: the extreme cases of market structure.	4
10.	Market structure and imperfect competition.	2
11.	Analysis of markets of production factors.	3
12.	Risk in business.	2
<b>Total hours:</b>		<b>30</b>

<b>Project</b>	<b>Teaching methods</b>	solving, analysis tasks
<b>No.</b>	<b>Subject classes</b>	<b>Number of hours</b>
1.	Supply, demand, equilibrium price, maximum price, minimum price.	2
2.	Price elasticity of demand, supply, income elasticity, mixed elasticity.	3
3.	Theory of consumer choice.	2
4.	Revenues, expenses, profits of the enterprise.	3
5.	Forms of market.	3
6.	Test.	2
<b>Total hours:</b>		<b>15</b>

**Primary literature:**

1	L. Rittenberg, T. Tregarthen, Principles of Microeconomics, <a href="http://www.saylor.org/books">http://www.saylor.org/books</a>
2	David Begg and Stanley Fischer and Rudiger Dornbusch, Economics
3	
4	

**Secondary literature:**

1	R.S. Pindyck, D.L. Rubinfeld, Microeconomics, Pearson International Edition, 2009
2	D.Begg, G.Vernasca, S.Fischer, R. Dornbusch, Economics
3	

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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		I			<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: 7</b>				<b>Methods of assessment</b>
<b>Form of classes and other</b>		<b>Number of hours in semester</b>		Total	7	direct contact classes	3,3	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Lecture		60	30	30	Written test			50%
Classes		60	30	30	Written test, activity, solving exercises			50%
Laboratory								
Project								
Seminar								
Consultations		44	22	22				
<b>Total number of hours:</b>		<b>164</b>	<b>82</b>	<b>82</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 has a basic knowledge of mathematical analysis: numerical sequences, the exponential and logarithmic function			written exam	K1_W14+	S1A_W06+	LC
	2.	The student knows the concept of limit of a function, the asymptote function			written exam	K1_W14+	S1A_W06+	LC
	3.	The student knows the calculus of functions of one and two variables			written exam	K1_W14+	S1A_W06+	LC
	4.	The student knows the integral calculus			written exam	K1_W14+	S1A_W06+	LC
Skills	1.	The student knows how to solve polynomial, exponential, logarithmic equations and inequalities			written exam	K1_U09+	S1A_U07+	LC

	2.	The student knows how to count function limits, designate asymptote function	written exam	K1_U09+	S1A_U07+	LC
	3.	The student is able to apply any calculus determining extreme features, monotonicity, can develop function in a Taylor series	written exam	K1_U09+	S1A_U07+	LC
	4.	Student is able to count the indefinite integral	written exam	K1_U09+	S1A_U07+	LC
Social competence	1.	Is prepared to communicate, persuade others and defend his views in the name of achieving common goals	written exam	K1_K02+	S1A_K01+, S1A_K06+	LC
	2.	Is prepared to act in professional and ethical way	written exam	K1_K02+	S1A_K01+, S1A_K06+	LC
	3.	He can flexibly look for and choose the troubleshooting methods	written exam	K1_K02+	S1A_K01+, S1A_K06+	LC

### Course supervisors

Form of classes	Course supervisors
Lecture	Prof. dr hab. inż. Andrzej Nowak
Classes	Mgr Agnieszka Szpara
Laboratory	
Project	
Seminar	

### Teaching content

Lecture	Teaching methods	lecture	
No.	Subject area		Number of hours
1.	Operations on sets		2
2.	Elementary functions		4
3.	Exponential functions and logarithms. Used in finance		2
4.	Sequences. Euler		2
5.	Arithmetic and geometric sequences in Finance		2
6.	Limits of functions. asymptote		2
7.	Derivatives and their applications in economics and finance		4
8.	The Taylor's polynomial		2
9.	Indefinite integral. Integration by parts, substitution, integral measurable		6
10.	Definite integral. Calculation fields. Used in finance		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.	Operations on sets. Quadratic equations and inequalities		4
2.	Polynomials. Distribution factors polynomials. Dividing polynomials. Bezout's theorem. rational functions		2
3.	The exponential and logarithmic. Solving Equations and Inequalities		2
4.	Arithmetic and geometric sequences.		2
5.	The use of strings, exponential and logarithmic for solving the financial mathematics		2
6.	Test		2
7.	Limits of functions. asymptotes		2
8.	Derivative of a function. The definition of a derivative. Use of the determination to the extreme.		2
9.	Use of the intervals to determine the monotonicity of the function protrusions and concavities.		2
10.	Taylor polynomial, tangent to the curve		2
11.	Indefinite integral. Elementary integrals. Integration by parts.		2
12.	Integration through the base. Integrals of rational functions		2
13.	Definite integral. Calculation of area between curves. The use of the integral in Finance		2
14.	Test		2
<b>Total no. of hours:</b>			<b>30</b>

**Primary literature:**

1	Analiza matematyczna. Definicje, twierdzenia, wzory. Marian Gewert. Zbigniew Skoczylas. Oficyna Wydawnicza GiS. Wrocław 2001
2	Analiza matematyczna w zadaniach cz. I. Włodzimierz Krysicki. Lech Włodarski. Wydawnictwo Naukowe PWN. Warszawa 2001
3	Analiza matematyczna. Przykłady i zadania. Marian Gewert. Zbigniew Skoczylas. Oficyna Wydawnicza GiS. Wrocław 2001
4	
5	
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**Secondary literature:**

1	Elementy matematyki w naukach ekonomicznych. Tadeusz Bednarski. Oficyna Ekonomiczna. Kraków 2004
2	

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### Course description

<b>Course name</b>		Law			<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		I			<b>Language of instruction</b>		English	
<b>Prerequisites for the course</b>					<b>Basic courses</b>		T	
<b>Form of crediting</b>		Exam - written 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		2,3
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Lecture		90	45	45				
Exam		6	3	3	Exam - written test			100%
Consultation		18	9	9				
<b>Total number of hours:</b>		<b>114</b>	<b>57</b>	<b>57</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>
Knowledge	1.	Student knows the legal basis for the functioning of the State, economic and social organization.			The written examination in the form of test	K1_W12+	S1A_W06+, S1A_W09+	L
	2.	Student knows and can explain the basic legal, economic and social mechanisms of decision-making.			The written examination in the form of test, partial written tests	K1_W13+	S1A_W07+, S1A_W08+	L
Skills	1.	Student can initiate business and choose an appropriate organizational and legal form.			Partial written tests, student observation during class, conversation	K1_U01+	S1A_U05+, S1A_U06+	L
	2.	He can choose the sources of information and use them to solve management problems in the organization and its functional areas.			Partial written tests, student observation during class, conversation, homework	K1_U07+	S1A_U02+, S1A_U08+	L

	3.	Student is able to use normative systems, appropriate norms and standards (legal, professional, moral) in specific actions in the organization.	Partial written tests, student observation during class, conversation	K1_U10+	S1A_U05+, S1A_U03+	L
	4.	Student has the ability to prepare typical writings, literature analysis and its use.	Written tests, student observation during class, conversation	K1_U16+	S1A_W09+	L
Social competence	1.	Student is able to interact and work in a group and collective forms of work organization. Student demonstrates a willingness to organize and direct the work of small teams.	Student observation, conversation	K1_K03+	S1A_K02+	L
	2.	Student is prepared to communicate, persuade others and defend his/her views in the name of achieving common goals.	Student observation, conversation	K1_K09+	S1A_K03+, S1A_K04+, S1A_K05+	L

### Course supervisors

<b>Form of classes</b>	<b>Course supervisors</b>
<b>Lecture</b>	PhD Aldona Dereń

### Teaching content

Lecture	Teaching methods	lecture
No.	Subject area	Number of hours
1.	Concept of law. Sources of law. Branches of law.	3
2.	Civil law legal entities. Legal actions. Form of legal actions. The validity of legal actions. Representation.	3
3.	The right of ownership - ownership and limited property rights. Land registers.	3
4.	The essence of commitment. Agreements. Document of agreement.	3
5.	Consumer sales.	3
6.	Forbidden acts (case studies). Consequences of default (case studies).	3
7.	Matrimonial property law	3
8.	Civil procedure.	3
9.	Making and running business activities. Legal forms of economic activity. Symbols of entrepreneurs.	3
10.	Administrative law. Public administration bodies. Forms of activity of administration.	3
11.	Tangible administrative law. Rules of administrative procedure.	3
12.	Labour law and its source. The employment relationship.	3
13.	Contract of employment. Termination of employment.	3
14.	Worker protection against termination of the contract.	3
15.	Salary. Work time. Annual leave. Liability of employees.	3
<b>Total no. of hours:</b>		<b>45</b>

**Primary literature:**

1	Jabłońska-Bońca J., Podstawy prawa dla ekonomistów i nie tylko, Wyd. Prawnicze LexisNexis, Warszawa 2007
2	Dereń A.M., Zarys prawa cywilnego w pytaniach i odpowiedziach, Oficyna Wydawnicza PWSZ, Nysa 2008
3	Łopatka A., Prawoznawstwo, Warszawa 2000
4	Siuda W., Elementy prawa dla ekonomistów, Wyd. Scriptum, Poznań 2004
5	Szczurek Z., Prawo cywilne dla studentów administracji, Wyd. Zakamycze, Lublin 2000
6	Katner W.J., Prawo cywilne i handlowe w zarysie, Kraków 2004
7	„Prawo umów w obrocie gospodarczym”, praca zbior. Pod red. Włodyki A., Kraków 2005

**Secondary literature:**

1	„Zarys prawa”, pod red. Korycki S., Kuciński J., Trzeciński Z., Zaborowski J., Wyd. Prawnicze LexisNexis, Warszawa 2002
2	„Encyklopedia prawa, Wyd. czwarte, Wyd. C.H. Beck, Warszawa 2006
3	„Komentarz do kodeksu cywilnego. Księga trzecia – Zobowiązania, praca zbior. Pod red. Bieński G., Wyd. Prawnicze LexisNexis, Warszawa 2002
4	Kalina-Prasznic U., Mała encyklopedia prawa, Wyd. C.H. Beck, Warszawa 2005
5	Materials on web sites: <a href="http://www.pp.pl">www.pp.pl</a> ; <a href="http://www.abc.com.pl">www.abc.com.pl</a> ; <a href="http://www.infor.pl">www.infor.pl</a> ; <a href="http://www.lexpolonica.pl">www.lexpolonica.pl</a> ; <a href="http://www.prawo.hoga.pl">www.prawo.hoga.pl</a> ; <a href="http://www.ksiegarnia.e-prawnik.pl">www.ksiegarnia.e-prawnik.pl</a> ; <a href="http://www.wikipedia.pl">www.wikipedia.pl</a>

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Module description

<b>Module name</b>		Principles of Finance			<b>Module</b>				
Faculty		Finance and Accounting							
Education profile		practical							
Level		First-cycle studies							
Specialization		Core course to all specializations							
Form of studies		Full-time							
Semester		I			<b>Language</b>		English		
<b>Prerequisites for the module</b>					<b>Courses in the field of basic education</b>		T		
<b>Forms of assessment</b>		grading		<b>ECTS points: 2</b>				<b>Methods of assessment</b>	
<b>Teaching and learning methods</b>		<b>Numer of hours in semester</b>		Total	2	contact hours	0,8	practical classes	
		Total	Self-study hours	Contact hours	<b>Ways of verifying the learning outcomes in the context of forms of class</b>				
Lecture		34	19	15	final test				100%
Consultation		4		4					
<b>Total::</b>		<b>38</b>	<b>19</b>	<b>19</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 explain the content of the basic concepts in finance.			Tests, oral exam, papers	K1_W03+	S1A_W02+, S1A_W09+	L	
	2.	Students recognize and are able to identify the functions of finance.			Tests, oral exam, papers	K1_W01+	S1A_W01+, S1A_W07+	L	
	3.	Students define and can explain the principles of the banks commercial and public			Tests, oral exam, papers	K1_W01+	S1A_W01+, S1A_W07+	L	
	4.	Students are able to characterize the mechanism of money creation by the bank.			Tests, oral exam, papers	K1_W01+	S1A_W01+, S1A_W07+	L	
	5.	Students have knowledge of budget issues			Tests, oral exam, papers	K1_W12+	S1A_W01+, S1A_W07+, S1A_W08+	L	

	6.	Students can name and describe the rules for the preparation, determination and execution of the state budget	Tests, oral exam, papers	K1_W01+	S1A_W01+, S1A_W07+	L
	7.	Students have a basic knowledge of social and economic insurance, fundamental legal regulations in force in Poland.	Tests, oral exam, papers	K1_W05+	S1A_W09+, S1A_W08+, S1A_W07+	L
	8.	Students know the rules of what steps to take in order to start their own business.	Tests, oral exam, papers	K1_W05+	S1A_W03+, S1A_W08+	L
Skills	1.	Students use the theory to analyze the value of money in time and understand its impact on decisions undertaken by different entities.	solving exercises, oral exam, test	K1_U14+	S1A_U8+, S1A_U1+	L
	2.	On the basis of knowledge students can create basic budget.	solving exercises, oral exam, test	K1_U14+	S1A_U8+, S1A_U1+	L
	3.	Students understand the problem of the budget deficit and are able to identify ways to deal with it.	solving exercises, oral exam, test	K1_U05+	S1A_U2+, S1A_U3+, S1A_U8+	L
	4.	Students are able to estimate the value of the company including its ownership structure.	solving exercises, oral exam, test	K1_U12+	S1A_U05+	L
	5.	Students understand the principles and objectives of determining financial parameters.	solving exercises, oral exam, test	K1_U12+	S1A_U5+, S1A_U6+	L
Social competences	1.	Students willingly undertake to recognize financial flows occurring in the economy and adapt them to certain financial links.	oral exam, observation	K1_K02+	S1A_K01+, S1A_K06+	L
	2.	Students seek themselves to define the areas in which problems occurred based on the analysis of the budget state or local government.	oral exam, observation	K1_K01+	S1A_K01+, S1A_K02+, S1A_K03+, S1A_K04+, S1A_K05+	L
	3.	Students demonstrate the ability to choose the appropriate credit and insurance.	oral exam, observation	K1_K05+	S1A_K04+	L

**Instructor's name**

<b>Form of classes</b>	<b>Instructor's name (title / degree, name and surname)</b>
<b>Lecture</b>	dr inż. Zbigniew Kulas

### Education content

<b>Lecture</b>	<b>Teaching</b>	Lecture with use of multimedia presentation	
<b>No.</b>	<b>Topics</b>		<b>Number of hours</b>
1.	Systematics of financial phenomena - functional and economic.		1
2.	Creation, functions and types of money.		1
3.	The role of finances in creation, exchange, division of Gross Domestic Product.		1
4.	Processes in kind and cash.		1
5.	Finance the real economy, the autonomous sphere of finance		1
6.	Accounts of financial flows, financial flows boards .		1
7.	Financial policy and its functions - the content of financial policy and its functions of stabilization, allocation and redistribution.		1
8.	Public finances - the structure of the sector, public revenues and expenditures, budget and its instruments for influencing the economy.		1
9.	Public finance - finance local government budget deficit and public debt.		1
10.	Finance of European Union - European Union budget, Economic and Monetary Union.		1
11.	The banking system - the tasks, functions and parties		1
12.	Stock exchange and its importance in the economy.		1
13.	Finance of social and economic insurances - insurance policies, insurance classification, financial economy of insurance companies.		1
14.	Finance companies - the theory of three lenses.		1
15.	Review		1
<b>Total:</b>			<b>15</b>

#### Primary literature:

1	S.Owsiak, Podstawy nauki finansów, PWE, Warszawa, 2002.
2	Z. Fedorowicz, Podstawy teorii finansów, Poltext, Warszawa, 2000.
3	W.Dębski Rynek finansowy i jego mechanizmy: podstawy teorii i praktyki, PWN, Warszawa, 2003.
4	Z. Dobosiewicz Wprowadzenie do finansów i bankowości, PWN, Warszawa, 2000.
5	M.Podstawka, Podstawy finansów, Wyd. SGGW, Warszawa 2012.
6	D.Korenik, S.Korenik, Podstawy finansów, PWE, Warszawa 2011.
7	E.Miklaszewska, Podstawy finansów i bankowości, Wyd. UJ, Kraków 2013.
8	K.Marecki, Podstawy finansów, Wyd. PWE, Warszawa 2008.

#### Secondary literature:

1	B.Pietrzak (red.) System finansowy w Polsce: lata dziewięćdziesiąte, PWN, Warszawa, 2001.
2	L. Oręziak Finanse Unii Europejskiej, PWN, Warszawa, 2004.
3	E.Głogowski, M. Münch Nowe usługi finansowe, PWN, Warszawa, 1996.
4	J. Głuchowski (red.), Leksykon finansów, PWE, Warszawa, 2001.
5	R.A. Haugen, Nowa nauka o finansach: przeciw efektywności rynku, WIG Press, Warszawa, 1999.
6	M.Podstawka, Podstawy finansów, Wyd. SGGW, Warszawa 2012.

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### Course description

<b>Course name</b>		Principles of Management				<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		I				<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	<b>6</b>	direct contact classes	<b>2,8</b>	
		Total	Student's workload	Direct contact	<b>Verification of teaching effects</b>			Importance in %
Lecture		25	10	15	Written exam			75%
Project		89	59	30	Case studies, student observation			25%
Consultation		21		21				
Exam		3		3				
<b>Total number of hours:</b>		<b>138</b>	<b>69</b>	<b>69</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 exam, case studies, observation	K1_W10+	S1A_W07+, S1A_W08+	LP
	2.	Student has knowledge about the processes and phenomena of social and economic development throughout history.			Written exam, case studies, observation	K1_W03+	S1A_W02+, S1A_W09+	LP
Skills	1.	The student is able to formulate goals of the organization and develop measures for their effective achievement.			Written exam, case studies, observation	K1_U02+	S1A_U05+, S1A_U06+	LP
	2.	Student is able to identify and analyze problems in different functional areas related to management process in the organization.			Written exam, case studies, observation	K1_U06+	S1A_U02+, S1A_U03+, S1A_U08+	LP

Social competence	1.	The student develops independently his/her knowledge and professional skills in the organization science and in the financial management.	observation	K1_K02+	S1A_K01+, S1A_K06+	L
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### Course supervisors

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

### Teaching content

Lecture	Teaching methods	Lecture	
No.	Subject area		Number of hours
1.	The concept and model of organization.		1
2.	Organizational synergy.		1
3.	Types of organizations.		1
4.	organizational effectiveness		1
5.	Management, leadership and control.		1
6.	Manager, functions, roles and skills.		1
7.	Strategic and operational planning.		1
8.	Organizational structures types.		1
9.	Structure forming factors.		1
10.	Change of organizational structures.		1
11.	Motivation		1
12.	Management styles		1
13.	Controlling		1
14.	Decision-making		1
15.	Communication in organization.		1
<b>Total no. of hours:</b>			<b>15</b>

Project	Teaching methods		
No.	Subject area		Number of hours
1.	Models of organization. The concept of the organization. Mintzberg's and Leavitt's model of the organization.		2
2.	The individual and the group in the organization. Personality types. Interest groups.		2
3.	Culture of the organization. The nature and content of the culture. The importance of organizational culture.		2

4.	Organizational culture types. Four types of culture by Deal and Kennedy. Culture strength and weakness. Conservative and innovative culture. Elite and egalitarian culture.	2
5.	Cultural change in the organization. Shaping of the organizational culture. The nature and causes of changes in organizational culture. Management of cultural change.	2
6.	The dilemma of organizational structure - flat or slim structure? The number levels of hierarchy, span of control. Reduction of levels of hierarchy.	2
7.	The dilemma of organizational structure - high or low degree of formalization? The concept of the formalization. Advantages and disadvantages of high and low degree of formalization. Factors contributing high and low formalization.	2
8.	The dilemma of organizational structure - centralization or decentralization? The concept of the centralization. Advantages and disadvantages of high and low degree of centralization. Factors favoring centralization (decentralization).	2
9.	The dilemma of organizational structure - specialization - benefits and risks. The concept of the specialization. Advantages and disadvantages of low and high degree of specialization. Factors contributing to high and low degree of specialization.	2
10.	Organizational structure types.	2
11.	Change in the organizational structure. Concept and types of change in the organizational structure. Planned change. Restructuring as an example of the planned change.	2
12.	Departmentalization. The concept of departmentalization. Criteria for grouping positions.	2
13.	The objectives of the organization. Functions and types of goals.	2
14.	Technology in an organization. The concept of technology. General guidelines for efficiency. Types of technology.	2
15.	Organization and its environment. The concept of an organization's environment. Types of organization's environment. The interaction between the organization and environment.	2
<b>Total no. of hours:</b>		<b>30</b>

#### Primary literature:

1	S.P. Robbins, D.A. DeCenzo, Podstawy zarządzania, PWE, Warszawa 2002.
2	H. Steinmann, G. Schreyögg, Zarządzanie. Podstawy kierowania przedsiębiorstwem, Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 2001.
3	A.K. Koźmiński, W. Piotrowski (red.), Zarządzanie. Teoria i praktyka, Wydawnictwo Naukowe PWN, Warszawa 2006.
4	M. Hopej, Podstawy zarządzania, Oficyna Wydawnicza Politechniki Wrocławskiej, Wrocław 1996.
5	R.W. Griffin, Podstawy zarządzania organizacjami, Wydawnictwo Naukowe PWN, Warszawa 1996.

#### Secondary literature:

1	Stoner J., Wankel Ch., Kierowanie, PWE, Warszawa 1994.
2	Strużycki M., Zarządzanie przedsiębiorstwem, Wydawnictwo Difin, Warszawa 2004.
3	Sudoł S., Przedsiębiorstwo. Podstawy nauki o przedsiębiorstwie. Zarządzanie przedsiębiorstwem, PWE, Warszawa 2006.
4	Świetlik W., Organizacja przedsiębiorstwa, Wydawnictwo Wyższej Szkoły Ekonomicznej, Warszawa 2004.

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Course co-ordinator

signature

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Director of Institute

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