

## Course description

1. Course: Cost Account for Engineers
2. Course code:
3. Language: English
4. Faculty : Management and Production Engineering
5. Specialty:
6. Year: III Semester: 5
7. Lecturer: Ph.D.Mariusz Kołosowski
8. Other teaching staff:
9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester	30	15			
assessment form	final written test	final written test			

10. ECTS credits: 4
11. Level (elementary/advanced): elementary
12. Prerequisites:

none

13. Objectives:

Presentation of basic systems of cost accounting in enterprises, their possible classification depending on the approach, e.g. relative to the objects of calculation, system of types, time cross-sections, target tasks, etc. Resultantly, the student should be in a position to put the systems to practical use as required in the analysis of entrepreneurial activity. The lecture objectives are in correlation with the classes objectives.

14. Teaching programme description:

- 14.1. Lecture:

- Essence, scope and functions of cost accounting,
- Systems of full and variable cost accounting,
- Postulate costs – classification, calculation variants,
- Generic cost account – methods of material consumption assessment, types of technical means depreciation,
- Methods of calculating unit costs – direct and indirect costs; classificatory, adjunctive and phasic calculations,

- Analysis of production and services costs variability,
- Cost accounting of ABC activities.

14.2. Classes:

Accounting assignments which include:

- comparing systems of cost account relative to obtained financial results,
- determining postulate costs and comparative analysis of real costs,
- assessing material consumption: FIFO (First In First Out), LIFO (Last In First Out) and average pricing,
- distributing total costs into calculational items and determining unit costs according to various methods of calculation,
- selecting an optimum technological variant.

14.3. Laboratory:

14.4. Project:

14.5. Seminar:

15. Main literature:

- Sidney Davidson: Handbook of Cost Accounting, Publisher: CCH
- Charles T.Horngren, Gary L. Sundem, William O.Stratton, Jeff Schatzberg, Dave Burgstahler: Introduction to Management Accounting- Full Book, Publisher: Prentice Hall 2008
- Gary Cokins: Activity-based Cost Management: An Executive's Guide, Publisher:Wiley
- Kenneth K. Humphreys: Basic Cost Engineering, Publisher: CRC 1996

16. Supplementary literature:

## Course description

1. Course: **English**

2. Course code:

3. Language: English

4. Faculty : Finance and Accounting

5. Specialty:

6. Year: III Semester: 5

7. Lecturer:

MSc B.Łucjanek

8. Other teaching staff:

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester			30		
assessment form			activity, classes attendance, final written examination covering all the course material		

10. ECTS credits: 3

11. Level (elementary/advanced): B2 intermediate

12. Prerequisites:

knowledge of lexical-grammatical structures enabling continuation of the course

13. Objectives:

Acquiring the command of English enabling communication in various everyday situations, and, presenting the students with some elements of social and cultural issues in English speaking countries. Students are expected to develop speaking, listening, reading and writing skills at the intermediate level. Introducing professional vocabulary related to the studied faculty.

14. Teaching programme description:

14.1. Lecture:

14.2. Classes:

14.3. Laboratory:

education, school subjects, teacher`s charecteristics, natural environment, film reviews, means of transport, words and phrases connected with cars, ticket booking, airport, passing exams, benefits of computers, joining ideas, expressing purpose, future forms, requesting permissions, refusal, granting permission, comparative and superlative structures, comparisons

14.4. Project:

14.5. Seminar:

15. Main literature:

- Evans V., Dooley J., Enterprise 4, coursebook. Express Publishing, 1998.
- Evans V., Dooley J., Enterprise 4, workbook. Express Publishing, 1998.
- Evans V., Dooley J., Upstream Intermediate, coursebook. Newbury: Express Publishing, 2002.
- Evans V., Dooley J., Upstream Intermediate, workbook. Newbury: Express Publishing, 2002.

16. Supplementary literature:

- Cotton D., Falrey D., Keny S., Market Leader. Harlow: Longman, 2000.
- Dooley J., Evans V., Grammarway 3, Newbury: Express Publishing, 1999.
- Flinders S., Test Your Business English. Harlow: Penguin Books, 2000.
- Murphy R., Essential Grammar in Use. Cambridge University Press, 2002.
- White, L. Engineering. Workshop. Oxford: Oxford University Press, 2003.

## Course description

1. Course: **Financial Analysis**
2. Course code:
3. Language: English
4. Faculty : Finance and Accounting
5. Specialty: Accounting and Financial Control
6. Year: II Semester: 4
7. Lecturer: Professor, Ph.D. Zofia Wilimowska
8. Other teaching staff:

MSc Danuta Seretna-Sałamaj

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester	30	15		15	
assessment form	examination	test		Preparation and presentation of a project in Excel	

10. ECTS credits: 6
11. Level (elementary/advanced): elementary
12. Prerequisites:

Financial mathematics, financial statements, Excel

13. Objectives:

Presentation of financial analysis methods, getting information from financial statements, calculation and interpretation of financial indicators

14. Teaching programme description:

- 14.1. Lecture:

Financial analysis and its role in the process of economic entity management – methods of analysis. Information sources used in analysis. Preliminary analysis of financial statements – balance sheet, income statement, additional information, cash flow statement, statement of changes in equity. Evaluation of financial performance based on ratio analysis: liquidity ratios, asset management ratios, financial leverage management ratios, profitability ratios. Modified DuPont chart. Break-even analysis. Structure and capital costs assessment. Company evaluation based on value added. Company valuation. Using financial ratios to forecast future financial performance. Discriminant analysis. Rating system. Methods of investment projects valuation.

14.2. Classes:

14.3. Laboratory:

14.4. Project:

Financial analysis of a given company basing on balance sheet, income statement and cash flow statement.

14.5. Seminar:

15. Main literature:

- *Contemporary Corporate Finance* / James R. McGuigan, William J. Kretlow, R. Charles Moyer - 11 ed. Mason : South-Western Cengage Learning : Thomson, 2007
- *Principles of corporate finance* / Richard A. Brealey, Stewart C. Myers. - 5 ed. New York : McGraw-Hill, 1996.

16. Supplementary literature:

## Course description

1. Course: **Financial Strategies**

2. Course code:

3. Language: English

4. Faculty : Finance and Accounting

5. Specialty:

6. Year: III Semester: 6

7. Lecturer:

Professor, Ph.D. Zofia Wilimowska

8. Other teaching staff:

MSc Joanna Szczepańska

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester	30			15	
assessment form	written exam			Preparation of a project in Excel	

10. ECTS credits: 5

11. Level (elementary/advanced): advanced

12. Prerequisites:

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13. Objectives:

Teaching the basic knowledge in the field of financial strategies
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14. Teaching programme description:

14.1. Lecture:

Investment and financial strategies. Company environment. Financial sources choosing criteria. Financial sources. Dividend policy. Internal and external investing. Mergers and acquisitions. Methods of a company valuation. Methodology of financial strategy preparation.
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14.2. Classes:

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14.3. Laboratory:

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14.4. Project:

Methods of a company value calculation
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14.5. Seminar:

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15. Main literature:

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| <ul style="list-style-type: none"><li>• <i>Financial Management : Theory and Practice</i>, Eugene F.Brigham, Michael C. Ehrhardt, 11 ed. Mason : Thomson : South-Western Cengage Learning, 2005</li></ul> |
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16. Supplementary literature:

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## Course description

1. Course: **Fundamentals of Management**

2. Course code:

3. Language: English

4. Faculty: Management and Production Engineering

5. Specialty:

6. Year: I Semester: 1

7. Lecturer: Ph.D. Łukasz Mach

8. Other teaching staff:

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester	30				30
assessment form	test exam (open questions)				conversation on management related topics

10. ECTS credits: 6

11. Level (elementary/advanced): elementary

12. Prerequisites:

None

13. Objectives:

Organisation phenomena and management processes in market economy.

14. Teaching programme description:

14.1. Lecture:

Main trends in organisation management, concept and model of an organisation, types of organisations, organisational effect, an organisation`s effectiveness, the concept and functions of management, strategic planning, operative planning, types of organisational structures, structure-building factors, organisational changes, organisational motivation, management styles, monitoring as a function of management, modern concepts and methods of management.

14.2. Classes:

14.3. Laboratory:

14.4. Project:

14.5. Seminar:

Discussion on subjects relating to management issues

15. Main literature:

- Peter F. Drucker: *Management*. Collins Business.

16. Supplementary literature:

- Alan P. Muhlemann, John S. Oakland, Keith G. Lockyer: *Production and Operations Management*. Pitman Publishing.

## Course description

1. Course: **German**

2. Course code:

3. Language: German

4. Faculty : Finance and Accounting

5. Specialty: Accounting and Financial Control

6. Year: I Semester: 2

7. Lecturer:

MSc A.Mikosz-Wisła

8. Other teaching staff:

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester			30		
assessment form			final graded written test		

10. ECTS credits: 1

11. Level (elementary/advanced): beginner A1

12. Prerequisites:

none

13. Objectives:

acquiring the command of German to enable communication in various every-day situations, learning about the elements of geography of German speaking regions, practising skills in listening, speaking, reading and writing, developing grammatical competence at elementary level.

14. Teaching programme description:

14.1. Lecture:

14.2. Classes:

#### 14.3. Laboratory:

Speaking: introducing oneself, family and other people (also, describing one's place of living). Shopping, seeing a doctor, at a restaurant (ordering). Telling the time. Giving directions (How to get to....) Making appointments. Telephoning. School, work, free time. Planning a day. Reading: simple newspaper extracts, brochures and leaflets, notices and information e.g. at a railway station or airport. Writing: filling in forms, writing short letters and other texts. Grammar: Verbs: strong and weak, compound, modal, reflexive, irregular. Tenses: Präsens. Moods: indicative, imperative. Verb recto. Nouns: definite and indefinite articles, zero article. Noun case declension. Negatives 'nicht', 'kein'. Pronouns: personal, possessive, demonstrative. Prepositions: with Dative, Accusative, Dative or Accusative. Adjectives: inflection and comparisons. Sentences: simple, affirmative, interrogative.

#### 14.4. Project:

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#### 14.5. Seminar:

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#### 15. Main literature:

- Jadwiga Śmiechowska, Deutsch für dich neu, Wydawnictwo Noegraf, Warszawa 2000.
- Themen neu 1, Kursbuch , / Hartmut Aufderstrasse [et al.] - 2 Aufl. Ismaning : Max Hueber Verl., 1997.
- Themen neu 1, Arbeitsbuch, Arbeitsbuch, / Hartmut Aufderstrasse [et al.] - 2 Aufl. Ismaning : Max Hueber Verl., 1997.

#### 16. Supplementary literature:

- Langenscheidts Taschenwörterbuch Deutsch, Langenscheidt KG Berlin und München.
- Karin Hall, Barbara Scheiner, Übungsgrammatik, Deutsch als Fremdsprache, Max Hueber Verlag, Ismaning 2001.

## Course description

1. Course: **Law**

2. Course code:

3. Language: English

4. Faculty : Finance and Accounting

5. Specialty: Accounting and Financial control

6. Year: I Semester: 1

7. Lecturer:

Ph.D Aldona Dereń

8. Other teaching staff:

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester	30				15
assessment form	written exam				Written test, presentation, activity

10. ECTS credits: 5

11. Level (elementary/advanced): elementary

12. Prerequisites:

none

13. Objectives:

The aim of the lectures is to give knowledge on some selected issues found in law. Particular attention is paid to civil law as it is felt to be indispensable for the students to understand commercial law.

14. Teaching programme description:

14.1. Lecture:

1. Characteristics of basic legal notions - law norm, law exponent, systematism of law sources 2. Constitutional law - principle of power trichotomy, principal state organs - their role and functions.3. Administrative law - structure of jurisdiction system in Poland, main principles of legal proceedings. Concept of appellation and cancellaton.4. Organisation and functions of territorial self-government in Poland. 5. Characteristics of civil law organisations. Legal capacity, legal action capacit. Concept and systematics of legal proceedings. Legal character of representativeness. Time factor as civil law event. 6.

Elements of substantive law (properties and their classification. Ownership rights and other limited material rights). 7. Liability law. Concept of damage. Delictual and contractual liability. Prerequisites excluding liability for damages incurred.

14.2. Classes:

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14.3. Laboratory:

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14.4. Project:

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14.5. Seminar:

1. Legal majority, the right to perform legal actions. Subjects of civil law - physical persons and corporate bodies. Entrepreneurs and their status. The concept of legal action and its various types. 2. Property and other legal concepts concerning objects. Limited rights concerning objects and their system. 3. Obligations - selected examples of contracts. 4. Responsibility deriving from contracts and delicts. 5. Consumption sales. 6. Object and subject range of financial law. 7. Elements of tax law - the concept of tax, types of taxes, tax obligations in the light of the legal regulations which are in force in Poland.

15. Main literature:

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| <ul style="list-style-type: none"><li>• J. Jakubiec-Bontko, I. Delekta, K. Kiszka, Business English Readings Workbook, Warszawa 2006.</li><li>• R. Koziarkiewicz, Dictionary of Finance Terms for Professionals, Warszawa 2007.</li></ul> |
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16. Supplementary literature:

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## Course description

1. Course: **Logistics**
2. Course code:
3. Language: English
4. Faculty: Management and Production Engineering
5. Specialty:
6. Year: III Semester: 5
7. Lecturer: Ph.D. Mariusz Kołosowski
8. Other teaching staff:

9. Classes type, hours, assessment form:

Classes type	Lecture	Classes	Laboratory	Project	Seminar
Hrs per semester	30			15	
assessment form	written exam			completion of all assigned projects	

10. ECTS credits: 5
11. Level (elementary/advanced): elementary
12. Prerequisites:

None

13. Objectives:

The lectures are to elucidate the concept of applied logistics at different stages of enterprise activity, starting from raw materials supply, going through main activities (production), and ending in distribution of products and services. It is also the aim to present the organisation of fundamental infrastructure of logistic processes enabling the use of correct solution variants relative to real enterprise functioning.

Project classes are intended for the students to help acquire skills in practical use of tools used in logistics management.

14. Teaching programme description:

14.1. Lecture:

- 1). concept and subject-matter of logistics – definitions, basic notions, main tasks of contemporary logistics,
- 2). types and examples of goods in micro- and macroeconomic perspective,
- 3). infrastructure of logistic processes – transport, storing and information,

- 4). structure of materials flow,
- 5). schemes of production units layout relative to their specialisation,
- 6). organisation of storing and internal transport,
- 7). logistics of materials purchase – main strategies, schedule of materials demand, systems of materials demand planning, reserves monitoring, selecting purchase resources, delivery organisation,
- 8). logistics of distribution processes – channels and distribution links, organisation of distribution processes (elimination of intermediary links, purchase load points, location of wholesalers) ECR and DRP systems,
- 9). forecasting in logistics – analysis of selected time intervals,
- 10). forms of logistics organisation in an enterprise – functional, divisional and matrix structure.

#### 14.2. Classes:

#### 14.3. Laboratory:

#### 14.4. Project:

Classification of elements necessary for production of final products with the use of ABC/XYX method. Assessment of suppliers based on expert methods. Stockpile monitoring. Operational methods of analysing problems connected with optimization of transport, tasks assignment and network programming, etc.

#### 14.5. Seminar:

#### 15. Main literature:

- John J. Coyle, Edward J. Bardi, C. John Langley: *Management of Business Logistics: A Supply Chain Perspective*, South-Western College
  - Martin Christopher: *Logistics & Supply Chain Management: creating value-adding networks*, Publisher: FT Press

#### 16. Supplementary literature:

- Donald J. Bowersox, David J. Closs, M.Bixby Cooper: *Supply Chain Logistics Management*, McGraw Hill Higher Education