

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Faculty of Economic and Social Sciences Kwidzyn Powiślańska Academy of Applied Sciences				
Course name:		PHYSICAL EDUCATION		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Semester of study*: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>		
Number of ECTS credits assigned		0		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl		
A group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input checked="" type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	12 (Z)	0	Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: to familiarise students with the issues of developing healthy lifestyle habits and taking care of physical culture.				
Teaching methods: practical exercises, demonstration.				
Prerequisites: none.				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: Outdoor athletics: Cooper test, hiking trips. Gymnastics: <ul style="list-style-type: none"> • improvement of rhythmic gymnastics elements, • fitness elements, • aerobics. Team games – learning and improving game techniques and tactics. Athletics – short, middle and cross-country running techniques.			
V	BUNA: not applicable			
Learning outcomes				

Field-specific outcomes – symbol and description						Subject-specific outcomes – specification					
in terms of KNOWLEDGE :											
in terms of SKILLS :											
in terms of SOCIAL COMPETENCES :						<div>The student is able to actively cooperate in a team, take on different roles, respect and observe social norms and sporting principles – fair play.</div> <div>The student understands the need for an assertive and empathetic approach to challenges, dynamic changes in the environment and adaptation to situations.</div>					
E1_K02 They are able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.											
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_K02								X			
E1_K06								X			
Form and conditions for completing the course: attendance and participation during classes.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									12		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer											
Total									12		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes											
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral examination in a subject											
Total									0		

Total (contact hours and BUNA + student's own work)	12
	0 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	0
2. including the number of ECTS points for hours completed in the form of independent work	0 ECTS
Basic literature: <i>(up to 3 items) not applicable</i> Supplementary literature: <i>not applicable</i>	
<p style="text-align: center;">Approval: Vice-Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Faculty of Economic and Social Sciences Kwidzyn Powiślańska Academy of Applied Sciences				
Course title:		Health and Safety		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 X 2 <input type="checkbox"/> 3 4 5 <input type="checkbox"/> 6
Number of ECTS credits assigned		0		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects X• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Person(s) in charge:		According to the study plan		
Lectures		Seminars	Practical classes	BUNA**
4 e-learning (Z)		0	0	0
				Form of assessment*
				Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: to familiarise students with occupational health and safety rules. Students learn about occupational health and safety regulations applicable in higher education institutions, methods and criteria for assessing hazards and exposure in the workplace, and methods of protection against these hazards. Students are also familiarised with the rules of conduct in the event of an accident or emergency (e.g. fire, breakdown), including the rules for providing first aid in the event of an accident.				
Teaching methods: assimilation of knowledge through e-learning.				
Prerequisites: general knowledge of health and safety acquired at the previous stage of education.				
No.	Class topics			
I	LECTURES: Ergonomic analysis. Assessment of the psychophysical arduousness of work, assessment of the harmfulness of work, assessment of the workplace, assessment of work organisation, the importance of ergonomics in occupational risk assessment, ergonomic aspects in the creation of occupational safety management systems, audits. Legal regulations in the field of occupational health and safety. Basic sources of law in Poland and the European Union concerning occupational health and safety, basic definitions in the field of labour law, basic duties and powers of the Rector of the university, basic duties of a person managing employees and students, basic rights and duties of a student in the field of occupational health and safety. Hazards posed by factors present in work processes and rules and methods for eliminating or limiting the impact of these factors on students. Classification of harmful, dangerous and nuisance factors, the most common hazards and nuisances in the higher education sector. Rules of conduct in the event of an accident or emergency (e.g. fire, breakdown), including rules for providing first aid in the event of an accident. Causes and rules for preventing fires and explosions, organisation of fire protection in workplaces, rules of conduct in emergency situations – evacuation and rescue operations, rules for providing first aid.			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			
V	BUNA: not applicable			
Learning outcomes				

Field-specific outcomes – symbol and description						Subject-specific outcomes – specification					
in terms of <u>KNOWLEDGE</u>: <div>E1_W12 Has advanced knowledge of modern IT and information systems and techniques, and how to use them in practice in line with their field of study.</div>						The student knows and applies the basic principles of workplace organisation and is able to adapt their work tools to their needs.					
In terms of <u>SKILLS</u>: <div>E1_U09 They are ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialist terminology.</div>											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Written examinati	Oral examinati	Test	Essay/report	Assignme nts, homewor k	Individual presentation	Group presentation	Class participation	Participati on in discussion	Individual project	Group project
E1_W12	X										
E1_U09	X										
Form and conditions for completing the course: online test.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures									4		
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer											
Total									4		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparing for class											
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject											
Total									0		
Total (contact hours and BUNA + student's own work)									4		
									0 ECTS		
Including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA									0		

	Including the number of ECTS points for hours completed in the form of independent work	0	
Basic literature: (<i>up to 3 items</i>) 1. Regulation of the Minister of Economy and Labour of 27 July 2004 on training in occupational health and safety, Journal of Laws 2004 No. 180 item 1860 2. Hazardous factors in the work environment: https://www.pip.gov.pl/pl/f/v/228182/czynnniki%20szkodliwe%20badania%20i%20pomiary.pdf			
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>			

SYLLABUS EDUCATION CYCLE 2025-2028 Faculty of Economic and Social Sciences Kwidzyn Powiślańska Academy of Applied Sciences				
Course name:	INFORMATION TECHNOLOGY			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input checked="" type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of assigned ECTS points	4			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects X • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
6 (E)	0	12 (ZO)	15 (Z)	E/ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>to familiarise students with the basic concepts and structure of computers, computer software, information technology, wide area networks and information systems used in business organisations and institutions; to develop the knowledge, skills and social competences acquired in previous stages of education in the field of multimedia applications in business, to prepare students to use modern information technologies and their practical applications.</i>				
Teaching methods: <i>lectures with the use of audiovisual aids, laboratory and computer exercises, semester project – completed individually or in groups of 2-3 people</i>				
Prerequisites: <i>computer skills in the use of word processing, spreadsheet, graphics and sound editors; active participation in seminars, completion of recommended tasks for independent</i>				
No.	Course topics			
I	LECTURES: 1. Development of the software production sector: history, organisation of the ICT sector, economic consequences, mass software, Open Source software, legal protection of computer programmes. 2. Information, data, information processing, data representation.			

	<p>3. Introduction to relational databases. Trends in database development: NOSQL databases. Data warehouses.</p> <p>4. Electronic documents. Visual and structural formatting. XML, HTML.</p> <p>5. Internet, network services, tools for exploring information contained in networks, possibilities of using the Internet. Software as a service (SaaS). Internet of Things. Overview of selected services available in the SaaS model.</p>									
II	CONVERSATIONS: not applicable									
III	<p>LABORATORY EXERCISES:</p> <p>1. Editing text documents in a typical office suite. Defining document structure and automating work (defining styles, automatic chapter numbering, generating a table of contents, etc.).</p> <p>2. Creating spreadsheets in a typical office suite. Describing calculations using formulas. Typical spreadsheet functions (sum, if, lookup, etc.). Creating charts. Pivot tables.</p> <p>3. Creating presentations in a typical office programme.</p> <p>4. Use of selected services available in the SaaS model (GoogleDocs).</p>									
IV	EXERCISES: not applicable									
V	<p>BUNA:</p> <p>Completion of a project constituting a semester assignment – topics indicated by the lecturer from the scope of the above-mentioned subject content, taking into account issues such as: working with spreadsheets – calculations, graphic presentations, links to word processors, transferring data to multimedia presentations.</p>									
Learning outcomes										
<table border="1"> <thead> <tr> <th>Field-specific outcomes – symbol and description</th><th>Subject-specific outcomes – specification</th></tr> </thead> <tbody> <tr> <td colspan="2">in terms of <u>KNOWLEDGE</u>:</td></tr> <tr> <td> <p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p> </td><td rowspan="4"> <p>The student knows the methods and IT tools appropriate for the scientific discipline of economics, used to obtain data from primary and secondary sources, allowing for the analysis and interpretation of phenomena, processes, entities, structures and activities of organisations.</p> <p>They are familiar with and understand basic concepts related to the use of computers, operating systems, office suites, including word processors, spreadsheets and databases. Students have knowledge of the usefulness and essence of IT support for entrepreneurship.</p> <p>Students apply their knowledge of economics in the context of the functioning of organisations in a network and the visual identification of companies in the digital space. They have the necessary knowledge to adapt selected information technology tools to perform their tasks more effectively.</p> <p>Knows and understands advanced concepts related to the use of computers, operating systems, office suites, including: word processors, spreadsheets, databases. Has knowledge of the functioning of local and global networks</p> </td></tr> <tr> <td> <p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> </td></tr> <tr> <td> <p>E1_W12 Has advanced knowledge of modern IT and information systems and techniques and the possibilities of their practical application in accordance with the field of study.</p> </td></tr> <tr> <td> <p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p> </td></tr> </tbody> </table>		Field-specific outcomes – symbol and description	Subject-specific outcomes – specification	in terms of <u>KNOWLEDGE</u>:		<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>The student knows the methods and IT tools appropriate for the scientific discipline of economics, used to obtain data from primary and secondary sources, allowing for the analysis and interpretation of phenomena, processes, entities, structures and activities of organisations.</p> <p>They are familiar with and understand basic concepts related to the use of computers, operating systems, office suites, including word processors, spreadsheets and databases. Students have knowledge of the usefulness and essence of IT support for entrepreneurship.</p> <p>Students apply their knowledge of economics in the context of the functioning of organisations in a network and the visual identification of companies in the digital space. They have the necessary knowledge to adapt selected information technology tools to perform their tasks more effectively.</p> <p>Knows and understands advanced concepts related to the use of computers, operating systems, office suites, including: word processors, spreadsheets, databases. Has knowledge of the functioning of local and global networks</p>	<p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p>	<p>E1_W12 Has advanced knowledge of modern IT and information systems and techniques and the possibilities of their practical application in accordance with the field of study.</p>	<p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p>
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification									
in terms of <u>KNOWLEDGE</u>:										
<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>The student knows the methods and IT tools appropriate for the scientific discipline of economics, used to obtain data from primary and secondary sources, allowing for the analysis and interpretation of phenomena, processes, entities, structures and activities of organisations.</p> <p>They are familiar with and understand basic concepts related to the use of computers, operating systems, office suites, including word processors, spreadsheets and databases. Students have knowledge of the usefulness and essence of IT support for entrepreneurship.</p> <p>Students apply their knowledge of economics in the context of the functioning of organisations in a network and the visual identification of companies in the digital space. They have the necessary knowledge to adapt selected information technology tools to perform their tasks more effectively.</p> <p>Knows and understands advanced concepts related to the use of computers, operating systems, office suites, including: word processors, spreadsheets, databases. Has knowledge of the functioning of local and global networks</p>									
<p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p>										
<p>E1_W12 Has advanced knowledge of modern IT and information systems and techniques and the possibilities of their practical application in accordance with the field of study.</p>										
<p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p>										

	computer and services available on the Internet. Has knowledge of the safe use of computers and the use of resources available on the Internet.
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.</p> <p>E1_U04 Communicates efficiently and accurately using terminology from the field of economics and related fields, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincingly present their own ideas and views.</p> <p>E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience. in independently performing tasks, as well as conducting business activities and resolving professional dilemmas.</p>	<p>The student is able to actively participate (as a collaborator or leader) in the analysis and evaluation of alternative solutions to IT and economic problems and select methods and instruments (programmes) that allow for their practical implementation.</p> <p>The student has the ability to observe, understand and analyse phenomena in the real and virtual world, document and improve economic processes using appropriate IT tools (programmes).</p> <p>The student possesses the ability to prepare and deliver oral presentations relevant to the subject and specific issues concerning the application of information technology in the activities of market entities.</p> <p>The student has the ability to prepare typical works on specific issues in electronic form, using the principles of data collection, description and interpretation, and inference supported by basic office software packages.</p>
<p>in terms of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 He is ready to critically assess his level of knowledge; he recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p> <p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>The student independently improves their acquired knowledge using specific tools and information technology. The student recognises new opportunities for development as well as potential threats and is able to develop their research competence and manage their professional career in an original way.</p> <p>Students are able to actively cooperate in task forces in direct and virtual contact (including international contact). Students are able to interact and work in a group, taking on various roles.</p> <p>Students present their arguments using modern technologies, presenting content that is lawful and respectful of the dignity of the audience. Students adapt their methods of interaction to the given society in a changing environment.</p>

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W02, E1_W12, E1_W4	X		X		X			X			X
E1_U02...04, E1_U06	X		X		X			X	X		X
E1_K01, E1_K02, E1_K06			X					X			X
Form and conditions of course completion: written examination – closed and open-ended questions, assessment based on practical tasks discussed during classes, test, BUNA – assessment in the form of a documented semester project evaluated by the lecturer – project, case study.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes										Number of hours	
Participation in lectures										6	
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes										12	
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA - form of assessment in the form of a documented semester paper assessed by the lecturer										15	
Total										33	
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work										Number of hours	
Preparation for classes										17	
Writing a paper/project/essay										20	
Gathering materials and preparing a presentation											
Independent reading										10	
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject										20	
Preparing for a written/oral examination in a subject											
Total										67	
Total (contact hours and BUNA + student's own work)										100	
										4 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										1 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										3 ECTS	
Basic literature: (<i>up to 3 items</i>)											
1. Materials prepared by the lecturer.											
2. Buczkowski B., Kuna-Marszałek A., <i>Business in the modern economy</i> , WUŁ, Łódź, 2016.											
Supplementary literature:											
1. Sikorski W., <i>ECUK Fundamentals of Information Technology</i> , PWN, Warsaw 2013.											
2. Wrycza S., Maślankowski J., <i>Economic Information Technology</i> , PWN, Warsaw, 2021.											

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		LAW		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's degree)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>	Semester of study*: 1 X 2 3 4 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits assigned		4		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects X• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	0	30 (Z)	E/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Aim of the course: to familiarise students with the basic concepts of jurisprudence and equip them with practical knowledge of administrative economic and civil law, with particular emphasis on issues related to starting and running a business. Students should be able to navigate the legal norms applicable to future entrepreneurs, which also have an impact on social and economic life.				
Teaching methods: informative lecture, problem-based lecture, project, presentation.				
Prerequisites: General knowledge of law; ability to think logically.				
No	Course topics			
I	LECTURES: 1. The concept of law and the legal system in economic life. 2. Legal norms and provisions as the basis for entrepreneurs' rights. 3. The system of sources of law in the Republic of Poland. 4. The creation of legal norms and its impact on the development of SMEs. 5. The application of legal norms by public administration bodies as a basis for supporting entrepreneurs. 6. The basics of administrative law and starting a business. 7. Business activity and the concept of an entrepreneur.			

	<p>8. Regulated economic activity as a way of conducting business in the SME sector.</p> <p>9. Public law protection of consumer interests (including entrepreneurs).</p> <p>10. Fundamentals of civil law in entrepreneur-customer relations.</p>					
II	CONVERSATIONS: not applicable					
III	LABORATORY EXERCISES: not applicable					
IV	EXERCISES: not applicable					
V	<p>BUNA:</p> <p>Completion of a semester project in the form specified by the lecturer. Topics in the area of:</p> <ol style="list-style-type: none"> 1. Contracts as the basis for obligations in business activities. 2. Entrepreneur's liability for damages. 3. Expiry of an entrepreneur's obligations towards customers. 4. Factors influencing entrepreneurs' compliance with the law. 					
Learning outcomes						
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification					
<p>in terms of <u>KNOWLEDGE</u>:</p> <table border="1"> <tr> <td> <p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and can apply this practical knowledge in economic activity.</p> </td><td rowspan="4"> <p>The student has knowledge of economic law and is able to relate it to economic issues occurring in the economy. Classifies legal sciences in the system of sciences and recognises their distinctiveness subject-specific and methodological</p> <p>The student has basic knowledge of the administrative structures of the state that influence the conduct of business activity by entrepreneurs. They know the essence of law, its sources and the processes of creating and applying law, and critically evaluate these views.</p> <p>The student has knowledge of the legal acts that form the basis for establishing and conducting business activity. They also define the public administration structures responsible for registering concessionary activity as business activity and the scope of their competences.</p> <p>The student has basic knowledge of industrial property law necessary to start and run a business.</p> </td></tr> <tr> <td> <p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related with the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> </td></tr> <tr> <td> <p>E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> </td></tr> <tr> <td> <p>E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialisation studied in the field of economics.</p> </td></tr> </table>	<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and can apply this practical knowledge in economic activity.</p>	<p>The student has knowledge of economic law and is able to relate it to economic issues occurring in the economy. Classifies legal sciences in the system of sciences and recognises their distinctiveness subject-specific and methodological</p> <p>The student has basic knowledge of the administrative structures of the state that influence the conduct of business activity by entrepreneurs. They know the essence of law, its sources and the processes of creating and applying law, and critically evaluate these views.</p> <p>The student has knowledge of the legal acts that form the basis for establishing and conducting business activity. They also define the public administration structures responsible for registering concessionary activity as business activity and the scope of their competences.</p> <p>The student has basic knowledge of industrial property law necessary to start and run a business.</p>	<p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related with the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p>	<p>E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	<p>E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialisation studied in the field of economics.</p>	
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<p>in terms of <u>SKILLS</u>:</p> <table border="1"> <tr> <td> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> </td><td rowspan="2"> <p>Uses legal terminology when analysing legal norms in order to solve specific problems in the field of economics.</p> <p>Uses legal and juridical terminology. Has an excellent understanding of correlations, linguistic codes and legal phrases based on the basic framework</p> </td></tr> <tr> <td> <p>E1_U04 Communicates efficiently and accurately using terminology from the field of economics.</p> </td></tr> </table>	<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>Uses legal terminology when analysing legal norms in order to solve specific problems in the field of economics.</p> <p>Uses legal and juridical terminology. Has an excellent understanding of correlations, linguistic codes and legal phrases based on the basic framework</p>	<p>E1_U04 Communicates efficiently and accurately using terminology from the field of economics.</p>			
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<p>E1_U04 Communicates efficiently and accurately using terminology from the field of economics.</p>						

and related fields, both in a team of employees and with the help of specialists from various fields of knowledge. Is able to present and convincingly present their own ideas and views.						conceptual knowledge related to law, procedures and a given area of jurisdiction)					
E1_U05 Is able to find and select appropriate sources of information, critically analyse, evaluate and synthesise this information, and participate in debates, presenting and discussing different opinions and positions.						Recognises various sources of law, establishes their hierarchy and significance, particularly in continental legal culture. Applies the rules of legal interpretation and legal reasoning.					
in terms of SOCIAL COMPETENCES:						<p>Understands the need to learn the basics of law and legal issues related to running a business and to approach changes in them on a micro- and macroeconomic scale. The student is able to independently supplement and improve their knowledge of administrative, economic and civil law, using all available techniques used in the learning process.</p> <p>They correctly use normative systems, norms and rules (legal, professional, moral) when solving selected problems.</p> <p>Is able to present their position (their way of thinking) and defend it using factual arguments in a discussion. Is able to adapt mathematical language to the surrounding environment.</p>					
E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem independently.											
E1_K03 Is prepared to recognise the importance of knowledge in solving problems related to with the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to consult experts in this field in the event of difficulties in resolving them independently.											
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.											
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01	X					X			X	X	
E1_W02	X					X			X	X	
E1_W07	X					X			X	X	
E1_W10	X					X			X	X	
E1_U01	X					X			X	X	
E1_U04	X					X			X	X	
E1_U05	X					X			X	X	
E1_K01	X					X			X	X	
E1_K03	X					X			X	X	
E1_K06	X					X			X	X	
Form and conditions of course completion: The lecture ends with a written examination; BUNA – completion based on an individual presentation or project – topics to be developed according to the list provided by the lecturer.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		

Participation in lectures	12
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, convention, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	30
Total	42
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	
Independent reading	10
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	28
Total	58
Total (contact hours and BUNA + student's own work)	100
	4 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1.5
2. including the number of ECTS points for hours completed in the form of independent work	2.5 ECTS
Basic literature: (up to 3 items) 1. Kidyba A., Law for Economists, C.H. Beck, 2018. 2. P. Dąbek, B. Gnela (eds.), Fundamentals of Law for Economists. Wolters Kluwer, Warsaw 2015. 3. Olejniczak A., Radwański Z., Obligations – general part, C.H. Beck, 2018. 4. T. Chauvin, T. Stawicki, P. Winczorek, Introduction to Jurisprudence, C.H. Beck Publishing House, Warsaw 2014.	
Supplementary literature: (up to 5 items) 1. T. Kocowski, K. Marak (eds.) <i>Scientific Papers of the University of Economics in Wrocław</i> , No. 362 <i>Changes in economic legislation during the political transformation in Poland</i> , University of Economics Publishing House, 2014. 2. G. Michniewicz, <i>Law in Business</i> , Brandt Publishing House, Warsaw 2014.	
Approved by: Vice- Rector for Academic Affairs	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		DESCRIPTIVE STATISTICS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Year and semester of studies*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned		6		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects X• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Exercises	BUNA**	Form of assessment*
12 (E)	0	12 (ZO)	30 (Z)	E/ZO/Z
*E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: To acquire knowledge in the field of descriptive statistics and practical skills in obtaining, analysing, presenting and interpreting statistical data				
Teaching methods: Lecture with the use of audiovisual aids, seminars, semester paper – project carried out in groups of 2–3 people (BUNA).				
Teaching tools: jamovi software, resources from the website: https://obliczone.pl/kalkulatory/statystyki-opisowe https://sztosit.shinyapps.io/SZTOS_Visual , https://quizlet.com/pl/375344317/statystyka-opisowa-test-flash-cards/ .				
Prerequisites: Mastery of economic and mathematical terminology and skills in the application of mathematical and statistical methods as well as the use of spreadsheets.				
No	Course topics			
I	LECTURES: Subject, functions and tasks of statistics – statistical data and standards, mass processes. Statistical research – types of research, statistical research process, tabular and graphical presentation of statistical data, use of statistical research results. Structural analysis based on classical and positional parameters - measures of average, dispersion, asymmetry and concentration, comprehensive structural analysis. Interdependence analysis - correlation and regression of quantitative variables, correlation of qualitative characteristics. Dynamic analysis - index methods, time series decomposition			
I	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			

IV	EXERCISES: Correlation of qualitative features (selected association and contingency coefficients). Linear regression function (estimation and interpretation of function parameters, assessment of function fit). Selected non-linear regression functions (exponential, power, hyperbolic, parameter estimation and assessment of function fit). The essence and types of time series, graphical presentation. Dynamics analysis: individual indicators, average rate of change, average level of the phenomenon in time series. Aggregate indices of absolute values. Decomposition of time series: estimation and interpretation of parameters of linear and selected non-linear trend functions, assessment of fit. Forecasting phenomena. Extracting seasonal fluctuations. The concept and methods of statistics, the application of statistics, basic concepts and definitions (population, sample, feature), statistical research (classification, stages, the essence of representative research, sampling schemes). Data processing: ordering and grouping. Data presentation: series, tables, graphs. Distribution analysis: classical and positional parameters of location, dispersion and asymmetry, uneven distribution of values. Linear correlation coefficient. Rank correlation coefficients.
V	BUNA: Completion of a project constituting a semester assignment in the field of raw data processing; analysis and interpretation of empirical data.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and can apply this practical knowledge in economic activity.	Describes the application of statistics in economics. Students acquire knowledge of standard procedures in the field of statistical methods and tools (including techniques). They learn methods of statistical description of one-dimensional empirical distribution.
E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	Describes the principles of obtaining data from primary and secondary sources, allowing for their proper analysis and interpretation, describing phenomena, processes, entities, structures and activities.
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.	They are familiar with research approaches and typical statistical methods and tools. They describe the principles of using statistical data to gain knowledge about humans as entities that create economic structures. They are familiar with descriptive statistical methods used in the study of economic phenomena and management. They have knowledge of the use of computer packages in statistical data analysis.
E1_W06 Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic functioning and complex relationships, as well as in forecasting future scenarios of economic and social activity.	Knows advanced statistical apparatus and understands its usefulness. Understands selected facts, objects and phenomena used in descriptive statistics. The student is able to select a statistical method for a specific research problem and solve it.
E1_W12 Has advanced knowledge of modern IT systems and techniques and information systems and the possibilities of their practical application in accordance with the field of study.	Has knowledge of the use of computer packages in statistical data analysis. Has the ability to independently analyse and interpret quantitative phenomena and processes in various fields of economic and social life using modern

	information technology.																					
in terms of SKILLS :																						
<div><div>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div><div>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</div><div>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in economic practice, in connection with the specialisation studied.</div></div>												The student is able to observe the environment using appropriate computational methods and techniques characteristic of the field of statistics. Uses statistical tools.										
												They have the ability to describe phenomena and forecast their future course, indicating the consequences and risks of their occurrence. They formulate practical conclusions and solve economic problems using statistical tools.										
												They analyse, document symptoms, the course and causes of specific phenomena using statistical tools. They present statistical data.										
in the area of SOCIAL COMPETENCES :																						
<div><div>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem independently.</div><div>E1_K02 Is able to actively cooperate in teams, including international ones, and take on different roles while respecting social, cultural and legal norms, and to perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</div><div>E1_K03 Is ready to recognise the importance of knowledge in solving problems related with the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert opinions in this area in case of difficulties in solving them independently.</div></div>												Independently supplements and improves knowledge and skills in descriptive statistics. Is aware of the need for further learning and improving professional qualifications. Is able to improve and supplement existing competences.										
												They actively cooperate in task forces. They take on various roles when carrying out specific research tasks. They are responsible for specific results of teamwork and individual work.										
												Adapts to new situations using statistical data. The student is prepared to solve complex problems requiring statistical analysis.										
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)																						
Outcomes (symbol)	Written examinati	Oral examinati	Test	Essay/report	Assignme nts, homewor	Presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project											
E_W01, E_W02.	X		X		X	X		X	X	X	X											

E_W04, E_W06, E_W12											
E1_U01, E1_U02, E1_U10	X		X			X		X		X	X
E1_K01, E1_K02, E1_K03	X		X		X	X		X		X	X
Form and conditions for passing the course:											
<p>Passing the course in the form of a test, open/closed/mixed questions, additionally 5-7 min. entrance tests, project preparation</p> <p>Written exam – closed and open-ended interpretative questions. BUNA – form of assessment in the form of a documented semester project assessed by the lecturer – project, presentation.</p>											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes										Number of hours	
Participation in lectures										12	
Participation in seminars											
Participation in practical classes										12	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										30	
Total										54	
Student's own work divided into time (examples of forms of student work)											
Form of student work										Number of hours	
Preparation for classes										15	
Writing a paper/project/essay											
Gathering materials and preparing a presentation										14	
Independent reading										15	
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject										20	
Preparing for a written/oral assessment in a subject										20	
Total										96	
Total (contact hours and BUNA+ student's own work)										150	
										6 ECTS	
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA										2	
2. including the number of ECTS points for hours completed in the form of independent work										4 ECTS	
Basic literature: (up to 3 items)											
<ol style="list-style-type: none"> Podgórski J., Statistics for undergraduate studies, PWE, Warsaw 2016. Piłatowska M., Statistics Revision Guide, Wyd. PWN, Warsaw 2023 (print). 											
Supplementary literature: (up to 5 items)											
<ol style="list-style-type: none"> Amir D. Aczel, Jayavel Sounderpandian, <i>Statistics in Management</i>, PWN, Warsaw 2017. P. Kruszewski, J. Podgórski, <i>Statistics. Formulas and Tables</i>, Warsaw School of Economics, Warsaw 2015. 											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:	ECONOMETRICS			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/> Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 5 6 <input type="checkbox"/>			
Number of ECTS credits assigned	6			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (E)	0	12 (ZO)	45 (Z)	E/ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>To acquire knowledge in the field of modelling and forecasting economic relationships and practical skills in the use of statistical and econometric tools to describe economic relationships and interdependencies</i>				
Teaching methods: <i>Lecture with the use of audiovisual aids, exercises – computer lab (using Gretl, Statistica, MS Office software), semester project – project/presentation completed in a group of 2-3 people (BUNA).</i> Teaching tools: Gretl software, resources from the website: https://sztosit.shinyapps.io/SZTOS_Visual .				
Prerequisites: <i>Knowledge of economic, statistical and mathematical terminology, as well as skills in the application of mathematical and statistical methods and the use of spreadsheets.</i>				
No	Course topics			
I	LECTURES: Economic theory and econometric modelling. Economic model, econometric model. Objectives and methods of econometrics, classification of econometric models, stages of econometric modelling, specification of model variables. Linear regression with one explanatory variable. Least squares method. Basics of time series analysis. Forecasting principles.			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ul style="list-style-type: none"> • Revision of matrix calculus elements. • Rules for interpreting structural parameters in static models: assessment of structural parameters, average and marginal measures, partial elasticities. • Model verification: selection of variables for the model, interpretation of measures of model fit to empirical data, residual variance and residual error, application of the test for adding and removing 			

	<p>variables. Use of the Classical Least Squares Method to estimate linear and linearisable models, model estimation using the KMNK method.</p> <ul style="list-style-type: none"> • Durbin-Watson statistics, testing the normality of the random component distribution, testing the constancy of the random component variance, analysis of model estimation results using Gretl, Statistica, and MS Office 					
V	<p>BUNA: Completion of a project constituting a semester assignment, topics in the area of issues covered in the classes:</p> <ul style="list-style-type: none"> • principles of forecasting and their practical application • Revision of elements of matrix calculus. • Principles of interpreting structural parameters in static models: assessment of structural parameters, average and marginal measures, partial elasticities. • Model verification: selection of variables for the model, interpretation of measures of model fit to empirical data, residual variance and residual error, application of the test for adding and removing variables. Use of the Classical Least Squares Method for estimating linear and linearisable models, estimation of the model using the CLS method. • Durbin-Watson statistics, testing the normality of the random component distribution, testing the constancy of the random component variance, analysis of model estimation results using Gretl, Statistica, and MS Office programmes. 					
Learning outcomes						
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification					
<p>in terms of <u>KNOWLEDGE</u>:</p> <table border="1"> <tr> <td> <p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p> </td><td rowspan="4"> <p>'s student has knowledge about the place of economics in the system of sciences, its nature, methodology and connections with other scientific disciplines. Defines basic concepts in the field of economic sciences, with particular emphasis on terminology specific to econometrics.</p> <p>Knows what type of model to use to describe or forecast a specific socio-economic process or problem. Has basic knowledge of multi-equation econometric models and general equilibrium models.</p> <p>Describes the relationships between phenomena, entities and structures in econometrics. The student knows standard methods and tools, including techniques for obtaining data from primary and secondary sources, allowing the application of knowledge in the field of econometrics to analyse and interpret phenomena and processes.</p> <p>Describes the application of statistical apparatus in econometric research. Knows the theoretical foundations of econometric model construction, their verification and forecasting based on these models.</p> </td></tr> <tr> <td> <p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> </td></tr> <tr> <td> <p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p> </td></tr> <tr> <td> <p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p> </td></tr> </table>	<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>'s student has knowledge about the place of economics in the system of sciences, its nature, methodology and connections with other scientific disciplines. Defines basic concepts in the field of economic sciences, with particular emphasis on terminology specific to econometrics.</p> <p>Knows what type of model to use to describe or forecast a specific socio-economic process or problem. Has basic knowledge of multi-equation econometric models and general equilibrium models.</p> <p>Describes the relationships between phenomena, entities and structures in econometrics. The student knows standard methods and tools, including techniques for obtaining data from primary and secondary sources, allowing the application of knowledge in the field of econometrics to analyse and interpret phenomena and processes.</p> <p>Describes the application of statistical apparatus in econometric research. Knows the theoretical foundations of econometric model construction, their verification and forecasting based on these models.</p>	<p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p>	<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p>	<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p>	
<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>'s student has knowledge about the place of economics in the system of sciences, its nature, methodology and connections with other scientific disciplines. Defines basic concepts in the field of economic sciences, with particular emphasis on terminology specific to econometrics.</p> <p>Knows what type of model to use to describe or forecast a specific socio-economic process or problem. Has basic knowledge of multi-equation econometric models and general equilibrium models.</p> <p>Describes the relationships between phenomena, entities and structures in econometrics. The student knows standard methods and tools, including techniques for obtaining data from primary and secondary sources, allowing the application of knowledge in the field of econometrics to analyse and interpret phenomena and processes.</p> <p>Describes the application of statistical apparatus in econometric research. Knows the theoretical foundations of econometric model construction, their verification and forecasting based on these models.</p>					
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<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p>						
<p>in terms of <u>SKILLS</u>:</p> <table border="1"> <tr> <td> <p>E1_U01 Is able to correctly observe and interpret phenomena</p> </td><td rowspan="2"> <p>The student is able to observe the environment, determine</p> </td></tr> <tr> <td></td></tr> </table>	<p>E1_U01 Is able to correctly observe and interpret phenomena</p>	<p>The student is able to observe the environment, determine</p>				
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<p>economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>changes in economic phenomena using econometric terminology econometric terminology. Is able to interpret observed elementary socio-economic phenomena and processes.</p> <p>Uses basic knowledge of econometrics in practice. Uses reliable data to analyse and document the symptoms, causes, course, consequences and risks of specific phenomena. The student is able to forecast processes and formulate practical conclusions for decision-makers at various levels.</p> <p>Uses arguments referring to relevant theories, views and results obtained from their own research.</p> <p>They have the ability to use theoretical knowledge to describe and analyse economic processes. They are able to make substantive and statistical assessments and interpret the results of the analysis, make substantive and statistical assessments of non-linear models and interpret the results of the analysis.</p>
<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	
<p>E1_U04 Communicates efficiently and accurately using terminology from the field of economics and related disciplines, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner.</p>	
<p>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in economic practice, in connection with the studied specialisation.</p>	
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p>	<p>Understands the need to improve their own analytical skills. The student is able to independently supplement and improve their knowledge and skills in the field of econometrics.</p> <p>He is able to work in a team and participate in the preparation of economic projects. He is open to changes in his environment and willingly shares his practical experience with other task force members. He correctly sets priorities for achieving a specific goal.</p> <p>The student is prepared to independently analyse a selected problem concerning the functioning of the economy on a micro and macroeconomic scale, taking into account econometric and forecasting methods.</p> <p>Thinks and acts in an entrepreneurial manner. Actively and creatively combines knowledge of economics, statistics and econometrics, interprets and presents the results of analyses.</p>
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems, and consults experts when faced with difficulties in solving a problem on their own.</p>	
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p>	
<p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to consult experts in this field when faced with difficulties in solving them independently.</p>	
<p>E1_K06 They are able to think entrepreneurially and communicate skilfully with their environment; they adapt to new situations and conditions, and develop resilience to failure and stress.</p>	

							statistical.				
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Written examination	Exam	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01...04	X		X		X			X	X		X
E1_U01, E1_U02, E1_U04, E1_U10	X		X			X		X			X
E1_K01, E1_K02, E1_K03, E1_K06	X		X			X		X			X
Form and conditions for passing the course: Completion of exercises in the form of a test, open/closed/mixed questions, additional 5-7 minute entrance tests, completion of a project, written exam – closed and open-ended questions. BUNA – form of assessment in the form of a documented semester project assessed by the lecturer – e.g. project, presentation.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures									9		
Participation in seminars											
Participation in practical classes									12		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									45		
Total									66		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparation for classes									14		
Writing a paper/project/essay									10		
Gathering materials and preparing a presentation											
Independent reading									20		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject									20		
Preparing for a written/oral assessment in a subject									20		
Total									84		
Total (contact hours and BUNA + student's own work)									150		
									6 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									2		
2. including the number of ECTS points for hours completed in the form of independent work									4 ECTS		
Basic literature: (<i>up to 3 items</i>) 1. Gruszczyński M., Kuszewski T., Podgórska M., Econometrics and Operational Research, PWN Publishing House, Warsaw 2021. 2. Maddala G.S., Econometrics, PWN Publishing House, Warsaw 2021.											
Supplementary literature: (<i>up to 5 items</i>) 1. T. Kufel, Econometrics. Solving problems using the GRETL programme, 3rd edition, PWN Publishing House, Warsaw 2014.											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	MANAGEMENT			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/> Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 5 6 <input type="checkbox"/>			
Number of ECTS credits awarded	4			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (E)	0	15 (ZO)	15 (Z)	E/ZO/Z
* E – examination; z – pass; ZO – pass with a grade; ** BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: to present key concepts in the field of organisational management, to show the principles of performing management functions, as well as the factors determining the effectiveness of decisions made.				
Teaching methods: <i>Assimilation of knowledge through traditional lectures and independent learning through problem analysis, brainstorming and case studies. Project.</i> Teaching tools: <i>taagly, flinkISO, Dolibarr software.</i>				
Prerequisites: <i>general knowledge of how businesses operate in the market, general ability to formulate human and organisational needs, and a general understanding of cause-and-effect relationships.</i>				
No	Class topics			
I	LECTURES: <ol style="list-style-type: none"> 1. The evolution of management schools – views. 2. Organisational analogies. 3. Managerial roles and skills. 4. Management styles. Practical examples. 5. Organisational strategies. Case studies. 6. Organisational structures. 7. Motivation. Case studies. 8. Control. 9. Decision-making process and organisational change. 			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. The essence of a manager's role. 			

	<div>2. Principles and significance of the planning process.</div> <div>3. Principles and significance of the process of organising activities.</div> <div>4. Organisational structure, organisational analogies.</div> <div>5. Principles, types and significance of the motivation process.</div> <div>6. Principles and significance of the control process. Audit and control.</div>
V	BUNA: Preparation of a term paper for credit – in the form of a report or essay, sample topics: <div><div>1. Selected organisational analogies – practical examples.</div><div>2. Organisational structure and organisational chart.</div><div>3. Employee motivation – efficiency and effectiveness of systems based on examples from organisations.</div></div>
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
<div>E1_W01</div> <div>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, is familiar with and understands the basic terminology of economic sciences, including the application of this practical knowledge in economic activity.</div>	<div>Has basic knowledge of the essence of management and the evolution of concepts related to organisational management, knows the basic terminology related to management processes.</div> <div>Has knowledge of human behaviour in organisations, human needs related to functioning within an organisational structure and performing duties in the workplace.</div> <div>Characterises standard methods and tools for data collection and interpretation that allow for the analysis and interpretation of management processes and the effectiveness and efficiency of management activities.</div> <div>Describes the essence of entrepreneurship, knows the basic legal regulations legal and general principles related to the management of an enterprise and its resources.</div>
<div>E1_W05</div> <div>Has an advanced knowledge and understanding of humans as entities that create structures economic; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human behaviour in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply knowledge in practice.</div>	
<div>E1_W06</div> <div>Has an advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic functioning and complex interdependencies, as well as in forecasting future scenarios for economic and social activity.</div>	
<div>E1_W08</div> <div>Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</div>	
in terms of SKILLS :	
<div>E1_U01</div> <div>Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div>	<div>Analyses and documents the symptoms, causes, course and effectiveness of processes, as well as management functions in the organisation</div> <div>Uses theoretical knowledge and data obtained to characterise the course of processes and management functions in an organisation.</div> <div>Formulates practical conclusions based on documentation management and formulates</div>
<div>E1_U04</div> <div>Communicates effectively and accurately using terminology from the field of economics and related disciplines, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner.</div>	
<div>E1_U07</div>	

<p>Is able to cooperate with others as part of a team or as a leader; participates in analyses and evaluations of alternative solutions to economic problems and select methods and instruments to rationally resolve and optimise them.</p>						<p>ideas and doubts related to the existing management system, leading to the optimisation and improvement of management functions.</p>					
<p>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation.</p>						<p>Participates in analyses and assessments of alternative solutions to problems related to effective, efficient and optimal management.</p>					
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p>											
<p>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>						<p>The student is able to independently supplement and improve their knowledge and skills in the field of practical management activities and functions. The student understands the need to draw knowledge from available scientific publications and to search for specialist (industry) literature discussing current trends in the field of organisational management - case studies.</p>					
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, and to perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p>						<p>Students correctly identify and diagnose the determinants of management and organisational development in the market. Students are able to determine the sequence of activities resulting from management functions, serving to achieve set goals.</p>					
<p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.</p>						<p>Students participate in projects related to the development of entities, are prepared for substantive discussion and communicating views related to improving the organisation's development strategy.</p>					
<p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>						<p>The student is able to think and act in an entrepreneurial manner, skilfully communicates with the external and internal environment of the organisation, and is able to assess the risks and consequences of management decisions taken in different time horizons.</p>					
<p>Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)</p>											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation	Project	Project
E1_W01	X		X	X						X	X
E1_W05	X		X	X						X	X
E1_W06	X		X	X						X	X
E1_W08	X		X	X						X	X
E1_U01	X		X	X				X		X	X

E1_U04	X		X	X				X		X	X
E1_U07	X		X	X				X		X	X
E1_U10				X				X		X	X
E1_K01			X	X						X	x
E1_K02										X	X
E1_K03										X	X
E1_K06										X	X

Form and conditions for passing the course:

Completion of exercises in the form of a test, open/closed/mixed questions and compulsory project work, additionally 5-7 min. entrance tests, written examination – closed and open interpretative questions. BUNA – preparation of a term paper – essay/report.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	9
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	15
Total	39

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	15
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	20
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	26
Preparing for a written/oral assessment in a subject	
Total	61
Total (contact hours and BUNA + student's own work)	100
	4 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2.5 ECTS

Basic literature: (up to 3 items)

1. M. Dołhasz, J. Fudaliński, M. Kosała, H. Smutek, Fundamentals of Management, PWN, Warsaw 2022.
2. U. Gros, Organisational Behaviour in Management Theory and Practice, PWN, Warsaw 2022.

Supplementary literature:

1. Koźmiński A., Piotrowski W., Management: Theory and Practice, PWN, Warsaw 2022 (IBUK Libra).

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		ACCOUNTING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3 X 4 5 6 <input type="checkbox"/>
Number of ECTS credits assigned		4		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects X• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	12 (ZO)	30 (Z)	E/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: The primary objective of the course is to familiarise students with the tasks of an accounting information system in a company, its structure, methods and principles of operation. In particular, students should acquire knowledge about the information content of a company's financial statements, as well as the skills to read and understand them. In addition to the basic objective of the course, it is intended to develop students' skills in recognising basic economic and financial categories in a company (assets/liabilities, revenues/costs, inflows/outflows), as well as the ability to identify, measure and record them.				
Teaching methods: interactive lectures, simulation or problem-based methods. Active exercises, discussion, group work, problem-based and situational methods. Independent tasks, practical exercises, group project work. BUNA – semester work in the form of a presentation. Teaching tools: Symfonia software. Module: Finance and Accounting, VAT Specialist.				
Prerequisites: knowledge of the economic basics of business operations, the structure and functions of the management process, as well as basic finance issues is required. Ability to use accounting tools. Acquisition of the ability to record basic economic operations in accounting accounts. Ability to prepare a balance sheet and a trial balance. Correct interpretation of basic accounting entries.				
No.	Course topics			
I	LECTURES: 1. Assets and their sources. 2. Analysis of a business entity's balance sheet.			

	3. Functioning of balance sheet accounts. 4. Analytical records in accounting accounts. 5. General cost records. 6. Operating income, operating costs and extraordinary results. 7. Determining the financial result. 8. Basic financial statements and their analysis.
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: 1. Balance sheet structure. Economic operations and their impact on the balance sheet of an economic entity. 2. Structure of an accounting account. Exercises in recording economic operations in accounting accounts. Double-entry principle. 3. Recording basic economic operations from the opening balance sheet to the closing balance sheet. Trial balance. Closing balance sheet. 4. Recording the correction of accounting errors. 5. Records in income statement accounts. 6. Basic records of costs by type. Basic categories shaping the financial result (exercises).
V	BUNA: Preparation of one of the following topics in the form of a presentation (semester assignment for credit). <ol style="list-style-type: none"> 1. Characteristics of assets and their sources. 2. Balance sheet analysis based on the example of a selected economic entity. 3. Techniques for correcting accounting errors. 4. The impact of economic operations on the entity's balance sheet. 5. Division and merging of accounting accounts. 6. Principles of off-balance sheet accounts. 7. Categories shaping the financial result of any business entity. 8. Characteristics of basic financial statements.
Learning outcomes	
Directional effects – symbol and specification	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links with other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity. </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities. </div> <div style="border: 1px solid black; padding: 5px;"> E1_W09 Knows and understands the principles of a market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to apply this knowledge in practice. </div>	The student describes financial statements, i.e. the balance sheet and profit and loss account. The student characterises the principles of accounting and the principles of recording operations in accounts based on the legal standards learned. Defines, lists and identifies basic concepts related to this subject. They present records of economic operations in accounting. They describe economic phenomena and processes occurring in an enterprise. Has knowledge of views on social structures, phenomena and institutions, as well as types of social bonds and their historical evolution. Knows the principles of creating and developing forms of individual entrepreneurship using knowledge of economics. Has knowledge of accounting principles and the financial system and its impact on the functioning of the economy.

	Knows the concepts and methods of managing economic processes and human capital, understands the links between areas and functions of management in socio-economic entities.					
<p>in terms of <u>SKILLS</u>:</p> <table border="1"> <tr> <td> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> </td><td rowspan="4"> <p>Students design and propose alternative solutions for managing and directing basic economic processes occurring in a company.</p> <p>The student analyses and implements the acquired knowledge in the management and administration of a company. They are able to use the acquired scientific knowledge to interpret socio-economic phenomena. They correctly apply legal and organisational standards and rules in order to solve specific tasks in the field of economics.</p> <p>The student anticipates ways out of crisis situations in the company. The student establishes criteria for optimal solutions and engages in discussions about these solutions. The student subjects to criticism inappropriate solutions. They present their observations and conclusions.</p> <p>The student analyses and evaluates the functioning of economic processes in terms of the basics accounting. They have the ability to report objectives and the effects of completed activities.</p> </td></tr> <tr> <td> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> </td></tr> <tr> <td> <p>E1_U05 Is able to find and select appropriate sources of information, critically analyse, evaluate and synthesise this information, and participate in debates, presenting and discussing different opinions and positions.</p> </td></tr> <tr> <td> <p>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in economic practice, in connection with the specialisation studied.</p> </td></tr> </table>	<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>Students design and propose alternative solutions for managing and directing basic economic processes occurring in a company.</p> <p>The student analyses and implements the acquired knowledge in the management and administration of a company. They are able to use the acquired scientific knowledge to interpret socio-economic phenomena. They correctly apply legal and organisational standards and rules in order to solve specific tasks in the field of economics.</p> <p>The student anticipates ways out of crisis situations in the company. The student establishes criteria for optimal solutions and engages in discussions about these solutions. The student subjects to criticism inappropriate solutions. They present their observations and conclusions.</p> <p>The student analyses and evaluates the functioning of economic processes in terms of the basics accounting. They have the ability to report objectives and the effects of completed activities.</p>	<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	<p>E1_U05 Is able to find and select appropriate sources of information, critically analyse, evaluate and synthesise this information, and participate in debates, presenting and discussing different opinions and positions.</p>	<p>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in economic practice, in connection with the specialisation studied.</p>	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>Students design and propose alternative solutions for managing and directing basic economic processes occurring in a company.</p> <p>The student analyses and implements the acquired knowledge in the management and administration of a company. They are able to use the acquired scientific knowledge to interpret socio-economic phenomena. They correctly apply legal and organisational standards and rules in order to solve specific tasks in the field of economics.</p> <p>The student anticipates ways out of crisis situations in the company. The student establishes criteria for optimal solutions and engages in discussions about these solutions. The student subjects to criticism inappropriate solutions. They present their observations and conclusions.</p> <p>The student analyses and evaluates the functioning of economic processes in terms of the basics accounting. They have the ability to report objectives and the effects of completed activities.</p>					
<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>						
<p>E1_U05 Is able to find and select appropriate sources of information, critically analyse, evaluate and synthesise this information, and participate in debates, presenting and discussing different opinions and positions.</p>						
<p>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in economic practice, in connection with the specialisation studied.</p>						
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <table border="1"> <tr> <td> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.</p> </td><td rowspan="3"> <p>The student strives to work independently and effectively in learning about the functioning of accounting laws, standards and principles at a basic level.</p> <p>The student willingly undertakes work in a team, maintaining an assertive attitude. The student demonstrates accuracy and reliability in problem solving.</p> <p>The student various types of irregularities and shortcomings and tries to eliminate them as quickly as possible.</p> <p>The student demonstrates responsibility for the decisions made and is able to defend them.</p> </td></tr> <tr> <td> <p>E1_K02 The student is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p> </td></tr> <tr> <td> <p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.</p> </td></tr> </table>	<p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.</p>	<p>The student strives to work independently and effectively in learning about the functioning of accounting laws, standards and principles at a basic level.</p> <p>The student willingly undertakes work in a team, maintaining an assertive attitude. The student demonstrates accuracy and reliability in problem solving.</p> <p>The student various types of irregularities and shortcomings and tries to eliminate them as quickly as possible.</p> <p>The student demonstrates responsibility for the decisions made and is able to defend them.</p>	<p>E1_K02 The student is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p>	<p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.</p>		
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.</p>	<p>The student strives to work independently and effectively in learning about the functioning of accounting laws, standards and principles at a basic level.</p> <p>The student willingly undertakes work in a team, maintaining an assertive attitude. The student demonstrates accuracy and reliability in problem solving.</p> <p>The student various types of irregularities and shortcomings and tries to eliminate them as quickly as possible.</p> <p>The student demonstrates responsibility for the decisions made and is able to defend them.</p>					
<p>E1_K02 The student is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p>						
<p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.</p>						

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W04, E1_W09	X		X		X	X		X	X		X
E1_U01, E1_U02, E1_U05, E1_U10,	X		X			X		X			X
E1_K01, E1_K02, E1_K06,	X		X			X		X			X
Form and conditions for passing the course: passing the exercises in the form of a test, open/closed/mixed questions, additionally 5-7 min. entrance tests + project work in groups. Written exam – closed and open-ended interpretative questions. BUNA – preparation of a term paper – presentation.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures									12		
Participation in seminars											
Participation in practical classes									12		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									30		
Total									54		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparation for classes									10		
Writing a paper/project/essay									18		
Gathering materials and preparing a presentation											
Independent reading									8		
Preparing for tests/quizzes									10		
Preparing for a written/oral examination in a subject									10		
Preparing for a written/oral assessment in a subject											
Total									46		
Total (contact hours and BUNA + student's own work)									100		
									4 ECTS		
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA									2 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									2 ECTS		
Required reading: <ol style="list-style-type: none"> 1. B. Gierusz, <i>Self-study accounting textbook</i>, ODDiK, Gdańsk 2021. 2. Olchowicz I., <i>Fundamentals of Accounting. Collection of Exercises with Solutions</i>. Volume 2, DIFIN, Warsaw 2016. 3. Szczypa P., <i>Fundamentals of Accounting. From Theory to Practice</i>. 4th revised edition, CeDeWu, Warsaw 2022. 4. D. Małkowska, <i>Accounting from scratch. A collection of tasks with commentary and solutions</i>, ODDiK Gdańsk 2023. 											

Supplementary literature:

1. J. Jaworski, *Introduction to Business Accounting*, CeDeWu, Warsaw, 3rd revised edition, 2016.
2. R. Niemczyk, *Accounting for Small and Medium-Sized Enterprises*, UNIMEX, Wrocław 2015.
3. R. Niemczyk, *Collection of Accounting Basics Exercises with Solutions*, PLACET, Warsaw 2013.
4. Snieżek E, Czechowski F, Doroba S., (eds.), *The Evolution of Accounting in Economic Practice*, University of Łódź, 2016.
IBUK Libra open access

**Approved by: Vice-
Rector for Education**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		POLAND'S ENERGY SECURITY		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> elective <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects X• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: to develop the ability to analyse and assess energy security in the context of the economic, technological and political conditions of the modern economy.				
Teaching methods: Lecture with the use of audiovisual aids, exercises, semester paper – independently completed project.				
Prerequisites: Basic knowledge of economics and the economy.				
No	Course topics			
I	LECTURES: not applicable			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Energy security – typology, specifics, challenges and threats 2. Gas supply system and diversification. Pipelines and LNG terminals 3. Nuclear energy in Poland. Current status and prospects 4. Development of renewable energy (RES) 5. Poland's energy policy until 2040			
V	BUNA: Semester project – an individually prepared project on a topic related to the content of the classes. Example topics: 1.			

Contact hours with the academic teacher and BUNA	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	15
Total	30
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	5
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	5
Total	20
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
<p>Basic literature: (up to 3 items)</p> <ol style="list-style-type: none"> 1. Poland's energy policy until 2040, Ministry of Climate and Environment, (summary – available online) 2. Poland's Energy Security. Conditions, Resources, Prospects, (ed. Agata Dziewulska, Ewa Krogulec), Warsaw 2024 3. Sobolewski M., Prospects for nuclear energy, Infos. Sejm Analysis Office, 26 January 2023 (material available at: https://orka.sejm.gov.pl/wydbas.nsf/0/BE580B265574C4FBC1258943002B3FC1/%24File/Infos_303.pdf) <p>Supplementary literature: (up to 5 items)</p> <ol style="list-style-type: none"> 1. Michalik S, Zieliński D., Energy transition in Poland in the light of strategic government documents and research analyses. Warsaw: Łukasiewicz Research Network – ITECH Institute 2. Innovation and Technology 2024 (material available at: https://itech.lukasiewicz.gov.pl/wp-content/uploads/sites/38/2025/04/Transformacja-energetyczna-w-Polsce.pdf) 3. Pangsy-Kania S., Wierzbicka K., Independence from energy imports as a key element of national economic security. Poland compared to other EU countries, "Miscellanea", 2022, pp. 86-102. 4. Ślaboszowski T., Malcharek R., Mieszalska M., Delays in the development of offshore wind energy, Kontrola i audyt, No. 5, 2022, pp. 65–78 	
<p style="text-align: center;">Approved by: Vice-Rector for Education</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		EFFECTIVENESS OF MARKETING DECISIONS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X		
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health economics <input type="checkbox"/> 		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	27 (ZO)	30 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to present key concepts in the field of marketing decision effectiveness and show how companies operate in specific economic conditions.</i>				
Teaching methods: <i>Assimilation of knowledge through exercises and solving tasks and problems related to the functioning of enterprises in the indicated area during the exercises. Term paper in the form of an original project</i>				
Prerequisites: <i>practical knowledge of the functioning of a company in a market economy, the ability to formulate human and organisational needs, and an understanding of cause-and-effect relationships.</i>				
No.	Class topics			
I	LECTURES: not applicable			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Marketing decision-making in a company. 2. Marketing decision-making systems in a company based on practical examples. 3. Determinants of marketing decision-making in a company. Case study. 4. Analysis of marketing decision-making in a company. 5. The effectiveness of marketing decisions in a company – analysis and evaluation based on selected examples from business practice. 			
V	BUNA :			

	<p>Preparation of a term paper in the form of an individual project on the practical application of knowledge acquired during the course. Suggested topics:</p> <ol style="list-style-type: none"> 1. The specifics of marketing decision-making processes in a company. 2. The effectiveness of marketing decisions in a company – a case study.
Learning outcomes	
Directional outcomes – symbol and specification	Subject-specific outcomes – specification
<p>in terms of <u>KNOWLEDGE</u>:</p> <div data-bbox="188 517 759 734"> <p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p> </div> <div data-bbox="188 734 759 981"> <p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p> </div> <div data-bbox="188 981 759 1256"> <p>E1_W05 Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.</p> </div>	<p>Knows and understands basic concepts, economic laws and economic phenomena and their effects on business activities. Knows basic concepts in the field of marketing management.</p> <p>Defines the conditions and principles for optimal decision-making by market entities in practice. Has knowledge of the functioning of individual market entities and the principles of marketing decision-making.</p> <p>Characterises human behaviour in the context of marketing decision-making. Makes broader decisions related to the alignment of marketing objectives.</p> <p>Is able to implement strategies so that they meet marketing objectives.</p>
<p>in terms of <u>SKILLS</u>:</p> <div data-bbox="188 1352 759 1570"> <p>E1_U02 Can use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economics.</p> </div> <div data-bbox="188 1570 759 1787"> <p>E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.</p> </div> <div data-bbox="188 1787 759 2004"> <p>E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology.</p> </div>	<p>Possesses the ability to think and reason rationally and to analyse marketing phenomena. Interprets the mechanisms of functioning of individual market entities. Interprets cause-and-effect phenomena occurring in market entities. Uses standard quantitative and qualitative analysis tools to forecast economic phenomena.</p> <p>Makes operational decisions that are relevant to the individual level of the team. The student has the opportunity to improve their communication skills, work independently, as well as cooperate with others in a group. Analyses the real and virtual market situation, draws conclusions and makes decisions.</p>

	Is able to prepare oral presentations on the effectiveness of marketing in a company.																					
	Observes phenomena that influence marketing decision-making. Is able to plan marketing strategies for a company, taking into account its situation, and uses the skills of interpreting marketing research results																					
in the field of <u>SOCIAL COMPETENCES</u> :																						
Independently supplements and improves acquired economic knowledge and skills in the field of marketing decision-making. Is prepared to study practical issues in the field of economics at secondary and higher education levels. Thinks and acts in an entrepreneurial manner, communicates skilfully with others. Characterised by business ethics and social responsibility when making marketing decisions. The student communicates and cooperates with others in a group. Analyses real and virtual market situations, draws conclusions and makes decisions. They are characterised by initiative and independence in their professional activities. They demonstrate the ability to form judgements on important issues related to the functioning of enterprises. They are ready to argue their own marketing decisions boldly and substantively.												E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.										
												E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.										
												E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.										
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)																						
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Presentation	Activity on	Participation in	Individual project	Group project											
E1_W01, E1_W04, E1_W05,			X					X	X	X	X											
E1_U02, E1_U07, E1_U09			X					X	X	X	X											
E1_K01, E1_K02, E1_K06								X	X	X	X											
Form and conditions for completing the course: Completion based on the implementation of a group project, including discussion and presentation. BUNA – semester work in the form of an individual project.																						
Student workload required to achieve learning outcomes in hours and ECTS points																						
Contact hours with the academic teacher and BUNA																						

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	27
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	30
Total	57
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	
Total (contact hours and BUNA + student's own work)	57
	2 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	2 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	0 ECTS
Basic literature: (up to 3 items) <ol style="list-style-type: none"> 1. Pomykalski A., <i>Management and Marketing Planning</i>, PWN Publishing House, Warsaw 2022 (print). 2. Garbarski L., Krzyżanowska M., <i>Marketing. The Art of Competition and Cooperation</i>, MT Biznes Publishing House, Warsaw 2023. 	
Supplementary literature: (up to 5 items) <ol style="list-style-type: none"> 1. Michalski E., <i>Marketing. Academic Textbook</i>, WN PWN, Warsaw 2017. 2. Kalińska-Kula M., Gregor B., <i>Marketing research for managerial decisions</i>, University of Łódź Press, 2014. 	
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	Basics of macroeconomics			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: Semester of study*: I X II <input type="checkbox"/> III <input type="checkbox"/> 1 X 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 <input type="checkbox"/> 6 <input type="checkbox"/>			
Number of ECTS credits assigned	5			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	15 (ZO)	30 (Z)	E/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: <i>to present key concepts in macroeconomics and to show how the economy works, with particular emphasis on practical aspects of economic management.</i>				
Teaching methods: <i>assimilation of knowledge through problem-based lectures and seminars, as well as solving tasks and problems during seminars.</i> Teaching tools: <i>resources from the website: https://virtonomics.com/pl/, https://stat.gov.pl/wskazniki-makroekonomiczne/.</i>				
Prerequisites: <i>general knowledge of macroeconomic issues, general ability to formulate conclusions and general understanding of cause-and-effect relationships, abstract thinking.</i>				
No.	Class topics			
I	LECTURES: <ol style="list-style-type: none"> 1. Macroeconomic approach to the economy. 1.1. Microeconomics and macroeconomics – the broadest approach to economic . 1.2. Tools macroeconomic macroeconomic analysis. 1.3. Basic macroeconomic issues: economic growth, unemployment, inflation. 1.4. Main trends in contemporary macroeconomics. 2. Description of the economy in the system of national accounts. 2.1. Gross Domestic Product, Gross National Product – approached from the perspective of income, expenditure and product. 2.2. Benchmarking in national accounts and flash estimates of GDP. 2.3. Circular flow – flow of income and expenditure. 2.4. Basic macroeconomic categories and identities. 2.5. GDP and social welfare – synthetic indicators of socio-economic development. 3. Keynesian macroeconomic model . 3.1. Basic assumptions of Keynes' model . 3.2. Consumption function consumption, savings, investment, multiplier. 3.3. Analysis of macroeconomic equilibrium in the goods and services market. The state's impact on the product in equilibrium. 3.4 Fiscal policy instruments and objectives. 3.5 State budget: revenue, expenditure, surplus, deficit. 3.6 Analysis of selected countries' budgets in conditions of economic slowdown. 4. Money and the banking system. 4.1. Demand for money and its determinants. 4.2. Money creation 			

	<p>by the banking system. 4.3. The central bank and its functions, actions taken in conditions of economic slowdown. 4.4. Conditions for macroeconomic equilibrium in the money market. The IS-LM model. 4.5. Derivation of IS and LM curves. 4.6 Analysis of equilibrium in the goods and money markets. 4.7. Fiscal and monetary policy within the IS-LM model.</p> <p>5. Unemployment and inflation. 5.1. Types and methods of measuring unemployment (registered and in accordance with the methodology of the International Labour Organisation). 5.2. The essence, types and methods of measuring inflation. 5.3. Causes and effects of inflation. Anti-inflationary policy . 5.4. Short-term and long-term Phillips curve – does it describe reality in conditions of economic slowdown (selected countries)?</p> <p>6. AS-AD model. 6.1. Derivation of short- and long-term AS and AD curves. 6.2. Fiscal policy in the short and long term. 6.3. Monetary policy in the short and long term. 6.4. Supply and demand shocks in the economy. Theory of economic growth. 6.5. Factors of economic growth. 6.6. Extensive and intensive growth. 6.7. Characteristics of business cycles.</p>				
II	SEMINARS: not applicable				
III	LABORATORY EXERCISES: not applicable				
IV	<p>EXERCISES:</p> <ol style="list-style-type: none"> 1. Measuring the economy on a macro scale – measures, weaknesses of measures, dependencies. 2. Determinants of national income – AD-AS model, multiplier. Demand model with the state budget in an open economy. 3. Money and the banking system. IS-LM model. Complete macroeconomic model. 4. Business cycles. Long-term economic development. 5. Macroeconomics of an open economy. IS-LM model. 6. The labour market and unemployment – causes, types, methods of measurement, methods of reduction. 				
V	<p>BUNA:</p> <p>Implementation of a project, a task constituting a semester assignment, in the above-mentioned area, including problem solving.</p>				
Learning outcomes					
<table border="1"> <thead> <tr> <th>Field-specific outcomes – symbol and description</th><th>Subject-specific outcomes – specification</th></tr> </thead> <tbody> <tr> <td> <p>in terms of <u>KNOWLEDGE</u>:</p> <div> <p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p> <p>E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> <p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p> <p>E1_W06 Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of the economy and complex relationships, as well as in forecasting future scenarios for economic and social activity.</p> </div> </td><td> <p>The student defines basic economic concepts and laws. Has structured knowledge of key economic concepts and mechanisms at the macroeconomic level. Characterises the principles of optimal decision-making by market entities on a macro scale. The student has general knowledge of macroeconomics and its place in the social sciences system.</p> <p>The student describes economic phenomena and their effects in a market economy. Explains the significance of economic indicators, taking into account their weaknesses and the relationships between them.</p> <p>Understanding the mechanisms causing economic collapse, mechanisms stimulating economic recovery and development. Explains the principles of the usefulness of statistical apparatus in macroeconomic research. Discusses the concept of economic development, taking into account its sources.</p> </td></tr> </tbody> </table>		Field-specific outcomes – symbol and description	Subject-specific outcomes – specification	<p>in terms of <u>KNOWLEDGE</u>:</p> <div> <p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p> <p>E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> <p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p> <p>E1_W06 Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of the economy and complex relationships, as well as in forecasting future scenarios for economic and social activity.</p> </div>	<p>The student defines basic economic concepts and laws. Has structured knowledge of key economic concepts and mechanisms at the macroeconomic level. Characterises the principles of optimal decision-making by market entities on a macro scale. The student has general knowledge of macroeconomics and its place in the social sciences system.</p> <p>The student describes economic phenomena and their effects in a market economy. Explains the significance of economic indicators, taking into account their weaknesses and the relationships between them.</p> <p>Understanding the mechanisms causing economic collapse, mechanisms stimulating economic recovery and development. Explains the principles of the usefulness of statistical apparatus in macroeconomic research. Discusses the concept of economic development, taking into account its sources.</p>
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	Has knowledge of the nature, causes and ways of counteracting inflation and unemployment. Knows methods of measuring and analysing inflation and unemployment. Has knowledge of ways of measuring economic growth and the economic condition of a given country. Knows ways of performing calculations macroeconomic indicators.								
in terms of <u>SKILLS</u>: <table border="1"> <tr> <td> E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes. </td><td rowspan="5"> Interprets the mechanisms of the functioning of the economy and its entities. Uses the acquired knowledge to resolve dilemmas that arise in the professional work of an economist. Possesses the ability to think and reason rationally and to analyse economic phenomena and primary and secondary sources. Effectively obtains data on the economy in the field of economic disciplines He prepares oral presentations, presents alternative solutions to macroeconomic problems. Interprets the mechanisms of the economy, analyses and interprets basic cause-and-effect phenomena in the economy. Prepares written works using macroeconomic terminology and standard quantitative and qualitative analysis tools to forecast economic phenomena. Is able to communicate with others and convey knowledge about the macroeconomic situation of the economy. Is prepared to actively participate in groups pursuing economic goals. Uses theoretical knowledge to describe and analyse macroeconomic phenomena. They have basic research skills that allow them to analyse research examples and construct and conducting simple economic research. </td></tr> <tr> <td> E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines. </td></tr> <tr> <td> E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent implementation of tasks, as well as in conducting business activities and resolving professional dilemmas. </td></tr> <tr> <td> E1_U07 Can cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation. </td></tr> <tr> <td> E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology </td></tr> <tr> <td></td><td></td></tr> </table>	E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.	Interprets the mechanisms of the functioning of the economy and its entities. Uses the acquired knowledge to resolve dilemmas that arise in the professional work of an economist. Possesses the ability to think and reason rationally and to analyse economic phenomena and primary and secondary sources. Effectively obtains data on the economy in the field of economic disciplines He prepares oral presentations, presents alternative solutions to macroeconomic problems. Interprets the mechanisms of the economy, analyses and interprets basic cause-and-effect phenomena in the economy. Prepares written works using macroeconomic terminology and standard quantitative and qualitative analysis tools to forecast economic phenomena. Is able to communicate with others and convey knowledge about the macroeconomic situation of the economy. Is prepared to actively participate in groups pursuing economic goals. Uses theoretical knowledge to describe and analyse macroeconomic phenomena. They have basic research skills that allow them to analyse research examples and construct and conducting simple economic research.	E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent implementation of tasks, as well as in conducting business activities and resolving professional dilemmas.	E1_U07 Can cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.	E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology			
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in the area of <u>SOCIAL COMPETENCES</u>: <table border="1"> <tr> <td> E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own. </td><td rowspan="2"> Independently supplements knowledge in the field of macroeconomics. The student is prepared to study macroeconomics at an intermediate and advanced level, characterised by initiative and independence in professional activities. Understands the need to systematically monitor the labour market situation and improve their professional qualifications. </td></tr> <tr> <td> E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, </td></tr> </table>	E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	Independently supplements knowledge in the field of macroeconomics. The student is prepared to study macroeconomics at an intermediate and advanced level, characterised by initiative and independence in professional activities. Understands the need to systematically monitor the labour market situation and improve their professional qualifications.	E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social,						
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E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social,									

cultural and legal norms, and to perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.	Is able to actively participate in a group developing economic and social projects, is able to communicate with people who are and are not specialists in the field of economics. Is prepared to actively participate in groups pursuing economic goals.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	Observations and interprets macroeconomic issues. Uses knowledge to describe and analyse macroeconomic phenomena. Indicates on the role of macroeconomic policy in Poland's integration with the world and presents their arguments in teams, including international ones. Is able to communicate with others and convey knowledge about the macroeconomic situation of the economy. Formulates judgements on important social and worldview issues based on macroeconomic issues and takes responsibility for the views expressed.

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W02, E1_W04 E1_W06	X		X	X	X			X	X	X	X
E1_U01, E1_U02, E1_U06, E1_U07, E1_U09	X		X	X	X			X	X	X	X
E1_K01...E1_K06	X		X	X	X			X	X	X	X

Form and conditions for passing the course:

Passing the course in the form of a test, open/closed/mixed questions, additionally 5-7 min. entrance tests, individual or group project. Written exam – closed and open-ended interpretative questions. BUNA – form of assessment in the form of a documented semester project assessed by the lecturer – e.g. essay, paper, project, case study.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	15

Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	30
Total	57
Student's own work divided by time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	13
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	
Independent reading	20
Preparing for tests/quizzes	5
Preparing for a written/oral examination in a subject	10
Preparing for a written/oral assessment in a subject	10
Total	68
Total (contact hours and BUNA + student's own work)	125
	5 ECTS
Including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	2.5
Including the number of ECTS points for hours completed in the form of independent work	2.5
<p>Basic literature: (up to 3 items)</p> <ol style="list-style-type: none"> 1. S. Marciniak, <i>Micro- and Macroeconomics. Fundamental Problems of the Present Day</i>, PWN, Warsaw 2018. 2. R. Milewski, E. Kwiatkowski (eds.), <i>Fundamentals of Economics</i>, PWN, Warsaw 2018. 3. D. Nordhaus, P. Samuelson, <i>Economics</i>, PWN, Warsaw 2017. <p>Supplementary literature: (up to 5 items)</p> <ol style="list-style-type: none"> 1. D. Begg (ed.), <i>Macroeconomics</i>, PWE, Warsaw 2014. 2. Thaler, Richard H., <i>Creating Behavioural Economics</i>, Media Rodzina Poznań 2018. 3. Fine, Ben and Ourania Dimakou. <i>Macroeconomics. A Critical Companion</i>. London: Pluto Press, 2016. 	
Approved by: Vice-Rector for Academic Affairs	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		MICROECONOMICS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 5 6 <input type="checkbox"/>
Number ECTS points awarded		5		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects X• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Exercises	BUNA**	Form of assessment*
12 (E)	0	12 (ZO)	30 (Z)	E/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: to present key concepts in microeconomics and to show the principles of market entities.				
Teaching methods: assimilation of knowledge through problem-based lectures and seminars, and solving tasks and problems during exercises. Term paper – project completed individually or in a group of 2-3 people				
Prerequisites: general knowledge of market functioning, general ability to formulate human and organisational needs, and a general understanding of cause-and-effect relationships.				
No.	Course topics			
I	LECTURES: 1. The essence of microeconomics. Introductory information. 2. The market and its components. 3. Consumer decisions in the market. 4. Manufacturer decisions in the market. 5. Market structures. 6. Capital market.			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Scarcity, opportunity costs, production possibility curve – tasks. 2. Demand, supply, market equilibrium – exercises. 3. Elasticity of demand and supply, its determinants – exercises. 4. Consumer choice theory – exercises. 5. Short-run production theory – exercises. 6 Short-run costs, economic performance – exercises.			
V	BUNA: Completion of a project constituting a semester assignment on the following topics:			

	1. Corporate balance in conditions of perfect competition, monopoly, oligopoly – tasks. 2. Business equilibrium, examples and tasks. 3. The market for factors of production.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	Defines economic concepts and laws in the field of microeconomics. Discusses economic phenomena and their effects in a market economy. Knows the relationships between entities, structures and institutions on a microeconomic scale. Knows and understands microeconomic facts and phenomena based on the theories that explain them. Identifies microeconomic entities and characterises the principles of their functioning. Knows and understands the principles of the functioning of the market and its elements. Knows and explains the principles of the usefulness of statistical apparatus in microeconomic research. Applies mathematical methods in microeconomics. Tries to find practical examples. Knows the conditions and principles of optimal decision-making by market entities on a micro scale, including in practice. Has knowledge of the functioning of individual market entities. Knows the market for factors of production and the prevailing legal relationships. Discusses the equilibrium of enterprises in competitive conditions.
E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.	
E1_W09 Knows and understands the principles of a market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to apply this knowledge in practice.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.	Interprets the mechanisms of the functioning of individual market entities. Is able to interpret economic issues using modelling tools and analytical methods appropriate to microeconomics. Using their knowledge, they are able to formulate and solve microeconomic problems, including making decisions in conditions of uncertainty, selecting appropriate sources, evaluating them and applying tools typical for microeconomic analysis. Is able to communicate using microeconomic terminology, present and evaluate different positions relating to problems
E1_U04 Communicates efficiently and accurately using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner.	
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in analyses and evaluations of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and	

Student workload required to achieve learning outcomes in hours and ECTS points	
Contact hours with the academic teacher and BUNA	
Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	12
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	30
Total	54
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	20
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	21
Preparing for a written/oral assessment in a subject	20
Total	71
Total (contact hours and BUNA + student's own work)	125
	5 ECTS
Including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	2 ECTS
Including the number of ECTS points for hours completed in the form of independent work	3 ECTS
Basic literature: (up to 3 items) 1. D. Begg (ed.), <i>Microeconomics</i> , PWE, Warsaw 2014. 2. Mankiw N.G., Taylor M.P.: <i>Microeconomics</i> , PWE, Warsaw 2017. 3. Milewski R., <i>Fundamentals of Economics (exercises, tasks, problems)</i> , Wydawnictwo Naukowe PWN, Warsaw 2018.	
Supplementary literature: (up to 5 items) 1. S. Marciniak, <i>Macro- and Microeconomics. Fundamental Problems of the Present Day</i> , PWN, Warsaw 2015. 2. D. Nordhaus, P. Samuelson, <i>Economics</i> , PWN, Poznań 2019.	
Approval by the Vice-Rector for Academic Affairs	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:	MATHEMATICS			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/> Semester of study*: 1 X 2 <input type="checkbox"/> 3 4 5 <input type="checkbox"/> 6			
Number of ECTS credits awarded	6			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
A group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects X • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (E)	0	12 (ZO)	18 (Z)	E/ZO/Z
* E – examination; z – pass; ZO – pass with a grade, ** BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>to acquire knowledge in the field of application of selected aspects of mathematics in economic issues.</i>				
Teaching methods: Lecture with audiovisual aids, exercises, term paper – independent project. Teaching tools: <i>resources from the website: https://www.geogebra.org/calculator.</i>				
Prerequisites: Secondary school level knowledge of mathematics.				
No.	Course topics			
I	LECTURES: <ol style="list-style-type: none"> 1. Differential calculus of single variable functions. 2. Functions of several variables: partial derivatives, function extrema – economic applications. 3. Integral calculus of functions of one variable - indefinite, definite and improper integrals. 4. Matrices, systems of linear equations, determinants – applications: Input-Output models, operational research tasks. 			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Matrix classification. Matrix calculus. Determinant and its properties. Matrix order. Matrix singularity. Inverse matrix and its determination using the method of algebraic complements. System of linear equations, application of Cramer's method and/or inverse matrix. Elementary operations and their application to determine the order and non-singularity of a matrix. General and basic solutions. System of m linear equations with n unknowns, solvability problems. Economic examples: Input-Output models, operational research tasks. 2. Function, definition, domain, codomain, graph of a function, composite and inverse functions, monotonicity, multi-valuedness, evenness, limits of functions, improper limits, continuity of functions, definition, continuity testing, tasks. 3. Sequences, concept of a sequence, arithmetic and geometric sequences, limit of a sequence, tasks. 4. Differential calculus, derivative of a function, extrema and inflection points, minimum and maximum values 			

	<p>on an interval, monotonicity, application of derivatives to examine monotonicity, extrema, convexity (concavity), inflection points. Examining the variation of a function, first and second order partial derivatives. Mixed derivative theorem. Partial elasticities. Exercises.</p> <p>Integral calculus (basics), primitive function, indefinite integral, methods of integration by substitution, by parts and elementary cases of integration of rational functions. Definite integral, its geometric and economic interpretation. Fundamental theorem of integral calculus. Application of definite integrals to calculate a) mean values of functions, b) areas of flat regions. Improper integrals of</p> <p>a) first kind, b) second kind, its convergence or divergence, definition and applications, exercises.</p>
V	<p>BUNA: Completion of a term paper in the form indicated by the lecturer. Issues in the area of:</p> <ol style="list-style-type: none"> 1. Examples of systems of linear equations, exercises. 2. Functions – graphs, tasks. 3. Definite integral, its geometric and economic interpretation
Learning outcomes	
Field-specific learning outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>Has theoretical and practical knowledge of mathematical methods used in Economic Analysis. Presents the links between mathematics and economics.</p> <p>Analyses and interprets phenomena, processes, entities, structures and activities of organisations operating on the market. Knows the conditions and principles of optimal decision-making by market entities on a micro and macro scale, also in practice.</p> <p>Is able to use acquired mathematical knowledge for quantitative analysis of economic processes. Understands the abstract aspect of mathematical analysis (e.g. limit transition, calculus of infinities).</p>
<p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related with the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p>	
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of their chosen specialisation in economics. They know how to apply this knowledge in practice.</p>	
in terms of <u>SKILLS</u>:	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>The student uses theoretical knowledge in the field of mathematics. Knows the concepts of differential and integral calculus (functions of one variable) and the mathematical symbols specific to it.</p> <p>Effectively and efficiently obtains data enabling relevant calculations to be performed. Forecasts processes and phenomena economic phenomena using standard methods used in mathematics</p> <p>Analyses specific economic processes and phenomena using mathematical tools. Performs innovative tasks and solves unusual mathematical problems.</p>
<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	
<p>E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology</p>	
E1_U10	

Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the specialisation studied.					Possesses the ability to think and reason rationally and to analyse micro- and macroeconomic phenomena. Influences the behaviour of members of the organisation using rational mathematical arguments.						
in the area of <u>SOCIAL COMPETENCES</u> :											
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.					Understands the need to improve their knowledge and skills by solving subsequent tasks. Sees the need to deepen and supplement their knowledge of applied mathematics methods depending on the needs of their professional work. Performs tasks individually and as part of a team. Is open to new ideas that lead to results. Plans their own work and that of the team. Takes responsibility for the results of their own work and that of the task force. Is able to present their position (their way of thinking) and defend it using factual arguments in a discussion. Is able to adapt mathematical language to the people around them.						
E1_K02 Is able to actively cooperate in teams, including international ones, and take on different roles with respect for social, cultural and legal norms, and to perform responsible roles in a team, being aware of the decisions they make and accepting responsibility for the results of their work and that of the entire team.											
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W02, E1_W03	X		X		X	X		X		X	
E1_U01, E1_U02, E1_U09, E1_U110	X		X		X	X		X		X	
E1_K01, E1_K02, E1_K06,			X		X	X		X		X	
Form and conditions for passing the course: Completion of exercises in the form of a test, open/closed/mixed questions, additionally 5-7 minute entrance tests, written examination – closed and open-ended questions. BUNA - assessment in the form of a documented semester project evaluated by the lecturer – e.g. assignment, project, presentation.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures									12		
Participation in seminars											
Participation in practical classes									12		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									18		

Total	42
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	18
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	15
Independent reading	25
Preparing for tests/exams	
Preparing for a written/oral examination in a subject	20
Preparing for a written/oral assessment in a subject	20
Total	108
Total (contact hours and BUNA + student's own work)	150
	6 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1.5
2. including the number of ECTS points for hours completed in the form of independent work	4.5 ECTS
Basic literature: <ol style="list-style-type: none"> 1. J. Klukowski, Nabiałek I. Algebra for students, PWN Publishing House, Warsaw 2016 Ibuk Libra 2. W. Kryszicki, Włodarski L., <i>Mathematical Analysis in Tasks, volumes 1 and 2</i>, PWN Publishing House, Warsaw 2000. 3. A. Malawski, <i>Elements of Algebra for Economics and Management Students</i>, UE, Krakow 2011. 4. T. Szapiro, Dubnicki W., Kłopotowski J., <i>Mathematical Analysis. A Textbook for Economists</i>, Wyd. PWN, Warsaw 2010 Ibuk Libra 	
Supplementary literature: (up to 5 items) <ol style="list-style-type: none"> 1. M. Ekes, Kłopotowski J., <i>Collection of Linear Algebra Problems, Part I</i>, BELL Studio, 2019 Ibuk Libra 2. K. Kukuła, Jędrzejczyk Z., Skrzypek J., <i>Operations Research in Examples and Exercises</i>, PWN Publishing House, Warsaw 2016 (Ibuk Libra) 	
<p style="text-align: center;">Approved by: Vice- Rector for Education</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:	ECONOMIC ANALYSIS			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned	4			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which the student achieves detailed learning outcomes:	<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects X• specialised subjects <input type="checkbox"/> • university-wide subjects - project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	9 (ZO)	30 (Z)	E/ZO/Z
* E – examination; z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>to acquire basic knowledge about the essence and principles of Economic Analysis, corporate behaviour and practical skills in preparing an Economic Analysis of a selected company and its assessment on the capital market.</i>				
Teaching methods: <i>assimilation of knowledge through traditional lectures and independent learning through problem analysis and case studies. Term paper – presentation.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, resources from the website: https://sztosit.shinyapps.io/SZTOS_Visual/.</i>				
Prerequisites: <i>general knowledge of how companies operate on the market and of accounting, general understanding of cause-and-effect relationships.</i>				
No.	Class topics			
I	LECTURES: 1. Introduction to Economic Analysis (essence, subject, classification, tools). 2. Organisation as a subject of Economic Analysis (types of economic organisations, the cycle of organisational development, organisation as a system). 3. Analysis of company assets (concept, classifications, asset structures, depreciation, asset management). 4. Analysis of the company's own costs (sources, total cost, unit cost, unit cost structure, unit cost and product price). 5. Analysis of human capital (classification of employment in the company, employment structures, labour productivity, labour costs). 6. The company on the market (company behaviour, company valuation on the capital market, methods of assessing the risk of company bankruptcy).			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES:			

	<ol style="list-style-type: none"> 1. Preliminary analysis of financial statements (the importance of financial statements for a company, structure and informational value of individual elements of financial statements – balance sheet, profit and loss account, cash flow statement; horizontal and vertical analysis). 2. Analysis of company assets (asset structure, depreciation, sources of asset financing; profitability, debt, productivity – construction of indicators, determination and interpretation of achieved values). 3. Analysis of the company's own costs (total cost, unit cost – determination and interpretation of achieved values). 4. Human capital analysis (classification of employment in the company, employment structures, labour productivity, labour costs). 5. Financial liquidity (types and construction of indicators, determination and interpretation of achieved values). 6. Pyramid analysis – Du Pont model (determination and interpretation of factors affecting the profitability of a company's equity capital).
V	BUNA: Term paper – presentation on topics covered in lectures and classes. Sample topic: Discrimination analysis – warning models in the life cycle of a company (E. Altman's model, A. Holda's model) – <i>case studies</i> .
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>: <div>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and applies this practical knowledge in economic activity.</div> <div>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</div> <div>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</div> <div>E1_W06 Has an advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena related to various areas of the economy and complex relationships, as well as in forecasting future scenarios for economic and social activity.</div>	<p>Defines economic concepts and laws. Knows concepts in the field of Economic Analysis of enterprises. Demonstrates a high level of substantive knowledge, independently and correctly selects and interprets techniques for assessing economic phenomena and processes, and analyses the problems and issues raised in a comprehensive and factual manner. Distinguishes and describes the types of Economic Analysis in business activities.</p> <p>Describes economic phenomena and their effects applicable in Economic Analysis. Knows techniques for obtaining data, allowing to describe and analyse processes and phenomena occurring on the market, which support decision-making processes in the enterprise.</p> <p>Characterises the conditions and principles of optimal decision-making by economic entities. Knows and understands the methods and tools of Economic Analysis that allow for the description and evaluation of economic phenomena and processes.</p> <p>Has knowledge of Economic Analysis applicable in a company and knowledge of the financial conditions related to running a business. Is able to make good use of theoretical knowledge to identify and interpret economic phenomena and processes, analyses the problems and issues raised. Independently presents and correctly selects techniques for assessing economic phenomena and processes, and analyses the problems and thematic issues in a comprehensive and factual manner.</p>

<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.</p> <p>E1_U05 They are able to find and select appropriate sources of information, critically analyse, evaluate and synthesise this information, and participate in debates, presenting different opinions and positions and discussing them.</p> <p>E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialist terminology</p>	<p>Thinks and reasons rationally and analyses economic phenomena . Independently analyses and interprets the content of factual and financial reports and applies the acquired knowledge in practice to examine the effectiveness of economic entities.</p> <p>Is able to make excellent use of theoretical knowledge to identify and interpret economic phenomena and processes, analyses the problems and issues raised in a comprehensive and factual manner, demonstrates creativity in action and ease in arguing the analyses made. Is able to prepare oral presentations in the field of Economic Analysis. They are able to apply knowledge of Economic Analysis in practice, in relation to the functioning of an enterprise on the market.</p> <p>interprets the mechanisms of the functioning of the economy. He is able to observe and analyse economic processes economic processes occurring in a company, taking into account a critical assessment of the impact of the environment on the company's financial situation</p> <p>Analyses and interprets basic cause-and-effect phenomena in enterprises.</p> <p>Uses standard tools for quantitative and qualitative analysis and has skills in the field of economic sciences.</p>
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p> <p>E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</p> <p>E1_K06 Is able to think in an entrepreneurial manner and communicate skilfully with others;</p>	<p>He/she actively cooperates in a team conducting Economic Analysis. He/she is aware of the need for improvement and lifelong learning.</p> <p>Indicates on the role of Economic Analysis in the economy. Is able to adapt their behaviour to different situations in which the company finds itself.</p> <p>Demonstrates the ability to formulate judgements in important social and worldview, based on Economic Analysis.</p> <p>is characterised by initiative and independence in professional activities. He demonstrates creativity in his work. He is able to argue</p>

adapts to new situations and conditions, develops resilience to failure and stress.	the analyses performed.										
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W02, E1_W04, E1_W06	X		X			X		X		X	
E1_U01...U03, E1_U05, E1_U09	X		X			X		X		X	
E1_K01...K06						X		X	X	X	
Form and conditions for passing the course: Active participation in classes, 5-7 min. test, project and individual presentation on a given topic, written exam - closed and open-ended questions. BUNA - semester work in the form of a presentation.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures									12		
Participation in seminars											
Participation in practical classes									9		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									30		
Total									51		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									11		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10		
Independent reading									10		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject									18		
Preparing for a written/oral assessment in a subject											
Total									49		
Total (contact hours and BUNA + student's own work)									100		
									4 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									2 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									2		
Basic literature: (up to 3 items)											
1. Daszyńska – Żygadło K., <i>Company valuation. Scenario approach</i> , WN PWN, Warsaw 2015 (printed in 2022).											
2. Jerzewska M. (ed.), <i>Economic Analysis in Business</i> , PWE, Warsaw 2018.											
Supplementary literature: (up to 5 items)											
1. Panfil M., Szablewski A., <i>Valuation of WIG30 companies: specifics of the method, examples</i> , Wydawnictwo Poltext, Warsaw 2016.											

Approved by: Vice- Rector for Academic Affairs

SYLLABUS
EDUCATION CYCLE 2025-2028
Powiślańska Academy of Applied Sciences Kwidzyn
Faculty of Economic and Social Sciences

Course name:		DATABASES		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 <input type="checkbox"/> 6 X
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects X • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9	30 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>To acquire basic knowledge about economic information systems, their capabilities and the role they play in economic organisations. To familiarise students with the functioning of selected national and global economic information systems. To develop the skills necessary to correctly create and use databases.</i>				
Teaching methods: <i>Assimilation of knowledge through exercises and independent learning through problem analysis – semester project (creation of a personal database).</i>				
Teaching tools : <i>Software Sql Sql Database, resources from the</i> <i>https://quintadb.com/kreator-bazy-danych-online.</i>				
Prerequisites: <i>Knowledge of issues related to computer science and economics.</i>				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: Information, data, knowledge. Information as an economic category. Economic information. Types of economic information. Functions of information in socio-economic systems. Information systems in economic organisations. Information processes. Information infrastructure of the modern economy. Databases and their types. Applications of MS Access for information management in an enterprise. Database objects. Creating and modifying table structures. Importing data from spreadsheets. Relationships and links. Queries and their applications, defining criteria and expressions, sorting and limiting the number of records displayed, using information from multiple tables in queries. Defining reports and forms. Macro commands. Using spreadsheets to analyse economic data compiled in the form of lists. Filtering information. Defining criteria, advanced filters and database functions. Creating pivot tables and charts - using functions, viewing information in different cross-sections, viewing details, customising the appearance of			

V	charts, attaching data to charts. Rules for using SQL database servers. Basic SQL instructions and their syntax. Searching for information using the SQL structured query language. Creating queries and subqueries. Examples of applications. Business Intelligence and its role in meeting the information needs of business entities. BI system architecture. Spatial information systems - system information resources, creation principles. Nationwide business intelligence systems, examples. Business information bureaus. Legal aspects of business intelligence systems. BUNA: Semester work in the form of an individually prepared project – data collection, database creation and definition of its objects.
	Learning outcomes
Field-specific outcomes – symbol and description	
Subject-specific outcomes – specification	
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	Defines basic concepts such as information, data and knowledge in the context of economics. Is able to describe the process of designing and creating databases and characterise different data models. The student is proficient in the subject of relational database design and is able to list and characterise the successive phases of this process. They describe economic laws and phenomena and their effects as they apply to the subject being studied. They know the conditions and principles for making optimal decisions. They are able to reduce a database schema to the appropriate normal form. Discusses databases, information processes, creation and modification of data table structures. Is able to apply this knowledge in practice by independently building data models for selected examples. Has a good knowledge of the basics of SQL and the principles of its use. Has knowledge of databases used in business, understands the usefulness of statistical tools in studying economic phenomena and processes. Discusses the legal aspects of economic information systems. Thinks and reasons rationally, analyses economic phenomena using databases. The student is able to design a simple relational database.
E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	
E1_W06 Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic functioning and complex relationships, as well as in forecasting future scenarios of economic and social activity.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.	Prepares oral presentations on databases. The student is able to use basic SQL commands to search for data in a database. Is able to use SQL to create, modify and manage databases.
E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	

<div>E1_U03</div> <div>Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.</div>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										</
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Contact hours with academic teacher and BUNA	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	30
Total	39
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	16
Independent reading	
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	10
Total	36
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1.5 ECTS
Basic literature: (up to 3 items) <ol style="list-style-type: none"> 1. Mendrala D., Szeliga M., <i>Access 2016 PL. Course</i>, Helion Publishing House 2016, e-book 2. Rockoff L., <i>SQL: A Friendly Guide</i>, Helion Publishing House, Gliwice 2014. 3. Stefanowicz S., <i>Information Management Systems: A Guide</i>, Oficyna Wyd. SGH, Warsaw 2017. 	
Supplementary literature: <ol style="list-style-type: none"> 1. Czekaj J., <i>Information Resource Management in the New Economy</i>, Difin, 2016. 2. <i>Data warehouses in Microsoft SQL Server</i>, Published by the University of Information Technology and Management, Rzeszów 2014 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		POLAND'S ENERGY SECURITY		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects X • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: to develop the ability to analyse and assess energy security in the context of the economic, technological and political conditions of the modern economy.				
Teaching methods: Lecture with the use of audiovisual aids, exercises, semester paper – independently completed project.				
Prerequisites: Basic knowledge of economics and the economy.				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Energy security – typology, specifics, challenges and threats 2. Gas supply system and diversification. Pipelines and LNG terminals 3. Nuclear energy in Poland. Current status and prospects 4. Development of renewable energy (RES) 5. Poland's energy policy until 2040 			
V	BUNA: Semester project – an individually prepared project on a topic related to the content of the classes. Example topics:			
Learning outcomes				

Contact hours with the academic teacher and BUNA	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30
Student's own work divided into time (examples of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	5
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	5
Total	20
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: (up to 3 items) <ol style="list-style-type: none"> Poland's energy policy until 2040, Ministry of Climate and Environment, (summary – available online) Poland's Energy Security. Conditions, Resources, Prospects, (ed. Agata Dziewulska, Ewa Krogulec), Warsaw 2024 Sobolewski M., Prospects for nuclear energy, Infos. Sejm Analysis Office, 26 January 2023 (material available at: https://orka.sejm.gov.pl/wydbas.nsf/0/BE580B265574C4FBC1258943002B3FC1/%24File/Infos_303.pdf) Supplementary literature: (up to 5 items) <ol style="list-style-type: none"> Michalik S, Zieliński D., Energy transition in Poland in the light of strategic government documents and research analyses. Warsaw: Łukasiewicz Research Network – ITECH Institute of Innovation and Technology 2024 (material available at: https://itech.lukasiewicz.gov.pl/wp-content/uploads/sites/38/2025/04/Transformacja-energetyczna-w-Polsce.pdf) Pangsy-Kania S., Wierzbicka K., Independence from energy imports as a key element of national economic security. Poland compared to other EU countries, Miscellanea, 2022, pp. 86–102. Słaboszowski T., Malcharek R., Mieszalska M., Delays in the development of offshore wind energy, Kontrola i audyt, No. 5, 2022, pp. 65–78 	
<p style="text-align: center;">Approved by: Vice-Rector for Education</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	REGIONAL ECONOMICS			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: Semester of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>			
Number of points awarded ECTS	4			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects X • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	12 (ZO)	30 (Z)	ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: <i>to place knowledge about regional development in the context of social sciences, emphasising the implementation of the fundamental constitutional principle of a social market economy and the principles of subsidiarity and sustainable development. To acquire knowledge about the principles of structural policy and cohesion policy. To develop the ability to identify economic and social problems in the regional development of local governments</i>				
Teaching methods: <i>Presentations and discussions using audiovisual aids + projects prepared and discussed in groups by students, a problem- and process-based approach to the analysis of specific areas of the regional economy. Semester work in the form of an individual project.</i>				
Prerequisites: Knowledge of the basics of economics, the basics of European integration, the basics of local government management.				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. At the roots of regionalism – values, culture, the European dream 2. Directions of EU regional policy 3. Principles and problems of regional policy coordination 			

	<div>4. Regions in national spatial planning</div> <div>5. Innovative region</div> <div>6. The road to civil society</div>
V	<div>BUNA:</div> <div>Individual project as a semester assignment – topic:</div> <div><div><div>Fundamentals of cohesion policy and programming in the EU 2021–2027</div><div>Differences between Polish regions. Polish regions in Europe – overview.</div><div>Cohesion policy in Poland.</div></div></div>
Learning outcomes	
Field-specific learning outcomes – symbol and description	Subject-specific outcomes – details
in terms of KNOWLEDGE :	
<div>E1_W01</div> <div>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</div>	<div>The student knows the terminology used in the field of regional economy. They have basic knowledge of regionalism. They have knowledge about the region, classification of regions, regional development theory and the importance of regional economy in economic development at the national and EU level. They know the main stages of regional policy development in Poland.</div> <div>Discusses the essence and directions of regional policy. Has knowledge of the economic potential of Polish regions. The student identifies the elements of regional policy and the interdependencies between them.</div> <div>They present the essence, scope and specificity of regional policy EU. They characterise the potential and conditions for the development of the EU regional economy. They discuss EU economic policy instruments.</div> <div>Describes the essence of entrepreneurship and the functioning of individual entrepreneurship in the context of the regional economy.</div> <div>Characterises transformation processes in the regional economy.</div>
<div>E1_W02</div> <div>Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</div>	
<div>E1_W03</div> <div>Identifies interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</div>	
<div>E1_W04</div> <div>Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities</div>	
<div>E1_W08</div> <div>Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activity and the importance of innovation in building knowledge-based competitiveness</div>	
in terms of SKILLS :	
<div>E1_U01</div> <div>Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div>	<div>, the student possesses the ability to present and describe a selected region of Poland. Has the ability to systematically acquire new areas of knowledge necessary for economic policy.</div> <div>They use theoretical knowledge in the field of regional economy and effectively obtain reliable data from primary and secondary sources. They analyse economic processes on a regional scale. They have the ability to identify and analyse elements</div>
<div>E1_U02</div> <div>Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</div>	
<div>E1_U09</div>	

Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology.	economic potential of individual regions. Students are able to analyse the effects of basic regional policy instruments on the region's economy.
	They observe phenomena occurring in the regional economy. Students skilfully observe and interprets phenomena in the context of the EU's regional policy.
in terms of SOCIAL COMPETENCES:	
E1_K03 Is ready to recognise the importance of knowledge in solving problems related the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.	Independently improves their knowledge of regional economics , structural policy and cohesion policy. The student understands the need to constantly supplement their knowledge. Understands the importance and significance of economic policy in the functioning of the regional economy. They participate in projects related to the analysis of regional development programmes and undertake to communicate their views on the diversification of development and issues related to the coordination of development programmes.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, 02,03,04,08					X		X		X	X	X
E1_U01,02,09					X		X		X	X	X
E1_K03.06					X		X	X	X	X	X

Form and conditions for passing the course:

5-7 minute test, class participation, group project with discussion. BUNA – individual project.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	12
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	30
Total	42

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	18
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	15

Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral examination in a subject	15
Total	58
Total (contact hours and BUNA + student's own work)	100
	4 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2.5 ECTS
<u>Required reading:</u> 1. Świstak M., <i>European Union regional policy as public policy in response to the need to optimise public action</i> , Jagiellonian University Press, Krakow 2018.	
<u>Supplementary literature:</u> 1. Kudelko J., Wałachowski K., Żmija D., <i>Regional economy in the face of the crisis caused by the COVID-19 pandemic</i> , Difin, Warsaw 2020.	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:		PUBLIC FINANCE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		
		Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 5 6 <input type="checkbox"/>		
Number of ECTS credits assigned		4		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
A group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects X • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	0	30 (Z)	E/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: to present key concepts related to the functioning of financial markets, to acquire the ability to analyse market mechanisms, to introduce teamwork.				
Teaching methods: Assimilation of knowledge through lectures with multimedia presentations and acquisition of knowledge through analysis of problems in the context of practical cases discussed as part of the preparation of a term paper.				
Prerequisites: General knowledge of how companies operate in the market, general ability formulating human and organisational needs, and a general understanding of cause-and-effect relationships.				
N r	Course topics			
I	LECTURE: <ol style="list-style-type: none"> 1. The essence of public finance: an overview of public finance theory, discussion of the structure, functions and subject matter of public finance. 2. Public revenue and public expenditure: Budget balance. Types of taxes and their impact on the economy. Methods of tax rationalisation. Types of public expenditure and their impact on the economy. 3. The essence of public debt. Types and objectives of public debt management. The role of the National Bank of Poland in financing public debt. The level of public debt and Poland's entry into the euro zone. 4. Fiscal policy in Poland. The impact of fiscal policy on the economy, business development and foreign direct investment inflows. 5. State budget Principles of creating the state, provincial and municipal budgets. Conditions for creating the state budget. State budget and financing the economy 			

	<div>6. Public finance reform in Poland in 1990-2006. Innovations in the public finance system. EU budget Shaping the European Union budget. Basic budgetary principles. Budget implementation control. Off-budget financing.</div> <div>7. Methods of evaluating infrastructure investments The importance of infrastructure in municipal development. Municipal development strategies. Financing infrastructure investments. ABC methodology</div>
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: Preparation of a term paper in the form of an essay/report on a selected topic in the area of: <div><div>1. Financial market sub-markets</div><div>2. Assessment of market efficiency</div><div>3. General directions of change in the public finance system in Poland</div><div>4. Tax harmonisation policy among European Union members</div></div>
Learning outcomes	
Directional effects – symbol and specification	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
<div>E1_W01</div> <div>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</div>	<div>The student has knowledge of public finances, the principles and procedures for determining key elements in this area, and the role and activities of the EU in these areas. The student has knowledge of the principles of budgetary management.</div>
<div>E1_W02</div> <div>Knows and understands economic conditions, forms and standards, as well as market phenomena and processes. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</div>	<div>The student has knowledge of the relationship between public revenue and expenditure, understands the relationship between public debt, fiscal policy and, consequently, processes related to the reform of public finances and the state budget. The student has knowledge of the forms of operation of public finance sector entities.</div>
<div>E1_W03</div> <div>Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</div>	<div>The student is familiar with established methods of research in the field of public finance and identifies regularities in this area. The student has knowledge of the elements of tax structure, the tax system and the construction of individual taxes.</div>
<div>E1_W09</div> <div>Knows and understands the principles of a market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to apply this knowledge in practice.</div>	<div>The student has knowledge of views on public finances – revenues, expenditures, public debt, fiscal policy and EU reforms and activities in this area.</div>
	<div>The student has advanced knowledge of the elements of taxation, the tax system, and the structure of the most important taxes.</div>
in terms of SOCIAL COMPETENCES :	
<div>E1_K01</div> <div>Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties</div>	<div>The student identifies problems in the field of public finance, diagnoses dilemmas and, together with the group, seeks possible alternative solutions concerning broadly understood public finance – , bearing in mind their</div>

with independent problem solving.						Limitations. Is able to independently supplement acquired knowledge in the field of public finance					
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01...09	X			X	X			X			
E1_U02	X			X							
E1_U06	X			X							
E1_K01				X							
E1_K06				X							
Form and conditions for completing the course: lecture with multimedia presentations – written examination – open-ended questions requiring interpretation. BUNA – paper/essay on a selected topic with discussion.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures									12		
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									30		
Total									42		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparation for classes									15		
Writing a paper/project/essay									13		
Gathering materials and preparing a presentation											
Independent reading									10		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject									20		
Preparing for a written/oral assessment in a subject											
Total									58		
Total (contact hours and BUNA + student's own work)									100		
									4 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1.5 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									2.5		
Basic literature: (<i>up to 3 items</i>)											
1. Wernik A., <i>Public Finance</i> , PWE, Warsaw, 2023. 2. Alińska A., Woźniak B. (eds.) <i>Contemporary Public Finance. A Sectoral Approach</i> , Difin, Warsaw 2022.											
Supplementary literature: (<i>up to 5 items</i>)											
1. Owsiak S. (ed.), <i>Public Finance and New Economic Management in the European Union</i> , WN PWN, Warsaw 2018.											
Approval:											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		REGIONAL ECONOMICS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of study*: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3 X 4 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned		4		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects X• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health economics <input type="checkbox"/>		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	12 (ZO)	30 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: to acquire knowledge in the field of social policy + the ability to critically analyse the doctrinal and practical sphere of society + to acquire the ability to present social issues.				
Teaching methods: lecture with the use of audiovisual aids + student presentations, problem-based and process-based approach to the analysis of specific areas of social policy. Term paper.				
Prerequisites: Basic knowledge of social policy, principles of administration, ability to work remotely using a computer.				
No.	Course topics			
I	LECTURES: <div>1. Doctrinal foundations of social policy – definitions and scope</div> <div>2. Social policy in Catholic doctrine</div> <div>3. Economic and political foundations of social policy</div> <div>4. Social policy actors</div> <div>5. Social issues</div> <div>6. Social security system</div> <div>7. Social policy strategies and priorities</div> <div>8. Challenges of social policy</div>			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			
V	BUNA: Semester assignment assessed by the lecturer. Form – paper/presentation on a selected topic related to the issues discussed in the lecture, e.g. poverty in social policy, pro-family policy, challenges of social policy.			
Learning outcomes				
Field-specific learning outcomes – symbol and description		Subject-specific outcomes – specification		

in terms of <u>KNOWLEDGE</u>:		<p>Has knowledge of social policy and its relationship to the political and economic system. Has knowledge of the circumstances and motives behind the emergence of social policy, o its subject-specific and methodological specificity and its place among the social sciences and its significance for civilisational development.</p> <p>It presents the scope and definitions characterising the state's social policy and recognises the relationship and place of social policy in the doctrine of the Catholic Church.</p> <p>It discusses methods of researching economic and social ties and relations, as well as patterns occurring in the area of social policy. It characterises priorities in the field of social policy and structures related to securing this activity. It provides knowledge about the challenges in the implementation of social policy and the evolution of concepts (views) in this area.</p>
E1_W01	Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	
E1_W02	Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	
E1_W07	Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
In terms of <u>SKILLS</u>:		<p>The student is able to analyse the social policy implemented by the state, pointing out the advantages and disadvantages of specific solutions, as well as the current and future consequences in this area. Has knowledge of the role of the state in social policy and the tools and instruments of action (strategies).</p> <p>They solve professional tasks using rules, standards and normative systems. They are familiar with legal regulations in the field of social policy and public institutions relevant to social policy as a practical activity of the state.</p>
E1_U02	Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	
E1_U06	Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in independent task completion, as well as in conducting business activities and resolving professional dilemmas.	
in the area of <u>SOCIAL COMPETENCES</u>:		<p>Independently supplements knowledge related to social policy strategies. Is able to cooperate and work in a group, taking on various roles within it.</p> <p>Is open to new ideas related to the fight against poverty and social exclusion.</p>
E1_K03	Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.	
E1_K06	They are able to think entrepreneurially and communicate skilfully with those around them; they adapt to new situations and conditions, and develop resilience to failure and stress.	
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)		

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W02, E1_W07	X			X		X					
E1_U02				X		X			X		
E1_U06				X		X			X		
E1_K03, E1_K06				X		X			X		

Form and conditions for completing the course: Completion of the lecture – open written examination. BUNA – preparation of a paper with a presentation.

Student workload required to achieve learning outcomes in hours and ECTS points	
Contact hours with academic teacher and BUNA	
Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, convention, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	30
Total	42
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	18
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	20
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	20
Total	58
Total (contact hours and BUNA + student's own work)	100
	4 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5
2. including the number of ECTS points for hours completed in the form of independent work	2.5 ECTS

Basic literature: (up to 3 items)

1. Przywojska J. Local government social policy, University of Łódź, 2015. **IBUK Libra**
2. Firlit – Fesnak G., *Social Policy*, WN PWN, Warsaw 2018.

Supplementary literature:

1. Report on Poland's intellectual capital, <http://www.innowacyjnosc.gpw.pl/kip/>
2. *SOCIAL POLICY* – monthly magazine

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:		ECONOMIC POLICY		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>
Number of ECTS credits assigned		1.5		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl		
A group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects X• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	0	30 (Z)	E/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: acquiring knowledge in the field of economic policy, the ability to critically analyse the doctrinal and practical aspects of economics, and the ability to present economic issues.				
Teaching methods: lectures with the use of audiovisual aids, E-LEARNING, a problem-based and process-based approach to the analysis of specific areas of economic policy. Term paper – essay/report.				
Prerequisites: Basic knowledge of economic policy, ability to work remotely using a computer.				
No	Course topics			
I	LECTURES: 1. Basic concepts of economic policy: definition of economic policy and its actors, the science of economic policy. 2. Functions of economic policy: functions of economic policy and various socio-economic systems and systems of economic functioning. Definition of national economy. 3. Doctrines in historical perspective. 4. Transformation processes in Poland: the role of the small and medium-sized enterprise sector. Economic development policy: economic development programming. Structural policy. 5. Regional policy Regional policy: concept of regional studies in philosophical, spatial and political terms. Definition of regional development. 6. Innovation policy: definition of innovation. The concept of clusters. 7. Mechanisms of market influence: monetary policy, fiscal policy, labour market. Practical examples.			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			

V	BUNA: Semester paper in the form of a report/essay – for credit. Sample topics: 1. Economic policy doctrines from the 17th century to the present day. 2. Systemic reforms in Poland after 1989. 3. The significance of accession to the European Union. 4. Clusters in Poland and worldwide, case study.	
	Learning outcomes	
	Field-specific learning outcomes – symbol and description	Subject-specific outcomes – details
	in terms of <u>KNOWLEDGE</u>:	
	<div>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences, and can apply this practical knowledge in business activities.</div> <div>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</div> <div>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</div> <div>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</div> <div>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activity and the importance of innovation in building knowledge-based competitiveness.</div>	<p>Has knowledge of the place and functions of economic policy in the field of social and economic sciences. Knows the concepts and definitions in this area. Has knowledge of the nature of social sciences, their place in the system of sciences, knows the role of economic sciences in this system and uses universal economic terminology . Distinguishes and analytically characterises all relations between the state and the economy. Is able to identify the objectives and economic consequences of the proposed objectives.</p> <p>Describes the processes characteristic of economic policy doctrine resulting from historical variability. The student has advanced knowledge of various types of economic entities and organisations as well as public institutions .</p> <p>The student has advanced knowledge of the relationships between economic entities economic entities and public institutions operating at the national level. They discuss transformation processes and economic development policy in Poland, understand the essence of SMEs and their role in economic development.</p> <p>They present methods of researching the relationships and links between economic entities, indicating the importance of these relationships for economic (regional) development.</p> <p>They have knowledge of the transformation of the socio-economic system and the functioning of the economy, as well as innovation policy.</p> <p>Discusses the mechanisms and structures of market influence resulting from different views expressed by specific socio-economic circles</p>
in the area of <u>SOCIAL COMPETENCES</u>:		
<div>E1_K03</div>	Supplements and improves knowledge of economic development, demonstrates openness to different views	

Is ready to recognise the importance of knowledge in solving problems related with the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.	and ideas related to economic development. Uses available means of communication to improve the communication process with the environment (<i>e-learning</i>).
E1_K06 Is able to think entrepreneurially and communicate skilfully with the environment; adapts to new situations and conditions, acquires resilience to failure and stress.	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01...W04;	X			X							
E1_W08, E1_W09	X			X					X		
E1_U01, E1_U02	X			X					X		
E1_K03, E1_K06				X	X				X		

Form and conditions for completing the course: lecture with multimedia presentation – written exam – closed-ended questions. BUNA – semester paper in the form of a report or essay.

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	30
Total	42

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	
Total (contact hours and BUNA + student's own work)	42
	1.5 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	0 ECTS

Basic literature: (up to 3 items)

1. B. Winiarski (ed.), *Economic Policy*, PWN Publishing House, Warsaw 2022 (print).
2. Kosztowniak A., Sobol M., *Contemporary Economic Policy*, Wyd. CeDeWu, Warsaw 2020.

Supplementary literature: *(up to 5 items)*

1. Stiglitz J.E., Public Sector Economics, Wydawnictwo Naukowe PWN, Warsaw 2017.
2. *Strategy for Responsible Development until 2020* (with a perspective until 2030), Ministry of Development, Warsaw 2017.

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		SOCIAL AND ECONOMIC INSURANCE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits assigned		1		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects X • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	0	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>To familiarise students with insurance theory and practice to the extent necessary for active participation in the process of transformation and development of the insurance sector operating in a market economy, to familiarise students with basic concepts, principles and current legal regulations in the field of insurance and social security, developing the ability to understand and critically evaluate insurance offers, raising the level of insurance awareness and the role played by social and economic insurance.</i>				
Teaching methods: Lecture, term paper - acquiring knowledge through the analysis of problems/cases (CASE STUDY), presentation. Teaching tools: website resources: https://www.zus.pl/baza-wiedzy/lekcje-z-zus/o-projekcie-lekcje-z-zus/krzywowski-quizy , online calculators : https://www.pit.pl/kalkulator-zus/ , https://www.zus.pl/firmy/przedsiębiorco-przeczytaj-wazne/maly-zus-mdg-kalkulator-mdg , https://www.zus.pl/firmy/przedsiębiorco-przeczytaj-wazne/kalkulator-skladki-zdrowotnej .				
Prerequisites: <i>General knowledge of how businesses operate in the market, general ability to formulate human and organisational needs, and general understanding of cause-and-effect relationships.</i>				
No.	Course topics			
I	LECTURE:			

	<ol style="list-style-type: none"> 1. Risk and the essence of insurance. Types of insurance. Functions of insurance and their importance in the economy. 2. Insurance contract and relationship. 3. Life insurance. 4. Characteristics of property and other personal insurance products. 5. Social security benefits. Calculating contributions. 6. Own business – insurance obligations towards the Social Insurance Institution (ZUS). 						
II	CONVERSATIONS: not applicable						
III	LABORATORY EXERCISES: not applicable						
IV	EXERCISES: not applicable						
V	<p>BUNA:</p> <p>Semester project in the form of a presentation covering topics such as: History of social insurance. The insurance market and institutional environment. Social insurance compared to other systems. The pension system in Poland.</p>						
Learning outcomes							
<table border="1"> <thead> <tr> <th>Field-specific outcomes – symbol and description</th><th>Subject-specific outcomes – specification</th></tr> </thead> <tbody> <tr> <td> <p>in terms of <u>KNOWLEDGE</u>:</p> <div> <p>E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> <p>E1_W07 Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> </div> </td><td> <p>Knows and understands insurance concepts, the role, functions and principles applied in insurance. Has basic knowledge of the essence of the functioning of the insurance system and the elements of this structure. Has knowledge of human behaviour in the context of risk and insurance possibilities. insurance and economic insurance.</p> <p>Characterises the essence of the insurance market, knows the basic legal provisions and general principles related to the specifics of this market. Knows the principles of creation, functioning and development of insurance companies in the form of joint-stock companies and mutual insurance companies.</p> </td></tr> <tr> <td> <p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <div> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulties in solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of</p> </div> </td><td> <p>Understands the need to draw knowledge from available scientific publications and search for specialist (industry) literature discussing current trends from in the field of insurance social and economic insurance. Feels the need to systematically supplement their knowledge and skills.</p> <p>Defines a sequence of actions resulting from the specific nature of risk and its insurance. Is characterised by personal values related to being guided in their professional life by business responsibility in the performance of activities related to risk and social and economic insurance.</p> <p>Correctly identifies and diagnoses the determinants of the functioning of insurance markets and the social and economic insurance system.</p> </td></tr> </tbody> </table>		Field-specific outcomes – symbol and description	Subject-specific outcomes – specification	<p>in terms of <u>KNOWLEDGE</u>:</p> <div> <p>E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> <p>E1_W07 Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> </div>	<p>Knows and understands insurance concepts, the role, functions and principles applied in insurance. Has basic knowledge of the essence of the functioning of the insurance system and the elements of this structure. Has knowledge of human behaviour in the context of risk and insurance possibilities. insurance and economic insurance.</p> <p>Characterises the essence of the insurance market, knows the basic legal provisions and general principles related to the specifics of this market. Knows the principles of creation, functioning and development of insurance companies in the form of joint-stock companies and mutual insurance companies.</p>	<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <div> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulties in solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of</p> </div>	<p>Understands the need to draw knowledge from available scientific publications and search for specialist (industry) literature discussing current trends from in the field of insurance social and economic insurance. Feels the need to systematically supplement their knowledge and skills.</p> <p>Defines a sequence of actions resulting from the specific nature of risk and its insurance. Is characterised by personal values related to being guided in their professional life by business responsibility in the performance of activities related to risk and social and economic insurance.</p> <p>Correctly identifies and diagnoses the determinants of the functioning of insurance markets and the social and economic insurance system.</p>
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification						
<p>in terms of <u>KNOWLEDGE</u>:</p> <div> <p>E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> <p>E1_W07 Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> </div>	<p>Knows and understands insurance concepts, the role, functions and principles applied in insurance. Has basic knowledge of the essence of the functioning of the insurance system and the elements of this structure. Has knowledge of human behaviour in the context of risk and insurance possibilities. insurance and economic insurance.</p> <p>Characterises the essence of the insurance market, knows the basic legal provisions and general principles related to the specifics of this market. Knows the principles of creation, functioning and development of insurance companies in the form of joint-stock companies and mutual insurance companies.</p>						
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <div> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulties in solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of</p> </div>	<p>Understands the need to draw knowledge from available scientific publications and search for specialist (industry) literature discussing current trends from in the field of insurance social and economic insurance. Feels the need to systematically supplement their knowledge and skills.</p> <p>Defines a sequence of actions resulting from the specific nature of risk and its insurance. Is characterised by personal values related to being guided in their professional life by business responsibility in the performance of activities related to risk and social and economic insurance.</p> <p>Correctly identifies and diagnoses the determinants of the functioning of insurance markets and the social and economic insurance system.</p>						

economic processes in various types of organisations and to seek expert advice in this area in case of difficulties in solving them independently.	Independently supplements and improves knowledge and skills in the field of practical activities insurance – social and economic.										
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W02, E1_W07			X		X	X		X	X		
E1_U02, E1_U07, E1_U09			X		X	X		X	X		
E1_K01, E1_K02, E1_K03, E1_K06,			X			X		X	X		
Form and conditions for completing the course: Active participation in classes, written assessment based on the lecture topics in the form of a test consisting of closed questions. BUNA – independently prepared presentation.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes										Number of hours	
Participation in lectures										9	
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – assessment in the form of a documented term paper evaluated by the lecturer										15	
Total										24	
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work										Number of hours	
Preparation for classes										1	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject											
Total										1	
Total (contact hours and BUNA + student's own work)										25	
										1 ECTS	
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA										1 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										0 ECTS	
Basic literature: (<i>up to 3 items</i>)											
1. Ronka-Chmielowiec W. (ed.), <i>Insurance</i> , published by C.H. Beck, Warsaw 2016.											

2. Szymańska A. (ed.), *Insurance and Finance*, University of Łódź Press, Łódź 2017.

Supplementary literature:

1. Sułkowska W., *Contemporary Economic Insurance*, Published by UEK in Krakow, Krakow 2013.
2. *Social security in Poland*. Substantive study by Anna Pątek, Warsaw 2016, ZUS Publishing House, available at www.zus.pl.
3. Legal acts: *Act on Insurance Activity, Compulsory Insurance, Insurance and Pension Supervision and the Insurance Ombudsman, Insurance Intermediation*.

**Approval: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		EFFECTIVENESS OF STRATEGIC DECISIONS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits assigned		1		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
A group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
15 (ZO)	0	0	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to present key concepts in the field of strategic decision-making and to illustrate the principles market entities operate in a turbulent environment.</i>				
Teaching methods: <i>assimilation of knowledge through solving tasks and problems during exercises, as part of a group project. Term paper – individual project.</i>				
Prerequisites: <i>general knowledge of strategic effectiveness, general ability to draw conclusions in the field of strategic decision-making, and a general understanding of cause-and-effect relationships.</i>				
N	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Effectiveness of strategic decisions – basic issues. 2. Globalisation processes and <i>network level</i> . 3. Methods used to examine the effectiveness of strategic decisions. 4. Business strategies in the era of globalisation.			
V	BUNA: Term paper – an individual project developing a selected topic discussed during the classes.			
Learning outcomes				

Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	The student is able to characterise the tools for monitoring the progress of strategy implementation. They have knowledge of current activity management and operational control in organisations. The student knows and understands basic concepts, economic laws and economic phenomena and their effects in a market economy. Knows the conditions and principles of optimal decision-making by market entities at the enterprise level. Has knowledge of the functioning of enterprises on various scales. The student has advanced knowledge of the subject-matter and methodological links between strategic and operational management and various fields and scientific disciplines. The student is able to identify the motives behind human behaviour in the context of various situations related to the implementation of strategic decisions. They are able to identify areas of conflict and ways to resolve them. They have in-depth knowledge of the mechanisms of the economy and recognise typical problems related to the effectiveness of strategic decisions. They have extensive knowledge of methods of strategic decision-making in conditions of uncertainty and risk.
E1_W03 Identifies mutual relationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	
E1_W05 Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.	
E1_W07 Possesses the knowledge necessary to conduct business activity, explains and illustrates the significance of norms and rules (legal, technical-organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness	
in the area of SOCIAL COMPETENCES :	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	, the student is characterised by initiative and independence in professional activities, is able to create behaviours adapted to various situations in which the company finds itself. Demonstrates the ability to formulate judgements on important social and worldview, based on issues related to the functioning of companies and their effectiveness.
E1_K02 They are able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, as well as perform	

responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.	<p>The student is able to properly define priorities for the implementation of tasks set by themselves or others. They cooperate in a team.</p> <p>The student is able to point out the role of efficiency in economic activity. They see the need to analyse the fullest possible set of alternative projects and all existing constraints.</p> <p>The student is able to think entrepreneurially. They skilfully report and discuss the effectiveness of strategic decisions. They are prepared to think and act rationally.</p>
<p>E1_K03</p> <p>Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.</p>	
<p>E1_K06</p> <p>Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W02...W05, E1_W07, E1_W08,			X					X	X	X	X
E1_U01...U03, E1_U08, E1_U09, E1_U10			X					X	X	X	X
E1_K01, E1_K02, E1_K03, E1_K06			X					X	X	X	X

Form and conditions for completing the course: completion based on the results of a closed and open interpretative test and a group project with its presentation. BUNA – implementation of an individual project.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30

Student's own work divided into time (examples of student work)

Form of student work	Number of hours
Preparation for classes	
Writing a paper/project/essay	

Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	30
Total (contact hours and BUNA + student's own work)	30
	1 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	0 ECTS
<p>Basic literature: (<i>up to 3 items</i>)</p> <ol style="list-style-type: none"> 1. Gierszewska G., Romanowska M., <i>Strategic Analysis of an Enterprise</i>, PWE Warsaw 2017. 2. Dominiak C., <i>Multi-criteria decision-making decision strategic in in enterprises</i>, EU Publishing House in Katowice, Katowice 2013. <p>Supplementary literature: (<i>up to 5 items</i>)</p> <ol style="list-style-type: none"> 1. Trzaskalik T. (ed.), <i>Optimal decisions in selected areas of economic practice</i>, UE Katowice 2013. 2. Drobiazgiewicz J., Rzerzycki A., Tundys B., <i>Strategic decisions in supply chains</i>, Edu-Libri Publishing House, Krakow 2023. 	
<p style="text-align: center;">Approved by: Vice-Rector for Education</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		INTERCULTURAL COMMUNICATION		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>	
Number of ECTS credits assigned		1		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects - project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	8 (Z)	ZO
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester project assessed by the lecturer				
Course objective: <i>to develop the knowledge, skills and social competences necessary to function effectively in a culturally diverse business environment.</i>				
Teaching methods: <i>assimilation of knowledge through simulations, discussions and practical role-playing – speeches, press conferences, denials, etc., CASE STUDIES.</i>				
Prerequisites: <i>knowledge of communication.</i>				
N r	Course topics			
I	LECTURES: not applicable			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <div>1. Introduction to intercultural communication.</div> <div>2. Resolving intercultural conflicts.</div> <div>3. Cultural differences in business and their impact on economic decisions.</div> <div>4. Communication in multicultural organisations.</div> <div>5. Communication in a digital environment and cultural differences.</div>			
V	BUNA: <div>1. Developing intercultural communication strategies.</div> <div>2. Ethics of communication in an international environment.</div>			
Learning outcomes				
Field-specific outcomes – symbol and description			Subject-specific outcomes – specification	
in terms of KNOWLEDGE :			The student knows and understands economic concepts, laws and phenomena, as well as their effects on business operations, including issues related to z PR. Identifies tools PR	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and				

its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	applied in specific areas.	
E1_W05 Has advanced knowledge and understanding of humans as entities creating economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.		Presents the functions of PR in relation to the management boards of organisations, has basic knowledge of humans as entities creating economic structures.
E1_W06 Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic functioning and complex relationships, as well as in forecasting future scenarios of economic and social activity.		Discusses communication strategies and tactics in relation to specific categories of the environment; knows possible communication techniques.
		Discusses the potential functions of PR for the importance of entrepreneurship of economic entities.
in terms of <u>SKILLS</u>:		
E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	Uses PR opportunities in management. Is able to correctly interpret and explain social and cultural phenomena and the interrelationships between processes occurring in different cultures in relation to the implementation of public relations strategies.	
E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.		Interprets the mechanisms of the functioning of individual market entities and analyses and interprets the basic cause-and-effect phenomena occurring in them.
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent performance of tasks, as well as in conducting business activity and resolving professional dilemmas.		Formulates practical conclusions useful in the context of PR, presents own ideas. Analyses the reasons for not using PR functions in economic processes.
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.		Uses standard quantitative and qualitative analysis tools to forecast economic phenomena, has the ability to think and reason rationally and analyse marketing phenomena, with particular emphasis on the PR department.
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialist terminology.		Is able to prepare oral presentations on PR in a company, works in a team.
in terms of <u>SOCIAL COMPETENCES</u>:		
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in	Understands the need to use the PR functions in an organisation enterprise. Is aware	

solving cognitive and practical problems and seeks the opinion of experts in case of difficulties in solving a problem on their own.		the impact of the environment on the operating conditions of the organisation. Understands the importance of the impact of image/reputation/ renown on effectiveness results and social organisation.
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties with solving them independently.		Sets priorities for creating an appropriate image of the organisation/management board. Correctly diagnoses the sources and types of PR crises.
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession		Boldly and substantively expresses views on image creation. Applies the principles of ethical communication.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.		Independently supplements and improves knowledge of PR in socially controversial situations. Uses modern techniques and the Internet in communication campaigns. When creating an image, is guided by business ethics and corporate social responsibility towards the organisation and its members.

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01; E1_W05, E1_W06								X	X	X	
E1_U02 E1_U03, E1_U06...U09								X	X	X	
E1_K01, E1_K02...K06								X	X	X	

Form and conditions for completing the course: completion of an independent project; assessment based on practical tasks discussed during classes.

Student workload required to achieve learning outcomes in hours and ECTS credits

Contact hours with academic staff and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	8
Total	17
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	8

Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/exams	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	8
Total (contact hours and BUNA + student's own work)	25
	1 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	0 ECTS
Basic literature: (<i>up to 3 items</i>) 1. Hope E., <i>Ethics in the profession of public relations specialists</i> , Difin Publishing House, Warsaw 2016. 2. Olędzki J. (ed.), <i>Standards of Professional Public Relations</i> , UKSW Publishing House, Warsaw 2020. 3. Wojcik K. <i>Public Relations: Credible Dialogue with the Environment</i> , Wolters Kluwer Publishing House, Warsaw 2015.	
Supplementary literature: 4. Kaczmarek-Śliwińska M., <i>Public Relations in Social Media</i> , Koszalin University of Technology Press, Koszalin 2013.	
Approved by: Vice- Rector for Education	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		PUBLIC RELATIONS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>
Number of ECTS credits assigned		1		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	27 (ZO)	0	ZO
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: <i>to present the essence of the process of building a positive and long-term image of an organisation in competitive conditions, to identify the key elements influencing image creation, to present tools for building the image of an organisation in its immediate and wider environment.</i>				
Teaching methods: <i>assimilation of knowledge through simulations, discussions and practical role-playing – speeches, press conferences, denials, etc., CASE STUDY.</i>				
Prerequisites: <i>knowledge of marketing and organisational management.</i>				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none">1. Basic conceptual sphere and essential features constituting PR activities. PR activities in the context of other promotional elements.2. Crisis PR: concept, sources, types of crises; crisis prevention; types of planning activities for a crisis situation; optimal rules of conduct (communication) in a crisis; common mistakes; recommendations for marketing promotion during a crisis.3. Cooperation with the media as a branch of PR: significance, forms; types of materials ready for dissemination in the media and source materials; general rules of conduct towards the media; rules and models for editing press releases; rules for using techniques involving the spoken word (press conferences, interviews).4. PR in the case of socially controversial investments: practical examples; real conflicts and using opportunities to defuse emotions; specifics in relation to organisational crises and crisis PR; stages of the process: analysis of the situation from the point of view of the groups in conflict; action plan; communication strategy and tactics in relation to specific categories of the environment; possible communication techniques; involvement of the environment in the process of planning and implementation of the investment and maintaining communication			

V	<p>with the environment after the investment is completed.</p> <ol style="list-style-type: none"> Corporate Identity – image and identity of the organisation, elements of organisational identity, visual identification: purpose and principles; creating organisational identity. Potential functions of PR in the organisation's communication system: the organisation's information and communication needs and the indispensability of creating a system to manage them, or at least coordinate them; traditional, specialised, professional PR as a communication manager or at least a coordinator of the organisation's communication activities; reasons for not using this potential function of PR Potential functions of PR for the management boards of organisations: traditionally assigned functions: image, contact, harmonisation, prevention; currently the most appreciated role of PR in so-called problem management; possible functions of PR for the management boards of organisations; reasons for not using the above-mentioned PR opportunities in management on the part of PR practitioners and management boards. Effectiveness and efficiency of PR activities – event organisation – types of events, objectives of event organisation, event planning, elements of event management, effectiveness assessment, post-event activities, most common mistakes. Modern PR techniques and the use of the Internet in communication campaigns – media relations on the Internet, crisis management (<i>fake news</i>), website positioning, popular social networking sites. <p>BUNA: not applicable</p> <p style="text-align: center;">Learning outcomes</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Field-specific outcomes – symbol and description</th><th style="width: 50%;">Subject-specific outcomes – specification</th></tr> </thead> </table>	Field-specific outcomes – symbol and description	Subject-specific outcomes – specification		
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification				
in terms of KNOWLEDGE:					
E1_W01					
<p>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links with other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity. E1_W05</p> <p>Has an advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has a basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice. E1_W06</p> <p>Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic functioning and complex relationships, as well as in forecasting future scenarios of economic and social activity. in terms of</p> <p>SKILLS:</p> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and</p>	<p>The student knows and understands economic concepts, laws and phenomena, as well as their effects on business operations, including issues related to PR. Identifies PR tools used in specific areas.</p> <p>They present the functions of PR in relation to the management of organisations and have a basic understanding of humans as entities that create economic structures.</p> <p>Discusses communication strategies and tactics in relation to specific categories of the environment; knows possible communication techniques.</p> <p>Discusses the potential functions of PR for the importance of entrepreneurship of economic entities.</p> <p>Uses PR opportunities in management. Is able to correctly interpret and explain social and cultural phenomena and the interrelationships between processes occurring in different cultures in relation to the implementation of public relations strategies.</p>				
<table border="1" style="width: 100%; height: 150px;"> <tr><td style="width: 50%; height: 50px;"></td><td style="width: 50%; height: 50px;"></td></tr> <tr><td style="width: 50%; height: 50px;"></td><td style="width: 50%; height: 50px;"></td></tr> </table>					<p>Interprets the mechanisms of</p>

the assessment of economic and social processes and phenomena.		of individual market entities and analyses and interprets the basic cause-and-effect phenomena occurring in them.
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent implementation of tasks, as well as in conducting business activity and resolving professional dilemmas.		Formulates practical conclusions useful in the context of PR use, presents own ideas. Analyses the reasons for not using PR functions in economic processes.
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.		Uses standard quantitative and qualitative analysis tools to forecast economic phenomena, has the ability to think and reason rationally and analyse marketing phenomena, with particular emphasis on the PR department.
E1_U09 He is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology		Is able to prepare oral presentations on PR in the company, works in a team.
in the field of SOCIAL COMPETENCES:		
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.		Understands the need to use the functions of PR in a business organisation. Is aware of the impact of the environment on the operating conditions of an organisation. Understands the importance of the impact of image/reputation/ , renown on the effectiveness and social impact of an organisation.
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties with solving them independently.		They define priorities for creating an appropriate image for the organisation/management board. They correctly diagnose the sources and types of PR crises.
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.		Boldly and substantively expresses views on image creation. Applies the principles of ethical communication.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.		Independently supplements and improves knowledge about PR in socially controversial situations. Uses modern techniques and the Internet in communication campaigns. When creating an image, is guided by business ethics and corporate social responsibility towards the organisation and its members.
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)		

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01; E1_W05, E1_W06								X	X	X	
E1_U02 E1_U03, E1_U06...U09								X	X	X	
E1_K01, E1_K02...K06								X	X	X	
Form and conditions for completing the course: completion of an independent project; assessment based on practical tasks discussed during classes.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									27		
Participation in laboratory classes											
Consultations											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer											
Total									27		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes											
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject											
Total											
Total (contact hours and BUNA + student's own work)									27		
									1 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									0 ECTS		
Basic literature: (up to 3 items)											
1. Hope E., <i>Ethics in the profession of public relations specialists</i> , Difin Publishing House, Warsaw 2016.											
2. Olędzki J. (ed.), <i>Standards of professional public relations</i> , UKSW Publishing House, Warsaw 2020.											
3. Wojcik K. <i>Public relations. Credible dialogue with the environment</i> , Wolters Kluwer Publishing House, Warsaw 2015.											
Supplementary literature:											
4. Kaczmarek-Śliwińska M., <i>Public relations in social media</i> , Koszalin University of Technology Press, Koszalin 2013.											
Approved by: Vice-Rector for Education											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		BUSINESS PLAN		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>	
Number of ECTS credits assigned		1		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects X • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	0	ZO
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>a business plan is a basic instrument for setting economic and financial goals for a planned period, as well as a means of controlling and verifying the implementation of planned projects. Preparing a good business plan is of great importance in many situations, especially when applying for a loan or EU funding. The main objective of the course is to present practical standards for preparing business plans and their evaluation.</i>				
Teaching methods: <i>assimilation of knowledge through the practical development of a business project – a business plan for a business venture.</i> Teaching tools: <i>website resources: https://nowyinteres.pl/przykladowe_biznesplany.html, https://create.microsoft.com/pl-pl/templates/biznesplany</i>				
Prerequisites: <i>general knowledge of how entities operate on the market – competition, environment, financing of activities, costs, supply and demand, market research.</i>				
N	Course topics			
I	LECTURE: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Conditions for running your own business – Business Incubators and other forms of support. 2. Business idea and its implementation. Competition and characteristics of the consumer market. 3. Characteristics of sources of financing for business activities. 4. Choosing the organisational and legal form of the business. 			

	5. Key elements of a business plan. 6. Verification and evaluation of the assumptions and feasibility of the business project.
V	BUNA: not applicable
Learning outcomes	
Directional effects – symbol and specification	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u> :	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity	Has knowledge of the role of an entrepreneur in terms of the methodological principles of preparing a business plan and areas of its application in economic practice. Understands the importance of planning in the development of various forms of entrepreneurship. Discusses human behaviour with particular emphasis on the needs for creativity and entrepreneurship. Knows the specialist application of planning methods supporting the process of making optimal decisions concerning key areas of a company's activity. Describes standard methods and tools for data collection and interpretation that allow for the analysis and interpretation of processes related to the establishment and implementation of one's own business idea.
E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	
E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
in terms of <u>SKILLS</u> :	
E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.	Analyses and documents symptoms, causes and course, and effectiveness of processes related to business situations. Participates in analyses and assessments of alternative solutions problems related to the effective/efficient/optimal implementation of a business idea. Formulates practical conclusions and ideas and raises questions related to the functioning of a new business idea. Is able to use advanced methods and tools to model, forecast and evaluate complex business processes, also in cooperation with other people within the team team in preparing a business plan and take a leading role in the team. Has the ability to observe, understand and analyse phenomena related to the functioning of an entity on the market and to document these activities.
E1_U07 Can cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.	
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology.	
in the area of <u>SOCIAL COMPETENCES</u> :	
E1_K01 Is prepared to critically evaluate their level of knowledge; recognises the importance of knowledge in solving cognitive problems and	Understands the need to learn and an assertive and empathetic approach to changes in the creation of a business plan.

and consult experts in case of difficulties in solving the problem on their own.	<p>Participates in projects related to the development of entities, is prepared for substantive discussion and communication of views related to improving the functioning of newly created business entities. The student is able to cooperate in a group preparing projects in the field of a business plan for an enterprise or an investment project. They are able to manage the preparation of a business plan, setting priorities for its implementation.</p> <p>He is characterised by personal values related to being guided in his professional life by business responsibility, ethics and respect for competing views and opinions.</p> <p>He is able to independently supplement and improve his knowledge and skills in the field of practical business planning activities.</p>
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.	
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W02, E1_W07						X				X	
E1_U03, E1_7, E1_U09						X				X	
E1_K01...K03, E1_K06						X				X	

Form and conditions for completing the course:

pass based on the creation of a project - a business plan based on exercises prepared during the course

Student workload required to achieve learning outcomes in hours and ECTS credits

Contact hours with academic staff and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	
Total	9

Student's own work divided into time (examples of forms of student work)		
Form of student work		Number of hours
Preparation for classes		8
Writing a paper/project/essay		
Gathering materials and preparing a presentation		
Independent reading		
Preparing for tests/quizzes		
Preparing for a written/oral examination in a subject		
Preparing for a written/oral assessment in a subject		8
Total		16
Total (contact hours and BUNA + student's own work)		25
		1 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA		0.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work		0.5
Basic literature: (up to 3 items) <ol style="list-style-type: none"> Opolski K., Waśniewski K., <i>Business Plan: How to Build and Analyse It</i>, CeDeWu Publishing House, 4th edition, Warsaw 2021. Skrzypek Jerzy T., <i>Business Plan in 10 Steps</i>, Poltext Publishing House, Warsaw 2016. Tokarski A., Tokarski M., Wójcik J., <i>How to to prepare a professional business plan</i>, CeDeWu Publishing House, Warsaw 2017. 		
Supplementary literature: <ol style="list-style-type: none"> P. Pabianik, <i>Evaluation of the effectiveness of investment projects</i>, Busines Concepts, 2016. IBUK 		
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>		

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		ETHICS IN ECONOMICS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 <input type="checkbox"/> 6 X	
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 e-learning (ZO)	0	0	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: to equip students with knowledge in the field of normative ethics. Preparation for specific business situations – acquiring the ability to make judgements and moral decisions. Raising awareness of the ethical aspects of economic choices.				
Teaching methods: lecture with audiovisual aids, term paper – independent project – case study.				
Prerequisites: Basic knowledge of ethics and a desire to learn about its multifaceted impact on the nature of economic relations.				
No.	Course topics			
I	LECTURES: 1. Introduction to ethics in economics. 2. Selected tools for moral assessment and decision-making: Ethical systems. Utilitarianism. Kant's ethics of duty. Catholic personalism. 3. Selected tools for moral and decision-making : Concepts of moral responsibility and justice. Resolving moral dilemmas. 4. Ethics in personal practice. Elements of the psychology of moral judgements and decisions. 5. Ethics of business objectives. 6. Ethics of work and employment. 7. Ethics of management and business relations in a multicultural environment. 8. Ethics of competition. Positive competition. Fair competition. Selected morally unacceptable methods of competition. Restricting access to the market. Corruption. Monopolistic practices.			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			
V	BUNA: Semester project in the form of an independently completed project, topics within the scope of the following			

	<p>issues:</p> <ul style="list-style-type: none"> • Moral controversies concerning the objectives of business activity, especially the role of profit. • The entrepreneur's ethos. • The problem of the moral goodness of the object of economic activity. • Aristotelian-Thomistic criteria for a morally good object of consumption. • The enterprise from the point of view of personalism, with particular reference to John Paul II's encyclical <i>Centesimus annus</i>. • Managerial capitalism and Kantian capitalism – the dispute over the concept of Corporate Social Responsibility. 					
Learning outcomes						
Field-specific learning outcomes – symbol and description	Subject-specific outcomes – specification					
<p>in terms of <u>KNOWLEDGE</u>:</p> <table border="1"> <tr> <td data-bbox="196 667 770 880"> <p>E1_W01</p> <p>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.</p> </td><td data-bbox="794 629 1394 1653" rowspan="4"> <p>Presents the ethical dimension of economics. The student knows and distinguishes between the basic concepts of morality, ethics, moral values and natural law. The student understands the difficulties of making moral decisions.</p> <p>Discusses processes occurring economic and the moral controversies accompanying them. Knows ethical systems and methods of analysing actions and making moral choices.</p> <p>They have knowledge about human beings and their ethical and moral values. They are familiar with the principles and effects of responsible economic activity and the principles of creating and developing individual entrepreneurship, taking into account ethical principles.</p> <p>Explains and illustrates the importance of ethical and moral norms and rules in the functioning of organisations and the people who make up such structures, regularities and dilemmas. Describes the impact of ethical and moral values on the directions of economic development.</p> </td></tr> <tr> <td data-bbox="196 880 770 1126"> <p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</p> </td></tr> <tr> <td data-bbox="196 1126 770 1406"> <p>E1_W05</p> <p>Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.</p> </td></tr> <tr> <td data-bbox="196 1406 770 1653"> <p>E1_W07</p> <p>Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> </td></tr> </table>	<p>E1_W01</p> <p>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.</p>	<p>Presents the ethical dimension of economics. The student knows and distinguishes between the basic concepts of morality, ethics, moral values and natural law. The student understands the difficulties of making moral decisions.</p> <p>Discusses processes occurring economic and the moral controversies accompanying them. Knows ethical systems and methods of analysing actions and making moral choices.</p> <p>They have knowledge about human beings and their ethical and moral values. They are familiar with the principles and effects of responsible economic activity and the principles of creating and developing individual entrepreneurship, taking into account ethical principles.</p> <p>Explains and illustrates the importance of ethical and moral norms and rules in the functioning of organisations and the people who make up such structures, regularities and dilemmas. Describes the impact of ethical and moral values on the directions of economic development.</p>	<p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</p>	<p>E1_W05</p> <p>Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.</p>	<p>E1_W07</p> <p>Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	
<p>E1_W01</p> <p>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.</p>	<p>Presents the ethical dimension of economics. The student knows and distinguishes between the basic concepts of morality, ethics, moral values and natural law. The student understands the difficulties of making moral decisions.</p> <p>Discusses processes occurring economic and the moral controversies accompanying them. Knows ethical systems and methods of analysing actions and making moral choices.</p> <p>They have knowledge about human beings and their ethical and moral values. They are familiar with the principles and effects of responsible economic activity and the principles of creating and developing individual entrepreneurship, taking into account ethical principles.</p> <p>Explains and illustrates the importance of ethical and moral norms and rules in the functioning of organisations and the people who make up such structures, regularities and dilemmas. Describes the impact of ethical and moral values on the directions of economic development.</p>					
<p>E1_W04</p> <p>Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</p>						
<p>E1_W05</p> <p>Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.</p>						
<p>E1_W07</p> <p>Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>						
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <table border="1"> <tr> <td data-bbox="196 1686 770 1910"> <p>E1_K01</p> <p>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p> </td><td data-bbox="794 1653 1394 2087" rowspan="2"> <p>Understands the need to supplement knowledge in the field of ethics in economics, is open to new views in this area.</p> <p>Actively cooperates in task forces with respect for social, cultural, ethical and moral norms.</p> <p>Is open to new ideas and techniques related to</p> </td></tr> <tr> <td data-bbox="196 1910 770 2087"> <p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team with</p> </td></tr> </table>	<p>E1_K01</p> <p>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>	<p>Understands the need to supplement knowledge in the field of ethics in economics, is open to new views in this area.</p> <p>Actively cooperates in task forces with respect for social, cultural, ethical and moral norms.</p> <p>Is open to new ideas and techniques related to</p>	<p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team with</p>			
<p>E1_K01</p> <p>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>	<p>Understands the need to supplement knowledge in the field of ethics in economics, is open to new views in this area.</p> <p>Actively cooperates in task forces with respect for social, cultural, ethical and moral norms.</p> <p>Is open to new ideas and techniques related to</p>					
<p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team with</p>						

awareness of the decisions they make, and takes responsibility for the results of their work and that of the entire team.					with the analysis and evaluation of ethical and moral attitudes in economics. They are characterised by personal values related to ethics, morality, respect for social norms and loyalty in business contacts. The student is aware of the moral responsibility for decisions made in economic and public life.						
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.											
E1_K06 They are able to think entrepreneurially and communicate skilfully with their environment; they adapt to new situations and conditions, and become resilient to failure and stress.											
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_W04, E1_W05, E1_W07,	X		X					X	X	X	
E1_U08	X		X					X	X	X	
E1_K01...K03, E1_K6,	X							X	X	X	
Form and conditions of course completion: Completion of the lecture in the form of a written examination – closed and open-ended questions. BUNA – completion in the form of a documented semester paper assessed by the lecturer – case study.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures									12		
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									27		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									5		
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading									5		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject									13		
Total									23		
Total (contact hours and BUNA + student's own work)									50		
									2 ECTS		

1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: (<i>up to 3 items</i>) <ol style="list-style-type: none"> 1. Hausman D., McPherson M.S, Satz D., <i>Ethics of Economics. Economic Analysis, Moral Philosophy and Economic Policy</i>, e-book, Copernicus Centre Press, Krakow 2017. 2. Rybak M., <i>Managerial Ethics – Corporate Social Responsibility</i>, WN PWN, Warsaw 2021 (print). 3. Gasparski W., <i>Business, Ethics, Responsibility</i>, Wyd. Profesjonalne PWN, Warsaw 2012. 	
Supplementary literature: (<i>up to 5 items</i>) <ol style="list-style-type: none"> 1. Klimek J., <i>Business Ethics. Theoretical Assumptions, Practical Applications</i>, e-book, Difin 2014. 2. Hope E., <i>Ethics in the profession of public relations specialists</i>, e-book, Difin 2013. 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		QUALITY MANAGEMENT SYSTEMS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3 X 4 5 6 <input type="checkbox"/>
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	9 (ZO)	15 (Z)	ZO/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to present key aspects related to understanding the essence of quality management systems, as well as the implementation and practical functioning (improvement) of systems in manufacturing and service companies; to perform a specific practical task and discuss the results obtained, possibilities for their improvement and application potential in organisations.</i>				
Teaching methods: assimilation of knowledge through traditional lectures; practical tasks: case studies and brainstorming. Term paper in the form of a presentation. Teaching tools: flinkISO software, Bitrix24.				
Prerequisites: knowledge of the basics of organisation management, marketing and statistics.				
N r	Course topics			
I	LECTURES: 1. Introduction to quality management. 2. Quality system according to ISO 9000 – basic concepts and their definitions. 3. Formal aspect of quality assurance – ISO 9001 system certification. 4. Quality management tools. 5. ISO 14000 environmental management system and its implementation.			

	<div>6. Other quality assurance systems: HACCP, ISO 18000, GMP, GHP, GLP.</div> <div>7. The concept of TQM and the principles of its implementation in organisations.</div>
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <div><div>1. Structure and principles of using ISO 9000, 9001 and derivative standards in the IMS concept.</div><div>2. Quality costs – classification and significance.</div><div>3. Quality system documentation (Quality Manual, procedures, instructions, quality records).</div><div>4. Quality system documentation management.</div><div>5. Quality improvement tools.</div><div>6. Organoleptic evaluation of products.</div></div>
	V
Learning outcomes	
<div>Field-specific outcomes – symbol and description</div> <div>Subject-specific outcomes – specification</div>	
in terms of KNOWLEDGE:	
<div>E1_W01</div> <div>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</div>	<div>Able to define concepts related to quality management. Describes the essence of quality management and other quality systems, knows the basic terminology resulting from the ISO standard.</div> <div>Discusses human behaviour in an organisation, human needs related to optimal work performance based on quality assurance system documentation, and mental limitations resulting from the implementation of ISO concepts.</div> <div>presents methods (tools) related to quality improvement – the so-called classic and new approaches. Students are familiar with standard methods and tools for data collection and interpretation based on quality improvement tools, allowing them to optimise processes within the organisation in accordance with ISO requirements. They have knowledge of the phenomena occurring and the need to improve processes leading to their optimisation and, as a result, certification of the system's compliance (developed structure) with the requirements of a specific quality standard.</div>
<div>E1_W05</div> <div>Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.</div>	
<div>E1_W06</div> <div>Has advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic functioning and complex relationships, as well as in forecasting future scenarios of economic and social activity.</div>	
in terms of SKILLS:	
<div>E1_U01</div> <div>Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div>	<div>Correctly interprets economic phenomena and processes using terminology and standards from the ISO family.</div> <div>Uses theoretical knowledge and data obtained, characterising the course of processes in the organisation, to</div>
<div>E1_U02</div> <div>Is able to use theoretical knowledge and effectively and efficiently obtain</div>	

reliable data from primary and secondary sources for analysing specific economic processes and phenomena in the field of economic disciplines.	analysing and optimisation further their processes.
E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.	Forecasts processes occurring in the organisation using quality improvement tools and indicates the practical consequences and risks of processes based on system documentation. Assesses the usefulness of various quality management systems.
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent performance of tasks, as well as in running a business and resolving professional dilemmas.	Has the ability to formulate practical conclusions based on quality assurance system documentation and to formulate ideas and doubts related to the functioning system – optimisation and improvement of processes and documentation. Has the ability to use quality management tools and methods.
E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation.	Observes ongoing processes and makes appropriate use of relevant documents, as well as generates new records to improve processes.
in the area of SOCIAL COMPETENCES:	
E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	Understands the need to learn about quality assurance and proper quality management.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team with awareness of the decisions they make, as well as take responsibility for the results of their work and that of the entire team.	Correctly identifies, diagnoses and improves the course of ongoing processes using quality improvement tools and creating appropriate documentation. They actively cooperate in teams involved in quality improvement (quality circles).
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.	Participates in quality improvement projects, is prepared for substantive discussion and communication of views related to the improvement of quality systems.
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares about the achievements and traditions of the profession	Independently supplements knowledge and improves skills related to quality assurance, is open to continuity – permanent quality improvements.
E1_K06 Is able to think entrepreneurially and	Is characterised by personal values related to being guided in professional life by business responsibility and respect for the views and opinions of others in the field of comprehensive (holistic) improvement and quality assurance.

communicates skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W05, E1_W06			X			X					X
E1_U01			X			X		X			X
E1_U02						X					X
E1_U03						X					X
E1_U06			X			X		X			X
E1_U010			X			X		X			X
E1_K01						X		X			X
E1_K03...K06						X		X			X
Form and conditions for completing the course: lecture with multimedia presentation – assessment based on a 5-7 minute test, exercises – group project using case studies, BUNA – independent presentation.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures									9		
Participation in seminars											
Participation in practical classes									9		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									33		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									7		
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject									10		
Total									17		
Total (contact hours and BUNA + student's own work)									50		
									2 ECTS		
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA									1.5		
2. including the number of ECTS points for hours completed in the form of independent work									0.5 ECTS		
Basic literature: (up to 3 items)											
1. Hamrol A., <i>Quality Management with Examples</i> , PWN, Warsaw 2013.											
2. Blikle A., <i>The Doctrine of Quality. A Treatise on Total Self-Organisation. 3rd edition</i> , Wyd. Onepress, Gliwice 2021.											
Supplementary literature:											
1. Łańcucki J., <i>Fundamentals of Total Quality Management (TQM)</i> , AE, Poznań 2016.											

**Approval: Vice-Rector
for Education**

SYLLABUS
EDUCATION CYCLE 2025-2028
Powiślańska Academy of Applied Sciences Kwidzyn
Faculty of Economic and Social Sciences

Course name:		CORPORATE FINANCE				
Field of study:		ECONOMICS				
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)				
Profile of studies:		practical				
Type of studies*:		full-time / part-time				
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>				
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>		
Number of ECTS credits assigned		3				
Language of instruction:		Polish				
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl				
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>				
Lecturer(s):		According to the study plan				
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*		
12 (E)	0	0	15 (Z)	E/Z		
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer						
Course objective: <i>to present key concepts in the field of finance, to acquire the skills of financial analysis and management.</i>						
Teaching methods: <i>Assimilation of knowledge through lectures with multimedia elements and independent acquisition of knowledge through problem analysis – individual presentation (semester project).</i>						
Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VAT Specialist.</i>						
Prerequisites: <i>general knowledge of how companies operate on the market, general ability to formulate the needs of an organisation and a general understanding of cause-and-effect relationships.</i>						
N r	Course topics					
I	LECTURE 1. The essence and concept of finance. 2. The scope of finance. 3. Basic financial analysis techniques. 4. Fundamentals of corporate financial management. 5. Control and monitoring in corporate finance					
II	SEMINARS: not applicable					
III	LABORATORY EXERCISES: not applicable					
IV	EXERCISES: not applicable					
V	BUNA: Term paper – presentation subject to assessment. Area of topics to choose from: 1. The essence and concept of finance. 2. The scope of finance. 3. Basic financial analysis techniques.					

	<div>4. Fundamentals of corporate financial management.</div> <div>5. Control and monitoring in corporate finance.</div> <div>6. Change in the value of money over time.</div> <div>7. Fundamentals of investing money.</div> <div>8. Financial audit – objectives, effects, organisations.</div>										
Learning outcomes											
Field-specific outcomes – symbol and description				Subject-specific outcomes – details							
in terms of KNOWLEDGE :											
<div>E1_W01</div> <div>They have comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, and know and understand the basic terminology of economic sciences, including the application of this practical knowledge in business.</div>				<div>Discusses the essence of corporate finance. Characterises the instruments and principles of operation of the main areas of corporate financial management, in particular in terms of sources of financing, shaping the structure of assets and capital, financial liquidity management, and investments.</div>							
<div>E1_W02</div> <div>Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</div>				<div>Describes the scope of processes related to corporate finance in practical terms. Distinguishes between basic methods and tools in the field of financial analysis.</div>							
<div>E1_W07</div> <div>Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</div>				<div>Characterises the occurring relations and regularities in the area of financial analysis. Presents the principles and detailed legal regulations related to the control of the financial management of market entities in practice.</div>							
				<div>The student has in-depth knowledge of the management of company assets and knows the theoretical basis for the evaluation of investment projects from the perspective of asset structure.</div>							
in the area of SOCIAL COMPETENCES :											
<div>E1_K01</div> <div>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when they have difficulty solving a problem on their own.</div>				<div>Understands the need to acquire knowledge in the field of corporate finance, has a positive attitude towards changes in the environment that may affect the financial condition of companies. Is ready to carry out analyses and assessments necessary for making financial decisions in a company and to deepen their knowledge in this area.</div>							
<div>E1_K06</div> <div>Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</div>				<div>Is able to independently supplement and improve their knowledge of corporate financial management and is open to ideas and techniques for effective corporate financial management.</div>							
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Written examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Project	Project
E1_W01, E1_W02, E1_W07	X				X	X		X	X		
E1_U02, E1_U07	X				X	X			X		

E1_K01, E1_K06					X	X			X		
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Form and conditions for completing the course: Lecture with multimedia presentation – written exam – closed and open-ended practical interpretation questions. BUNA – semester project in the form of a presentation prepared by the student on a selected topic.

Workload required to achieve learning outcomes in hours and ECTS points

Office hours with academic staff and BUNA	
Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	27
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	13
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	10
Preparing for tests/exams	
Preparing for a written/oral examination in a subject	15
Preparing for a written/oral assessment in a subject	
Total	48
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2 ECTS

Basic literature: (up to 3 items)

1. Kopiański, P. Kowalik, *Corporate Financial Management: Theory and Practice*, University of Economics Press, Wrocław 2015.
2. Brigham E., Houston J., *Financial Management*, PWN, Warsaw 2015.

Supplementary literature: (up to 5 items)

1. W. Bień, *Corporate Financial Management*, DIFIN, Warsaw 2018 (reprint).

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		BANKING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits assigned		1.5		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects X • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Exercises a	BUNA**	Form of assessment*
0	0	27 (ZO)	15 (Z)	ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to enable students to acquire the following basic skills and competences: understanding the principles of the functioning of the modern banking system; understanding the principles of the regulatory and legal institutions governing banking activities; assessing the impact of the banking sector on the macroeconomic situation; assessing the impact of the stability of the banking system on banking activities; understanding the principles and methods of bank management.</i>				
Teaching methods: <i>Lecture method, case study, using audiovisual techniques (overhead projector, slides – multimedia projector). Term paper – project prepared by the student.</i> Teaching tools : <i>FunBanking software FunBanking software, resources from the https://www.infor.pl/wskazniki/wskazniki-bankowe/.</i>				
Prerequisites: <i>basic knowledge of microeconomics and macroeconomics.</i>				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Types of modern banking: relationship banking, transactional banking, correspondent banking, international (global) banking, commercial banking, wholesale banking, corporate banking, retail banking, universal banking, specialised banking and its types (mortgage, cooperative, other).			

	<p>2. Expansion of banks beyond the traditional scope of banking services: derivatives, asset securitisation.</p> <p>3. Risk in lending activities – active, passive, individual, portfolio), sources of credit risk.</p> <p>4. Single credit risk management in a modern bank. Methodology for assessing the creditworthiness of different types of customers. Forms of credit security (single risk), criteria and rules for their selection, legal and non-financial security.</p> <p>5. Portfolio credit risk management in a modern bank – prudential standards taking into account legal requirements (NUK), internal limits in lending.</p> <p>6. Liquidity, interest rate, currency and operational risk management – theoretical principles (including liquidity management rules – the golden rule of banking, the rule of shifts and others), applicable prudential regulations.</p> <p>7. Bank risk in payment systems (liquidity risk and operational risk)</p>
V	<p>BUNA: Preparation of a term paper – a project on the following topics:</p> <ol style="list-style-type: none"> 1. Bank deposit activities. Financial instruments, deposit policy – concepts, scope, elements, principles. 2. Lending activities – concept, scope, elements. Types of loans. 3. Range of banking, deposit and credit products. Rules for calculating the price of banking products. 4. Payment and settlement instruments. Types, operating principles.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>The student has knowledge of the essence and principles of banking in Poland. Knows types of risk in banking. Describes banking activities and the banking system, the essence of the Central Bank and policy objectives, as well as the essence of banking supervision. Has in-depth knowledge of the subject of finance, the functions of finance and financial phenomena, is able to identify and describe the links in the financial system and the relationships between them.</p> <p>The student is familiar with the strategies and business models of banks, the basic types of risk in banking, and the functions of the basic institutions that make up the banking system. They characterise the products offered by banks to individual and institutional customers and the regularities that occur in this area.</p> <p>They present the rules for preparing documentation in the banking system, and are familiar with the rules for assessing creditworthiness based on the documentation submitted. They discuss contemporary processes of transformation in the banking system and the directions of development of banking along with the development of technology.</p> <p>The student has knowledge of how to use available solutions IT in analyses</p>
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W06 Has an advanced knowledge and understanding of the methods of application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic activity and complex interdependencies, as well as in forecasting future scenarios for economic and social activity.</p>	
<p>E1_W12 Has advanced knowledge of modern IT and information systems and techniques and the possibilities of their use in practice in accordance with the field of study.</p>	

	banking offer and in analyses of the impact of changes in financial parameters key to the banking market on the choices made by customers.
in terms of <u>SKILLS</u>:	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	Observes and interprets phenomena characteristic of banking activities, uses terminology specific to banking. The student is able to justify the application of banking regulations to specific situations on the financial market.
<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	<p>Uses knowledge of the banking system to obtain specific data characterising the functioning of the banking system.</p> <p>They properly document the course of processes characteristic of banking activities. Students are able to analyse reports and data on the efficiency and security of banks.</p>
<p>E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena</p>	Correctly uses documents characteristic of banking activities – legal acts, regulations, procedures – in order to resolve specific situations, with particular emphasis on the risks involved in the activities of such entities.
<p>E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in independently performing tasks, as well as conducting business activities and resolving professional dilemmas.</p>	
in terms of <u>SOCIAL COMPETENCES</u>:	
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>	<p>Understands the need to learn and supplement knowledge in the field of banking. The student understands the role of a bank as an institution of public trust and is ready to act in accordance with the public interest.</p> <p>Is able to cooperate in task forces to solve banking-related problems. Participates in project teams to develop solutions and communicates their views in a substantive manner in accordance with their knowledge in this area.</p>
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p>	Consciously uses documents characteristic of banking activities, seeks and develops optimal solutions. Understands the role of a bank as an institution of public trust and is ready to responsibly shape the relationship between the bank and its environment.
<p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.</p>	Supplements knowledge in the field of banking, is open to creative, innovative ideas in the field of banking products and technologies, shares
<p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others;</p>	

adapts to new situations and conditions, develops resilience to failure and stress.					shares insights with others. Independently resolves problems in the field of banking. Thinks in an entrepreneurial way. Properly observes the environment and adapts to the turbulence of the environment.						
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Presentation	Presentation	Class participation	Participation	Project	Group project
E1_W01, E1_W03, E1_W06, E1_W12			X					X		X	
E1_U01, E1_U02, E1_U03, E1_U06			X					X	X	X	
E1_K01, E1_K02, E1_K03, E1_K06								X	X	X	
Form and conditions for completing the course: BUNA – completion of an individual project. Exercises – completion based on practical tasks carried out during classes, group projects carried out during exercises.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										27	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										15	
Total										42	
Student's own work divided into time (examples of forms of student work)											
Form of student work										Number of hours	
Preparation for classes											
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/exams											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral examination in a subject											
Total										42	
Total (contact hours and BUNA + student's own work)										42	
										1.5 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										1.5 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										0 ECTS	
Basic literature: (up to 3 items):											
1. Iwańczuk-Kaliska A., Marszałek P. (eds.), <i>Vademecum usług bankowych</i> [Handbook of Banking Services], Wydawnictwo UEP, 2021.											
2. Zaleska M., <i>Banking</i> , CH Beck, Warsaw 2013.											

3. Waliszewski K. (ed.), *Social responsibility of financial institutions – from theory to practice*, CeDeWu, Warsaw, 2018.

Supplementary reading (up to 5 items):

1. Iwanicz-Drozdowska M., Jaworski W. L., Szelałowska A., Zawadzka Z., *Banking. Institutions, Operations, Management*, Poltext 2017.
2. W. Przybylska-Kapuścińska, Szyszko M., *Contemporary monetary policy. The perspective of the 21st century*, Difin, Warsaw 2017.

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:		DIPLOMA SEMINAR - PROSEMINAR		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/> Semester of study*: 1 X 2 <input type="checkbox"/> 3 4 5 <input type="checkbox"/> 6 <input type="checkbox"/>		
Number of ECTS credits awarded		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects X • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	18 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: <i>to present the substantive, methodological and technical aspects of preparing a written scientific paper – coursework and dissertation. To demonstrate scientific integrity reliability, conscientiousness and originality. To develop diligence, organisational skills and the ability to plan one's own work.</i>				
Teaching methods: <i>Exercises, discussion, comparative analyses. Term paper in the form of a presentation.</i>				
Prerequisites: <i>basic computer skills – word processor, spreadsheet, presentation software.</i>				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. General remarks on written academic work – final papers, dissertations. 2. Title page, table of contents, composition of studies. 3. Introduction, substantive content, conclusion. 4. Footnotes – overview and rules of use – copyright, the problem of plagiarism. 5. Bibliography – selection of literature. 6. Graphic elements: tables, drawings. 7. Technical preparation of the work.			
V	BUNA: Semester assignment in the form of preparing a presentation on a specified topic. Sample topics: 1. Rules for using footnotes. 2. Selection of literature. 3. Formulating a research problem and attempting to solve it.			
Learning outcomes				
Field-specific outcomes – symbol and description		Subject-specific outcomes – specification		

in terms of <u>KNOWLEDGE</u>:						<p>Discusses the principles of using scientific sources in compliance with copyright requirements.</p> <p>Is familiar with research planning and modern data collection techniques and research tools appropriate to the chosen topic of work.</p>					
<p>E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialisation studied in the field of economics.</p> <p>E1_W13 Knows the substantive, methodological and formal requirements for the preparation of a thesis, the development and submission of which for assessment is specified by the thesis procedure in the field of economics.</p>											
in terms of <u>SKILLS</u>:						<p>Uses in practice knowledge of rules for preparing scientific studies, as well as collecting and using empirical data, principles of literature selection, and, consequently, description, inference and interpretation of phenomena. Is able to give an oral presentation supported by a presentation, emphasising the results of a study of literature and enriching conclusions based on the results of empirical data obtained.</p>					
<p>E1_U08 Has the ability to plan and organise the process of writing papers on specific issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the chosen specialisation in economics).</p>											
in the area of <u>SOCIAL COMPETENCES</u>:						<p>Understands the need to learn and improve research skills.</p> <p>Collaborates with others in solving research problems.</p> <p>Is open to criticism, new ideas and techniques aimed at improving and perfecting scientific and research skills.</p>					
<p>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when they have difficulty solving a problem on their own.</p>											
<p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p>											
<p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to consult experts in this field when faced with difficulties in solving them independently.</p>											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W10, E1_W17					X	X		X	X		
E1_U8					X	X		X	X		
E1_K01,						X		X	X		

E1_K02, E1_K03													
Form and conditions for completing the course:													
Classes – class participation – text analysis with discussion, individual consultations based on the analysis of selected texts and written fragments of the thesis. BUNA – preparation of a presentation on a given topic.													
Student workload required to achieve learning outcomes in hours and ECTS points													
Contact hours with the academic teacher and BUNA													
Types of classes												Number of hours	
Participation in lectures													
Participation in seminars													
Participation in practical classes												9	
Participation in laboratory classes													
Consultations (2 hours per lecture, 1 hour per group exercise, convention, semester)													
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer												18	
Total												27	
Student's own work divided into time (<i>examples of forms of student work</i>)													
Form of student work												Number of hours	
Preparation for classes												10	
Writing a paper/project/essay												10	
Gathering materials and preparing a presentation													
Independent reading												10	
Preparing for tests/quizzes													
Preparing for a written/oral examination in the subject													
Preparing for a written/oral assessment in a subject												18	
Total												48	
Total (contact hours and BUNA + student's own work)												75	
												3 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA												1 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work												2 ECTS	
Basic literature: (<i>up to 3 items</i>)													
1. Wójcik K., <i>I am writing an academic thesis – bachelor's, master's, doctoral</i> , Wolters Kluwer Polska Publishing House, Sp. z o.o., Warsaw 2017.													
3. Zenderowski R., <i>Master's thesis, bachelor's thesis</i> , CeDeWu, Warsaw 2022 (print).													
Supplementary literature:													
1. Karpiński J., <i>Introduction to Social Science Methodology</i> , Warsaw 2016.													
2. Stachak S., <i>Fundamentals of Economic Science Methodology</i> , DIFIN Publishing House, Warsaw 2016.													
3. <i>General rules for preparing theses at the Faculty of Economic and Social Sciences</i> , Kwidzyn, October 2016.													
Approved by: Vice-Rector for Education													

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		BASICS OF PROJECT MANAGEMENT		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned		1		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects X • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA*	Form of assessment*
0	0	12	15	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; BUNA – without the participation of an academic teacher				
Course objective: to develop project management skills, including soft skills, to acquire the ability to effectively manage complex projects, to implement projects in accordance with the scope, on time, within the set budget and to the full satisfaction of the client.				
Teaching methods: <i>workshops, case studies, classic problem-based method, discussion, situational analysis.</i> Teaching tools: <i>GanttProject, Taagly, and Birtrix24 software.</i>				
Prerequisites: <i>active participation in classes, completion of recommended tasks for independent solution.</i>				
N r	Class topics			
I	LECTURE: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: Introduction to project management <ul style="list-style-type: none"> • Project, i.e. undertaking • Features of a project • The project constraint triangle • Project manager • Sponsor 			

- Project client
- Stakeholders

Project initiation phase

- Before the project begins
- Project launch (initiation)
- Project Charter
- Project objectives – SMART
- *Case study – developing a project charter*
- Stakeholder analysis
- Typical stakeholders
- Stakeholder Register
- *Case study – developing a stakeholder register*

Project planning phase

- Kick-off meeting
- Planning process
- Roles in planning
- Scope planning
- What is a requirement?
- Scope statement
- Work Breakdown Structure (WBS)
- Graphical WBS
- Work Package WBS
- *Case study – WBS development*
- Time planning
- Consequence diagram
- Critical path
- Milestones
- Project schedule
- Cost planning
- Cost categories and types
- Bottom-up estimation
- Budget – baseline plan
- What is quality?
- Resource planning
- Risk in projects
- Risk planning
- Risk level – qualitative
- Strategies for responding to threats
- Strategies for responding to opportunities
- *Case study – description of opportunities and threats and response strategies*

Project implementation phase

- Implementation objectives
- Team management processes
- Team capability dynamics
- Communication management processes in implementation
- Report

Project monitoring and control phase

- Monitoring and control objectives
- Processes
- Change control process

Project closure phase

- Closure objectives
- Closing process

	Closing the project
V	<p>BUNA:</p> <ul style="list-style-type: none"> • basic concepts related to the art of project management, • the role of projects in modern organisations, • organisational structure and project management, • project management life cycle, • 10 areas of project management knowledge, • project programmes and portfolios, • characteristics of an effective project manager, • project stakeholder management, • the role of communication in project management, • project initiation processes in an organisation, • kick-off meeting, • building and managing a project team, • project planning processes, • creating a project management plan, • scope management (work breakdown structure – WBS), • estimating project duration and costs, • managing project costs, • introduction to project risk management, • quality planning, • project implementation processes, • communication as the key to implementing project plans, • quality in project management, • project monitoring and control processes, • introduction to earned value techniques, • change management, • project completion processes.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity</p>	<p>Characterises the essence of project management.</p> <p>Presents methods of project development and management as well as key factors determining their implementation.</p> <p>Has knowledge of the requirements and competences of persons responsible for project development and implementation (management).</p> <p>Characterises regulations – standards, rules, legal requirements related to project development and implementation, has knowledge of factors influencing the correctness of project implementation and corrective actions.</p>
<p>E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p>	
<p>E1_U04 Communicates effectively and accurately using terminology from the field of economics and related disciplines, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner.</p>	
<p>E1_U05 Is able to find and select appropriate sources</p>	

information, critically analyse, evaluate and synthesise this information, and participate in debates, presenting and discussing different opinions and positions.	
<p>E1_W07</p> <p>Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	
<p>in terms of <u>SKILLS</u>:</p>	
<p>E1_U09</p> <p>Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology</p>	Has the ability to observe the environment, analyse needs, and then create characteristic documentation related to projects and project cycle management.
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p>	
<p>E1_K01</p> <p>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>	
<p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p>	<p>Understands the need to supplement knowledge in the field of project management.</p> <p>Participates in the development of subsequent stages of projects, is prepared to critically evaluate and express opinions on factors determining the success of a project.</p>
<p>E1_K03</p> <p>Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.</p>	<p>Adequately sets priorities in the process of project management and development.</p> <p>Shows respect for the views of others, is guided by responsibility for the project and loyalty to the members of the team involved in its development.</p>
<p>E1_K05</p> <p>Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</p>	Independently supplements and improves knowledge in the field of project management, is open to new ideas and techniques.
<p>E1_K06</p> <p>Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.</p>	

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Exam	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W04, E1_W05, E1_W07			X				X	X	X		
E1_U09			X				X	X	X		
E1_K01, E1_K02, E1_K03, E1_K05, E1_K06							X	X	X		
Form and conditions for completing the course: completion of a project (individually/in a group) with a discussion; assessment based on practical tasks discussed during the course.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										12	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented term paper graded										15	
Total										27	
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work										Number of hours	
Preparation for classes											
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject											
Total											
Total (contact hours + student's own work)										27	
										1 ECTS	
1. including the number of ECTS points for contact hours with direct participation of an academic teacher										0.5 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										0.5 ECTS	
Basic literature: (<i>up to 3 items</i>)											
1. Janasz K., Wiśniewska J. (eds.), <i>Project Management in Organisations</i> , Difin, Warsaw, 2014.											
2. Trocki. M. (ed.), <i>Modern project management</i> , PWE, Warsaw, 2013.											
3. Wysocki R. K. <i>Effective project management</i> , Wydawnictwo Helion, Warsaw, 2013. 4.											
Supplementary literature: (<i>up to 5 items</i>)											
1. Brandenburg H., <i>Management of Local Development Projects</i> , EU, Katowice, 2013. IBUK Libra											
2. Kisielnicki J. <i>Project Management</i> , Wydawnictwo Nieoczywiste, Warsaw 2017.											
3. Strybała A., <i>Management of Economic and Organisational Projects</i> , PWN, 2008. IBUK Libra											
4. Trocki M (ed.), <i>Project Management Methodologies and Standards</i> , PWE, Warsaw 2017.											
5. Wirkus M. <i>Project and Process Management</i> , Difin, Warsaw 2013.											
Approval:											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		MARKET ANALYSIS AND MARKETING RESEARCH		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>
Number of points awarded ECTS		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialisation subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA*	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
* E – examination; z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to acquire knowledge and practical skills in the field of marketing research, as well as the use of empirical material to describe phenomena occurring in the market environment of entities, which in turn should serve to optimise market decisions.</i>				
Teaching methods: Exercises using audiovisual techniques, problem-based discussion, case studies, semester project – independently completed project.				
Teaching tools: <i>website resources: https://marketingplatform.google.com/about/analytics/</i>				
Prerequisites: Knowledge of microeconomics and statistics.				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none">1. The essence of marketing research and the creation of a marketing information system (MIS).2. Designing marketing research.3. Measurement of secondary sources and measurement of primary sources.4. Preliminary development of empirical material.5. Areas of market analysis and analysis of empirical material using accepted measurement scales.6. Conclusions and reporting based on collected and developed empirical material.			

V	BUNA: Term paper – individually prepared project on topics specified by the lecturer. Examples: 1. Advantages and disadvantages of measurements from secondary and primary sources. 2. Stages, scope and significance of a research project. 3. Selected areas of market phenomenon analysis – (time, space, dependence, etc.).	
	Learning outcomes	
	Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
	in terms of <u>KNOWLEDGE</u>:	
<div>E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature and methodology, and related to other scientific disciplines, knows and understands the basic terminology of economic sciences, including the application of this practical knowledge in economic activity.</div>		<div>Has knowledge of elements related to the marketing orientation of market entities and the need to study specific areas of market activity.</div> <div>Discusses relationships related to the development of economic activity determined by the actions of competitors, customers and other market participants.</div> <div>Describes methods for measuring secondary and primary sources, specifying their advantages and disadvantages in the context of the results obtained from empirical data analysis.</div> <div>It presents the ethical requirements related to the implementation of measurement and analysis, especially with regard to data protection and the discussion of sensitive issues in research.</div> <div>It characterises the possibilities and consequences of building and using a Marketing Information System (MIS) for the development of market entities.</div>
<div>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</div>		
<div>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</div>		
<div>E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</div>		
<div>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</div>		
in terms of <u>SKILLS</u>:		<div>Is able to observe and interpret phenomena related to the market behaviour of entities. Is able to analyse the market.</div> <div>Uses knowledge about the behaviour of market entities, effectively and efficiently collects market data, analyses it and describes it in relation to</div>
<div>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div>		
<div>E1_U02 Able to use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena</div>		

in the field of economic disciplines.					to specific market situations. Participates in discussion groups, developing directions and guidelines related to the preparation of marketing research projects, the implementation of pilot measurements pilot studies and the improvement of comprehensive fundamental research.													
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.																		
in the area of SOCIAL COMPETENCES:												Understands the need to supplement knowledge in the field of market research. Demonstrates awareness of the importance of the market economy for the socio-economic development of the region and the country. Designs marketing research in cooperation with the team, respecting socio-cultural, ethical and legal norms. Appropriately defines priorities in market analysis. Identifies the role of social needs in creating the company's product range. Takes an empathetic and assertive approach to the issues covered in market research. Recognises the deliberate creation of consumer behaviour by economic entities.						
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties. with independent problem solving.																		
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.																		
E1_K03 Is ready to recognise the importance of knowledge in solving problems related the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.																		
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)																		
Outcomes (symbol)		Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project						
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08				X					X		X	X						
E1_U01, E1_U02, E1_U07				X		X			X		X	X						
E1_K01, E1_K02, E1_K03,									X	X	X	X						
Form and conditions for completing the course: Completion of a group project as part of the exercises, assessment based on closed-ended tasks. BUNA – independent project with discussion.																		
Student workload required to achieve learning outcomes in hours and ECTS points																		
Contact hours with the academic teacher and BUNA																		
Types of classes											Number of hours							
Participation in lectures																		
Participation in seminars																		

Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	10
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	20
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5
2. including the number of ECTS points for hours completed in the form of independent work	0.5 ECTS
Basic literature: (up to 3 items) 1. Kaczmarczyk S., <i>Applications of marketing research: marketing management and environment</i> , PWE, Warsaw 2014. 2. Jaworowicz M., <i>Copywriting in integrated marketing communication</i> , Difin Publishing House, Warsaw 2015. 3. K. Mazurek-Lopacińska (ed.), <i>Marketing research</i> , Wydawnictwo Naukowe PWN, Warsaw 2016.	
Supplementary literature: (up to 5 items) 1. 1. Milic-Czeraniak R. (ed.), <i>Marketing Research</i> , Difin Publishing House, Warsaw 2022.	
Approved by: Vice- Rector for Academic Affairs	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		PUBLIC PROCUREMENT		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X	
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects - project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA*	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with grade; BUNA – without the participation of an academic teacher				
Course objective: <i>to familiarise students with the basic concepts related to the application of public procurement procedures in the European Union. Rules for awarding public contracts. Subject scope of directives regulating public procurement.</i>				
Teaching methods: <i>discussion, case studies, term paper/presentation.</i>				
Teaching tools: <i>website resources: https://tiny.pl/677_1d8m, https://searchbzp.uzp.gov.pl/</i>				
Prerequisites: <i>knowledge of the basics of macroeconomics and the financial market.</i>				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <div>1. Basic concepts in public procurement. The contracting authority and the contractor as parties to the proceedings. Contracts covered by the provisions of the directives. Principles of public procurement.</div> <div>2. Contract threshold amounts. Estimating the contract value. Terms of reference.</div> <div>3. Procurement procedures.</div> <div>4. Issues related to announcements, abnormally low prices, candidate or tenderer eligibility conditions, and appeal procedures.</div>			
V	BUNA: <div>1. Public Procurement Glossary.</div> <div>2. Procurement procedure.</div>			

3. Terms of reference.	
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – details
in terms of <u>KNOWLEDGE</u>:	
E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	It describes principles, methods and techniques related to obtaining reliable data sources necessary from the perspective of public procurement. It uses terminology related to industrial property protection in the context of public procurement. Discusses standards, regulations and procedures related to public procurement.
E1_W07 Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
in terms of <u>SKILLS</u>:	
E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.	Uses the acquired knowledge in the development of elements characteristic of public procurement. Takes on the role of a collaborator or leader of a team dealing with public procurement. Participates in task forces, analysing problems related to specific aspects of public procurement and identifying options for rational solutions.
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.	
E1_U08 Has the ability to plan and organise the process of writing papers on specific issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the chosen specialisation in economics).	
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialist terminology	
in the field of <u>SOCIAL COMPETENCES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.	Identifies, diagnoses and defines dilemmas related to the public procurement procedure. The student participates in task force work, discussing and diagnosing issues related to public procurement procedures, expressing their opinions substantively and boldly.

<p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p>	<p>views and arguments.</p> <p>When expressing views on public procurement, the student draws attention to issues of business ethics, social responsibility and loyalty to participants in business relationships, condemning aspects of corruption.</p> <p>They improve and supplement their knowledge, independently using a public procurement dictionary.</p>
<p>E1_K03</p> <p>Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.</p>	
<p>E1_K06</p> <p>They are able to think entrepreneurially and communicate skilfully with those around them; they adapt to new situations and conditions, and develop resilience to failure and stress.</p>	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W02, E1_W07			X				X	X	X		
E1_U03, E1_U08, E1_U09			X				X	X	X		
E1_K01, E1_K02, E1_K03, E1_K06			X				X	X	X		

Form and conditions for completing the course: completion of a project (individually/in a group) with a discussion; assessment based on practical tasks of a closed and open interpretative nature.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with academic teacher

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30

Student's own work divided into time (*examples of forms of student work*)

Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	10

Gathering materials and preparing a presentation	
Independent reading	10
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral examination in a subject	15
Total	45
Total (contact hours + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher	0.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2.5 ECTS
Basic literature: (<i>up to 3 items</i>) <ol style="list-style-type: none"> 1. W. Starzyńska, J. Wiktorowicz, <i>Public procurement and innovation</i>, University of Łódź, 2012. IBUK LIBRA 2. P. Trepte, <i>Guide to public procurement procedures in selected European Union countries</i>, UZP Warsaw 2006. 3. Act: Public Procurement Law. 	
Supplementary literature: (<i>up to 5 items</i>) <ol style="list-style-type: none"> 1. K. Błachut, J. Rybka, <i>Public Procurement in Practice</i>, SYGMA, Wrocław 2003. 2. M. Lemke, D. Piasta, <i>Analysis of the case law of the European Court of Justice</i>, UZP, Warsaw 2006. 3. M. Winiarz, Public Procurement Law. Case law in the field of public finance discipline, Wolters Kluwer, Warsaw-Krakow 2009. 	
Approved by: Vice- Rector for Academic Affairs	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		ECONOMICS AND ORGANIZATION OF ENTERPRISE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/> Semester of study*: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3 X 4 5 6 <input type="checkbox"/>		
Number of points awarded ECTS		4		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects X • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health economics <input type="checkbox"/> 		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (E)	0	12 (ZO)	30 (Z)	E/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Aim of the course: <i>to introduce students to the issues of business functioning, and above all to familiarise them with the theoretical and practical basics of business operations, general principles and specifics of functioning, financing of activities, new methods of business management helpful in making the right management decisions, with particular emphasis on economic issues.</i>				
Teaching methods: <i>lectures with multimedia presentations, case studies, group activities, collaboration. Exercises using activating methods. Term paper.</i> Teaching tools: <i>taagly, flinkISO, Dolibarr software.</i>				
Prerequisites: <i>knowledge of business organisation and management. Ability to perform basic analyses of business operations. Competences - teamwork, economic decision-making.</i>				
No.	Course topics			
I	LECTURES: 1. Basic concepts in economics. 2. Enterprise value management: risk-adjusted value measures, capital allocation. 3. Fixed assets. Current assets. 4. Wages and salaries. 5. Materials and inventory management.			

	6. Investment management. Maintenance management. 7. Production management. 8. Spatial organisation of the production process. 9. Scheduling of repetitive and non-repetitive production. 10. Reliability of production processes.
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ol style="list-style-type: none"> 1. Overview and relationships between basic concepts in economics. 2. Enterprise value management. Measurement of enterprise value and shareholder value. 3. Financial restructuring techniques. 4. Production capacity. 5. Financing of company operations.
V	BUNA: Term paper – preparation of a paper/presentation on a selected topic from the content covered in lectures and classes. Sample topics: <ol style="list-style-type: none"> 1. Types of working hours. 2. Working standards. 3. Wages and salaries.

Learning outcomes

Field-specific outcomes – symbol and description	Subject-specific outcomes – specification					
in terms of <u>KNOWLEDGE</u>: <table border="1"> <tr> <td> E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development. </td><td rowspan="4"> Discusses issues related to economics. Knows concepts related to economics and organization of enterprise, production factor resources and proposes ways to use them rationally. Describes relationships related to the creation of value of an economic entity. Analyses resources of production factors and proposes ways of their rational use. Identifies factors shaping the efficiency of enterprises. Discusses issues related to employment and remuneration of employees in an organisation. Understands remuneration planning and budgeting in an enterprise. Cites key information and independently identifies the tools needed to solve a given problem, while justifying the choice. Presents methods for measuring the value of an organisation, determining its effectiveness and efficiency, and the determinants of its asset management. </td></tr> <tr> <td> E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice. </td></tr> <tr> <td> E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities. </td></tr> <tr> <td> E1_W05 Has advanced knowledge and understanding of humans as entities creating economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows </td></tr> </table>	E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	Discusses issues related to economics. Knows concepts related to economics and organization of enterprise, production factor resources and proposes ways to use them rationally. Describes relationships related to the creation of value of an economic entity. Analyses resources of production factors and proposes ways of their rational use. Identifies factors shaping the efficiency of enterprises. Discusses issues related to employment and remuneration of employees in an organisation. Understands remuneration planning and budgeting in an enterprise. Cites key information and independently identifies the tools needed to solve a given problem, while justifying the choice. Presents methods for measuring the value of an organisation, determining its effectiveness and efficiency, and the determinants of its asset management.	E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.	E1_W05 Has advanced knowledge and understanding of humans as entities creating economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows	
E1_W02 Knows and understands the economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	Discusses issues related to economics. Knows concepts related to economics and organization of enterprise, production factor resources and proposes ways to use them rationally. Describes relationships related to the creation of value of an economic entity. Analyses resources of production factors and proposes ways of their rational use. Identifies factors shaping the efficiency of enterprises. Discusses issues related to employment and remuneration of employees in an organisation. Understands remuneration planning and budgeting in an enterprise. Cites key information and independently identifies the tools needed to solve a given problem, while justifying the choice. Presents methods for measuring the value of an organisation, determining its effectiveness and efficiency, and the determinants of its asset management.					
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.						
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.						
E1_W05 Has advanced knowledge and understanding of humans as entities creating economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows						

<p>how to apply this knowledge in practice.</p> <p>E1_W07 Has the knowledge necessary to run a business, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p> <p>E1_W09 Knows and understands the principles of a market economy and knows the basic principles of creating and developing various forms of entrepreneurship. Knows how to apply this knowledge in practice.</p>	<p>Presents the norms and principles of asset management. Knows the regulations, procedures and processes characteristic of economic activity.</p> <p>Has knowledge of restructuring processes. Knows the techniques of financial restructuring and recovery in an enterprise.</p> <p>Knows and understands transport performance indicators. Is able to calculate the income elasticity of demand for transport services and perform a transport line load analysis.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.</p> <p>E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.</p> <p>E1_U08 Has the ability to plan and organise the process of writing papers on specific issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the chosen specialisation in economics).</p> <p>E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialist terminology.</p>	<p>Correctly observes and interprets phenomena characteristic of the entity's activities. - Is able to use theoretical knowledge to describe and analyse cause-and-effect relationships in the activities and effectiveness of enterprises.</p> <p>Collects reliable data characterising specific areas of management in the organisation. Is able to analyse factors and optimise the course of economic processes in enterprises and their environment.</p> <p>It forecasts processes and phenomena and predicts the consequences and risks of activities. It is able to document economic phenomena and processes occurring in organisations. It is able to assess management processes and the accompanying financial and economic results.</p> <p>Formulates conclusions regarding specific areas of a company's activities. Applies methods of management and companies that are helpful in making the right management decisions.</p> <p>Uses knowledge to independently diagnose specific cases within an organisation.</p> <p>Participates in team work, assessing specific cases of the organisation's functioning. Solves decision-making problems in the area of the company's current operations.</p>
<p>in terms of <u>SOCIAL COMPETENCES</u>:</p>	<p>The student understands the need to supplement their knowledge</p>

E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	<p>in the field of SME economics in the context of environmental changes. Willing to expand their knowledge of transport economics.</p> <p>The student is open to innovative concepts characteristic of enterprises. Is able to work in a group developing case studies and to set priorities for the economic efficiency of enterprises. Solves decision-making problems in the area of the enterprise's current production. Works in a team and understands the importance of cooperation.</p> <p>The student demonstrates ethical values in social and business contacts and treats issues concerning the organisation and its members with respect.</p> <p>Independently supplements and improves knowledge in the field of Economics and organization of enterprise. Demonstrates creativity in supplementing skills related to the functioning of enterprises.</p>
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.	
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.	
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Activity on	Participation in	Individual project	Group project
E1_W02...W05, E1_W07, E1_W09, E1_W15	X				X			X		X	X
E1_U01...U03, E1_U07...U09	X				X			X	X	X	X
E1_K01, E1_K02, E1_K03, E1_K06					X			X	X	x	X

Form and conditions of course completion: Completion based on practical tasks discussed during classes, preparation of an individual or group project. Written exam - closed and open-ended questions. BUNA - preparation of a paper/presentation.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	12
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)	
BUNA – form of assessment in the form of a documented semester paper graded	30

by the lecturer	
Total	54
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	10
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	16
Preparing for a written/oral assessment in a subject	10
Total	46
Total (contact hours and BUNA + student's own work)	100
	4 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	2
2. including the number of ECTS points for hours completed in the form of independent work	2
Basic literature: (up to 3 items) <ol style="list-style-type: none"> 1. J. Engelhardt, <i>Business Economics</i>, CeDeWu, Warsaw 2017. 2. R. Lisowska, J. Ropega, <i>Entrepreneurship and Management in Small Businesses</i>, Wyd. UŁ, Łódź 2016. 	
Supplementary literature: (up to 5 items) <ol style="list-style-type: none"> 1. Paździor A., <i>Managing the value of a modern enterprise</i>, e-book, Lublin University of Technology Press, Lublin 2015. 2. Chudzik D., Szymonik A., <i>Logistics of modern warehouse management</i>, Difin Publishing House, Warsaw 2022. 	
<p style="text-align: center;">Approved by: Vice- Rector for Education</p>	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:		FINANCIAL MANAGEMENT		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>		
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects X• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	12 (ZO)	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>The primary objective of the course is to provide knowledge and skills in the field of effective corporate financial management. The course also aims to show students the links between various functional and strategic decisions in a company and the possibilities for flexible adjustment.</i>				
Teaching methods: <i>Active exercises, group work, practical exercises, project. Semester work in the form of an individual project.</i>				
Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VATowiec.</i>				
Prerequisites: <i>knowledge of the structure of financial statements and the ability to read the economic information contained therein. Knowledge of the principles of the accounting system in a company is also required. Students should be able to define the basic objectives of a company and identify them with the company's financial results.</i>				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. The concept, essence and objectives of financial management in an enterprise. 2. Time value of money (future and present) – revision. 3. Financial efficiency in an enterprise – management of assets, investment activity. 4. Financial structure in an enterprise – sources of financing, shaping the capital structure and the cost of equity and debt capital. Financial analysis.			

	5. Shaping the financial result in a company – operating leverage, financial risk and financial leverage, combined leverage and its impact on the financial result.
V	BUNA: Term paper – individual project – assessment of the financial condition of a sample company.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	Has knowledge of corporate financial planning. Knows theories of corporate financial management and their application in achieving key corporate objectives. Knows theories of financial management and their application in achieving key corporate objectives. Discusses the basic records of economic operations in financial accounting. Characterises financial decisions made in a company and the effects of these decisions in the short and long term. Characterises the basic methods and techniques, tools and materials used in financial planning. Lists and defines basic concepts related to financial planning. Knows the principles and methods of financial analysis. Discusses the behaviour of a company on the financial market during financial planning procedures. Analyses the implementation of financial planning on the capital market based on financial indicators and an analysis of the company's financial liquidity. Describes economic phenomena and processes occurring in a company.
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	
E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the significance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness.	
in terms of SKILLS :	
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.	Designs and proposes alternative solutions for the management and control of basic economic processes economic processes occurring in the enterprise. Is able to conduct a financial analysis of the enterprise and interpret its results in relation to specific areas of the enterprise's operations. Implements acquired knowledge for management
E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	
E1_U07	

Is able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.	and business management, criticises inappropriate solutions and establishes criteria for optimal solutions, and engages in discussions about these solutions. Applies acquired knowledge about the financial management of a company.
	The student anticipates ways out of crisis situations in the company, analyses and evaluates the functioning of economic processes in terms of financial accounting.
In terms of SOCIAL COMPETENCES:	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	Demonstrates creativity in recording economic operations, knows the regulations. Is able to apply all amendments to the law concerning the Accounting Act. Uses the acquired knowledge about the functioning of the company in such a way as to contribute to increasing its efficiency.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	Willingly works in a team, maintaining an assertive attitude. Uses acquired knowledge about the functioning of the company in such a way as to contribute to increasing its efficiency.
E1_K03 Is prepared to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.	Is sensitive to all kinds of violations and irregularities in the interpretation of balance sheet regulations. Tries to eliminate various types of irregularities and shortcomings as quickly as possible. Demonstrates responsibility for decisions made and is able to defend them.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	Strives to work independently and effectively in learning about the functioning of financial accounting laws, standards and principles at a basic level. Continues to improve their competence in matters related to corporate finance.

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Outcomes (symbol)	Examination	Oral examination	Test	Essay/report	Assignments, projects	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08					X				X	X	X
E1_U01, E1_U02, E1_U07,					X					X	X

E1_K01, E1_K02, E1_K03, E1_K06					X				X	X	X
Form and conditions for completing the course: Exercises – completion of a group project, assessment based on practical tasks, exercises. BUNA – completion of an individual project.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										12	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										15	
Total										27	
Student's own work divided into time (examples of forms of student work)											
Form of student work										Number of hours	
Preparation for classes										10	
Writing a paper/project/essay										10	
Gathering materials and preparing a presentation											
Independent reading										3	
Preparing for tests/quizzes											
Preparing for a written/oral examination in the subject											
Preparing for a written/oral assessment in a subject											
Total										23	
Total (contact hours and BUNA + student's own work)										50	
										2 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										1 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										1 ECTS	
Required reading:											
1. Bień W., <i>Financial Management</i> , DIFIN, Warsaw 2018 (reprint).											
2. Jaworski J., <i>Theory and Practice of Corporate Financial Management</i> , CeDeWu Publishing House, 3rd edition, Warsaw 2022.											
3. Kopiński A., Kowalik P., <i>Company Financial Management – Theory and Practice</i> , e-book, Wrocław University of Economics Press, Wrocław 2013.											
Supplementary literature:											
1. Czekaj J., Dresler Z., <i>Corporate Financial Management</i> , PWN Publishing House, Warsaw 2023 (print).											
2. Hass-Symotiuk M. (ed.), <i>Financial Accounting of a Company from its Establishment to Liquidation</i> , Wolters Kluwer, 2nd edition, Warsaw 2022.											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course name:	Universal Design			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of assigned ECTS points	1.5			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
15 (ZO)	0	30 (Z)	0	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: To familiarise students with the principles of designing products, services and environments that are accessible and usable by the widest possible audience, regardless of their abilities, age or fitness.				
Teaching methods: problem-based lecture with the use of audiovisual aids, exercises. Term paper in the form of a project. Teaching tools: <i>equipment purchased as part of the project: Hemiplegia Simulator, Respiratory Distress Simulator - Nasco Empathy Lungs, Vision Impairment Simulator - Luna Optic.</i>				
Prerequisites: None				
No	Course topics			
I	LECTURES: <ul style="list-style-type: none"> • Introduction to universal design <ul style="list-style-type: none"> a) Definition and significance of universal design. b) History and development of the concept of design for all. c) Key principles and assumptions of universal design. d) Presentation of groups excluded and at risk of social and digital exclusion. 			

	<ul style="list-style-type: none"> Universal design and sustainable development <ul style="list-style-type: none"> a) Links between universal design and sustainable development. b) The role of universal design in creating accessible and inclusive products and services. c) Analysis of cases of universal design application in various sectors of the economy. Economic aspects of universal design <ul style="list-style-type: none"> a) Analysis of the costs and benefits associated with implementing universal design. b) The impact of universal design on the competitiveness of enterprises. c) Strategies for financing and supporting projects based on universal design principles. Law and regulations related to universal design <ul style="list-style-type: none"> a) Overview of international and national legal regulations concerning universal design. b) Accessibility standards and their impact on the market. c) Responsibilities of companies and institutions in implementing universal design.
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ul style="list-style-type: none"> Practical applications of universal design, tools and methods supporting universal design. Challenges and future directions for universal design in the context of economics. Legal conditions regarding the accessibility of public spaces and facilities. Methods for assessing the accessibility of public transport systems. Case studies and good practices in the application of solutions based on universal design principles. Savoir vivre in dealing with people with disabilities.
V	BUNA: not applicable
Learning outcomes	
Directional effects – symbol and specification	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>: <div> E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice. </div> <div> E1_W05 Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice. </div>	<p>Knows and understands the principles of universal design in order to identify and analyse the interrelationships between economic entities, structures and institutions at the microeconomic and sectoral levels, both in real and monetary terms. Is able to adapt design solutions to the specific needs of a chosen specialisation in economics, taking into account various social, economic and environmental aspects.</p> <p>Knows and understands the principles of universal design at an advanced level, taking into account the diverse needs and behaviours of users in the process of creating economic structures. Is able to analyse human motives and principles of action in the context of designing solutions tailored to a wide range of users, including people with diverse abilities and needs. Is able to apply the acquired knowledge in practice by designing products, services and organisational structures that take into account the principles of inclusiveness and accessibility and meet the requirements of various social groups.</p>
in terms of <u>SKILLS</u>: <div> E1_U01 They are able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, </div>	<p>The student is able to identify and assess the impact of legal, technological, political and cultural changes on economic phenomena and processes, taking into account the principles of design</p>

<p>political and cultural.</p> <p>E1_U04</p> <p>Communicates efficiently and accurately using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner in their professional work.</p>	<p>universal. Demonstrates the ability to apply these principles in the analysis and interpretation of economic data and in the creation of design solutions that are accessible and useful to a wide range of users, regardless of their diverse needs and capabilities.</p>
<p>E1_U07</p> <p>Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.</p>	<p>The student is able to communicate effectively in the context of universal design, using appropriate terminology in the fields of economics, sustainable development and accessibility. They are able to work with an interdisciplinary team, including accessibility experts and engineers, to create economic and design solutions that comply with the principles of universal design. Students are able to present their design concepts in an attractive and convincing manner, taking into account the perspective of users with different needs.</p>
	<p>The student is able to apply the principles of universal design in an economic context, working in a team to create and evaluate business solutions. They are able to effectively participate in the analysis of various market scenarios, taking into account the diversity of user and customer needs, and select methods and tools that optimise economic decisions in line with the idea of sustainable development.</p>
<p>in the area of SOCIAL COMPETENCES:</p> <p>E1_K02</p> <p>Is ready to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K04</p> <p>Is ready to fulfil social obligations and co-organise activities for the benefit of the social environment and acts in the public interest.</p> <p>E1_K05</p> <p>Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</p>	<p>The student is able to cooperate in an interdisciplinary team, demonstrating the ability to integrate knowledge in the field of universal design in an economic context, including understanding and respecting social, cultural and legal norms related to accessibility and inclusiveness. They are aware of their responsibility for design decisions and their impact on diverse user groups, and are able to take responsibility for the results of both individual and team work.</p> <p>The student is prepared to incorporate universal design principles into the planning and implementation of economic solutions, taking into account the needs of different social groups, and is involved in activities aimed at creating accessible and inclusive public spaces, thereby promoting the public interest and supporting the development of sustainable social initiatives.</p>

	The student understands the importance of universal design as an ethical approach in business, taking into account respect for the diversity of users, including people with different needs and limitations. They are aware that the implementation of universal design principles supports inclusiveness and sustainable development, which is in line with professional ethics and contributes to building a positive legacy and tradition of the profession.
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Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Presentation	Class participation	Participation in discussion	Individual project	Project
E1_W03, E1_W05.	X										
E1_U01								X		X	X
E1_U04								X		X	X
E1_U07								X		X	X
E1_K02, E1_K04, E1_K05								X	X	X	X

Form and conditions for completing the course: Completion of the lecture – open written examination. Exercises – completion of an individual or group project.

Student workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with academic staff and BUNA	
Types of classes	Number of hours
Participation in lectures	15
Participation in seminars	
Participation in practical classes	30
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	
Total	45
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	
Total (contact hours and BUNA + student's own work)	38
	1.5 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1.5 ECTS



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2. including the number of ECTS points for hours completed in the form of independent work

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Basic literature: (*up to 3 items*)

1. Bleszyński Jacek Jarosław, Małgorzata Orłowska, *Leisure time in the service of people with disabilities*, Wyd. Naukowe PWN, Warsaw 2022.
2. Gary S. Becker, Kevin M. Murphy, *Social Economics: What Influences Individual Behaviour*, Wyd. Naukowe PWN, Warsaw 2020.

Supplementary literature:

1. Woźniak-Zapór M., Sorkowska-Cieślak K., *Usefulness, Functionality and Accessibility of Websites of Museums and Cultural Institutions*, AFM Publishing House, Krakow 2018.
2. Kilian M., *Functioning of Older People*, Difin Publishing House, Warsaw 2020.

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powieślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course name:	Customer relationship management using a CRM system			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's degree) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input checked="" type="checkbox"/>	
Number of ECTS points	1.5			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which achieves specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialisation subjects <input type="checkbox"/> • university-wide subjects – project-based <input checked="" type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA*	Form of assessment*
0	0	30	0	ZO
* E – examination; Z – pass; ZO – pass with a grade; BUNA – without the participation of an academic teacher				
Course objective: to acquire knowledge and practical skills in building and maintaining customer relationships, using CRM systems and ideologies within company processes, including obtaining data from customers, taking into account applicable regulations, building the sales process, designing and conducting customer service.				
Teaching methods: exercises using multimedia, group workshops, case studies, problem-based discussions, independent work with the tool; Teaching tools: Sugester software, Bitrix24.				
Prerequisites: active participation in classes, completion of successive stages of recommended tasks for independent solution				
No.	Class topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: Conditions and methods of building long-term customer relationships Customer focus in business. Differences between ERP and CRM			



	<p>CRM as a philosophy of building customer relationships CRM as infrastructure and a tool for building a conscious customer base Areas of CRM application, advantages and disadvantages Building and managing a customer base Customer life cycle on the market and loyalty programmes Methods of acquiring and channels for reaching B2B and B2C customers Basic CRM modules, their functions and possible uses Barriers to CRM implementation: market, organisational and financial Types and functions of CRM systems and the most interesting tools on the market Sales process management using CRM systems, including their impact on sales target achievement Practical use of CRM systems: structure, functionalities, configuration Personal data processing and customer relationship management, including GDPR</p>
V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Changes in marketing and sales trends and practice in companies. From a transactional to a relational approach 2. The specifics of consumer decisions, the role of customer value. 3. Stages of building customer loyalty and various forms of attachment to a brand/company. 4. Learning about the various CRM tools available and their functionality.
Learning outcomes	
Directional outcomes – symbol and specification	Subject-specific outcomes – details
<p>in terms of <u>KNOWLEDGE</u>:</p> <p>E1_W01 Has comprehensive knowledge of economics and related sciences, and understands their place in the social sciences system. Knows key concepts and terms used in economics, as well as elements, concepts and regularities of economic theory. Is able to explain the subject-specific and methodological characteristics of economics and related sciences. Knows how to apply this knowledge in practice.</p> <p>E1_W03 Has basic knowledge of the relationships between economic phenomena, entities, structures and institutions on a micro-, macro- and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p> <p>E1_W05 Has basic knowledge of humans as entities creating economic structures and has elementary knowledge of the principles and motives of human behaviour in these structures, both in sociological and psychological terms.</p> <p>E1_W07 Has advanced knowledge and understanding of selected facts, objects, phenomena and complex relationships between them, as well as theories and general research methodology in the field of accounting and finance as a scientific discipline and professional activity.</p> <p>E1_W08 Knows basic marketing instruments, buyer behaviour, market segmentation and has elementary knowledge of marketing strategy design Has knowledge of the specifics of marketing activities in different industries, different types of organisations and in different environmental situations</p>	<p>Has knowledge of ways to build customer relationships and the possibilities of using CRM systems in various areas of business operations. Knows the terminology related to these issues.</p> <p>Discusses basic issues related to building customer relationships and using CRM philosophy and tools, including legal aspects related to obtaining customer personal data.</p> <p>Has knowledge of how customers make decisions and what is valuable to them, which influences their approach to working with relationship-based systems.</p> <p>Characterises the opportunities and barriers to implementing CRM principles and tools in companies. Is able to identify elements of the sales process, building customer bases at various stages of a company's operation and their connection to CRM systems.</p> <p>They differentiate between ways of building customer relationships, pay attention to the diversity of processes and know how to adapt methods to the set goal. They know the principles of building marketing strategies based on customer relationships in various industries and diverse markets.</p>

<p>market.</p> <p>E1_W11 Knows the key concepts, rules and processes in related social sciences; understands the sources, nature and regularities of the behaviour and actions of people and entities and their links to the functioning of the market and business.</p> <p>E1_W12 Has basic knowledge of modern information and communication technologies and their practical applications in line with the field of study.</p>	<p>Has knowledge of working with customers at various levels, understands concepts related to customer behaviour and building loyalty, attachment and satisfaction in the context of effective business operations.</p> <p>Knows the latest technological solutions related to CRM and customer relationship building, as well as their capabilities, including tool development.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Observes, identifies and interprets economic phenomena and processes, using economic terminology based on acquired knowledge of economics.</p> <p>E1_U02 Is able to obtain reliable data for analysing specific economic processes and phenomena in the field of economics and related disciplines (in connection with the chosen specialisation). Is able to apply these elements in practice.</p> <p>E1_U03 Is able to correctly analyse the symptoms, causes and course of specific economic and social processes and phenomena, based on appropriate methods and tools, and assess them in terms of their economic, social, legal, ethical and environmental effects, and present the results in the form of summaries, reports, analyses and expert opinions facilitating correct economic decisions, in particular in relation to the chosen specialisation. Is able to apply these elements in practice.</p> <p>E1_U08 Is ready to perform tasks innovatively and solve complex, atypical problems in conditions fraught with risk and uncertainty, using normative systems</p>	<p>Is able to observe how companies build customer relationships, identify development opportunities and interpret phenomena related to the implementation of the CRM approach.</p> <p>Uses knowledge about the possibilities of using CRM to build customer relationships, analyses available data and identifies errors and opportunities for the company's development in this area, also in relation to the competition.</p> <p>Is able to use CRM tools to correctly build a customer base and set strategies for data collection and customer segmentation, as well as create reports and summaries aimed at the effective implementation of CRM solutions in the organisation.</p> <p>Actively participates in creating a customer relationship building strategy for the company, developing possible directions for development, identifying barriers and creating guidelines for implementing CRM in the organisation, defining stages and indicating methods.</p>
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is aware of the level of their knowledge and skills and understands the need for continuous learning due to the dynamics of market and social processes taking place in the world.</p> <p>E1_K04 Is prepared to work and cooperate in a group and to perform various roles in a team.</p> <p>E1_K08 Independently identifies, diagnoses and solves problems and applies various solutions in business practice.</p>	<p>Understands the need to constantly supplement their knowledge and acquire new skills in marketing and sales, as well as in the area of rapid technological change.</p> <p>Designs the implementation of CRM solutions in the organisation, cooperating with various departments, paying attention to the different goals and capabilities of teams, as well as legal and ethical conditions. Shares knowledge with other members of the organisation, bearing in mind cooperation and the development of oneself and other team members.</p> <p>When implementing CRM systems, they properly identify needs, set priorities, stages of action and a plan, bearing in mind their responsibility for the decisions made and their impact</p>

					on other activities in the company.						
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W03, E1_W05, E1_W07, E1_W08 E1_W11 E1_W12			X		X	X	X	X	X		X
E1_U01, E1_U02, E1_U08			X		X			X	X		X
E1_K01, E1_K02, E1_K03, E1_K06					X		X	X	X		X
Form and conditions for completing the course: Project completion (individual/group) with discussion; assessment based on closed and open-ended tasks and interpretation.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in exercises									30		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, consultation, semester)											
Total									30		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparation for classes											
Writing a paper/project/essay											
Gathering materials and preparing a presentation									8		
Independent reading											
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject											
Total									8		
Total (contact hours + student's own work)									38		
									1.5 ECTS		
1. including the number of ECTS points for contact hours with direct participation of an academic teacher									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									0.5 ECTS		
Basic literature: (<i>up to 3 items</i>)											
1. J. Otto, Relationship Marketing: Concept and Application, C.H. Beck, Warsaw 2001											
2. J. Dyche, CRM Customer Relations, Gliwice, Helion, 2002											
3. P. Kotler, K.L.Keller, "Marketing", Pearson/ Rebis, Poznań 2021, pp. 134–261.											
Supplementary literature: (<i>up to 5 items</i>)											

4. Burnett K.: "Relationships with key customers. Analysis and management", Krakow, Oficyna Ekonomiczna, 2002.
5. I. Dembińska-Cyran, J. Hołub-Iwan, J. Perenc: "Customer Relationship Management", Difin, Warsaw 2004
6. N. Hill N., J. Alexander: "Measuring Customer Satisfaction and Loyalty", Kraków, Oficyna Ekonomiczna, 2003

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		Coordination and optimisation of business processes using Lean Office		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based X• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA*	Form of assessment*
0	0	30	0	ZO
* E – examination; Z – pass; ZO – pass with distinction; BUNA – without the participation of an academic teacher				
Course objective: <i>to acquire knowledge and practical skills enabling independent implementation of business process optimisation tools (including administrative processes) in market organisations and the non-commercial sector based on the Lean Office methodology</i>				
Teaching methods: <i>exercises using interactive multimedia tools (Miro, video materials, Mentimeter), gamification, group workshops, case studies, problem-based discussions, digital process mapping tools</i>				
Teaching tools: <i>Symfonia software. Module: Trade, Dolibarr, VATowiec.</i>				
Prerequisites: <i>basic skills in using digital tools (MS Office 365, browser applications), active participation in classes, completing the recommended tasks for independent study</i>				
No.	Class topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			

EXERCISES:

The exercises include an introduction to terminology, notification and techniques for optimising administrative/office processes specific to the Lean Office methodology. As part of the course, students will acquire and consolidate their knowledge of methods for increasing the operational efficiency of teams. The course will reinforce the theoretical part with a series of practical exercises based on team interaction and gamification using commonly available online multimedia tools.

The course covers the following topics:

IV

1. Introduction to the principles of Lean Office methodology:
 - a. The purpose and basic principles of Lean Office (lean management, external/internal customer, pull system, continuous improvement – Kaizen/PDCA)
 - b. The role of the process owner and Lean coordinator in the organisation; building readiness for change and continuous improvement
 - c. Lean Office vs. Lean Management and Lean Manufacturing – analysis of similarities and specific limitations
 - i. Multimedia exercise "Why do we need Lean? Brainstorming" using the mentimeter.com tool
2. Introduction to the process approach in an organisation:
 - a. Methods for identifying, analysing and evaluating current processes in an organisation
 - b. Introduction to methods and tools for mapping the current state
 - c. The role of parameterisation in processes: cycle time, takt time, lead time
 - d. Laws governing processes (Little's law, the principle of variability, the basics of Goldratt's Theory of Constraints, TOC)
 - i. Multimedia exercise "What activities does the customer pay for" using the miro.com platform
3. Added value as a central concept in Lean methodology
 - a. Added value VA vs. NVA and NNVA – definitions and practice
 - b. Added value for the customer of administrative processes in relation to added value for the external (target) customer
 - c. The Big Three Losses: Muri, Mura, Muda – categories of losses in office processes
 - d. 7 + 2 Muda – basic waste in processes
 - i. Multimedia exercise "Moving. Corporate Challenge" – using the miro.com platform
4. Continuous improvement as a prerequisite for organisational development
 - a. Deming's 14 principles
 - b. PDCA approach
 - c. Kaizen method
 - i. Case study work
5. The role of operational standardisation in building a culture of continuous improvement
 - a. 5S as the basis for operational excellence
 - b. Shadow map, OPL, poka-yoke, cabbage field and other tools for maintaining efficiency and quality in the workplace
 - c. Kanban – principles and practice
 - i. Video presentations of implementations
6. Process optimisation – putting it into practice
 - a. 10 Kaizen principles in practice – problems as a source of optimisation measures
 - b. Tools for effective problem solving (Ishikawa diagram, 5Why, 5W2H, 8D report, etc.)
 - c. Kaizen Blitz – rules, structure, process, success criteria
 - i. Group exercise – Kaizen Blitz of a selected administrative process
7. Process optimisation – Value Stream Mapping and preparation for implementation
 - a. Material and human resources necessary for implementation
 - b. Mapping and analysis of the current value stream (VSM) and design of the target value stream (VSD)
 - c. Value Stream Work Plan
 - d. Evaluation and monitoring of implementation effects

V	<p>BUNA:</p> <ol style="list-style-type: none"> 1. Familiarisation with the historical background and sources of success of the Lean Management methodology based on Toyota Motor Co. 2. Familiarisation with the characteristics of selected local organisations – separation of administrative processes, analysis and preparation for case study discussion 3. Collecting, describing and illustrating examples of standardisation implementations for discussion during exercises
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
<p>in terms of <u>KNOWLEDGE</u>:</p> <p>E1_W01 Has comprehensive knowledge of economics and related fields, and understands their place in the social sciences. Knows key concepts and terms used in economics, as well as the elements, concepts and principles of economic theory. Is able to explain the subject matter and methodology of economics and related fields. Knows how to apply this knowledge in practice.</p> <p>E1_W03 Has basic knowledge of the relationships between economic phenomena, entities, structures and institutions on a micro-, macro- and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p> <p>E1_W05 Has basic knowledge of humans as entities creating economic structures and has elementary knowledge of the principles and motives of human behaviour in these structures, both in sociological and psychological terms.</p> <p>E1_W07 Has advanced knowledge and understanding of selected facts, objects, phenomena and complex relationships between them, as well as theories and general research methodology in the field of accounting and finance as a scientific discipline and professional activity.</p> <p>E1_W11 Knows key concepts, rules and processes in related social sciences; understands the sources, nature and regularities of behaviour; understands the sources, nature and regularities of the behaviour and actions of people and entities and their relationship to the functioning of the market and business.</p> <p>E1_W12 Has basic knowledge of modern information and communication technologies and their practical applications in the field of study.</p>	<p>Has knowledge of ways to optimise business processes in a non-production environment, including the Lean Office methodology. Knows the terminology related to these issues.</p> <p>Discusses basic issues related to Lean Office and the process approach in non-manufacturing organisations. Identifies the resources necessary to implement optimisation projects. Knows the categories of process losses and understands their impact on the financial performance of the organisation. Knows techniques and tools for counteracting waste.</p> <p>Knows and understands the role of the process owner and Lean Office coordinator. Knows the challenges associated with implementing changes in an organisation and is able to prepare a team to implement an optimisation project, taking into account psychological and sociological factors.</p> <p>Knows the technique of designing value stream maps, taking into account the notation used in VSM. Understands the role of process standardisation in the context of continuous process improvement. Knows the tools for analysing the sources and causes of organisational problems.</p> <p>Has knowledge of change management in organisations. Knows the dynamics of social and individual behaviour in the face of change. Has knowledge of the conditions for effective teamwork.</p> <p>Knows multimedia tools supporting the implementation of process optimisation projects. Knows IT tools supporting teamwork. Understands the role of digital solutions, in particular cloud solutions, in building information and task flow.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Observes, identifies and interprets economic phenomena and processes, using economic terminology based on acquired knowledge of economics.</p> <p>E1_U02 Is able to obtain reliable data for analysis.</p>	<p>Is able to identify the advantages of Lean Office and the culture of continuous improvement. Is able to identify practical areas for applying the Lean Office methodology and prepare a business case for proposed optimisation implementation projects. Is able to translate Lean Office principles into the business reality of the organisation.</p>

<p>specific processes and economic phenomena in the field of economics and related disciplines (in connection with the chosen specialisation). Is able to apply these elements in practice.</p> <p>E1_U03 Is able to correctly analyse the symptoms, causes and course of specific economic and social processes and phenomena, based on appropriate methods and tools, and assess them in terms of their economic, social, legal, ethical and environmental effects, and present the results in the form of summaries, reports, analyses and expert opinions facilitating correct economic decisions, in particular in relation to the chosen specialisation. Is able to apply these elements in practice.</p> <p>E1_U08 Is ready to perform tasks innovatively and solve complex, atypical problems in conditions fraught with risk and uncertainty, using normative systems</p>											
<p>Able to select process indicators appropriate to business needs. Estimates the effectiveness of administrative processes based on cycle/cycle time or lead time calculations. Able to formulate implementation goals in a measurable and verifiable manner.</p> <p>Is able to separate administrative processes, analyse their effectiveness and identify areas for further improvement. Is able to analyse the root causes of problems occurring in connection with the organisation's business activities using Lean Office tools and select appropriate improvement proposals. Is able to plan and prepare optimisation implementation and then evaluate it based on accepted financial and operational performance indicators.</p> <p>Actively participates in creating a strategy for building a culture of continuous improvement in the organisation, developing directions for possible development, identifying barriers and creating guidelines related to the implementation of Lean Office in organisation, defines stages, indicates methods.</p>											
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is aware of the level of their knowledge and skills and understands the need for continuous learning due to the dynamics of market and social processes taking place in the world.</p> <p>E1_K04 Is prepared to work and cooperate in a group and perform various roles in a team.</p> <p>E1_K08 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice.</p>											
<p>Understands the need for continuous improvement not only in organisational terms, but also on an individual level. Is able to develop and deepen their knowledge of Lean Office applications. Critically analyses source materials in the field of optimisation.</p> <p>Knows the conditions for effective teamwork. Is able to formulate project goals in a way that is attractive to team members. Knows and is able to apply methods for overcoming deadlocks in the process of implementing changes.</p> <p>Knows effective problem-solving tools (Ishikawa, 5WHY, 8D, etc.) and is able to apply them in practice. Is able to identify the root causes of difficulties and allocate adequate resources and actions to minimise them.</p>											
<p>Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)</p>											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_W03, E1_W05, E1_W07, E1_W08 E1_W11			X		X	X	X	X	X		X

E1_W12											
E1_U01, E1_U02, E1_U08			X		X			X	X		X
E1_K01, E1_K02, E1_K03, E1_K06					X		X	X	X		X

Form and conditions for completing the course: Project completion (individually/in a group) with discussion; assessment based on closed, open and interpretative tasks.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	30
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
Total	30

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparing for class	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/exams	10
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	20
Total (contact hours + student's own work)	50

2 ECTS

1. including the number of ECTS points for contact hours with direct participation of an academic teacher

1 ECTS

2. including the number of ECTS points for hours completed in the form of independent work

1 ECTS

Basic literature: (up to 3 items)

1. Rother M., "Toyota Kata", LEI, Wrocław 2010
2. Drew L., "Lean in the Office and Services. A Guide to Lean Management Principles in a Non-Manufacturing Environment", MT Biznes, Warsaw, 2002

Supplementary literature: (up to 5 items)

3. Balle M. et al. "Lean Sensei", LEI, Wrocław 2019
4. Eakin K., "Office Lean. Understanding and implementing flow in a professional and administrative environment", Taylor&Francis Ltd., Abingdon-on-Thames 2019

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Pomorska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	Planning and conducting communication activities in situations image crisis			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of points awarded ECTS	1			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based X • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA/PZ*	Form of assessment*
20	0	0	0	ZO
* E – examination; Z – pass; ZO – pass with a grade; BUNA – without the participation of an academic teacher				
Course objective: <i>The main objective of the course is to make students aware of the nature of an image crisis, as this common problem can affect all organisations operating on the market. It is therefore crucial to properly prepare the organisation's potential in the event of a multidimensional image crisis and to effectively manage communication activities that reduce the negative consequences associated with the loss of a carefully built image. When presenting issues related to communication, emphasis is placed on both preventive and corrective communication in crisis situations. As a result, it is possible to understand the essence of developing and implementing remedial programmes that allow image crises to be avoided.</i>				
Teaching methods: <i>assimilation of knowledge through traditional lectures enriched with case studies and analysis of critical issues, along with brainstorming on possible solutions internal and external crisis situations encountered.</i>				
Prerequisites: <i>knowledge of marketing and organisational management.</i>				

No	Subject
I	<p>LECTURES:</p> <ol style="list-style-type: none"> 1. PR activities in the context of promotional tools. 2. Determinants of an organisation's image. 3. Crisis – situation mechanism and market consequences. 4. Crisis situations in the immediate and wider environment. 5. Crisis management handbook. 6. Specifics of the ISO 22301 standard. 7. Communication activities in crisis situations. 8. Specifics and implementation of internal communication. 9. External communication in a crisis situation. 10. Reporting and corrective actions; audit.
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	BUNA: not applicable
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
<p>in terms of <u>KNOWLEDGE</u>:</p> <p>E1_W02 knows and understands the economic conditions and forms, standards, phenomena and processes related to the market. Has basic knowledge of economic processes, phenomena, entities, structures and institutions, as well as their elements and characteristics.</p> <p>E1_W03 Has basic knowledge of the relationships between economic phenomena, entities, structures and institutions on a micro-, macro- and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply knowledge in practice.</p> <p>E1_W04 Knows the basic research approaches and typical methods and tools, including statistical, mathematical and IT tools, used to describe/analyse selected entities, relationships between them or phenomena on a microeconomic scale. Knows the methods developed by the discipline of economics for studying types of economic and social ties and relationships and the regularities governing them, including in the field of a selected specialisation in economics.</p> <p>E1_W05 Has basic knowledge about humans as entities creating economic structures, knows the rules of human behaviour in terms of satisfying needs, has elementary knowledge about the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures.</p>	<p>The student knows the principles of building a positive image of an organisation in its external and internal environment. Has knowledge of the importance of reputation for effective competition.</p> <p>The student has knowledge of the importance of effective and efficient communication using the media and persuasive techniques to achieve the desired image results in situations that threaten reputation.</p> <p>The student knows the relevant sources of law and legal acts and other regulations related to the communication process, image protection, brand, property and reputation. They know the principles and methods of researching the image of an organisation and public sentiment in crisis situations.</p> <p>The student has knowledge of persuasive communication techniques and knows the principles and rules of conduct for a person seeking to satisfy information needs in crisis situations and to prepare optimally for the communication process in extreme conditions of environmental pressure.</p>
in terms of <u>SKILLS</u>:	The student participates in tasks related to diagnosis.

<p>E1_U03 Is able to properly analyse and document the symptoms, causes and course of specific economic and social processes and phenomena.</p> <p>E1_U06 Has the ability to formulate practical and useful conclusions. Is able to work in a team solving specific economic and management problems, performing various roles.</p>	<p>market reputation, rebuilding the organisation's image on the market, is prepared to engage in bold and substantive discussions on the origins of crisis situations, improving communication techniques and tools in internal and external crisis situations, as well as implementing the current anti-crisis scenario and recovery programmes.</p>										
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Understands the need to learn and take an assertive and empathetic approach to changes taking place in the professional environment on a microeconomic and macroeconomic scale, and to adapt to them.</p> <p>E1_K03 Is able to properly set priorities for achieving a goal set by themselves or others, plan and organise tasks related to its implementation, and take responsibility for the results of their work and that of the team.</p> <p>E1_K04 Is prepared to work and cooperate in a group and to perform various roles in a team.</p> <p>E1_K05 Is aware of the importance of motivating oneself and others to achieve professional goals.</p> <p>E1_K07 Is able to think and act in an entrepreneurial manner and communicate skilfully with others, using interpersonal contacts and modern multimedia tools; adapts to new situations and conditions, takes on new challenges of creative thinking, acquires resilience to failure, assesses the risks associated with running a business.</p>	<p>The student understands the need to supplement their knowledge in the field of effective and efficient communication with others in crisis situations and ongoing analysis of the environment.</p> <p>The student is able to rationally determine communication priorities in conditions of dynamic changes taking place in the organisation and its environment, and to plan activities and organise their own and others' tasks under pressure from the environment.</p> <p>The student is prepared for empathetic and substantive communication cooperation with various recipients of the process, taking care to build, maintain and rebuild positive image relations with the environment.</p> <p>The student is guided by personal values related to ethics and social responsibility in the field of rational and emotional communication of values, serving to build positive and long-term relations with the environment, adapting tools and techniques to dynamically changing conditions, as well as seeking creative solutions for the future.</p>										
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Oral examination	Colloquium	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W02, E1_W03, E1_W04, E1_W05	X							X	X		
E1_U03, E1_U06,	X							X	X		
E1_K01, E1_K03, E1_K04, E1_K05, E1_K07	X							X	X		
Form and conditions for completing the course: Active participation in discussions; assessment based on a closed, open and interpretative test of knowledge and practical skills.											

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with academic teacher

Types of classes	Number of hours
Participation in lectures	20
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per 1 group exercise, seminar, semester)	

Student's own work divided into time for examples of student work

Preparation for classes	5
Writing a paper/project/essay	
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment	
Total	5
Total (contact hours + independent study)	25
	1 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	0 ECTS

Basic literature: (up to 3 items)

1. Badzińska E., Gołata K., Szczepański, M., (eds.), *Contemporary forms of communication and image creation for companies and entrepreneurs*, Poznań University of Technology Press, Poznań 2015.
2. Hartley K. (ed.), *Communication in crisis*, PWN Scientific Publishers, Warsaw 2020.
3. Kaczmarek-Śliwińska M., *Public relations in crisis management in organisations. The art of communication*, Difin, Warsaw 2015.

Supplementary literature: (up to 5 items)

1. Huczek M., *Crisis management in a company and managerial roles and skills*, ZN, WSH Management 2015 (3).
2. Orłowski W.M., Pasternak R., Flaht K., Szubert D., *Investment processes and business strategies in times of crisis*, Warsaw 2010.
3. Maćkowska R. (ed.), *Effective communication in theory and practice*, University of Economics in Katowice Press, Katowice 2010.

**Approved by: Vice-Rector
for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:	PEOPLE MANAGEMENT IN ORGANISATIONS			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's degree) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>	
Number of ECTS credits awarded	3			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> • health economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	9 (ZO)	15 (Z)	ZO/ZO/Z
* E – examination; z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to acquire knowledge in the field of human resource management, to acquire practical skills in managing people, to introduce a humanistic approach to company management.</i>				
Teaching methods: <i>interactive lectures, simulation and problem-solving methods. Interactive exercises, group work and independent tasks, case studies.</i>				
Prerequisites: <i>knowledge of the economic fundamentals of business operations, structure and functions of the management process is required.</i>				
N r	Course topics			
I	LECTURES: 1. GZL models. 2. GZL processes. 3. Efficiency and effectiveness of employee communication processes. 4. Determinants of the employee motivation process.			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Overview of GZL models. 2. Analysis of GZL processes. 3. Effectiveness and efficiency of employee communication processes.			

	Employee motivation process.
V	BUNA: Semester assignment in the form of a paper/presentation – implementation of one of the following topics: 1. The process of building employee teams – examples, case studies. 2. The role of HRM in company management – examples, case studies.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>: E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and its links with other scientific disciplines, knows and understands the basic terminology of economic sciences and can apply this practical knowledge in economic activity. E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice. E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activity and the importance of innovation in building knowledge-based competitiveness	Discusses the relationship between economics and human resource management and human resources in an organisation. Has knowledge of managing people in an organisation. Knows the methods and tools of human resource management and the conditions for their application. Has practical knowledge of human resource management, i.e. sub-processes such as recruitment, training, communication, motivation, teamwork and people management. Explains the importance of legal standards for people management in an organisation. Has knowledge in the field of identification, analysis and diagnosis of individual HR processes. Has knowledge of tools for analysing areas of HR and their practical conditions. Knows interpersonal processes relevant to people management. Discusses issues related to transformation, external conditions and internal conditions of organisations in the field of HRM process improvement. Has knowledge of the optimisation of specific HRM processes. Has knowledge about human capital in economic organisations. Knows the roles of human resource management and its tasks.
in terms of <u>SKILLS</u>: E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes. E1_U02 Able to use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economics. E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.	Identifies HRM processes in the organisation. Is able to identify the strengths and weaknesses of of HRM in the organisation, possible limitations and prospects for HRM development. Is able to identify and apply the appropriate tools for managing human resources in organisations. Has practical skills in using tools to improve individual HRM processes. Such as motivation questionnaires, communication styles, team building, management styles. Shapes and improves specific areas of HRM: recruitment, communication, teamwork, leadership.

in the field of SOCIAL COMPETENCES:											
<div> <div> E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when faced with difficulties in solving a problem independently. </div> <div> E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team. </div> <div> E1_K03 Is ready to recognise the importance of knowledge in solving problems related to with the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to consult experts in this field in the event of difficulties in resolving them independently. </div> <div> E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress. </div> </div>											
<p>He has a strong desire to deepen his knowledge of GZL and to continuously learn in this area. He is responsible for his own development and shaping it.</p> <p>He adheres to ethics in the areas of HRM in his professional life, which mainly boils down to respect for others and fair and honest treatment. He is ready to work in a team and take responsibility for the tasks entrusted to him in the organisation. He is able to plan and organise his own and his team's work and actively participates in its work.</p> <p>He/she is characterised by clearly defined values when making decisions in the areas of human resources management, taking into account the subjectivity of people in the organisation.</p> <p>Is able to independently supplement knowledge in the field of managing people in the organisation. Participates constructively in discussions and debates, formulates own observations and is open to other arguments.</p>											
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W 01, E1_W03, E1_W08			X		X			X	X		X
E1_U01, E1_U02, E1_U07			X					X	X		X
E1_K01, E1_K02, E1_K03, E1_K06			X					X	X		X
Form and conditions of course completion: Completion is in the form of a written, practical assessment. Test on lectures and exercises, group project during exercises. BUNA – completion of semester work in the form of a presentation or paper.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures									9		

Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	33
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	12
Preparing for tests/quizzes	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	10
Total	42
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2 ECTS
<p>Basic literature: (up to 3 items)</p> <ol style="list-style-type: none"> 1. Król H., Ludwiczak A., <i>Human Resource Management</i>, WN PWN, Warsaw 2023. 2. Harwas I., Rogozińska-Pawelczyk A., <i>Human Resource Management in a Modern Organisation</i>, Wyd. UŁ 2016. 3. Scott K., <i>The Demanding and Understanding Boss. How to manage effectively without losing your human touch</i>, MT Biznes, Warsaw 2020. <p>Supplementary literature:</p> <ol style="list-style-type: none"> 1. Lewicka D. (ed.), <i>Preventing Pathologies in Organisations. The Role of Human Resources</i>, PWN, Warsaw 2014. 2. Kozłowski W., <i>Motivation Management</i>, 4th edition, CeDeWu Publishing House, 2022. 	
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		FINANCIAL REPORTING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X
Number of assigned ECTS points		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting X• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures		Seminars	Practical classes	BUNA**
0		0	15 (ZO)	15 (Z)
				Form of assessment*
				ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: the aim of the course is to acquire the ability to apply in practice various forms and scope of acquired knowledge on financial reporting, supplementing it with a critical analysis of its effectiveness and usefulness.				
Teaching methods: Activating exercises, discussion, group project work, problem-based and situational methods. Independent tasks, practical exercises. Term paper in the form of an individual project.				
Teaching tools: Symfonia software. Module: Finance and Accounting, VAT Specialist.				
Prerequisites: knowledge of the economic fundamentals of business operations, the structure and functions of the management process, and basic issues in corporate finance is required. Ability to use accounting recording tools. Acquisition of the ability to record basic economic operations in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: A Conceptual framework for financial reporting			

	<ol style="list-style-type: none"> 1. The need for a conceptual framework 2. The concept of fair, accurate and relevant presentation of information 3. Overarching principles of accounting: prudence, going concern of operations, continuity, comparability, accrual basis, materiality, form over substance, and others. 4. Recognition and measurement 5. Legal and economic aspects of accounting 6. Alternative models and practices <p>B Regulatory framework for financial reporting</p> <ol style="list-style-type: none"> 1. Reasons for the existence of a regulatory framework 2. Standard-setting process 3. Special entities, non-profit organisations and public entities <p>C Financial statements</p> <ol style="list-style-type: none"> 1. Cash flow statement 2. Tangible fixed assets 3. Intangible assets 4. Inventories 5. Financial assets and financial liabilities 6. Leases 7. Provisions for liabilities, contingent liabilities and contingent assets 8. Impairment of assets 9. Taxation 10. Regulatory requirements for the preparation of financial statements 11. Financial reporting <p>D Business combinations</p> <ol style="list-style-type: none"> 1. Concept and principles of a capital group 2. Concept of consolidated financial statements 3. Preparation of consolidated financial statements
V	<p>BUNA: Semester project – topics related to the analysis and interpretation of financial statements:</p> <ol style="list-style-type: none"> 1. Limitations of financial statements. 2. Calculation and interpretation of financial ratios and trends for stakeholders. 3. Limitations of data interpretation techniques. 4. Special entities, non-profit organisations and public entities.
Learning outcomes	
Programme-specific learning outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W01 They have comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, and know and understand the basic terminology of economic sciences, including the application of this practical knowledge in business.</p>	<p>Defines, lists and identifies concepts related to financial planning. The student knows the elements of a financial statement. Has an advanced knowledge and understanding of the methods and tools used to obtain data for preparing financial statements in a company.</p> <p>The student assesses financial phenomena occurring in a company. Has an in-depth knowledge of methods and tools for obtaining, analysing and presenting socio-economic data. Understands the phenomena and processes occurring in structures and institutions.</p> <p>The student knows the basic principles of corporate financial planning. They are able to search for, select and use information used to prepare reports.</p>
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</p>	

<div>E1_W07</div> <div>Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</div>	<div>financial.</div> <div>The student knows the basic economic operations in the field of financial planning and the legal principles and standards governing these operations.</div> <div>They analyse financial planning in an enterprise, taking into account the transformation of entities. They assess the economic and financial conditions of economic entities.</div> <div>Understands the role and possibilities of accounting policy in creating a picture of the financial and economic situation of an economic entity. Knows the function and role of accounting in the management of an economic entity.</div>
<div>E1_W08</div> <div>Has knowledge of the processes of development and transformation of entities, institutions and economic structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</div>	
<div>E1_FiR_W1</div> <div>Has advanced knowledge and understanding of accounting, financial reporting and analysis, corporate finance management, financial control and internal audit, and their practical application in professional activities.</div>	
<div>E1_FiR_W2</div> <div>Knows advanced methods of financial analysis and accounting.</div>	
<div>E1_FiR_W3</div> <div>Has advanced knowledge of reporting, corporate financial management, financial control and internal auditing, and their practical application in professional activities.</div>	
<div>in terms of SKILLS:</div>	
<div>E1_U01</div> <div>Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div>	<div>Designs and proposes alternative solutions in the management and control of basic economic processes occurring in the enterprise.</div> <div>Analyses and implements the acquired knowledge for managing and directing a company in the field of financial reporting.</div> <div>Establishes criteria for optimal solutions and engages in discussions about these solutions. Anticipates ways out of crisis situations in the company. Is able to anticipate and identify possible shortcomings in financial reporting.</div>
<div>E1_U02</div> <div>Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</div>	
<div>E1_U07</div> <div>Is able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.</div>	
<div>E1_FiR_U2</div> <div>Is able to correctly record economic operations in accordance with applicable law and prepare financial statements.</div>	
<div>in the area of SOCIAL COMPETENCES: E1_K01</div>	
<div>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties</div>	<div>Strives to work independently and effectively in understanding the functioning of laws, standards and principles for preparing financial statements relevant to decision-makers. Is ready to critically assess their knowledge</div>

with independent problem solving						<div>in the area of financial reporting and recognises the role of knowledge in solving practical problems related to the preparation of financial statements.</div> <div>Is able to apply all amendments to the law concerning the Accounting Act. Is willing to work in a team, maintaining an assertive attitude.</div> <div>Is active in the preparation of financial statements, identifies and diagnoses the financial situation of entities based on available source materials knows the provisions of the Accounting Act .</div> <div>Independently completes and improves knowledge in</div> <div>reporting financial. Understands the need to constantly strive to expand their knowledge and skills related to accounting standards.</div>					
E1_K02 Is able to actively cooperate in teams, including international ones and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.											
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.											
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W_01, E1_W03, E1_W04, E1_W07, E1_W08, E1_FiR_W1	X		X		X		X	X	X	X	X
E1_U01, E1_U02, E1_U07	X		X				X			X	X
E1_K01, E1_K02, E1_K03, E1_K06	X		X				X			X	X
<div>Form and conditions for completing the course:</div> <div>The course is completed by means of a written examination for a final grade + in the form of a group project presentation. BUNA – independent project work constituting a semester assignment.</div>											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures											

Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparing for class	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	10
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	15
Total	45
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2 ECTS
Basic literature: (up to 3 items)	
<ol style="list-style-type: none"> 1. Kamiński R., <i>Financial reporting of of a company in Polish and international regulations Polish and international regulations</i>, Adam Mickiewicz University, Poznań 2015. 2. Walińska M. E. (ed.), <i>Accounting. Accounting and financial reporting</i>, Wolters Kluwer Publishing House, Meritum Series, Warsaw 2021. 3. Wencel A., Gad J., Jurewicz A., <i>Financial statements</i>, Wolters Kluwer Polska, Warsaw 2018. 	
Supplementary literature:	
<ol style="list-style-type: none"> 1. <i>Accounting Act of 29 September 1994.</i> 	
Approved by: Vice- Rector for Academic Affairs	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	DIPLOMA SEMINAR			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's degree)			
Study profile:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*:			Semester of study*:
	I <input type="checkbox"/> II X III X			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 X 6 X
Number of assigned ECTS points	2+2+5			
Language of instruction:	Polish			
Contact (tel/email):	tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> • health economics <input type="checkbox"/> 			
Person(s) in charge:	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9+9+9 (ZO)	10+10+75 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: <i>to develop a concept for a given work – topic and structure (stage II). Students should be able to present the topic of their work and outline its structure, while presenting their chosen methodology. The discussion accompanying this stage should concern the subject of the work, as well as the proposed method of solving a given research problem.</i>				
Teaching methods: <i>assimilation of knowledge through storytelling, pointing out patterns and discussing problems, as well as practical exercises involving the use of available secondary factual sources and primary measurement in the field. Semester project work.</i>				
Prerequisites: <i>knowledge of scientific writing (Proseminarium).</i>				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES 1. Designing your own research. 2. Drawing conclusions based on empirical material.			
V	BUNA Semester project – implementation of an independent project – search for and analysis of similar (analogous) issues in the literature – domestic and foreign scientific journals – case study.			

Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialisation studied in the field of economics.	Characterises methods and techniques for researching ties and relationships in B2B, B2C, C2C, B2E, B2G relations and the regularities occurring in this area, relating them to the studied specialisation and research problem. Discusses research methods and techniques related to , , , , , secondary and primary sources, as well as the analysis (synthesis) and interpretation of results obtained in relation to a specific research problem. Knows the rules for using literature in compliance with copyright law and data protection against competition. Knows research planning and modern data collection techniques and research tools appropriate to the chosen topic of the thesis.
E1_W13 Knows the substantive, methodological and formal requirements for preparing a thesis, the development and submission of which for assessment is specified in the thesis procedure for the field of economics.	
E1_FiR_W1 Has structured and in-depth knowledge of the essence, principles and instruments of contemporary finance, including public finance and financial markets.	
E1_FiR_W2 Knows advanced methods of financial analysis and accounting.	
E1_FiR_W3 Has advanced knowledge of reporting, corporate finance management, financial control and internal audit, and its practical application in professional activities.	
in terms of SKILLS :	
E1_U08 Has the ability to plan and organise the process of writing papers on specific issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the chosen specialisation in economics).	Is able to properly design a research process, formulating a scientific research problem and selecting a research method to solve it.
E1_FiR_U3 Is able to prepare and interpret a budget and plan a company's cash flows; is also able to apply methods of investment project evaluation.	
in terms of SOCIAL COMPETENCES :	
E1_K01 Is prepared to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when encountering difficulties in solving problems independently.	Is prepared to communicate their views in a substantive and courageous manner and to justify the results obtained from their independent research work.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results	Defines a sequence of actions – a schedule – enabling the achievement of the research objective specified in the thesis topic. Is able to actively cooperate in research teams.

of their work and the entire team.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Exam	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W10, E1_W17						X				X	
E1_U08						X				X	
E1_K01, E1_K02						X				X	
Form and conditions for completing the course: Completion of a practical research project with a discussion of the results obtained; partial credits based on stage-by-stage tasks related to the study of literature, final credit based on a comprehensive study of the issues presented in the bachelor's thesis, prepared in accordance with the established requirements for this type of thesis. BUNA – semester paper, project on a specified topic.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Office hours with academic staff and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										9+9+9	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										10+10+75	
Total										19+19+84	
Form of student work										Number of hours	
Preparation for classes										10+10+15	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										10+10+16	
Preparing for tests/exams											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject										11+11+10	
Total										103	
Total (contact hours and BUNA + student's own work)										225	
										2+2+5 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										5	
2. including the number of ECTS points for hours completed in the form of independent work										4 ECTS	
Basic literature: (up to 3 items)											
1. Zenderowski A., <i>Master's thesis, bachelor's thesis</i> , CeDeWu Publishing House, Warsaw 2022.											
2. Siuda P., Wasylczyk P., <i>Scientific publications. A practical guide</i> , e-book, WN PWN, Warsaw 2018.											
3. Burniewicz J., <i>Philosophy and Methodology of Economic Sciences</i> , WN PWN, Warsaw 2022.											
Supplementary literature:											
1. Stępień B., <i>Principles of writing scientific texts</i> , WN PWN, Warsaw 2016.											
2. Trzęsicki K., <i>Introduction to the Methodology of Social Sciences</i> , Wyd. UB, Białystok 2018.											
3. Kędzior D., Moło M., Surówka M., <i>Research Problems in Contemporary Finance</i> , e-book, Wyd. Poltex, Warsaw 2021.											
Approved by: Vice-Rector for Education											

SYLLABUS
EDUCATION CYCLE 2025-2028
Powiślańska Academy of Applied Sciences Kwidzyn
Faculty of Economic and Social Sciences

Course name:		Professional practice				
Field of study:		ECONOMICS				
Level of studies*:		First cycle (bachelor's) Second cycle (master's)				
Profile of studies:		practical				
Type of studies*:		full-time / part-time				
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>				
Year and semester of study*:		Year of study*: I X II X III X		Semester of study*: 1st <input type="checkbox"/> 2nd 3rd 4 X 5 X 6 X		
Number of points awarded ECTS		6+6+13+6+6				
Language of instruction:		Polish				
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl				
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting X• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>				
Lecturer(s):		According to the study plan				
Lectures	Seminars	Practical classes	pZ**		Form of assessment*	
0	0	0	160+160+320+160+160 (Z)		Z	

* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester project assessed by the lecturer; PZ – professional practice

Course objective: The main objective of the students' professional practice is to support the process of putting the education programme into practice. The practice is compulsory in first-cycle studies. The practice lasts a minimum of two to eight weeks. Students should only be referred to entities/institutions that are willing to provide them with the conditions necessary to achieve the standard learning outcomes assigned to the professional practice, in accordance with this syllabus (which also constitutes an appendix to the applicable agreement on admission to professional practice). Detailed rules for completing the practice are set out in the Regulations for Student Professional Practice.

Course programme:

Professional practice enables students to come into contact with the immediate working environment, including shaping the right attitude towards employees and duties related to the profession in local government, non-governmental and other institutions operating in the public sphere. The implementation of the practice should teach active and constructive undertaking of other roles in the economic, local and regional space. It prepares students to use the knowledge, skills and social competences useful in solving economic problems that arise in professional work, in line with

<p>the specialisation studied and to gain professional experience.</p> <p>The internship should also serve as a trial run for the student's economic, social and administrative work. Professional practice is also an important element in shaping the attitudes and personality traits necessary to practise as an economist and fulfil the role of a social animator. The functions of practice (cognitive, educational and upbringing) significantly complement its main practical function.</p> <p>The aim of this part of the programme is to verify the theoretical knowledge acquired during the programme in practice and to integrate it into practical activities. The internship therefore enables students to familiarise themselves with the specifics of the work and functioning of institutions in practical terms.</p>	
<p>Teaching methods: <i>assimilation of knowledge through problem-solving tasks arising from situations at work and practical exercises performed at specific workstations.</i></p>	
<p>Requirements</p> <p>Preliminary</p>	<p><i>Known in the field of subjects basic basic specialised and</i></p>
<p>: <i>specialisation.</i></p>	
N	Class topics
I	LECTURES: not applicable
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
PZ	<p>Students choose their own internship location and may take advantage of both external and university offers.</p> <p>Professional internships for FiR students can take place at the following institutions:</p> <ul style="list-style-type: none"> financial institutions: banks, accounting offices, tax offices, insurance: Social Insurance Institution (ZUS), Agricultural Social Insurance Fund (KRUS), insurance companies state and local government: City and Municipal Offices (finance departments), non-governmental: foundations, associations (financial departments). <p>Companies organised according to various legal and organisational forms and engaged in various types of activities (financial departments).</p> <p>The aim of the internship is to prepare students professionally for work in selected institutions, enterprises and organisations by familiarising them with financial and accounting issues and the specifics of the activities carried out, with the scope of cooperation with other economic entities being defined. An integral part of the internship is also learning about the methods and techniques used in accounting and financial operations and obtaining the information necessary to navigate the changing market.</p>
V	<p>Students learn about the analysis of the area of activity of an institution (office, organisation, company) and its immediate and wider environment. They learn about the analysis of conditions, as well as programming and planning development (mission, strategy). Methods of Economic Analysis, including financial analysis, and their use in the decision-making processes of the entity. Principles of cooperation between the entity and external entities, as well as methods and tools for shaping relations with the environment, used in the entity. Analysis of the specific nature of the organisation and assessment of its market prospects.</p> <ul style="list-style-type: none"> Acquires the ability to use the financial and accounting IT system in a given entity. Acquires skills in the field of the entity's contacts with customers, business and administration. Acquires skills in operating IT systems supporting the work of the entity, improving individual work skills and teamwork in the scope of activities performed in individual positions. Acquires the ability to adapt to increasing professional requirements. Acquires skills in financial reporting and financial analysis. Acquires skills in documenting basic events occurring in the entity.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
<p>E1_W02</p> <p>Knows and understands economic conditions, forms</p>	<p>The student knows legal standards, as well as rules, instructions and other documents governing the functioning of the</p>

	entity,
and standards, as well as phenomena and processes related with the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	in which they are doing their professional internship. The student knows and understands the principles of industrial property protection and trade secrets relating to the entity where the professional internship is carried out. The student has knowledge of the essence of entrepreneurship, knows the detailed legal regulations and relevant procedures (documentation in accordance with the specialisation) describing the processes taking place in the entity where the professional practice is carried out, as well as the determinants of its development. Has knowledge, selects appropriate methods and tools, including advanced ICT techniques.
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic scale. and sectoral, both in real and monetary terms monetary terms, including the selected specialisation in economics. Knows how to apply this knowledge in practice.	
E1_W04 Knows and understands at an advanced level the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.	
E1_W12 Has advanced knowledge of modern methods of IT systems and techniques and the possibilities of their practical application in accordance with the field of study.	
E1_FiR_W4 Knows the basic issues of fiscal and monetary policy and their impact on the functioning of economic entities and financial markets.	
in terms of <u>SKILLS</u>:	
E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	The student correctly uses standards, procedures, instructions and other documents that make up the normative system in order to solve tasks and problems at the workplace in the entity where the professional internship is carried out. The student is able to formulate practical conclusions for decision-makers at various levels of decision-making in the organisation, as well as present views, ideas and comments based on the theory and views of the specialisation being studied specialisation. The student uses the acquired economic knowledge and conclusions from professional practice when performing independently assigned tasks in work positions in accordance with the specialisation being pursued.
E1_U09 He is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology.	
E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in economic practice, in connection with the studied specialisation	
E1_U11 Uses a foreign language at level B2 of the Common European Framework of Reference for Languages and is able to use it in situations related to economic activity.	

E1_FiR_U2	
Is able to correctly record economic operations in accordance with applicable law and prepare financial statements.	Is able to communicate with others and justify their position based on their ability to use a foreign language at level B2 of the Common European Framework of Reference for Languages.
E1_FiR_U4 Is able to use basic financial and accounting software and uses IT tools to analyse financial data.	
E1_K01 INTERPERSONAL COMPETENCES interprets and critically analyses information of knowledge, recognises the importance of knowledge in solving cognitive and practical problems, and consults experts when encountering difficulties in solving a problem independently.	<p>The student is able to properly prioritise tasks aimed at achieving goals related to the implementation of professional practice in specific job positions, taking responsibility for the results of their work.</p> <p>The student is able to properly identify, diagnose and resolve dilemmas related to the performance of tasks, and seeks optimal and reliable solutions to problems in specific job positions.</p> <p>The student is able to independently supplement their knowledge and skills related to the implementation of practical training in specific job positions, is open to new ideas and techniques for learning the profession, in accordance with their field of study.</p> <p>The student is able to think and act in an entrepreneurial manner, skilfully communicates with their environment while performing tasks related to their professional practice in specific job positions, assesses the risk of their actions and becomes resilient to failures in the performance of their profession.</p> <p>The student is guided by ethics and corporate social responsibility, as well as respect for others and loyalty to the members of the organisation where the professional internship is carried out in individual job positions.</p>
E1_K02 is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team with awareness of the decisions they make, as well as take responsibility for the results of their work and that of the entire team.	
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and culture, cares for the achievements and traditions of the profession.	
E1_K06 Is able to think entrepreneurially and communicate skilfully with others, adapts to new situations and conditions, and develops resilience to failure and stress.	

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Oral examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Project	Project
E1_W02, E1_W03, E1_W04								X	X		
E1_U02, E1_U09,								X	X		

E1_U10											
E1_K01, E1_K02, E1_K05, E1_K06,								X	X		
<p>Form and conditions for completing the course:</p> <p>Professional practice is subject to compulsory completion on an equal footing with other teaching activities. Teaching and educational supervision of students undergoing practical training is carried out by the workplace supervisor at the company where the student is undergoing practical training and by the university supervisor appointed by the Vice-Rector for Teaching and Student Affairs.</p>											
<p>Student workload required to achieve learning outcomes in hours:</p> <ul style="list-style-type: none"> • 160 hours in the second semester • 160 hours in the third semester, • 320 hours in the fourth semester,* • 160 hours in the fifth semester,* • 160 hours in the sixth semester*. 											
<p>Basic literature: (<i>up to 3 items</i>)</p> <ol style="list-style-type: none"> 1. Internal documentation of the entity (e.g. statutes, regulations, management, instructions, etc.). <p>Supplementary literature: (<i>up to 5 items</i>)</p> <ol style="list-style-type: none"> 1. Professional internship programme. 											
<p style="text-align: center;">Approval: Vice-Rector for Academic Affairs</p>											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Subject name:		FOREIGN LANGUAGE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's degree)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II X III X	Semester of study*: 1st <input type="checkbox"/> 2nd X 3 X 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of ECTS credits assigned		3+3+2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	24+24+24 (E)	10+10+20 (Z)	E/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>to acquire knowledge and practical skills in using a foreign language in the field of business at the B2 CEFR level, to acquire an appropriate level of English language proficiency and the Pearson English International Certificate</i>				
Teaching methods: <i>knowledge assimilation – work with a textbook, exercises, level test, readiness test, question bank, guide, tips offered by PEARSON, term paper.</i>				
Prerequisites: <i>language skills at B1 CEFR level</i>				
No	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			

III	LABORATORY EXERCISES: not applicable	
IV	EXERCISES: <ul style="list-style-type: none">• Employer – employees.• Issues related to the chosen specialisation.• Characterising people at work.• Communication in business relations (adverbs of manner).• Key professions in the broadly understood field of economics.• Types of contracts, salaries, characteristics of professions, skills associated with each profession.	
V	BUNA: Semester work in the form of a project based on texts for independent reading and analysis, practical exercises – seminars related to the topics covered, broadening of knowledge.	
Learning outcomes		
Field-specific outcomes – symbol and description		Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>: <div>E1_W11 Knows vocabulary and rules for using foreign languages at proficiency levels A1 and B2 of the Common European Framework of Reference for Languages</div>		Uses vocabulary in the field of study in accordance with the requirements specified for levels A1 and B2 of the Common European Framework of Reference for Languages. The student knows the principles of creating and developing various forms of entrepreneurship. Distinguishes between the economic and ethical conditions of various types of professional activity in the private sector.
In terms of <u>SKILLS</u>: <div>E1_U04 Communicates effectively and accurately using terminology from the field of economics and related fields, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner.</div> <div>E1_U11 Uses a foreign language at level B2 of the Common European Framework of Reference for Languages and is able to use it in situations related to professional activities.</div>		Has the ability to communicate in a foreign language at level B2 of the Common European Framework of Reference for Languages in the field of study. Communicates using vocabulary related to the field of economics, in accordance with the requirements specified for level B2 of the Common European Framework of Reference for Languages.
in terms of <u>SOCIAL COMPETENCES</u>: <div>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when they have difficulty solving a problem on their own.</div> <div>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.</div>		Understands the need to continuously improve foreign language skills in a changing environment. Is open to improving language skills using various methods and is open to new techniques for learning a foreign language. Is able to work in teams, especially international ones, using communication skills.

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Written examination			Essay/report	Tasks,	Presentation	Presentation	Activity on	Participation in	Project	Project
E1_W11	X	X			X			X	X	X	X
E1_U04, E1_U11	X	X			X			X	X	X	X
E1_K01, E1_K06	X	X			X			X	X	X	X
Form and conditions for passing the course:											
BUNA – completion of a semester project (individually/in a group) with a discussion. Final examination on the use of a foreign language in speech and writing in general topics and in the field of study. Internal examination covering three semesters in written form. Examination provided by PEARSON ENGLISH INTERNATIONAL CERTIFICATE.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									24+24+24		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – assessment in the form of a documented term paper evaluated by the lecturer									10+10+20		
Total									34+34+44		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									10+10+0		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10+10+0		
Independent reading									10+10+0		
Preparing for tests/quizzes											
Preparing for a written/oral examination in the subject									0+0+6		
Preparing for a written/oral assessment in a subject									11+11+0		
Total									41+41+6		

Total (contact hours and BUNA + student's own work)	75+75+50
	3+3+2 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	4 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	4 ECTS
<p><u>Basic literature:</u> (<i>up to 3 items</i>)</p> <ol style="list-style-type: none"> 1. Textbook and exercises proposed by Pearson during the first class. 2. Richey R., <i>English for Banking and Finance</i>. <p><u>Supplementary literature:</u> (<i>up to 5 items</i>)</p> <ol style="list-style-type: none"> 1. <i>Oxford Wordpower. English-Polish / Polish-English Dictionary</i>, 2008. 2. Z. Christopher Mercer, Travis W. Harms, <i>Business Valuation</i>, John Wiley & Sons Inc., 2020. 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		IT SYSTEMS IN ACCOUNTING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>
Number of points awarded ECTS		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting X• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	12 (ZO)	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester project assessed by the lecturer				
Course objective: <i>to learn the principles of modern IT systems supporting accounting and corporate finance, to develop skills in the use of information technology in the recording and analysis of financial data, to develop competence in the use of accounting software, reporting and process automation, to understand the importance of information security and to prepare for the practical application of IT tools in the work of the accounting department.</i>				
Teaching methods: <i>practical exercises, work with computer programmes, term paper – independent project – assignment.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VAT Specialist.</i>				
Prerequisites: <i>basic knowledge of economics and accounting.</i>				
No.	Class topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES:			
	1. Chart of accounts and related files			
	2. Accounting records			
	3. Finance and settlements			
	4. Fixed assets			
	5. Import and contextual accounting			
	6. Files			
	7. Declarations			
	8. Financial statements and summaries			
	9. Functions and rules for using the selected financial and accounting system – Sage Symfonia			

	Finance and Accounting, Human Resources and Payroll, Taxpayer
V	BUNA: Preparation of a project as a term paper in the following areas: <ol style="list-style-type: none"> 1. Statistical reporting. 2. Organisation of financial and accounting services. 3. Accounting documentation and document circulation. 4. Company accounting principles. 5. Recording forms and techniques.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.	Defines concepts related to accounting in the context of their application in IT systems. Has knowledge of economic phenomena and their documentation (recording) and consequences for economic activity. Discusses the principles, forms and techniques related to company accounting, as well as reporting in an organisation and its relationship with higher-level legal acts. Uses mathematical and statistical methods and IT tools serving to collect, analyse and present data in the field of IT systems in accounting. Uses IT tools to achieve the intended learning outcomes. Explains the significance of technical and organisational rules related to the recording of economic events in dedicated programming, and indicates the tasks of financial and accounting services in the organisation. Uses appropriate IT tools in accounting. Characterises transformation processes in IT systems in accounting. Knows and applies the tools necessary in the process of transformation in IT systems in accounting.
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	
E1_W07 Has the knowledge necessary to run a business, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness.	
E1_FiR_W2 Knows advanced methods of financial analysis and accounting.	
E1_FiR_W3 Has advanced knowledge of reporting, corporate financial management, financial control and internal audit, and its practical application in professional activities.	

<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.</p> <p>E1_FiR_U2 Is able to correctly record economic operations in accordance with applicable law and prepare financial statements.</p> <p>E1_FiR_U4 Is able to use basic financial and accounting software and uses IT tools to analyse financial data.</p>	<p>Observes and interprets economic events occurring in accounting.</p> <p>Obtains data on specific economic phenomena, uses the organisation's documentation (reports) as sources of primary and secondary data. Uses the acquired knowledge and practical conclusions in the independent preparation of reporting documents.</p> <p>Forecasts phenomena based on documented economic phenomena – activity reports. Has the ability to observe, understand and analyse economic events, and document them using dedicated software in this area.</p>
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when they have difficulty solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 Is prepared to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.</p> <p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>Understands the need to learn and supplement knowledge in the field of accounting techniques. Independently supplements knowledge in the field of IT systems in accounting. Is characterised by initiative and independence in professional activities. Understands the need for systematic learning and exploring new opportunities related to IT systems in accounting.</p> <p>They actively cooperate in a team using IT systems in accounting, including international teams. They are able to adapt their behaviour to different situations in which the company finds itself.</p> <p>Correctly identifies, diagnoses and resolves dilemmas concerning documentation circulation issues related to economic events. Is able to independently supplement acquired knowledge in the field of IT systems in accounting.</p> <p>Is willing to improve their knowledge and skills in relation to changes legal acts and technical possibilities related to the circulation of economic event documentation in entities. Is able to supplement and improve acquired knowledge and skills in the field of accounting in the area of IT systems in accounting.</p>

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X					X	X	X	
E1_U01, E1_U02, 0E1_U7			X					X	X	X	
E1_K01...K03, E1_K06								X	X	X	
Form and conditions for completing the course: Work with IT systems designed for accounting, BUNA – completion of an independent project; assessment based on the completed project, 5-7 minute test.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes									12		
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – assessment in the form of a documented term paper evaluated by the lecturer									15		
Total									27		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									10		
Writing a paper/project/essay									20		
Gathering materials and preparing a presentation											
Independent reading									8		
Preparing for tests/quizzes									10		
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject											
Total									48		
Total (contact hours and BUNA + student's own work)									75		
									3 ECTS		
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									2 ECTS		
Basic literature: (up to 3 items)											
1. Dyduch A., Sierpińska Z., Wilimowska Z., <i>Finance and Accounting</i> , PWE, 2016.											
2. Electronic documentation for Electronic and user user SAGE SYMFONIA.											
Supplementary literature: (up to 5 items)											
3. Cebrowska T. (ed.), <i>Financial and Tax Accounting</i> , PWN, Warsaw 2015.											
4. Nowak E., Kowalewski M., Nieplowicz M., <i>Accounting and Controlling</i> , UE Publishing House, Wrocław 2014.											

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:	FINANCIAL ACCOUNTING			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits assigned	6			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting X• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	30 (ZO)	45 (Z)	ZO/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>The course "Financial Accounting" is a continuation of the course "Accounting". It provides more detailed information on bookkeeping and preparing financial statements. Its aim is to equip students with knowledge of the definition and identification of selected liabilities and assets, as well as revenues and costs, methods of valuing individual components of financial statements, and types and methods of accounting for them. In addition, the course aims to develop students' skills in the correct valuation and recognition of individual assets and liabilities, as well as revenues and costs in financial statements, the use of various forms of accounting records and tools, depending on the information needs of the company, and the recording of VAT on purchases and sales.</i>				
Teaching methods: <i>interactive lectures with the use of audiovisual aids, conservatories, semester work – an independently completed project. Interactive exercises, discussions, team work, problem-based and situational methods.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VAT Specialist.</i>				
Prerequisites: <i>knowledge of the economic basics of business operations, the structure and functions of the accounting system, as well as basic finance issues is required.</i>				
N r	Class topics			
I	LECTURES: 1. Introduction to financial accounting: <ul style="list-style-type: none">• accounting system in a company,• financial statements,• accounting books,• overarching accounting principles. 2. Cash assets: <ul style="list-style-type: none">• cash transactions,• non-cash transactions,			

	<ul style="list-style-type: none"> • other cash. <p>3. VAT:</p> <ul style="list-style-type: none"> • legal basis for goods and services tax, • tax liability, tax base, tax rate, tax obligation, • rules on VAT transferability, • VAT settlements. <p>4. Records of settlements:</p> <ul style="list-style-type: none"> • settlements, claims – differences, • valuation and inventory of settlements, • settlement record accounts. <p>5. Fixed assets in records:</p> <ul style="list-style-type: none"> • definition and classification of fixed assets, • methods of valuation of fixed assets and intangible assets, • tools and accounts for recording fixed assets and intangible assets, • depreciation and its methods, • loss and increase in the value of fixed assets – revaluation write-offs. <p>6. Goods and materials:</p> <ul style="list-style-type: none"> • definition and differences between goods and materials, • methods of valuing materials and goods, • recording of goods and materials turnover, • recording tools and methods of their use. <p>7. Costs in a company:</p> <ul style="list-style-type: none"> • expenses, costs and outlays – differences and definitions, • cost classification, • cost recording systems, • introduction to cost calculation. <p>8. Product turnover:</p> <ul style="list-style-type: none"> • definition of finished products, semi-finished products, work in progress, • methods of calculation and valuation of products, • recording of expenses, revenues and product sales. 						
II	CONVERSATIONS: not applicable						
III	LABORATORY EXERCISES: not applicable						
IV	<p>EXERCISES:</p> <ol style="list-style-type: none"> 1. Basic concepts of financial accounting. 2. Cash and non-cash transactions. 3. Records of bills of exchange and other securities. 4. Records of settlements and claims. 5. Records of value added tax (VAT). 6. Records of material turnover. 7. Records of goods turnover. 8. Valuation of business assets. 9. Financial results of a business entity and their records. 10. Working with Comarch ERP Optima software. 						
V	<p>BUNA:</p> <p>Semester assignment in the form of a paper/presentation – independent analysis of the following topics:</p> <ol style="list-style-type: none"> 1. Recording bank loans. 2. Records of payroll settlements. 3. VAT settlements. 4. Recording and settlement of material purchases. 5. Recording of material purchase costs. 6. Valuation and recording of goods turnover. 7. Rules for determining prices and margins in goods turnover. 8. Depreciation of the company's fixed assets. 9. Basic financial statements and their analysis. 						
Learning outcomes							
<table border="1"> <thead> <tr> <th>Field-specific outcomes – symbol and description</th><th>Subject-specific outcomes – specification</th></tr> </thead> <tbody> <tr> <td colspan="2">in terms of <u>KNOWLEDGE</u>:</td></tr> <tr> <td>E1_W01 Has comprehensive knowledge of the place of economics</td><td>Defines, lists and identifies basic concepts related to financial accounting. Has</td></tr> </tbody> </table>		Field-specific outcomes – symbol and description	Subject-specific outcomes – specification	in terms of <u>KNOWLEDGE</u>:		E1_W01 Has comprehensive knowledge of the place of economics	Defines, lists and identifies basic concepts related to financial accounting. Has
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification						
in terms of <u>KNOWLEDGE</u>:							
E1_W01 Has comprehensive knowledge of the place of economics	Defines, lists and identifies basic concepts related to financial accounting. Has						

<p>in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences, including the application of this practical knowledge in business activities.</p>	<p>knowledge about the functioning of an enterprise, the economic events taking place within it and their impact on its financial and economic situation.</p>
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p>	<p>Discusses the basic records of economic operations in financial accounting. Describes theories and research methods explaining the complex relationships between them and their application in identifying and interpreting economic phenomena and processes.</p>
<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</p>	<p>Describes tools and methods used in recording economic operations. Knows how to value individual components of financial statements, as well as the types of accounting records.</p>
<p>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness.</p>	<p>Discusses legal issues applicable in financial accounting. Has in-depth knowledge of specific issues valuation and recording of cash, settlements, tangible fixed assets, intangible assets and legal assets. Has in-depth knowledge of and understands legal requirements related to bookkeeping in business activities,</p>
<p>E1_FiR_W1 Has advanced knowledge and understanding of accounting, financial reporting and analysis, corporate financial management, financial control and internal audit, and their practical application in professional activities.</p>	<p>Analyses basic economic processes and phenomena occurring in the enterprise. Is able to value the consumption of materials and goods.</p>
<p>E1_FiR_W2 Knows advanced methods of financial analysis and accounting.</p>	<p>Has knowledge of standards and rules and knows the principles of accounting in a company.</p>
<p>in terms of <u>SKILLS</u>:</p>	
<p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>Designs and proposes alternative solutions for the management and control of basic economic processes economic processes occurring in the company. Perceives, observes and has the ability to logically understand and interpret economic events occurring in the company.</p>
<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	<p>Implements acquired knowledge to management and administration of the company. Establishes criteria for optimal solutions and engages in discussions about these solutions.</p>
<p>E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for rational</p>	<p>Criticises inappropriate solutions. Provides their</p>

resolve and optimise them.		<p>comments and observations. Anticipates ways out of crisis situations in the company, analyses and evaluates the functioning of economic processes in terms of financial accounting. Has the ability to solve problems independently or as part of a team solve issues analysed during classes.</p>									
E1_FiR_U1 The student is able to perform a basic financial analysis of a company using financial indicators and interpret its results in the context of economic decision-making.											
E1_FiR_U2 The student is able to correctly record economic operations in accordance with applicable law and prepare financial statements.											
E1_FiR_U3 The student is able to prepare and interpret a budget and plan a company's cash flows; they are also able to apply methods of investment project evaluation.											
E1_FiR_U4 Is able to use basic financial and accounting software and uses IT tools to analyse financial data.											
in terms of SOCIAL COMPETENCES:											
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulties in solving a problem independently.		<p>Is empathetic and sensitive to all kinds of violations and irregularities in the interpretation of balance sheet regulations. Strives to eliminate various types of irregularities and shortcomings as quickly as possible.</p> <p>Demonstrates creativity in recording business transactions and is familiar with the provisions of the Accounting Act. Is able to apply all amendments to the Accounting Act. Willing to work in a team, maintaining an assertive attitude.</p> <p>Demonstrates responsibility for decisions made and is able to defend them. The student identifies problems related to accounting and is open to the need for continuous improvement of knowledge and skills.</p> <p>They strive to work independently and effectively in learning about the functioning of financial accounting laws, standards and principles at a basic level.</p>									
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.											
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.											
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.											
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project

E1_W 01, E1_W03, E1_W04, E1_W07, E1_W08			X		X	X		X	X		X
E1_U01, E1_U02, E1_U07			X		X	X		X	X		X
E1_K01, E1_K02, E1_K03, E1_K06			X		X	X		X	X		X

Form and conditions for passing the course:

Lecture with multimedia presentation – assessment in the form of a written exam – closed-ended questions. Classes – 5-7 minute test and group project on assigned exercises. BUNA – semester work in the form of a paper/presentation.

Student workload required to achieve learning outcomes in hours and ECTS credits

Contact hours with academic staff and BUNA

Types of classes	Number of hours
Participation in lectures	9
Participation in seminars	
Participation in practical classes	30
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	45
Total	84

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	11
Writing a paper/project/essay	25
Gathering materials and preparing a presentation	10
Independent reading	10
Preparing for tests/exams	10
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	66
Total (contact hours and BUNA + student's own work)	150

	6 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	3.5
2. including the number of ECTS points for hours completed in the form of independent work	2.5 ECTS

Basic literature:

1. Gierusz B., *Self-study guide to accounting*, ODDiK Gdańsk 2021.
2. Jaworski J., *Theory and Practice of Corporate Financial Management*, CeDeWu, 3rd edition, Warsaw 2021.

Supplementary literature:

1. Czekaj J., Dresler Z., *Corporate Financial Management*, 3rd edition, Wyd. PWN, Warsaw 2023.
2. Grzegorzczak W., *Selected Issues in Management and Finance*, University of Łódź Press, Łódź 2015.

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		COST ACCOUNTING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		
		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>		
Number of assigned ECTS points		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	9 (ZO)	15 (Z)	ZO/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>the main objective of the course is to familiarise students with the tasks of the cost accounting information system in an enterprise, its structure, methods and principles of operation. In particular, students should acquire knowledge about the information content of an enterprise's cost accounting, as well as the skills of analysis, reading and practical understanding. In addition to the basic objective of the course, it is intended to develop students' skills in recognising the basic economic and financial categories of cost accounting in an enterprise (cost structures, revenues/costs, inflows/outflows), as well as the ability to identify, measure and record them.</i>				
Teaching methods: <i>interactive lectures, simulation and problem-solving methods. Interactive exercises, discussions. Working with Microsoft Excel software. Independent tasks, practical exercises. BUNA – semester project.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VAT Specialist.</i>				
Prerequisites: <i>knowledge of the economic fundamentals of business operations, the structure and functions of the management process, as well as basic issues in corporate finance is required. Ability to use accounting recording tools. Acquisition of the ability to record basic economic operations in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.</i>				
N	Course topics			
I	LECTURES: 1. The concept and classification of costs.			

	2. Cost accounting by type. 3. Recording costs by calculation. 4. Recording of cost accounting methods. 5. Cost calculation. 6. Break-even point. 7. Accruals and deferrals. 8. Determining changes in product inventory. 9. Profit and loss account.										
II	CONVERSATIONS: not applicable										
III	LABORATORY EXERCISES: not applicable										
IV	EXERCISES: <ol style="list-style-type: none"> 1. Recording and settling operating costs. 2. Recording accruals and deferrals. 3. Cost accounting and entity performance. 4. Cost calculation methods and records. Working with Microsoft Excel software 5. Controlling in cost management. 6. Cost accounting system. 7. Full and variable cost accounting. 8. Planned cost accounting. 9. Recording revenue from core activities. 										
V	BUNA: Semester work in the form of a presentation – analysis of selected issues related to the topics covered in the classes.										
Learning outcomes											
<table border="1"> <thead> <tr> <th>Field-specific outcomes – symbol and description</th><th>Subject-specific outcomes – specification</th></tr> </thead> <tbody> <tr> <td colspan="2"> in terms of <u>KNOWLEDGE</u>: </td></tr> <tr> <td> E1_W01 They have comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, and know and understand the basic terminology of economic sciences, including the application of this practical knowledge in economic activity. </td><td rowspan="5"> Discusses basic accounting records of economic operations. The student knows the essence, scope and all types of future cost accounting discussed during the classes. Has the knowledge to indicate the possibilities of their application in economic entities. Knows the concept and all criteria for cost classification indicated during the classes. Defines, lists and identifies basic concepts related to cost accounting and the relationships between phenomena and entities in accounting. They present research approaches and the principles of recording and settling costs and accruals. explains the standards and legal regulations applicable in accounting when settling costs. The student knows the stages of enterprise budgeting and types of budgets, with particular emphasis on operating and financial budgets. They have knowledge of accounting transformations. </td></tr> <tr> <td> E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice. </td></tr> <tr> <td> E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities. </td></tr> <tr> <td> E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them. </td></tr> <tr> <td> E1_W08 </td></tr> </tbody> </table>		Field-specific outcomes – symbol and description	Subject-specific outcomes – specification	in terms of <u>KNOWLEDGE</u>:		E1_W01 They have comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, and know and understand the basic terminology of economic sciences, including the application of this practical knowledge in economic activity.	Discusses basic accounting records of economic operations. The student knows the essence, scope and all types of future cost accounting discussed during the classes. Has the knowledge to indicate the possibilities of their application in economic entities. Knows the concept and all criteria for cost classification indicated during the classes. Defines, lists and identifies basic concepts related to cost accounting and the relationships between phenomena and entities in accounting. They present research approaches and the principles of recording and settling costs and accruals. explains the standards and legal regulations applicable in accounting when settling costs. The student knows the stages of enterprise budgeting and types of budgets, with particular emphasis on operating and financial budgets. They have knowledge of accounting transformations.	E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	E1_W08
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification										
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E1_W01 They have comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, and know and understand the basic terminology of economic sciences, including the application of this practical knowledge in economic activity.	Discusses basic accounting records of economic operations. The student knows the essence, scope and all types of future cost accounting discussed during the classes. Has the knowledge to indicate the possibilities of their application in economic entities. Knows the concept and all criteria for cost classification indicated during the classes. Defines, lists and identifies basic concepts related to cost accounting and the relationships between phenomena and entities in accounting. They present research approaches and the principles of recording and settling costs and accruals. explains the standards and legal regulations applicable in accounting when settling costs. The student knows the stages of enterprise budgeting and types of budgets, with particular emphasis on operating and financial budgets. They have knowledge of accounting transformations.										
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E1_W08											

<p>Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building competitiveness based on knowledge</p>	<p>of economic institutions and structures.</p> <p>The student is able to perform simplified cost calculations using typical methods.</p> <p>The student is able to use cost accounting in the decision-making process and in business management.</p>
<p>E1_W12</p> <p>Has advanced knowledge of modern IT and information systems and techniques and their practical application in accordance with the field of study.</p>	
<p>E1_FiR_W1</p> <p>Has advanced knowledge and understanding of accounting, financial reporting and analysis, corporate financial management, financial control and internal audit, and their practical application in professional activities.</p>	
<p>E1_FiR_W3</p> <p>Has advanced knowledge of reporting, corporate financial management, financial control and internal audit, and their practical application in professional activities.</p>	
<p>in terms of <u>SKILLS</u>:</p>	
<p>E1_U01</p> <p>Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p>	<p>Designs and proposes alternative solutions in the field of management and control of basic economic processes economic occurring in the enterprise.</p> <p>Implements acquired knowledge for managing and directing a company. Is able to predict and identify possible shortcomings in the management of company costs. Establishes criteria for optimal solutions and engages in discussions about these solutions.</p> <p>The student analyses and evaluates the functioning of economic processes in terms of accounting principles. Predicts ways out of crisis situations in the enterprise.</p>
<p>E1_U02</p> <p>Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	
<p>E1_U07</p> <p>Able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.</p>	
<p>E1_FiR_U1</p> <p>The student is able to conduct a basic financial analysis of a company using financial indicators and interpret its results in the context of economic decision-making.</p>	
<p>in terms of <u>SOCIAL COMPETENCES</u>:</p>	
<p>E1_K01</p> <p>Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>	<p>Understands the need for continuous learning. Is sensitive to all kinds of shortcomings and irregularities in the interpretation of balance sheet regulations.</p> <p>Applies all amendments to the law concerning</p>
<p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social,</p>	

cultural and legal norms, and to perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	<p>the Accounting Act. Willing to work in a team, maintaining an assertive attitude. Demonstrates creativity in recording economic operations, knows the provisions of the Accounting Act (balance sheet law accounting law).</p> <p>Demonstrates responsibility for decisions made and is able to defend them. If necessary, is able to independently propose other solutions. Is aware of the need to determine the impact of costs on the financial results of the company.</p> <p>Strives to work independently and effectively in learning about the functioning of accounting laws, standards and principles at a basic level. When solving all decision-making problems, the student demonstrates the ability to think and act in an entrepreneurial manner. This is evident at every stage of their work, i.e. individual and team work.</p>
<p>E1_K03</p> <p>Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.</p>	
<p>E1_K06</p> <p>They are able to think entrepreneurially and communicate skilfully with those around them; they adapt to new situations and conditions, and develop resilience to failure and stress.</p>	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08, E1_FiR_W1	X		X		X	X		X	X		X
E1_U01, E1_U02, E1_U07	X		X			X					X
E1_K01, E1_K02, E1_K03, E1_K06	X		X			X					X

Form and conditions for completing the course: lecture with presentation – written examination for a final grade. Classes: 5–7-minute test on topics discussed during classes, team project. BUNA – presentation on a selected topic related to the subject matter of the classes.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	9
Participation in seminars	
Participation in exercises	9
Participation in laboratory classes	
Consultations	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	33

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	11
Gathering materials and preparing a presentation	
Independent reading	
Preparing for tests/quizzes	10
Preparing for a written/oral examination in a subject	10
Preparing for a written/oral assessment in a subject	
Total	42
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2 ECTS
List of required reading: <ol style="list-style-type: none"> 1. Gierusz B., <i>Self-study accounting textbook</i>, ODDiK, Gdańsk 2021. 2. D. Małkowska, <i>Accounting from scratch. A collection of exercises with commentary and solutions</i>, ODDiK, Gdańsk 2023. 	
Supplementary reading list: <ol style="list-style-type: none"> 1. Jaworski J., <i>Introduction to Business Accounting</i>, 3rd revised edition, CeDeWu Publishing House, Warsaw 2016. 	
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:		MANAGEMENT ACCOUNTING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X		
Number of assigned ECTS points		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting X• human resource management <input type="checkbox"/>• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures		Seminars	Practical classes	BUNA* Form of assessment*
0		0	15 (ZO)	15 (Z) ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: the main objective of the course is to familiarise students with the tasks of the cost accounting information system in an enterprise, its structure, methods and principles of operation. In particular, students should acquire knowledge about the information content of an enterprise's cost accounting, as well as the skills of analysis, reading and practical understanding. In addition to the basic objective of the course, it is intended to develop students' skills in recognising the basic economic and financial categories of cost accounting in an enterprise (cost structures, revenues/costs, inflows/outflows), as well as the ability to identify, measure and record them.				
Teaching methods: Activating exercises, group work, practical exercises. Semester work in the form of an individual project. Teaching tools: Symfonia software. Module: Finance and Accounting, VAT Specialist.				
Prerequisites: knowledge of the economic basics of business operations, the structure and functions of the management process, as well as basic issues in the field of business finance is required. Ability to use accounting recording tools. Acquisition of the ability to record basic economic operations in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.				
N r	Course topics			
I	LECTURES: not applicable			
II	CONVERSATIONS: not applicable			

III	LABORATORY EXERCISES: not applicable	
IV	EXERCISES: <div><div>1. The essence, tasks and functions of management accounting.</div><div>2. Cost accounting as a source of management information.</div><div>3. Management accounting instruments.</div><div>4. Cost accounting models in management accounting.</div><div>5. Controlling in company management.</div><div>6. Forms of providing management accounting information to recipients.</div><div>7. Strategic decisions.</div><div>8. Cost accounting procedures.</div><div>9. Analysis of fixed and variable costs.</div><div>10. Analysis of company costs.</div><div>11. Grouping costs in accounting records.</div><div>12. Cost accounting in operational decisions.</div><div>13. Management accounting and strategic decisions.</div><div>14. Cost accounting and entity results.</div><div>15. Financial result in the cost account.</div></div>	
	BUNA: Semester project – implementation of one of the following topics: <div><div>1. Full and variable cost accounting with examples.</div><div>2. ABC accounting – process cost accounting with examples.</div><div>3. Activity-based costing.</div><div>4. Break-even point analysis.</div><div>5. Controlling as a cost information system.</div><div>6. Management accounting in the decision-making process.</div><div>7. Cost measurement and valuation for control purposes.</div><div>8. Standard cost accounting.</div></div>	
V		
Learning outcomes		
Field-specific outcomes – symbol and description		Subject-specific outcomes – specification
in terms of KNOWLEDGE :		
<div>E1_W01</div> <div>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.</div>		<div>Discusses basic records of economic operations in management accounting. Has knowledge of management accounting methods and tools, considered in the context of changes in the economic environment of the enterprise.</div> <div>Defines, lists and identifies basic concepts and relationships related to management accounting. Knows the methods and techniques used in management accounting to support the decision-making process. Takes on challenges and possible problems in various areas of management accounting.</div> <div>Describes the application of management accounting techniques and tools.</div> <div>Lists the standards and legal rules covering management accounting. Knows and understands the concepts used in management accounting.</div>
<div>E1_W03</div> <div>Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</div>		
<div>E1_W04</div> <div>Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</div>		
<div>E1_W07</div> <div>Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena,</div>		

<p>as well as the complex relationships between them.</p> <p>E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness</p> <p>E1_FiR_W1 Has advanced knowledge and understanding of accounting, financial reporting and analysis, corporate financial management, financial control and internal audit, and their practical application in professional activities.</p> <p>E1_FiR_W3 Has advanced knowledge of reporting, corporate financial management, financial control and internal audit, and their practical application in professional activities.</p>	<p>Describes economic phenomena and processes occurring in an enterprise.</p> <p>He/she has knowledge of standards and rules and knows the principles of management accounting in a company.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> <p>E1_U02 Can use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines</p> <p>E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.</p> <p>E1_FiR_U1 The student is able to conduct a basic financial analysis of a company using financial indicators and interpret its results in the context of economic decision-making.</p> <p>E1_FiR_U3 They are able to prepare and interpret a budget and plan a company's cash flows; they are also able to apply methods of investment project evaluation.</p>	<p>Designs and proposes alternative solutions in the field of accounting management. Is able to independently select appropriate management accounting tools.</p> <p>Implements acquired knowledge in accounting management and business management. Is able to analyse the impact of costs on the efficiency and functioning of a company, perform cost accounting and calculations in a company. Is able to plan, organise, lead and control activities in the field of management accounting.</p> <p>They establish criteria for optimal solutions and engage in discussions about these solutions. They anticipate ways out of crisis situations in the company within the scope of the subject discussed. They are able to solve decision-making problems based on their own analysis of source materials.</p>
<p>in terms of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when they have difficulty solving a problem on their own.</p> <p>E1_K02</p>	<p>Understands the need for continuous learning and professional development, in particular is aware of the need to update knowledge in the field of management accounting. Is aware of decision-making, taking responsibility and solving problems in the field of management accounting.</p>

Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	Demonstrates creativity in recording economic operations, knows the provisions of the Accounting Act (balance sheet law). Is able to apply all amendments and laws concerning the Accounting Act. Willingly works in a team, maintaining an assertive attitude.
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.	He is sensitive to all kinds of violations and irregularities in the interpretation of management accounting regulations. He is able to set priorities appropriately to achieve a specific goal.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	He strives to work independently and effectively in learning about the functioning of laws, standards and principles of management accounting at a basic level. He understands the need for continuous training and professional development, and in particular is aware of the need to update his knowledge of management accounting.

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W 1,...13			X		X			X	X	X	X
										X	X
										X	X
E1_U 01, 02,07			X							X	X
										X	X
E1_K 01, ...06			X							X	X
										X	X

Form and conditions for completing the course: Completion is practical in nature – assessment based on the completion of a group project + entrance tests to check current knowledge. BUNA – completion based on the completion of an individual project in the area of the indicated topic.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30
Student's own work divided into time (examples of forms of student work)	

Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	5
Gathering materials and preparing a presentation	
Independent reading	15
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	15
Total	45
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2
<p>Required reading:</p> <ol style="list-style-type: none"> 1. Dobija M., <i>Management Accounting and Controlling</i>, 2nd edition, WN PWN Warsaw 2011 (reprinted in 2022). 2. Nowak E., <i>Management Accounting in Business</i>, CeDeWu, Warsaw 2018. <p>Supplementary literature:</p> <ol style="list-style-type: none"> 1. Dyduch A, Sierpińska M., Wilmowska Z., <i>Finance and Accounting</i>, PWE, 2016. 	
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	TAX ACCOUNTING			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*:			Semester of study*:
	I <input type="checkbox"/> II <input type="checkbox"/> III X			1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X
Number of assigned ECTS points	3			
Language of instruction:	Polish			
Contact (tel/email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting X • human resource management <input type="checkbox"/> • health care economics <input type="checkbox"/> 			
Person(s) in charge:	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>the main objective of the course is to familiarise students with the tasks of the cost accounting information system in an enterprise, its structure, methods and principles of operation. In particular, students should acquire knowledge about the information content of an enterprise's cost accounting, as well as the skills of analysis, reading and practical understanding. In addition to the basic objective of the course, it is intended to develop students' skills in recognising the basic economic and financial categories of cost accounting in an enterprise (cost structures, revenues/costs, inflows/outflows), as well as the ability to identify, measure and record them.</i>				
Teaching methods: <i>Activating exercises, lectures, group project work, problem-based and situational methods. Independent tasks – an independent project constituting a semester assignment.</i> Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VAT Specialist.</i>				
Prerequisites: <i>knowledge of the economic basics of business operations, the structure and functions of the management process, as well as basic issues in the field of business finance is required. Ability to use accounting recording tools. Acquisition of the ability to record basic economic operations in accounting accounts. Ability to correctly interpret basic accounting entries, as well as knowledge of basic cost concepts.</i>				
N	Course topics			
I	LECTURES: not applicable			

II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ol style="list-style-type: none"> 1. Costs according to tax law and their recording. 2. Recording income tax. 3. Recording exchange rate differences. 4. Valuation of economic operations expressed in foreign currencies. 5. Transactions in foreign currencies. 6. The moment of revenue recognition in corporate income tax. 7. Negative and positive goodwill. 8. Deferred tax records. 9. Determination of tax results and their recording.
V	BUNA: Semester project – implementation of one of the following topics: <ol style="list-style-type: none"> 1. Recording and settling operating costs. 2. Recording accruals and deferrals. 3. Cost accounting and entity performance. 4. Analysis of cost accounting options. 5. Cost calculation methods and recording. 6. Controlling in cost management. 7. Cost accounting system. 8. Full and variable cost accounting. 9. Planned cost accounting. 10. Recording of revenue from core activities.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.	<p>The student should present the essence and concept of tax and its importance in the functioning of a modern state, know the principles of operation of taxes functioning within the tax system in Poland, and acquire knowledge about the fulfilment of tax obligations incumbent on entities conducting business activity. Discusses the basic recording of economic operations in accounting.</p> <p>Defines, lists and identifies basic concepts related to tax accounting. Knows the relationship between balance sheet profit and taxable income.</p> <p>Describes economic phenomena and processes occurring in an enterprise in the field of tax accounting. Students learn the principles and basic differences between the valuation of assets and liabilities for balance sheet and tax purposes.</p> <p>Lists the standards and legal rules applicable in tax accounting.</p>
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	
E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	
E1_FiR_W1	

Has advanced knowledge and understanding of accounting, financial reporting and analysis, corporate financial management, financial control and internal audit, and their practical application in professional activities.	Discusses the processes of transformation of economic entities in the context of tax accounting.
E1_FiR_W2 Knows advanced methods of financial analysis and accounting.	
E1_FiR_W4 Knows the basic issues of fiscal and monetary policy and their impact on the functioning of economic entities and financial markets.	
Has in-depth knowledge of standards and rules and knows the principles of accounting in an enterprise.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.	Interprets tax accounting phenomena in a company. Analyses and evaluates the functioning of economic processes in terms of accounting principles.
E1_U02 Is able to use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.	
E1_FiR_U2 Is able to correctly record economic operations in accordance with applicable law and prepare financial statements.	
E1_FiR_U4 Is able to use basic financial and accounting software and uses IT tools to analyse financial data.	
Is able to correctly apply tax law provisions. Implements acquired knowledge in the field of tax accounting in the management and administration of a company.	
Determines the criteria for optimal solutions and engages in discussions about these solutions. Predicts ways out of crisis situations in the enterprise.	
in the area of <u>SOCIAL COMPETENCES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem on their own.	Understands the need to continuously expand their knowledge of tax accounting. Is able to think and act in an entrepreneurial manner, using economic knowledge and applying the latest tax solutions and regulations in business activities.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	
, who actively cooperates in a team, including an international one, demonstrates creativity in recording economic operations, knows the provisions of the Accounting Act (balance sheet law), and applies all amendments to the law concerning the Accounting Act. Student has the ability	

<p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to consult experts in this field when faced with difficulties in solving them independently.</p>	<p>independent and group problem solving, and the results of their work and that of the team are correct. They are able to justify the choice of solution to a given problem, evaluate the results and indicate other possibilities.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	<p>They set priorities appropriately, demonstrate responsibility for the decisions they make and are able to defend them. They are able to think logically and analytically.</p> <p>Strives to work independently and effectively in learning about the functioning of accounting laws, standards and principles at a basic level.</p>

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08, E1_FiR_W1			X		X			X	X	X	X
E1_U01, E1_U02, E1_U07			X						X	X	X
E1_K01, E1_K02, E1_K03			X						X	X	X

Form and conditions of course completion: Course completion is practical in nature – assessment based on group project completion + entrance tests to check current knowledge. BUNA – course completion based on individual project completion in the specified area.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	30

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	10
Preparing for tests/quizzes	

Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	15
Total	45
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2 ECTS
Required reading: 1. Gierusz B., <i>Self-study accounting textbook</i> , ODDiK, Gdańsk 2021. 2. Olchowicz I., <i>Tax Accounting</i> , DIFIN, Warsaw 2018. Supplementary literature: 1. Felis P., Jamróży M., Szlęzak-Matusewicz J., <i>Taxes and Contributions in Business Activity</i> , Difin Publishing House, Warsaw 2019.	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Faculty of Economic and Social Sciences Kwidzyn				
Course title:		QUALITY IN HEALTH CARE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
A group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics X		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (ZO)	0	0	21 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: The main objective of the course is to familiarise students with the issue of quality in healthcare, basic concepts and tools for its assessment and improvement, and the development of basic skills for applying this knowledge in practice.				
Teaching methods: <ul style="list-style-type: none">• Lecture: multimedia presentation, problem-based lecture, moderated discussion• BUNA: case study, project work, project/presentation Teaching tools: <i>Dolibarr, flinkISO, Medfile software.</i>				
Prerequisites: Students should have basic knowledge of the healthcare system, economics and the organisation of healthcare entities. The ability to analyse data and use professional literature and legal acts is also recommended.				
No	Course topics			
I	LECTURES: <ul style="list-style-type: none">• The concept of quality and its importance in healthcare – definitions, dimensions of quality, patient and system perspectives.• The evolution of the approach to quality in healthcare – from quality control to total quality management (TQM).• Quality costs and methods of reducing them – costs of medical errors, prevention, supervision, process improvement.• Quality improvement tools and cycle – PDCA, Six Sigma, Lean Healthcare.• Quality management systems in healthcare – TQM, ISO, other standards.• Patient safety as a key element of quality – adverse events, reporting, safety culture.• Quality in healthcare in Poland and worldwide – examples of good practices, international comparisons.• Legal regulations concerning quality in healthcare in Poland and the EU.			

	<ul style="list-style-type: none"> Institutions supporting quality in healthcare – the Centre for Quality Monitoring, the Agency for Health Technology Assessment and Tariff System, the National Health Fund. Accreditation and certification in the healthcare system – principles, procedures, significance for patients and healthcare providers. Assessment of the quality of medical services – quality indicators, rankings, the role of patient opinions (consumer quality). Activities to improve quality in healthcare entities – examples of implementations, good practices, future directions for development.
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	<p>BUNA: Form of work: multimedia presentation (individual or in pairs) + short written report (2–3 pages). Topics to choose from:</p> <ul style="list-style-type: none"> The concept of quality and its importance in healthcare (theoretical and practical approach). The evolution of the approach to quality in healthcare – from control to TQM and Lean Healthcare. Quality costs – examples from the practice of healthcare entities and methods of reducing losses. Quality improvement tools and cycle (PDCA, Six Sigma, Lean, benchmarking). Quality management systems in healthcare – ISO, TQM, EFQM. Quality in healthcare in Poland and worldwide – comparison of good practices. Legal regulations and quality standards in the Polish healthcare system. Quality Monitoring Centre and accreditation – significance, procedure, effects. The role of the Agency for Health Technology Assessment and Tariff System in shaping quality. Patient safety as a dimension of quality – analysis of adverse events. Quality assessments and rankings in healthcare – indicators, methodology, limitations. Consumer quality in healthcare – the role of the patient and public opinion. Measures to improve quality in healthcare facilities – examples of implementation.
Learning outcomes	
Field-specific outcomes – symbol and description	
Subject-specific outcomes – details	
in terms of KNOWLEDGE:	
<p>E1_EOZ_W1 Knows and understands the structure of the healthcare system in Poland and the EU, as well as its links to social policy, public finances and the medical services market.</p> <p>E1_EOZ_W4 Has knowledge of methods for assessing quality and economic efficiency in the healthcare sector, including IT tools supporting the management of medical facilities.</p>	<ul style="list-style-type: none"> The student knows the basic concepts, objectives and importance of quality in healthcare in the context of the functioning the healthcare system in Poland and the European Union. The student understands the links between quality policy in healthcare and social policy, public finances and the medical services market. The student is familiar with the quality models and standards applicable in healthcare systems in Poland and the EU (e.g. accreditation, ISO, EFQM, JCI standards). Students are familiar with methods and indicators for assessing the quality of healthcare, including clinical, economic and patient satisfaction indicators. Students have knowledge of IT tools and quality management systems (e.g. HIS, BI, CRM in healthcare) that support the monitoring and improvement of the quality of medical services. The student understands the importance of measuring quality and effectiveness as an element of financial management and rationalisation of healthcare expenditure.
in the area of SOCIAL COMPETENCES:	
E1_K02	

<p>He is ready to actively cooperate in teams, including international ones, and to take on various roles with respect for social, cultural and legal norms, as well as to perform responsible roles in a team, being aware of the decisions he makes, and also , he accepts responsibility for the results of his work and that of the entire team.</p> <p>E1_K05 Understands ethical issues in connection with the tasks performed tasks and business activities, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</p>	<p>– The student is able to work in a team, taking responsibility for the tasks performed and the joint results of the work.</p> <p>– The student understands the importance of professional ethics and care for high quality and reliability in healthcare.</p>
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Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_EOZ_W1, E1_EOZ_W4			X		X	X		X	X		
E1_K02, E1_K05						X		X	X		

Student workload required to achieve learning outcomes in hours and ECTS credits

Contact hours with academic staff and BUNA

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	21
Total	33

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	5
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	5
Independent reading	5
Preparing for tests/exams	5
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	12
Total	42
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5
2. including the number of ECTS points for hours completed in the form of independent work	1.5

List of required reading:

- Trela A., *Quality management in medical facilities*, Wyd. Wiedza i Praktyka, Warsaw 2014.

- Dobska M., Dobski P., *Quality Management Systems in Healthcare Facilities*, Wolters Kluwer Polska, Warsaw 2016
- *Centre for Quality Monitoring in Healthcare* – current information, <http://www.cmj.org.pl/>

Supplementary reading list:

- EN 15224 standard – Quality management system in the healthcare sector
 - 2. Quality Management System compliant with ISO 9001 requirements

**Approved by: Vice-
Rector for Education**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Faculty of Economic and Social Sciences Kwidzyn				
Course title:		FINANCE AND BUDGETING IN MEDICAL FACILITIES		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialisation subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics X		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (E)	0	12 (ZO)	15 (Z)	E/ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: The aim of the course is to provide knowledge and skills in the field of financing, planning and budgeting in healthcare entities in the context of the healthcare system. Students will learn to analyse sources of financing, create budget plans and assess the economic efficiency of medical facilities.				
Teaching methods: <ul style="list-style-type: none">• Lecture: multimedia presentation, informative and problem-based lecture, moderated discussion.• Exercises: case study analysis, practical tasks (e.g. creating a facility budget), group work, decision-making simulations.• Self-study: studying literature and legal acts, preparing projects and individual studies. Teaching tools: <i>Symfonia software. Module: Finance and Accounting, VAT Specialist.</i>				
Prerequisites: Students should have basic knowledge of public finance and accounting and understand the mechanisms of the healthcare system. Analytical thinking skills, working with numerical data and using basic IT tools (e.g. spreadsheets) are recommended.				
No.	Course topics			
I	LECTURES <ul style="list-style-type: none">• Healthcare financing systems in Poland and selected EU countries – sources, models, the role of the state and insurers• Sources of financing for medical facilities – contracts with the National Health Fund, commercial services, subsidies, grants, EU funds• Budgeting in healthcare entities – principles, budget structure, revenue and cost planning• Budget implementation control and analysis – financial indicators, reporting, internal audit• Economic efficiency and financial challenges in healthcare – costs, rationalisation			

	expenditure, financial innovations
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ol style="list-style-type: none"> 1. Case study analysis – budget structure of a public hospital and a private medical facility 2. Sources of financing for a medical facility – preparation of a list of potential sources for a selected entity 3. Exercises in annual budget planning – calculation of revenues and costs 4. Budget management simulation in conditions of limited resources – financial decision-making 5. Development and presentation of a mini-team project: proposed budget for a medical facility, including an analysis of its effectiveness
V	BUNA: "Analysis of the budget of a selected medical facility (public or private) with proposals for improvements in financing and cost management." Tasks: <ul style="list-style-type: none"> – describe the sources of funding for the selected facility, – present the budget structure, – analyse selected cost items, propose measures to improve economic efficiency.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE:	
E1_W03 Identifies mutual relationships between phenomena, entities, structures and economic institutions in on a microeconomic and sectoral scale both in real terms and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	<ul style="list-style-type: none"> – Has knowledge of the relationships between entities in the healthcare system (medical facilities, the National Health Fund, local governments, private entities) in the context of financial and budgetary mechanisms. – Understands the relationship between the sources of financing for healthcare services and the structure and efficiency of medical facilities. – Can explain the impact of budgetary and financial decisions on the operational and investment activities of healthcare entities. – Knows the principles of budget planning and control in healthcare units in relation to economic and social objectives. – Knows and understands the mechanisms of financing healthcare services in Poland (National Health Fund, state budget, private insurance, patients' own funds). – Has knowledge about the principles of budgeting and managing financial resources in various types of medical facilities (public and private). – Knows methods of analysing the costs of medical services and is able to indicate their importance in the process of making economic decisions in healthcare. – Understands the importance of cost-benefit analysis (CBA, CEA, CUA) for the economic efficiency of health interventions and the rationalisation of health sector expenditure.
in terms of SKILLS:	
E1_U03 Is able to properly analyse and prepare	<ul style="list-style-type: none"> – Can prepare basic documentation

<p>accounting and financial documentation for decision-making and record-keeping purposes and conduct analysis and assessment of economic and social processes and phenomena.</p> <p>E1_EOZ_U1 Is able to analyse the financial and organisational data of healthcare entities and assess the effectiveness of their functioning using economic tools.</p>	<p>financial and budgetary management of a medical facility.</p> <ul style="list-style-type: none"> - Able to analyse the financial statements of healthcare entities in the context of management decision-making. - Applies cost and performance analysis methods in assessing the economic situation of medical facilities. - Analyses the cost and revenue structure of medical facilities in budgetary and financial terms. - Is able to assess the economic effectiveness of the activities of using financial and cost indicators . - Is able to apply budget planning and control tools to assess the rationality of healthcare expenditure.
in the area of <u>SOCIAL COMPETENCES</u>:	
<p>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulty in solving a problem independently.</p> <p>E1_K02 Is ready to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area in case of difficulties in solving them independently.</p> <p>E1_K05 understands the issues ethical in connection with the tasks performed tasks and business activities, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</p> <p>E1_K06</p>	<ul style="list-style-type: none"> - Is aware of the need for continuous improvement of knowledge in the field of finance and budgeting in healthcare. - Can critically assess their financial analysis skills and, if necessary, seek the opinion of specialists. - Able to cooperate in project teams in developing budgets and financial analyses for medical facilities. - Takes responsibility for the implementation of joint tasks and economic decisions. - Recognises the importance of economic knowledge in solving the financial problems of healthcare entities. <ul style="list-style-type: none"> - Is able to apply theoretical knowledge to practical budgetary and financial issues. - Follows the principles of professional ethics in analysing and making financial decisions in the healthcare sector. - Respects the different perspectives and interests of the parties involved in the process of financing healthcare services. - Demonstrates an entrepreneurial

Thinks in an entrepreneurial way and communicates skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.	in the search for effective financial solutions for medical facilities.										
	- Able to effectively communicate the results of financial analyses in a manner that is understandable to various stakeholders.										
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W01, E1_EOZ_W3	X		X		X			X	X	X	
E1_U03; E1_EOZ_U1			X					X	X	X	
E1_K01, E1_K06			X		X			X	X	X	
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures									9		
Participation in seminars											
Participation in practical classes									12		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									36		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									10		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									5		
Independent reading									5		
Preparing for tests/quizzes									9		
Preparing for written/oral examinations in a subject									10		
Preparing for a written/oral assessment in a subject											
Total									39		
Total (contact hours and BUNA + student's own work)									75		
									3 ECTS		
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA									1.5 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									1.5 ECTS		
Basic literature:											
- Suchecka J. (ed.), <i>Financing healthcare. Selected issues</i> , Wolters Kluwer S.A., Warsaw, 2015.											
- Lenio P., <i>Public Law Sources of Healthcare Financing</i> , Wolters Kluwer Polska, 2018.											
Supplementary literature:											
- Regulation of the Minister of Health of 5 August 2016 on detailed criteria for the selection of bids in proceedings for the conclusion of contracts for the provision of healthcare services (Journal of Laws 2025, item 328)											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Faculty of				
Economic and Social Sciences Kwidzyn				
Course title:		GLOBAL AND EUROPEAN HEALTH POLICY		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> I X <input type="checkbox"/> III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 4 X 5 6 <input type="checkbox"/>
Number of assigned ECTS points		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics X		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (ZO)	0	0	12 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: To familiarise students with global and European health policy principles and public health policy, as well as preparing them to take steps towards comparing national solutions with rules defined at the international level.				
Teaching methods: <ul style="list-style-type: none">• Problem-based lecture, discussion• BUNA: studying literature and legal acts, preparing projects and individual studies.				
Prerequisites: Knowledge of the economic fundamentals of business operations, economic policy and the ability to present economic issues is required.				
No.	Course topics			
I	LECTURES: <ul style="list-style-type: none">• Introduction to global and European health policy – definitions, significance, main actors.• Concepts in health policy – health as a human right, health determinants, equity in health, Health in All Policies.• Global health policy – characteristics – main institutions (UN, WHO, World Bank, non-governmental organisations), priorities, financing mechanisms.• Global documents – analysis of selected WHO and UN documents (e.g. Agenda 2030, Global Health Security Agenda, International Health Regulations).• European health policy – characteristics – structures, health priorities in the EU and WHO Europe, the role of the Council of Europe.• Regional documents (Europe) – analysis of selected strategies and resolutions (e.g. Europe’s Beating Cancer Plan, European Health Union, Health 2020, Europe 2030).• Health in All Policies concept – assumptions, implementation, examples of good practices.• Health policy and health security – experiences from the COVID-19 pandemic,			

	<p>international cooperation, crisis preparedness.</p> <ul style="list-style-type: none"> • Current global and European challenges – demographic changes, chronic diseases, digitisation of healthcare, climate change and health. • Summary and directions for the development of global and European health policy – Poland's role, prospects for the future.
II	CONVERSATIONS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
V	<p>BUNA: Preparation of an analytical essay (8–10 pages) or a multimedia presentation (12–15 slides) based on the analysis of documents and literature. Choice of topics (examples):</p> <ul style="list-style-type: none"> – Analysis of a selected WHO document (e.g. Health 2020, World Health Statistics, International Health Regulations) and its significance for Polish health policy. – Agenda 2030 and Sustainable Development Goals (SDGs) – their impact on global health policy. – European Health Union – principles, challenges, significance for Member States. – Europe's Beating Cancer Plan – priorities, actions, funding. – The "Health in All Policies" concept – examples of implementation in EU countries and possibilities for application in Poland. – Global health security – experiences from the COVID-19 pandemic and international crisis cooperation. – Health inequalities on a global and European scale – analysis of challenges and strategies for equalising opportunities. – The role of international organisations (WHO, Council of Europe, OECD, World Bank, NGOs) in shaping health policy. – Digital transformation in healthcare – European and global strategies in the field of e-health and AI. – Climate change and health – environmental issues in global and European health policy.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE:	
<p>E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.</p> <p>E1_EOZ_W1 Knows and understands the structure of the healthcare system in Poland and the EU, as well as its links with social policy, public finances and the medical services market.</p>	<ul style="list-style-type: none"> – The student knows and understands the economic conditions and functioning of global and European healthcare systems and their impact on the healthcare services market. – The student has knowledge of international structures and institutions (WHO, OECD, European Commission, World Bank) and their role in shaping health policies. – The student knows and understands the principles of the functioning of healthcare systems in EU countries and the mechanisms of their financing. – Students are familiar with the relationships between health, social and economic policies in the context of global trends (e.g. ageing populations, migration, health crises, pandemics)
in terms of SOCIAL COMPETENCES:	
<p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving</p>	<ul style="list-style-type: none"> – The student recognises the need to continuously update their knowledge of changes in the global

<p>cognitive and practical problems and consults experts in the event of difficulties in solving a problem independently.</p> <p>E1_K02</p> <p>Is ready to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and as well as takes responsibility for the results of their work and that of the entire team.</p>	<p>and the European health system and is able to use the opinions of experts and international sources.</p> <p>– The student is ready to make responsible decisions in the field of health promotion and public policies, taking into account European and global conditions.</p>
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Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W02, E1_EOZ_W1			X	X	X	X		X	X	X	
E1_K01, E1_K02,			X					X	X	X	

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with academic staff and BUNA

Types of classes	Number of hours
Participation in lectures	12
Participation in seminars	
Participation in practical classes	
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	12
Total	24

Student's own work divided into time (examples of student work)

Form of student work	Number of hours
Preparation for classes	5
Writing a paper/project/essay	6
Gathering materials and preparing a presentation	5
Independent reading	5
Preparing for tests/exams	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	5
Total	26
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS

Required reading:

- Grycner S., *Health Policy*, e-book, CeDeWu Publishing House, Warsaw 2015.
- Leowski J., *Health Policy and Public Health*, CeDeWu Publishing House, Warsaw 2023.

Supplementary reading:

- Mokrzycka A., *The Right to Health Care: A Constitutional Priority or a Source of Dilemmas in Health Care?*, Jagiellonian University Press, Krakow 2015.

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Faculty of Economic and Social Sciences Kwidzyn				
Course title:		IT SYSTEMS IN MEDICAL FACILITIES		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health economics X		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	27 (ZO)	0	ZO
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: The aim of the course is to familiarise students with the role and application of IT systems in healthcare facilities. Students acquire practical skills in the operation, analysis and use of IT systems supporting medical, administrative and financial processes in healthcare units. They learn about the tools used in managing medical records, finances, personnel and analysing patient health data.				
Teaching methods: substantive introduction and case studies, moderated discussion. Teaching tools: <i>gretl software, resources from the website:</i> <i>https://sztosit.shinyapps.io/SZTOS_Visual.</i>				
Prerequisites: The student should: know the basics of economics and healthcare organisation, have basic computer and spreadsheet skills, be familiar with the basic principles of security and personal data protection.				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ul style="list-style-type: none">• Introduction to IT systems in healthcare. Functions and objectives of IT in medical facilities, examples of applications (registration, documentation, billing, statistics).• Electronic medical records – structure, standards, practice. Overview of concepts: EDM, HL7, e-prescription, e-referral, P1, IKP. Practical exercises on free EDM simulators (e.g. drErykOnline demo, mMedica demo, Gabinet.gov.pl – test account).• Patient registration and service systems (front office). Exercises in a spreadsheet or simple open-source CRM (e.g. SuiteCRM demo) – creating a schedule of visits, patient database, registration.• Laboratory and diagnostic systems – overview of concepts (LIS, RIS, PACS). Visualisation and			

	<p>analysis of sample medical reports, discussion of data flow. Exercise: creating a simplified information flow diagram in diagnostics.</p> <ul style="list-style-type: none"> Financial and accounting systems and reporting to the National Health Fund (examples). Structure of XML reports, introduction to SZOI and the National Health Fund Portal (National Health Fund demonstration materials). Simulation of service billing in Excel/Sheets. Medical data security and GDPR in practice. Analysis of cases of breaches, creation of a patient data security policy. Telemedicine and e-health services. Review and testing of available platforms (e.g. HaloDoctor.pl, Doctoralia demo, ZnanyLekarz.pl – doctor's panel demo). Basics of data analysis in healthcare (Business Intelligence). Simple statistical analyses in Excel/Google Sheets based on sample medical data (e.g. number of patients, cost structure). Final project: developing a concept for the computerisation of a small clinic/doctor's office using available free or open IT tools.
V	BUNA: not applicable

Learning outcomes

Directional effects – symbol and specification	Subject-specific outcomes – specification
in terms of KNOWLEDGE:	
E1_W12 Has advanced knowledge of modern IT and information systems and techniques, as well as possibilities their use in accordance with the field of study in practice.	<ul style="list-style-type: none">- The student is familiar with examples of IT systems used in medical facilities and understands their organisational significance.- The student is able to identify the use of IT systems in registration, documentation, accounting and data analysis.
E1_EOZ_W4 Has knowledge of methods for assessing quality and economic efficiency in the healthcare sector, including IT tools IT tools support tools management of a medical facility	
in terms of SKILLS:	
E1_EOZ_U3 The student is able to develop a project to improve the operation of a medical facility, taking into account legal regulations, available resources and patient expectations.	The student is able to design a simple model for the computerisation of a small medical facility using available tools.
in terms of SOCIAL COMPETENCES:	
E1_K02 Is ready to actively cooperate in teams, also international ones, and take on various roles while respecting social, cultural and legal norms, and to perform responsible roles in a team being aware of the decisions they make decisions, and accepting responsibility for the results of their work and that of the entire team.	<ul style="list-style-type: none">- The student works in a group to develop a concept for the computerisation of a doctor's office or clinic.

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W12, E1_EOZ_W4					X	X		X	X	X	X
E1_EOZ_U3					X	X		X	X	X	X
E1_K02					X	X		X	X	X	X

Student workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with academic staff and BUNA	
Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	27
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	
Total	27
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	10
Independent reading	8
Preparing for tests/exams	
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	10
Total	48
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	2
Basic literature: <ul style="list-style-type: none"> Krzyż – Fałta E., Kwęćkowska L., <i>Modern technologies used in health sciences</i>, Wrocław, Edra Urban & Partner Publishing House, 2025 	
Supplementary literature: <ul style="list-style-type: none"> Collective work: Ebook <i>Cybersecurity in healthcare facilities</i>, Wiedza i praktyka 2023. 	
<p style="text-align: center;">Approved by: Vice-Rector for Education</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		DIPLOMA SEMINAR		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 X	
Number of points awarded ECTS		2+2+5		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics X 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9+9+9 (ZO)	10+10+75 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Aim of the course: <i>preparation for writing a paper and its public presentation, allowing for minor corrections (stage III).</i>				
Teaching methods: <i>assimilation of knowledge through storytelling, pointing out patterns and discussing problems, as well as practical exercises involving the use of available secondary factual sources and primary field measurements. Semester project work.</i>				
Prerequisites: <i>knowledge of scientific writing (Proseminarium).</i>				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES 1. Good practices in presenting results and formulating conclusions – analysis and synthesis. 2. Rules for the diploma examination and defence of research results.			
V	BUNA: Semester project – implementation of an independent project – search for and analysis of similar (analogous) issues in the literature – domestic and foreign scientific journals – case study.			
Learning outcomes				

Directional effects – symbol and specification	Subject-specific outcomes – specification
<p>in terms of <u>KNOWLEDGE</u>:</p> <p>E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialisation studied in the field of economics.</p> <p>E1_W13 Knows the substantive, methodological and formal requirements for the preparation of a thesis, the development and submission of which for assessment is specified by the thesis procedure in the field of economics.</p> <p>E1_EOZ_W2 Knows the principles and legal regulations concerning the organisation and functioning of healthcare entities.</p> <p>E1_EOZ_W4 Has knowledge of methods for assessing quality and economic efficiency in the healthcare sector, including IT tools supporting the management of medical facilities.</p>	<p>Characterises methods and techniques for examining bonds and relationships in B2B, B2C, C2C, B2E, B2G relations and the regularities occurring in this area, relating them to the studied specialisation and research problem. Discusses research methods and techniques related to , , , , , secondary and primary sources, as well as the analysis (synthesis) and interpretation of results obtained in relation to a specific research problem. Knows the rules for using literature in compliance with copyright law and data protection against competition.</p> <p>Knows research planning and modern data collection techniques and research tools appropriate to the chosen topic of the thesis.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U08 Has the ability to plan and organise the process of writing papers on specific issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the selected specialisation in economics).</p> <p>E1_EOZ_U3 Is able to develop a project to improve the operation of a medical facility, taking into account legal regulations, available resources and patient expectations.</p>	<p>Is able to properly design the research process, formulating a scientific research problem and selecting a research method to solve it.</p>
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem independently.</p> <p>E1_K02 They are able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p>	<p>Is prepared to communicate their views in a substantive and courageous manner and to justify the results obtained from their independent research work.</p> <p>Defines a sequence of actions – a schedule – enabling the achievement of the research objective specified in the thesis topic. Is able to actively cooperate in research teams.</p>
<p>Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)</p>	

Outcomes (symbol)	Examination	Examination	Test	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W10, E1_W17						X				X	
E1_U08						X				X	
E1_K01, E1_K02						X				X	
Form and conditions for completing the course: Completion of a practical research project with a discussion of the results obtained; partial credits based on stage-by-stage tasks related to the study of literature, final credit based on a comprehensive study of the issues presented in the bachelor's thesis, prepared in accordance with the established requirements for this type of thesis. BUNA – semester paper, project on a specified topic.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the academic teacher and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										9+9+9	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										10+10+75	
Total										19+19+84	
Form of student work										Number of hours	
Preparation for classes										10+10+15	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										10+10+16	
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject										11+11+10	
Total										103	
Total (contact hours and BUNA + student's own work)										225	
										2+2+5 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										5	
2. including the number of ECTS points for hours completed in the form of independent work										4 ECTS	
Basic literature: (up to 3 items) <ol style="list-style-type: none"> Zenderowski A., <i>Master's thesis, bachelor's thesis</i>, CeDeWu Publishing House, Warsaw 2022. Siuda P., Wasylczyk P., <i>Scientific publications. A practical guide</i>, e-book, WN PWN, Warsaw 2018. Burniewicz J., <i>Philosophy and Methodology of Economic Sciences</i>, WN PWN, Warsaw 2022. 											
Supplementary literature: <ol style="list-style-type: none"> Stępień B., <i>Rules for writing academic texts</i>, WN PWN, Warsaw 2016. Trzęsicki K., <i>Introduction to Social Science Methodology</i>, Wyd. UB, Białystok 2018. Kędzior D., Molo M., Surówka M., <i>Research Problems in Contemporary Finance</i>, e-book, Wyd. Poltex, Warsaw 2021. 											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:	PROFESSIONAL PRACTICE			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X additional <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 X 3 X 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>	
Number of assigned ECTS points	6+6+13+6+6			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics X 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Exercises	PZ**	Form of assessment*
0	0	0	160+160+320+160+160 (Z)	Z
* E – examination; Z – pass; ZO – pass with a grade; **BUNA – form of assessment in the form of a documented semester project assessed by the lecturer, PZ – professional practice				
Course objective: The main objective of the students' professional practice is to support the process of putting the education programme into practice. The practice is compulsory in first-cycle studies. The practice lasts a minimum of four to six weeks. Students should only be referred to entities/institutions that are willing to provide them with the conditions necessary to achieve the standard learning outcomes assigned to professional practice, in accordance with this syllabus (which also constitutes an appendix to the applicable agreement on admission to professional practice). Detailed rules for completing the practice are set out in the Regulations for Student Professional Practice.				
Course programme: Professional practice enables students to come into contact with the direct work environment, including shaping the right attitude towards employees and duties related to the profession in local government, non-governmental and other institutions operating in the public sphere. The implementation of the practice should teach active and constructive undertaking of other roles in the economic, local and regional space. prepares students to use their knowledge,				

social skills and competences useful in solving economic problems that arise in professional work related to the field of study, and gaining professional experience.

The internship should also serve as a trial run for the student's economic, social and administrative work. Professional practice is also an important element in shaping the attitudes and personality traits necessary to practise as an economist and play the role of a social animator. The functions of practice (cognitive, educational and upbringing) significantly complement its main practical function.

The aim of this part of the studies is to verify the theoretical knowledge acquired during the studies in practice and to integrate its into practical action. The implementation of internships enables therefore students to familiarise themselves with the specifics of the work and functioning of the institution in practical terms.

Teaching methods: *assimilation of knowledge through problem-solving tasks arising from situations in the workplace and practical exercises performed in specific work positions.*

Prerequisites: *knowledge of basic, major and specialised subjects*
specialised subjects.

No.	Course topics
I	LECTURES: not applicable
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable

V	<p>PZ Students choose their own internship location and can take advantage of both external and university offers.</p> <p>Professional internships for students can take place in the following institutions: - financial institutions, banks, accounting offices, tax offices, - insurance companies: ZUS, KRUS, insurance companies, - state and local government institutions: city and municipal offices, - non-governmental organisations: foundations, associations. Companies organised according to various legal and organisational forms and engaged in various types of activities. Healthcare facilities: healthcare institutions, sanitary and epidemiological stations, hospitals, medical clinics, non-governmental organisations and institutions involved in healthcare (hospices, social care homes, social welfare centres, homes for the chronically ill, The main objective of the internship is, among other verifying knowledge, skills and social competences acquired during studies and applying them in business practice by enabling students to come into contact with the direct work environment, including developing the right attitude towards employees and duties related to the profession, and gaining professional experience within the field of study and specialisation.</p> <ul style="list-style-type: none"> • learning the basic regulations governing the work of the unit and the principles of occupational health and safety, • learning about the organisational structure of the unit and the subject of its activities, • learning about the organisation of work in individual units of the organisation, in particular the tasks in individual positions with which the student has/may have contact, • learning about interpersonal communication processes, including supervisor-subordinate interactions, • learning about basic documentation, document circulation and archiving in the unit, • learning the principles of personnel record keeping, • learning the principles of the unit's contacts with customers, business and administration, • acquiring the ability to operate office equipment, • learning how to use the ICT systems used in the unit, • learning about the legal aspects of the unit's operations.

Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	Analyses legal norms, as well as rules, instructions and other documents organising the functioning
E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes	

related to the market. He has knowledge of economic structures and institutions, as well as as well as their elements, characteristics and development.	
<p>E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, in the field of the chosen specialisation in economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</p>	
<p>E1_W12 Has advanced knowledge of modern methods of IT systems and techniques and the possibilities of their practical application in accordance with the field of study.</p>	
<p>E1_EOZ_W1 Knows and understands the structure of the healthcare system in Poland and the EU, as well as its links to social policy, public finances and the medical services market.</p>	
<p>E1_EOZ_W2 Knows the principles and legal regulations concerning the organisation and functioning of healthcare entities.</p>	
<p>E1_EOZ_W3 Has knowledge of the economic conditions of the functioning of entities in the healthcare system, including mechanisms for financing healthcare services, resource allocation and the assessment of the costs and benefits of healthcare interventions.</p>	
in terms of <u>SKILLS</u>:	
<p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	
<p>E1_U09 He is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology.</p>	
<p>E1_U10</p>	
	<p>the entity where they are doing their professional internship. They are familiar with the methodology research in the field of accounting and finance as a scientific discipline and professional activity.</p> <p>Understands the principles of industrial property protection and trade secrets relating to the entity where the professional practice is carried out.</p> <p>Has knowledge of the essence of entrepreneurship, applications modern information technologies, as well as relevant procedures (documentation in line with the specialisation) describing the processes taking place in the entity where the professional practice is carried out. Discusses the determinants of the entity's development.</p> <p>Has knowledge, selects appropriate methods and tools, including advanced ICT techniques.</p>
	<p>Uses the acquired economic knowledge and conclusions from professional practice when performing independently assigned tasks in the workplace in accordance with the specialisation.</p> <p>Correctly uses standards, procedures, instructions and other documents that make up the normative system in order to solve tasks and problems at in the position at work in the entity,</p>

Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation	in which professional practice is carried out. Formulates practical conclusions for decision-makers at various levels of decision-making in the organisation, and presents views, ideas and comments based on theory and views in the field of the specialisation studied. Is able to communicate with others, justify their position based on their foreign language skills at level B2 of the Common European Framework of Reference for Languages
E1_U11 Uses a foreign language at level B2 of the Common European Framework of Reference for Languages and is able to use it in situations related to business activities.	
E1_EOZ_U1 Is able to analyse the financial and organisational data of healthcare entities and assess the effectiveness of their functioning using economic tools.	
<u>in terms of SOCIAL COMPETENCES:</u>	
E1_K01 is ready to critically assess the level of their knowledge, recognises the importance of knowledge in solving cognitive and practical problems, and seeks the opinion of experts in case of difficulties in solving a problem independently.	Aptly identifies, diagnoses and resolves dilemmas related to the performance of tasks, as well as seeks optimal and reliable solutions to problems in individual work positions, motivates themselves and others to achieve professional goals. Is ready to perform professional roles responsibly. Thinks and acts in an entrepreneurial manner, communicates skilfully with others when performing tasks related to the professional training in individual job positions, assesses the risks of their actions and develops resilience to failure in the performance of their profession. Independently supplements knowledge and skills related to the implementation of practice in individual job positions, is open to new ideas and techniques for learning the profession, in accordance with the specialisation studied. They are guided by ethics and corporate social responsibility, and as well as respect for others and loyalty to the members of the organisation where they are undertaking professional practice in specific job positions.
E1_K02 is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.	
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and culture, and cares for the achievements and traditions of the profession.	
E1_K06 They are able to think entrepreneurially and communicate skilfully with their environment, adapt to new situations and conditions, and develop resilience to failure and stress.	

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Presentation	Presentation	Class participation	Participation in discussion	Project	Project
E1_W02, E1_W03, E1_W04								X	X		
E1_U02, E1_U09, E1_U10								X	X		
E1_K01, E1_K02, E1_K05, E1_K06,								X	X		
Form and conditions for completing the course: Professional practice is subject to the same completion requirements as other courses. Educational and supervisory oversight of students undertaking professional practice is provided by the workplace supervisor at the institution where the student is undertaking the practice and by the university supervisor appointed by the Vice-Rector for Education and Student Affairs.											
The amount of work required of the student to achieve the learning outcomes in hours: <ul style="list-style-type: none"> • 160 hours in the second semester* • 160 hours in the third semester,* • 320 hours in the fourth semester, • 160 hours in the fifth semester, • 160 hours in the sixth semester. 											
Basic literature: (<i>up to 3 items</i>) <ol style="list-style-type: none"> 1. Internal documentation of the entity (e.g. statutes, regulations, management rules, instructions, etc.). 											
Supplementary literature: (<i>up to 5 items</i>) <ol style="list-style-type: none"> 1. Professional internship programme. 											
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>											

SYLLABUS
EDUCATION CYCLE 2025-2028
Powiślańska Academy of Applied Sciences Kwidzyn
Faculty of Economic and Social Sciences

Course name:	FOREIGN LANGUAGE			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/> X <input type="checkbox"/>		Semester of study*: 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd X 3 X 4 X 5 6 <input type="checkbox"/>	
Number of ECTS credits assigned	3+3+2			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management <input type="checkbox"/> • health care economics X 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	24+24+24 (ZO)	10+10+20 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: <i>to acquire knowledge and practical skills in using a foreign language in the field of business at the B2 CEFR level, to acquire an appropriate level of English language proficiency and the Pearson English International Certificate</i>				
Teaching methods: <i>knowledge assimilation – work with a textbook, exercises, level test, readiness test, question bank, guide, tips offered by PEARSON, semester paper summarising the learning stage.</i>				
Prerequisites: <i>language skills at B1 CEFR level</i>				

No	Course topics
I	LECTURES: not applicable
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	<p>EXERCISES:</p> <ul style="list-style-type: none"> • Employer – employees. • Issues related to the chosen specialisation. • Characterising people at work. • Communication in business relations (adverbs of manner). • Key professions in the broadly understood field of economics. • Types of contracts, earnings, characteristics of professions, skills associated with each profession.
V	<p>BUNA:</p> <p>Texts for independent reading and analysis. Exercises related to the topics covered, expanding knowledge. Preparation of a project as a term paper.</p>
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
<p>in terms of <u>KNOWLEDGE</u>:</p> <p>E1_W11 Knows vocabulary and rules for using foreign languages at proficiency levels A1 and B2 of the Common European Framework of Reference for Languages Language</p>	<p>Uses vocabulary in the field of study in accordance with the requirements specified for levels A1 and B2 of the Common European Framework of Reference for Languages.</p> <p>The student has knowledge of the role of economics in the healthcare system. They have in-depth knowledge of the organisational structures of the healthcare system.</p>
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U04 They communicate effectively and accurately using terminology from the field of economics and related sciences, both within a team of employees and when consulting specialists from various fields of knowledge. They are able to present their own ideas and views in an attractive and convincing manner.</p> <p>E1_U11 Uses a foreign language at level B2 of the Common European Framework of Reference for Languages and is able to use it in situations related to professional activities.</p>	<p>Has the ability to communicate in a foreign language at level B2 of the Common European Framework of Reference for Languages in the field of study.</p> <p>Communicates using vocabulary related to the field of economics, in accordance with the requirements specified for level B2 of the Common European Framework of Reference for Languages.</p>
<p>in terms of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when they have difficulty solving a problem on their own.</p> <p>E1_K06</p>	<p>Understands the need for continuous improvement of foreign language skills in a changing environment.</p> <p>Is open to improving language skills using various methods and is open to new techniques for learning a foreign language. Is able to work in teams, especially of a</p>

Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.					international, using communication skills.						
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination			Essay/report	Tasks,	Presentation	Presentation	Activity on	Participation in	Project	Project
E1_W11, E1_W16			X		X			X	X	X	X
E1_U04, E1_U11			X		X			X	X	X	X
E1_K01, E1_K06			X		X			X	X	X	X
Form and conditions for completing the course: BUNA – Project completion (individual/group) with discussion. Assessment in the form of an oral conversation, test on the use of a foreign language in speech and writing in general topics and in the field of study.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Office hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									24+24+24		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									10+10+20		
Total									34+34+44		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									10+10+0		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10+10+0		
Independent reading									10+10+0		
Preparing for tests/exams											
Preparing for a written/oral examination in a subject									0+0+6		
Preparing for a written/oral assessment in a subject									11+11+0		
Total									41+41+6		
Total (contact hours and BUNA + student's own work)									75+75+50		

	3+3+2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	4 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	4 ECTS
<p><u>Basic literature:</u> <i>(up to 3 items)</i></p> <ol style="list-style-type: none"> 1. Textbook and exercises suggested by Pearson for the first class. 2. Dana Howe, Jenny Dooley, <i>Healthcare Management</i>, Express Publishing <p><u>Supplementary reading:</u> <i>(up to 5 items)</i></p> <ol style="list-style-type: none"> 1. <i>Oxford Wordpower. English-Polish / Polish-English Dictionary</i>, 2008. 2. Z. Christopher Mercer, Travis W. Harms, <i>Business Valuation</i>, John Wiley & Sons Inc., 2020. 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Faculty of				
Economic and Social Sciences Kwidzyn				
Course title:		BASICS OF PUBLIC HEALTH		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health economics X		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (ZO)	0	0	18 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: The aim of the course is to familiarise students with the essence, objectives and functions of public health, its links with social policy and health economics, and its importance for the functioning of healthcare system. Students acquire knowledge about health determinants, the role of public institutions in health promotion and protection, and the basic tools for assessing and monitoring the health status of the population.				
Teaching methods: Lecture: multimedia presentation, informative and problem-based lecture with multimedia presentation, elements of moderated discussion. BUNA: guided self-study, analysis of sources and empirical materials.				
Prerequisites: Students should: have basic knowledge of economics and the organisation of social systems, understand the general principles of the healthcare system, and be familiar with basic concepts in social policy and demography.				
No	Course topics			
I	LECTURES: <ul style="list-style-type: none">• The concept of health and public health – evolution of approaches and contemporary definitions.• The objectives and functions of public health in a social and economic context.• Determinants of health – biological, environmental, social and economic factors.• Structure and organisation of the public health system in Poland and the EU.• Institutions and entities performing public health tasks.• Epidemiology as a tool for assessing the health status of the population.• Health promotion and disease prevention – programmes, strategies, campaigns.• National health policy – priorities and directions for action.• Public health financing – sources, mechanisms, effectiveness.• The role of local governments, non-governmental organisations and the private sector in public health.• Economic and social consequences of lifestyle diseases.• Contemporary challenges in public health – ageing population, health inequalities,			

	global threats.										
II	SEMINARS: not applicable										
III	LABORATORY EXERCISES: not applicable										
IV	EXERCISES: not applicable										
V	BUNA: Independent preparation of an essay/report/presentation on a selected topic in the field of public health (e.g. analysis of health determinants in the region, review of preventive programmes, evaluation of a health promotion campaign). Analysis of literature, reports and strategic documents (e.g. National Health Programme, NIZP-PZH reports, WHO).										
Learning outcomes											
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification										
in terms of KNOWLEDGE:											
E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development. E1_W05 Has advanced knowledge and understanding of humans as entities creating economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice. E1_EOZ_W1 Knows and understands the structure of the healthcare system in Poland and the EU, as well as its links to politics. social issues, public finances and the services market medical services.	<ul style="list-style-type: none">- The student understands the economic and social determinants of health and the mechanisms of financing public health activities.- The student understands the impact of social and economic factors on the health of the population and the role of pro-health behaviours in shaping health policy.- The student knows the basic principles of the organisation of the public health system, its institutions and relations with the health protection system and social policy.										
in the area of SOCIAL COMPETENCES:											
E1_K04 They are ready to fulfil social obligations and co-organising activities on for the social environment and works for the benefit of public interest.	<ul style="list-style-type: none">- The student recognises social responsibility in activities at for health public and is able to identify the needs of the community in this area.										
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in the discussion	Individual project	Group project
E1_W07, E1_EOZ_W2			X	X		X		X	X		
E1_K02, E1_K05			X	X		X		X	X		
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic staff and BUNA											
Types of classes										Number of hours	
Participation in lectures										12	
Participation in seminars											
Participation in practical classes											

Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	18
Total	30
Student's own work divided into time (examples of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	5
Independent reading	5
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	
Total	20
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: <ul style="list-style-type: none"> Kulik T. B., Pacian A. (eds.), <i>Public Health</i>, PZWL, Warsaw 2023. Supplementary literature: <ul style="list-style-type: none"> Wojtczak A., <i>Public Health as a Challenge for 21st Century Health Systems</i>, PZWL, Warsaw 2017. 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Faculty of				
Economic and Social Sciences Kwidzyn				
Course title:		DEMOGRAPHIC CHALLENGES AND SENIOR POLICY		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>
Number of ECTS credits awarded		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health economics X		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	21 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: The aim of the course is to familiarise students with the conditions and consequences of demographic changes in Poland, Europe and worldwide, as well as with the assumptions, instruments and effects of senior policy in an economic, social and health context.				
Teaching methods:				
<ul style="list-style-type: none">• Lecture: multimedia presentation, problem-based lecture with elements of moderated discussion• BUNA: literature review, problem analysis – own work based on available sources				
Teaching tools: resources from the website: https://ssgk.stat.gov.pl/Ludnosc.html .				
Prerequisites:				
Students should have basic knowledge of: economics and social policy, the healthcare system and its financing, the basics of demography and social statistics.				
No	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Case study analysis – budget structure of a public hospital and a private medical facility 2. Sources of financing for a medical facility – preparation of a list of potential sources for a selected entity 3. Exercises in annual budget planning – calculation of revenues and costs 4. Budget management simulation in conditions of limited resources – financial decision-making 5. Development and presentation of a mini-team project: a budget proposal for a medical facility, including an efficiency analysis			
V	BUNA: <ul style="list-style-type: none">• Analysis of strategic documents and demographic reports – preparation of a short			

	<div>summary or presentation (e.g. report by the Central Statistical Office, WHO, European Commission).</div> <ul style="list-style-type: none">Preparation of an essay or paper on a selected aspect of senior policy (e.g. long-term care, professional activation, senior housing).Analytical task – comparison of demographic indicators of selected EU countries and assessment of their impact on social policy.										
Learning outcomes											
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification										
in terms of KNOWLEDGE:											
<div>E1_W05</div> <div>Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.</div> <div>E1_EOZ_W1</div> <div>The student knows and understands the structure of the healthcare system in Poland and the EU, as well as its links with social policy, public finances and the services market medical services.</div>	<div><div>–</div><div>The student understands the economic effects of demographic changes on the labour market, the healthcare system and public finances.</div></div> <div><div>–</div><div>The student is familiar with the economic and social conditions and needs of older people as participants in economic life.</div></div> <div><div>–</div><div>The student understands the impact of population ageing on the healthcare system and social policy in Poland and the EU.</div></div>										
in terms of SOCIAL COMPETENCES:											
<div>E1_K02</div> <div>He is ready to actively cooperate in teams, including international ones, and to take on various roles while respecting social, cultural and legal norms, as well as to perform responsible roles in a team, being aware of the decisions he makes, and , and taking responsibility for the results of his work and that of the entire team.</div> <div>E1_K05</div> <div>Understands issues related to ethics in connection with the tasks being carried out tasks and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</div>	<div><div>–</div><div>The student is able to cooperate in the analysis of demographic and senior issues, respecting the diversity views and experiences.</div></div> <div><div>–</div><div>The student perceives actions towards older people as an element of social ethics and professional responsibility of an economist.</div></div>										
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W05, E1_EOZ_W1			X	X				X	X	X	
E1_K02, E1_K05				X				X	X	X	
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes										Number of hours	

Participation in lectures	
Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	21
Total	30
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	5
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	5
Independent reading	5
Preparing for tests/exams	
Preparing for a written/oral examination in a subject	5
Preparing for a written/oral assessment in a subject	
Total	20
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: <ul style="list-style-type: none"> Ch. Sowada, <i>Economics of healthcare providers in the healthcare sector</i>, PZWL 2021. Majcherek J.A., <i>Demographic Challenges for Socio-Economic Systems</i>, Impuls Publishing House 2024. 	
Supplementary reading: <ul style="list-style-type: none"> Getzen T.E., <i>Health Economics: Theory and Practice</i>, PWN, Warsaw, 2023. Golinowska S. (ed.), <i>From Economics to Health Economics</i>, PWN, Warsaw 2021. 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Faculty of				
Economic and Social Sciences Kwidzyn				
Course title:		HEALTH CARE SYSTEM IN POLAND		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>
Number of ECTS credits assigned		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics X		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	0	15 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: The aim of the course is to provide students with knowledge about the structure, principles of organisation and functioning of the healthcare system in Poland. Students will learn about the main entities, financing mechanisms, legal regulations and links between the healthcare system and social policy and public finances. The course aims to develop an understanding of the economic and organisational aspects of the functioning of the healthcare sector and its role in the national economy.				
Teaching methods: Lecture: informative and problem-based lecture, multimedia presentation, analysis of strategic documents (e.g. "National Health Policy", NFZ and OECD reports), elements of discussion. Exercises: guided self-study, analysis of sources and legal documents.				
Prerequisites: Students should: be familiar with basic concepts in economics and social policy, understand the importance of public systems in the economy, be familiar with the basic principles of public administration.				
No	Course topics			
I	LECTURES: <ul style="list-style-type: none">• The concept, objectives and functions of the healthcare system.• The evolution of the healthcare system in Poland after 1989.• Organisational structure of the healthcare system – entities and institutions.• Public and non-public healthcare entities – organisational and legal forms.• The role of the Ministry of Health, the National Health Fund, local governments and supervisory institutions.• Financing of the healthcare system – sources, mechanisms and efficiency issues.• Legal and regulatory basis for the functioning of the healthcare system.• Healthcare systems in selected EU countries – comparison with Poland.• Current challenges and directions for healthcare system reform in Poland.			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			

V	BUNA: Preparation of an essay/report/presentation on a selected aspect of the healthcare system (e.g. analysis of financing, functioning of the National Health Fund, role of local government, organisational reforms). Study of source documents – the Act on healthcare services financed from public funds, reports of the Ministry of Health and the WHO.										
	Learning outcomes										
Field-specific outcomes – symbol and description						Subject-specific outcomes – specification					
in terms of KNOWLEDGE:											
E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.						<ul style="list-style-type: none">– The student understands the economic conditions of the functioning of the healthcare system and is able to interpret its significance in the context of the national economy.– The student knows the elements of the organisational structure of the healthcare system in Poland, its main institutions and mechanisms of operation.– The student understands the legal basis for the operation of the healthcare system and the principles of organisation of healthcare entities.					
E1_EOZ_W1 Knows and understands the structure of the healthcare system in Poland and the EU, as well as its links with social policy, public finances and the medical services market.											
E1_EOZ_W2 Knows the principles and legal regulations concerning the organisation and the functioning of healthcare entities.											
in terms of SOCIAL COMPETENCES:											
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic activities in various types of organisations and to seek opinions of experts in case of difficulties with solving them independently.						<ul style="list-style-type: none">– The student is able to critically analyse and evaluate the functioning of the healthcare system and understands the need to constantly update their knowledge in this area.					
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W02, E1_EOZ_W1 E1_EOZ_W2			X	X		X		X	X		
E1_K03			X	X		X		X	X		
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic staff and BUNA											
Types of classes										Number of hours	
Participation in lectures										9	
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											

BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	24
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	6
Writing a paper/project/essay	
Gathering materials and preparing a presentation	10
Independent reading	10
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	
Total	26
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: <ul style="list-style-type: none"> Pakulski C., <i>The healthcare system in Poland. To the rescue of health</i>, Makmed, Lublin 2025. 	
Supplementary literature: <ul style="list-style-type: none"> Paszkowska M., <i>The Polish healthcare system</i>, Difin Publishing House, Warsaw 2020. 	
<p style="text-align: center;">Approved by: Vice-Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Faculty of Economic and Social Sciences Kwidzyn				
Course title:		BASICS OF MEDICAL LAW		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics X		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
12 (ZO)	0	15 (ZO)	0	ZO/ZO
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: The aim of the course is to familiarise students with the basic legal regulations governing healthcare, the rights and obligations of patients and medical personnel, as well as the principles of legal responsibility in healthcare, which are necessary for effective management and decision-making in the medical sector.				
Teaching methods: <ul style="list-style-type: none">• Lecture: multimedia presentation• Exercises: substantive introduction and case studies, moderated discussion.				
Prerequisites: Students should have general knowledge of law and the organisation of the healthcare system, and be familiar with basic economic concepts related to the functioning of public institutions.				
No	Course topics			
I	LECTURES: <ul style="list-style-type: none">• Healthcare financing systems in Poland and selected EU countries – sources, models, the role of the state and insurers• Sources of financing for medical facilities – contracts with the National Health Fund, commercial services, subsidies, grants, EU funds• Budgeting in healthcare entities – principles, budget structure, revenue and cost planning• Budget control and analysis – financial indicators, reporting, internal audit• Economic efficiency and financial challenges in healthcare – costs, rationalisation of expenditure, financial innovations			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Case study analysis – budget structure of a public hospital and a private medical facility			

	2. Sources of financing for a medical facility – preparation of a list of potential sources for a selected entity 3. Exercises in annual budget planning – calculation of revenues and costs 4. Budget management simulation in conditions of limited resources – financial decision-making 5. Development and presentation of a mini-team project: proposed budget for a medical facility, including an analysis of its effectiveness
V	BUNA: not applicable
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE:	
E1_W07 Possesses the knowledge necessary to conduct business activity, explains and illustrates the significance of norms and rules (legal, technical-organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them E1_EOZ_W2 Knows the principles and legal regulations concerning the organisation and operation of healthcare entities.	– The student understands the importance of legal and ethical standards in the organisation and functioning of healthcare institutions and is able to explain the relationships between selected economic phenomena and entities in the medical sector. – The student is familiar with the basic legal regulations concerning the functioning of healthcare entities and is able to apply them in the practice of managing healthcare units.
in terms of SKILLS:	
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes. E1_EOZ_U3 Is able to develop a project to improve the operation of a medical facility, taking into account legal regulations, available resources and patient expectations.	– The student is able to observe and interpret processes in healthcare, taking into account legal changes, regulations and ethical standards. – The student is able to design improvements in the functioning of a medical facility, taking into account legal regulations, available resources and patient needs.
in the area of SOCIAL COMPETENCES:	
E1_K02 Is ready to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and also takes responsibility for the results of their work and that of the entire team. E1_K05 Understands ethical issues in connection with the tasks performed and business activities, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.	– The student is able to work in a team, respecting legal, social and ethical norms, accepting responsibility for their actions and the results of the group's work. The student understands the importance of professional ethics in healthcare, respects diversity of views and cultures, and cares for the professional image of the profession in medical practice.

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W07, E1_EOZ_W2			X					X	X		
E1_U01; E1_EOZ_U3			X	X			X	X	X		
E1_K02, E1_K05			X					X	X		
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic staff and BUNA											
Types of classes										Number of hours	
Participation in lectures										12	
Participation in seminars											
Participation in practical classes										15	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer											
Total										27	
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work										Number of hours	
Preparation for classes										10	
Writing a paper/project/essay											
Gathering materials and preparing a presentation										5	
Independent reading										5	
Preparing for tests/quizzes										9	
Preparing for the written/oral examination in the subject										10	
Preparing for a written/oral assessment in a subject											
Total										48	
Total (contact hours and BUNA + student's own work)										75	
										3 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										1 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										2 ECTS	
Basic literature: <ul style="list-style-type: none"> Kubiak R., <i>Medical Law</i>, C. H. Beck, Warsaw 2021. Fiutak A., <i>Law in Medicine</i>, C. H. Beck, Warsaw 2021. 											
Supplementary literature: <ul style="list-style-type: none"> Nesterowicz M., <i>Medical Law</i>, Dom Organizatora TNOiK, Toruń 2019. Nesterowicz M., <i>Medical Law. Comments and glosses on court rulings</i>, Wolters Kluwer, Warsaw 2022. 											
<p align="center">Approved by: Vice-Rector for Education</p>											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Faculty of Economic and Social Sciences Kwidzyn				
Course title:		MEDICAL FACILITY MANAGEMENT		
Field of study		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management <input type="checkbox"/>• health care economics X		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	15 (ZO)	15 (Z)	E/ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: The aim of the course is to familiarise students with the principles of organisation, management and financing of medical facilities in the context of the healthcare system in Poland. Students will acquire the ability to analyse the effectiveness of healthcare units, plan organisational processes and develop projects to improve the functioning of medical facilities.				
Teaching methods: <ul style="list-style-type: none">• Lecture: informative lecture with multimedia presentation, mini-lectures on specific issues, case studies.• Exercises: teamwork, case studies, decision-making simulations, moderated discussions, project consultations.• BUNA: individual work under the supervision of the lecturer, analysis of literature and empirical sources. Teaching tools: <i>Dolibarr.Medfile software.</i>				
Prerequisites: Students should: have basic knowledge of economics, organisation and management, be familiar with the general principles of the healthcare system in Poland, be able to analyse economic and social data in simple decision-making systems.				
No	Course topics			
I	LECTURES: <ul style="list-style-type: none">• The healthcare system in Poland and the EU – structure, functions, financing.• Organisational and legal models of medical facility operation.• Principles of strategic management in healthcare entities.• Personnel management and quality of medical services.• Tools for analysing the economic efficiency of medical facilities.• Financing of health services – contracting, budgeting, controlling.• Computerisation and IT tools in healthcare facility management.• Risk management, patient safety and regulatory compliance.• Modern trends in healthcare management.			

II	CONVERSATIONS: not applicable										
III	LABORATORY EXERCISES: not applicable										
IV	EXERCISES: <ul style="list-style-type: none">• Analysis of the organisational structure of a selected medical facility.• Development of a project to improve processes in a healthcare facility.• Case study – economic efficiency of a hospital/primary care facility.• Analysis of costs and budget in a healthcare facility.• Designing an incentive system for medical staff.• Team presentations – good management practices in healthcare.• Summary discussion and preparation for assessment.										
	BUNA: Preparation of a report/essay/project/presentation on medical facility management (e.g. SWOT analysis, improvement plan, mini-quality audit).										
Learning outcomes											
Field-specific outcomes – symbol and description						Subject-specific outcomes – specification					
in terms of KNOWLEDGE:											
E1_EOZ_W3 Has knowledge of the economic conditions governing the functioning of entities in the healthcare system, including mechanisms for financing healthcare services, resource allocation and assessment of costs and benefits of health interventions.						- The student understands the mechanisms of financing health services and is familiar with the basic tools for assessing the costs and benefits of health interventions.					
in terms of SKILLS:											
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.						- The student is able to analyse the functioning of a medical facility in the context of economic and regulatory changes.					
E1_EOZ_U3 Is able to develop a project to improve the operation of a medical facility, taking into account legal regulations, available resources and patient expectations.						- The student is able to develop a project for optimising an organisational or financial process in a selected healthcare unit.					
in terms of SOCIAL COMPETENCES:											
E1_K02 Is ready to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.						- The student works effectively in a group when developing a project and presenting results.					
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_EOZ_W3			X			X		X	X		
E1_U01; E1_EOZ_U3			X	X		X		X	X		
E1_K02			X			X		X	X		

Student workload required to achieve learning outcomes in hours and ECTS credits	
Contact hours with academic staff and BUNA	
Types of classes	Number of hours
Participation in lectures	9
Participation in seminars	
Participation in practical classes	15
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	39
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparation for classes	10
Writing a paper/project/essay	
Gathering materials and preparing a presentation	5
Independent reading	5
Preparing for tests/quizzes	6
Preparing for a written/oral examination in a subject	10
Preparing for a written/oral assessment in a subject	
Total	36
Total (contact hours and BUNA + student's own work)	75
	3 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1.5 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1.5 ECTS
Required reading: <ol style="list-style-type: none"> 1. Głód W., <i>Innovative leadership in healthcare units</i>, Difin, Warsaw 2022. 	
Supplementary reading: <ol style="list-style-type: none"> 1. Buchelt, B. I., Jończyk, J. A., <i>Links between organisational culture and human resource management in public hospitals</i>. Public Management / Krakow University of Economics, No. 2 (40), pp. 50-64, Krakow 2017. 2. Rostkowski T., Strzemiński J., <i>Education of Economists and Managers: Leadership in the healthcare system</i> – Warsaw School of Economics, Warsaw 2019. 	
<p style="text-align: center;">Approved by: Vice-Rector for Education</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Subject name:		PERSONNEL OUTSOURCING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X
Number of assigned ECTS points		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialisation subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management X• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	0	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: the student understands the development prospects of this form of business management, describes various forms of outsourcing: total, partial, in the form of leasing and division of tasks. Emphasises its strategic significance and describes the opportunities it opens up for organisations.				
Teaching methods: lecture, interactive lecture, discussion; case study, term paper.				
Prerequisites: basic knowledge of business management, knowledge of human resource management.				
N r	Course topics			
I	LECTURES: 1. Concept and areas of activity offered to an outsourcing company. 2. Developing a plan and rules for outsourcing cooperation – legal conditions. 3. Policy on employee transfers in connection with outsourcing. 4. How to communicate information about the restructuring process to employees. 5. Controlling the costs and quality of outsourcing services. 6. Conducting the process and implementing the outsourcing plan.			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: not applicable			

V	BUNA: Semester paper on a selected topic from the lecture material – report/essay. Sample topics: Job satisfaction and contentment in outsourcing – mental barriers. Scope, methods and rules of contract negotiation. Principles of cooperation with an external company ensuring effective and efficient task completion.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	Has knowledge of the essence of outsourcing activities in a modern organisation and a turbulent environment. Has knowledge of the essence of human behaviour in an organisation resulting from the performance of specific management functions. Understands the policy of employee relocation in connection with outsourcing. Knows methods of examining relationships and bonds within organisations and the regularities of interpersonal relations, especially in situations of work reorganisation. Has knowledge of the essence of entrepreneurship and the factors of success related to with implementing outsourcing processes, that determine the specific behaviour of members of the organisation.
E1_W05 Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human behaviour in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.	
E1_W06 Has an advanced knowledge and understanding of the application and analysis of the results of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic activity and complex interdependencies, as well as in forecasting future economic and social scenarios.	
E1_GZL_W1 Knows the personnel functions in an organisation and understands the importance of human capital in building a company's competitive advantage.	
in the area of SOCIAL COMPETENCES :	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when they have difficulty solving a problem on their own.	Understands the need for lifelong learning. Sets priorities for actions, plans their own and team work, takes responsibility for achieving goals, and develops resilience to stress. He correctly identifies dilemmas and seeks alternative solutions in outsourcing. The student participates in projects, boldly and substantively expresses his views on factors related to outsourcing activities at work and the behaviour of individuals in the event of a reorganisation of employment rules. He independently supplements his knowledge useful in personnel outsourcing. He/she is guided by professional ethics and business ethics
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving problems independently.	
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity	

views and cultures; cares about the achievements and traditions of the profession					and corporate social responsibility. Thinks and acts in an entrepreneurial manner. Is able to independently supplement knowledge in the field of personnel outsourcing.						
E1_K06 Is able to think in an entrepreneurial manner and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in the discussion	Individual project	Group project
E1_W01, E1_W05, E1_W06	X			X				X			
E1_U02, E1_U03, E1_U07...U10	X			X				X			
E1_K01 E1_K03...K06	X			X				X			
Form and conditions for completing the course: Lecture – written examination. BUNA – paper/essay on a topic related to the subject matter covered in the lectures.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures									9		
Participation in seminars											
Participation in practical classes											
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									24		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									6		
Writing a paper/project/essay									10		
Gathering materials and preparing a presentation											
Independent reading									10		
Preparing for tests/quizzes											
Preparing for a written/oral examination in the subject											
Preparing for a written/oral assessment in a subject											
Total									26		
Total (contact hours and BUNA + student's own work)									50		
									2 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									1 ECTS		

Basic literature: *(up to 3 items)*

1. M. Kłos, *Outsourcing in Polish enterprises*, CeDeWu Publishing House, Warsaw 2023.
2. Warwas I, Rogozińska-Pawelczyk A., *Human Resource Management in a Modern Organisation*, Wyd. UŁ, Łódź 2016.

Supplementary literature:

1. Król H., Ludwiczynski A., *Human Resource Management*, WN PWN, Warsaw 2023 (in print).

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		PROFESSIONAL CAREER PATH		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6	
Number of assigned ECTS points		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
9 (ZO)	0	9 (ZO)	15 (Z)	ZO/ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester project assessed by the lecturer				
Course objective: <i>to acquire knowledge on issues related to career determination, to discuss commonly used principles of career management and career path planning for employees; to pay particular attention to the requirements related to the practical documentation of employment history, qualifications and skills as a basis for employee career development.</i>				
Teaching methods: <i>informative lecture, problem-based lecture problem-based lecture, case study, demonstration, expert round table method. Project, semester work – essay/presentation/paper.</i>				
Prerequisites: <i>active participation in seminars, completion of recommended tasks for independent study.</i>				
No.	Course topics			
I	LECTURES: 1. Professional career and stages of its development in the context of the human life cycle (problems of individual stages of professional career).			

	<ol style="list-style-type: none"> Professional career and its stages in the context of the human life cycle (individual career planning and the problem of maladjustment to work). Career management – traditional and contemporary approaches (myths about career development). Career path planning (traditional and flexible). Career development strategies.
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ol style="list-style-type: none"> Career planning. Social skills. Self-assessment. Rules for preparing application documents: professional CV and cover letter. Recruitment process: preparing for an interview, types and course of interviews, frequently asked questions, types of recruitment tests, Assessment Centre activities. The labour market in Poland and Europe – directions and sources of change. Career development programmes in economic practice.
V	BUNA: Semester assignment – essay/paper/presentation – elaboration on a selected aspect of the issues discussed in lectures and classes.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u>:	
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and applies this practical knowledge in business activities.	<p>Has knowledge of the importance of employee career planning and knows the stages of career development. Has knowledge from in the field of theory of managing people in an organisation. Has knowledge of the norms and principles governing the functioning economic entities in the context of careers.</p> <p>Is able to apply the acquired knowledge by implementing individual professional development programmes for employees. Is familiar with various approaches to career management and basic career development strategies.</p> <p>Has practical knowledge of the personality, economic and situational conditions for implementing an effective career path programme for employees.</p> <p>Has practical knowledge of the processes and tools related to the effective selection of employees and determining their professional careers for the mutual benefit of the organisation and the employee.</p> <p>Has knowledge about people and uses it to build career paths. Understands human behaviour and uses this understanding to build career paths.</p>
E1_W02 Knows and understands economic conditions, forms and standards, as well as market phenomena and processes. Has knowledge of economic structures and institutions, as well as their elements, characteristics and development.	
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	
E1_W04 Has an advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.	
E1_W05 Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human action in the process of creating and implementing tasks and changes.	

of these structures. Knows how to apply this knowledge in practice.	Knows selected contemporary concepts of employee competence management. Describes career development strategies and ways of influencing one's career.
E1_GZL_W1 Identifies and describes the role of human resources, financial capital and tangible capital in economic organisations.	
E1_GZL_W2 Knows recruitment methods, employee evaluation systems, and the principles of constructing remuneration and employee benefit systems that support effectiveness and commitment.	
E1_GZL_W3 Knows models of competence management and professional development of employees in the context of organisational strategy and the changing labour market.	
In terms of <u>SKILLS</u>:	
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent performance of tasks, as well as in running a business and resolving professional dilemmas.	Has the ability to analyse and diagnose an employee's situation in the organisation, their strengths and weaknesses related to their work and opportunities for further career development.
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialist terminology	Is able to actively participate in the process of creating a professional development path, skilfully communicates the principles related to professional development, eliminating conflicts in the area of professional promotions.
E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation.	They regularly assess their own skills in the area of career path development. They are able to present specific solutions for improving the professional promotion process in the organisation in a practical manner, and actively participate in discussions and working groups related to improving the professional development process.
E1_GZL_U2 Is able to analyse the employment structure, identify employee training needs, and select methods for developing competences.	
E1_GZL_U4 Is able to act in accordance with the principles of professional ethics and labour law.	
in the area of <u>SOCIAL COMPETENCES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts in case of difficulties in solving a problem on their own.	Is interested in people management issues, co which influences the desire for continuous and systematic learning in the area of employee career development.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results	Actively cooperates in a team to build career paths – their own and others'. Sets priorities in the selection of activities that make up the process of building a career path.

of their work and the entire team.	<p>They are able to independently acquire knowledge in the field of professional development and actively participate in improving their own skills in the area of effectiveness and efficiency in determining their professional career through the exchange of experiences and cooperation with others. They respect the principles of ethics and respect towards other students and colleagues, defining the opportunities and conditions for promotion and professional career development.</p>										
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01...W05, E1_GZL_W1	X			X	X			X	X	X	
E1_U06, E1_U09...U10	X			X	X			X	X	X	
E1_K01...K03, E1_K06	X			X				X	X	X	
Form and conditions for passing the course: Lecture – passing in the form of a multiple-choice test, passing exercises based on the completion of a project on a specified topic. BUNA – preparation of a term paper in the form specified by the lecturer – essay, paper, presentation.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures									9		
Participation in seminars											
Participation in practical classes									9		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									33		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparation for classes									12		
Writing a paper/project/essay									10		
Gathering materials and preparing a presentation											
Independent reading									10		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject									10		
Preparing for a written/oral assessment in a subject											
Total									42		
Total (contact hours and BUNA + student's own work)									75		
									3 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									2 ECTS		
Basic literature: (<i>up to 3 items</i>)											

1. Blake J., *The PIVOT Method: An Agile Approach to Career Development*, e-book, Onepress Publishing House, 2018.
2. Król H., Ludwiczynski A., *Human Resource Management*, WN PWN, Warsaw 2023 (print).

Supplementary literature: *(up to 5 items)*

1. Warwas I, Rogozińska-Pawelczyk A., *Human Resource Management in a Modern Organisation*, University of Łódź Press, 2016.

**Approved by: Vice-
Rector for Academic Affairs**

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		IT SYSTEMS IN HUMAN RESOURCE MANAGEMENT		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 6 X	
Number of assigned ECTS points		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	15 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to familiarise students with a dedicated programme (GRATYFIKANT GT insERT) used for HR and payroll services in companies, as well as in external entities performing human resources and payroll activities on behalf of such entities.</i>				
Teaching methods: <i>practical classes preceded by a demonstration, simulated performance of commissioned tasks. BUNA – project implementation.</i>				
Teaching tools: <i>Dolibarr software, website resources: https://www.bitrix24.pl/.</i>				
Prerequisites: <i>basic knowledge of business management.</i>				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Keeping personal records. 2. Drafting dedicated contracts. 3. Recording working time, absences, deductions, payroll and making payments. 4. Handling the Company Social Benefits Fund. 5. Issuing tax returns (including: PIT-4, PIT-4R, PIT-8AR, PIT-11/8B, PIT-36, 			

	PIT-36L, PIT-37, PIT-40). 6. Issuing Social Insurance Institution (ZUS) declarations (including: RCA, RZA, RSA, DRA). 7. Functions and rules of use of the selected financial and accounting system – Sage Symfonia Kadry i Płace, Platnik.
V	BUNA: Development of a project constituting a semester assignment – task – demonstrating the benefits of using dedicated software on a specific example.
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of KNOWLEDGE :	
E1_W05 Has advanced knowledge and understanding of humans as entities that create economic structures; knows the rules of human behaviour in terms of satisfying needs, has basic knowledge of the principles and motives of human behaviour in the process of creating and implementing tasks and organisational changes in these structures. Knows how to apply this knowledge in practice.	Knows the characteristic methods and tools that allow the use of data about the organisation in the field of HR and payroll services, allowing the use of software related to specific processes in this area. Knows advanced statistical tools used in human resources management. Explains the meaning of standards and of rules legal in IT systems in human resources.
E1_W06 Has advanced knowledge and understanding of the application and analysis of selected quantitative tools in the description of facts, objects and phenomena relating to various areas of economic activity and complex interdependencies, as well as in forecasting future economic and social scenarios.	
E1_W07 Has the knowledge necessary to conduct business activity, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as complex relationships between them.	
E1_GZL_W1 Identifies and describes the role of human resources, financial capital and tangible capital in economic organisations.	
in terms of SKILLS :	
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent performance of tasks, as well as in running a business and resolving professional dilemmas.	Observes and interprets phenomena related to personnel and remuneration policy and organisational structure, uses appropriate terminology in this area. Forecasts phenomena related to personnel and remuneration policy, is able to use dedicated software for detailed recording of processes in this area.
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with	

risk and uncertainty, using normative systems and specialist terminology	Uses knowledge and conclusions regarding HR and payroll processes, independently records occurrences in dedicated software.										
E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation.											
in terms of SOCIAL COMPETENCES:											
E1_K01 Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	Understands the need to learn and take the right approach to issues related to the implementation of HR and payroll records using IT systems. Actively participates in teamwork involving the recording and handling of HR and payroll processes using dedicated software. Identifies, diagnoses and indicates ways to effectively and efficiently solve problems characteristic of the use of IT systems dedicated to the handling of personnel and payroll processes. Independently supplements knowledge and skills in the use of dedicated software for HR and payroll processes. Characterised by business responsibility and respect for standards and rules of confidentiality relating to HR and payroll issues.										
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.											
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to consult experts in this field when faced with difficulties in solving them independently.											
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.											
Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W05...W07, E1_GZL_W1			X		X			X	X	X	
E1_U06, E1_U09, E1_U10			X		X			X	X	X	
E1_K01...K03, E1_K06			X		X			X	X	X	
Form and conditions of course completion: Completion based on practical tasks performed during classes using the programme, entrance test. BUNA – development of a project as a semester assignment.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per exercise group, seminar, semester)	
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer	15
Total	24
Student's own work divided into time (examples of forms of student work)	
Form of student work	Number of hours
Preparing for class	6
Writing a paper/project/essay	10
Gathering materials and preparing a presentation	
Independent reading	5
Preparing for tests/quizzes	
Preparing for a written/oral examination in the subject	
Preparing for a written/oral assessment in a subject	
Total	26
Total (contact hours and BUNA + student's own work)	50
	2 ECTS
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: (up to 3 items)	
1. Electronic documentation and user manual for SAGE SYMFONIA software	
Supplementary literature:	
1. Król H., Ludwiczynski A., <i>Human Resource Management</i> , WN PWN, Warsaw 2023 (print).	
2. Warwas I, Rogozińska-Pawelczyk A., <i>Human Resource Management in a Modern Organisation</i> , Wyd. UŁ, Łódź 2016.	
Approved by: Vice-Rector for Academic Affairs	

SYLLABUS				
EDUCATION CYCLE 2025-2028				
Powiślańska Academy of Applied Sciences Kwidzyn				
Faculty of Economic and Social Sciences				
Course title:	REMUNERATION STRATEGIES			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory X supplementary <input type="checkbox"/> elective <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>	
Number of ECTS credits assigned	2			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health care economics <input type="checkbox"/> 			
Person(s) in charge:	According to the study plan			
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	15 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to acquire knowledge in the field of building an effective remuneration system in organisations operating in various market conditions.</i>				
Teaching methods: <i>group discussion, case study, project.</i>				
Prerequisites: <i>basic knowledge of business management.</i>				
No	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <ol style="list-style-type: none"> 1. Remuneration systems – typology, functions, macroeconomic conditions 2. Forms of remuneration and forms of employment 3. Determining basic pay 4. Job evaluation. Pay scale and salary table. 5. Salary reviews 6. Remuneration systems and incentive systems 7. Special remuneration systems 			
V	BUNA: Preparation of a project as a term paper, example topics: microeconomic determinants of employee remuneration, development of a remuneration system.			
Learning outcomes				
Field-specific outcomes – symbol and description			Subject-specific outcomes – specification	
in terms of SKILLS:				
E1_U07			Correctly uses normative systems –	

<p>Is able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.</p>	<p>regulations and legal standards relating to forms of employment and remuneration.</p>
<p>E1_U09 He is ready to perform tasks innovatively and solve complex and unusual problems in conditions fraught with risk and uncertainty, using normative systems and specialised terminology</p>	<p>Has the ability to formulate conclusions relating to forms of employment and remuneration, formulates useful conclusions regarding factors determining incentive and remuneration strategies and systems.</p>
<p>E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation.</p>	<p>Uses knowledge and conclusions to independently determine the factors influencing the development of effective and efficient remuneration systems.</p>
<p>E1_GZL_U2 Is able to analyse the employment structure, identify employee training needs, and select methods for developing competences.</p>	<p>The student knows and understands the meaning of fundamental concepts in the field of employee remuneration. They are able to use specialist solutions for building and implementing employee remuneration processes.</p>
<p><u>in the area of SOCIAL COMPETENCES:</u></p>	
<p>E1_K01 Is prepared to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when unable to solve a problem independently.</p>	<p>Understands the need for learning and an assertive and empathetic approach to issues related to employee remuneration and motivation strategies.</p>
<p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.</p>	<p>Able to set priorities appropriately when developing employee remuneration strategies. Participates in economic and social projects. Correctly identifies factors influencing employee motivation resulting from adopted remuneration strategies. Is able to independently supplement and improve knowledge and skills related to building effective and efficient remuneration systems.</p>
<p>E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional conduct in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession.</p>	<p>is characterised by an ethical and moral approach and business responsibility in the development of effective and efficient remuneration systems.</p>
<p>E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.</p>	<p>Thinks and acts entrepreneurially when determining remuneration strategies. Adapts to new situations and conditions, takes on the challenges of creative thinking.</p>

Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Exam	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W06, E1_GZL_W1						X		X	X	X	
E1_U07, E1_U09, E1_U10						X		X	X	X	
E1_K01, E1_K03...K06						X		X	X	X	
Form and conditions for completing the course: Completion of an individual project - assessment based on practical tasks. BUNA - development of a project and its discussion.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									9		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									24		
Student's own work divided into time (<i>examples of forms of student work</i>)											
Form of student work									Number of hours		
Preparation for classes									10		
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading									10		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral examination in a subject									6		
Total									26		
Total (contact hours and BUNA + student's own work)									50		
									2 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									1 ECTS		
Basic literature: (<i>up to 3 items</i>)											
1. Sekuła Z., <i>Employee remuneration structures</i> , e-book, Wolters Kluwer Polska S.A., Warsaw 2013.											
2. Król H., Ludwicyński A., <i>Human Resource Management</i> , WN PWN, Warsaw 2023 (in print).											
3. Warwas I, Rogozińska-Pawelczyk A., <i>Human Resource Management in a Modern Organisation</i> , Wyd. UŁ 2016.											
Supplementary literature:											
1. Kozłowski W., <i>Employee Motivation Management</i> , CeDeWu, Warsaw 2022.											
2. Kozusznik B., <i>Human Behaviour in Organisations</i> , PWE, Warsaw 2014.											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name: SYLLABUS EDUCATION CYCLE 2025-2028 Faculty of Economic and Social Sciences Kwidzyn Powiślańska Academy of Applied Sciences		TRAINING AND COACHING		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's degree)		
Study profile:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II <input type="checkbox"/> III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 X 6 <input type="checkbox"/>	
Number of points awarded ECTS		2		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health care economics <input type="checkbox"/> 		
Person(s) in charge:		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9 (ZO)	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: <i>to present key aspects of human resource development through the design and implementation of a training process, to demonstrate the principles of coaching, and to identify factors determining the effectiveness of activities in this area.</i>				
Teaching methods: <i>discussion, case studies, independent experience, own activities, tasks to be solved, solving teaching tests, case studies, project.</i>				
Prerequisites: <i>basic knowledge of business management.</i>				
N	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			

III	LABORATORY EXERCISES: not applicable	
IV	EXERCISES: 1. Training and education. 2. Types of training. 3. Functions of training. 4. The trainer as a person. 5. Trainer working styles. 6. Training methods. 7. Identifying training needs. 8. Training design. 9. Competency ladder. 10. Adult learning – Kolb cycle. 11. Creating presentations. 12. Self-presentation. 13. Coaching and mentoring.	
V	BUNA: Extended study of a topic indicated by the lecturer from the course of the exercise – a project constituting a semester assignment.	
Learning outcomes		
Field-specific outcomes – symbol and description		Subject-specific outcomes – specification
in terms of <u>SKILLS</u> :		Uses knowledge in the field of training and further education of employees, draws conclusions regarding the satisfaction of participants in training sessions. Able to participate in analyses and evaluations of training processes, identifies alternative solutions to problems related to effective/efficient/optimal employee training Has the ability to observe, understand and analyse phenomena related to employee training and document the effectiveness and efficiency of training activities and the coaching process.
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.		
E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.		
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.		
E1_GZL_U2 Is able to analyse the structure of employment, identify the training needs of employees, and select methods for developing competences.		
in the area of <u>SOCIAL COMPETENCES</u> :		Is able to express opinions on training methods and techniques in a confident and substantive manner, indicating the organisational and legal requirements in this area. Plays various roles in a team, willingly cooperates with other people Is able to independently and as part of a team supplement and improve knowledge and skills related to the process of training and further education of staff.
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.		
E1_K02 He is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, as well as perform responsible roles in a team, being		

awareness of the decisions they make, and takes responsibility for the results of their work and that of the entire team.	<p>They are able to set priorities in the field of training.</p> <p>Is able to think and act in an entrepreneurial manner in the organisation and implementation of training activities, undertakes and adapts to new situations in the training process, and is resilient to failures in the overall training process.</p>
<p>E1_K03</p> <p>Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.</p>	
<p>E1_K06</p> <p>Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in training process	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_GZL_W1			X		X			X	X	X	X
E1_U01, E1_U02, E1_U07			X		X			X	X	X	X
E1_K01...K03, E1_K06					X			X	X	X	X

Form and conditions for completing the course: Written test, assessment based on practical tasks (group project) discussed during classes. BUNA – a project constituting a semester assignment.

Student workload required to achieve learning outcomes in hours and ECTS points

Contact hours with the academic teacher and BUNA

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in practical classes	9
Participation in laboratory classes	
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)	
BUNA – assessment in the form of a documented term paper evaluated by the lecturer	15
Total	24

Student's own work divided into time (examples of forms of student work)

Form of student work	Number of hours
Preparation for classes	5
Writing a paper/project/essay	6
Gathering materials and preparing a presentation	
Independent reading	7
Preparing for tests/quizzes	8
Preparing for a written/oral examination in a subject	
Preparing for a written/oral assessment in a subject	
Total	26
Total (contact hours and BUNA + student's own work)	50

	2 ECTS
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA	1 ECTS
2. including the number of ECTS points for hours completed in the form of independent work	1 ECTS
Basic literature: (<i>up to 3 items</i>) <ol style="list-style-type: none"> 1. Warwas I., Rogozińska-Pawelczyk A., <i>Human Resource Management in a Modern Organisation</i>, University of Łódź Press, Łódź 2016. 2. Matras J., Żak R., <i>The trainer in leading roles. A trainer's handbook</i>, WN PWN, Warsaw 2018. Supplementary literature: <ol style="list-style-type: none"> 1. Kozak A., Sowińska-Wróbel A., <i>The Power of a Leader</i>, e-book, WN PWN, Warsaw 2016. 2. Carnegie, D., <i>How to Become an Excellent Speaker and Conversationalist. Climbing the Rungs of Words</i>, Studio Emka Publishing House, Warsaw 2016. 3. <i>Coaching Review</i>, magazine of Kozminski University 2018. 	
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		DIPLOMA SEMINAR		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III X	Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 X 6 X	
Number of assigned ECTS points		2+2+5		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	9+9+9 (ZO)	10+10+75 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Aim of the course: <i>to clarify students' scientific interests (outline the boundaries of the research area) in relation to their future bachelor's thesis (stage I). This will take place through presentations by students of the course on their scientific research, followed by a critical discussion.</i>				
Teaching methods: <i>assimilation of knowledge through storytelling, pointing out patterns and discussing problems, as well as practical exercises involving the use of available secondary factual sources and primary field measurements. Semester project work.</i>				
Prerequisites: <i>knowledge of scientific writing (Proseminarium).</i>				
No.	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES 1. Research methods in economics. 2. Formulating a research problem. 3. Analysis of scientific publications.			
V	BUNA:			

Term paper – independent project – searching for and analysing similar (analogous) issues in the literature – domestic and foreign scientific journals – case study.	
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>KNOWLEDGE</u> :	
E1_W10 Knows and understands the basic principles of industrial property protection and copyright law, with particular emphasis on the specialisation studied in the field of economics.	Characterises methods and techniques for examining ties and relationships in B2B, B2C, C2C, B2E, B2G relations and the regularities occurring in this area, relating them to the studied specialisation and research problem. Discusses research methods and techniques related to , , , , , secondary and primary sources, as well as the analysis (synthesis) and interpretation of results obtained in relation to a specific research problem. Knows the rules for using literature in compliance with copyright law and data protection against competition. Knows research planning and modern data collection techniques and research tools appropriate to the chosen topic of the thesis.
E1_W13 Knows the substantive, methodological and formal requirements for the preparation of a thesis, the development and submission of which for assessment is specified by the thesis procedure in the field of economics.	
E1_GZL_W2 Knows recruitment methods, employee evaluation systems and the principles of constructing remuneration and employee benefit systems that support efficiency and commitment.	
E1_GZL_W4 The student has advanced knowledge of the basic provisions of labour law and is able to indicate their application in personnel management practice.	
in terms of <u>SKILLS</u> :	
E1_U08 Has the ability to plan and organise the process of writing papers on specific issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and drawing conclusions based on current scientific literature (in connection with the selected specialisation in economics).	Is able to properly design the research process, formulating a scientific research problem and selecting a research method to solve it.
E1_GZL_U2 Is able to analyse the structure of employment, identify the training needs of employees, and select methods for developing competences.	
in the area of <u>SOCIAL COMPETENCES</u> :	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts in case of difficulties in solving a problem independently.	Is prepared to communicate their views in a substantive and courageous manner and to justify the results obtained from their independent research work. Defines a sequence of actions – a schedule – enabling the achievement of the research objective specified in the thesis topic. Is able to actively cooperate in research teams.
E1_K02 They are able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, as well as perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.	
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)	

Outcomes (symbol)	Examination	Examination	Test	Essay/paper	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in	Individual project	Group project
E1_W10, E1_W17						X				X	
E1_U08						X				X	
E1_K01, E1_K02						X				X	
Form and conditions for completing the course: Completion of a practical research project with a discussion of the results obtained; partial credits based on stage-by-stage tasks related to the study of literature, final credit based on a comprehensive study of the issues presented in the bachelor's thesis, prepared in accordance with the established requirements for this type of thesis. BUNA – semester paper, project on a specified topic.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with the academic teacher and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										9+9+9	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per exercise group, convention, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										10+10+75	
Total										19+19+84	
Form of student work										Number of hours	
Preparation for classes										10+10+15	
Writing a paper/project/essay											
Gathering materials and preparing a presentation											
Independent reading										10+10+16	
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject										11+11+10	
Total										103	
Total (contact hours and BUNA + student's own work)										225	
										2+2+5 ECTS	
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA										5 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										4 ECTS	
Basic literature: (<i>up to 3 items</i>) <ol style="list-style-type: none"> Zenderowski A., <i>Master's thesis, bachelor's thesis</i>, CeDeWu Publishing House, Warsaw 2022. Siuda P., Wasylczyk P., <i>Scientific publications. A practical guide</i>, e-book, WN PWN, Warsaw 2018. Burniewicz J., <i>Philosophy and Methodology of Economic Sciences</i>, WN PWN, Warsaw 2021. 											
Supplementary literature: <ol style="list-style-type: none"> Stępień B., <i>Rules for writing scientific texts</i>, WN PWN, Warsaw 2016. Kędzior D., Molo M., Surówka M., <i>Research problems in contemporary finance</i>, e-book, Poltex Publishing House, Warsaw 2021. 											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:	PROFESSIONAL PRACTICE			
Field of study:	ECONOMICS			
Level of studies*:	First cycle (bachelor's) Second cycle (master's)			
Profile of studies:	practical			
Type of studies*:	full-time / part-time			
Type of classes*:	compulsory <input checked="" type="checkbox"/> supplementary <input type="checkbox"/> optional <input type="checkbox"/>			
Year and semester of study*:	Year of study*: I X II X III X		Semester of study*: 1 <input type="checkbox"/> 2 X 3 X 4 X 5 X 6 X	
Number of credits awarded ECTS	6+6+13+6+6			
Language of instruction:	Polish			
Contact (tel./email):	tel. 55 615 13 73 e-mail dziekanat@psw.kwidzyn.edu.pl			
Group of classes within which specific learning outcomes are achieved:	<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health care economics <input type="checkbox"/> 			
Lecturer(s):	According to the study plan			
Lectures	Seminars	Practical classes	PZ**	Form of assessment*
0	0	0	160+160+320+160+160	Z
* E – examination; Z – pass; ZO – pass with distinction; **BUNA – form of assessment in the form of a documented semester project assessed by the lecturer, PZ – professional practice				
Course objective: The main objective of the students' professional practice is to support the process of putting the education programme into practice. The practice is compulsory in first-cycle studies. The practice lasts a minimum of two to eight weeks. Students should only be referred to entities/institutions that are willing to provide them with the conditions necessary to achieve the standard learning outcomes assigned to professional practice, in accordance with this syllabus (which also constitutes an appendix to the applicable agreement on admission to professional practice). Detailed rules for completing the practice are set out in the Regulations for Student Professional Practice.				
Course programme: Professional practice enables students to come into contact with the direct work environment, including shaping the right attitude towards employees and duties related to the profession in local government, non-governmental and other institutions operating in the public sphere. The implementation of the practice should teach active and constructive undertaking of other roles in the economic, local and regional space. It prepares students to use the knowledge, skills and social competences useful in solving economic problems that arise in professional work, in line with				

<p>their field of study, and to gain professional experience.</p> <p>The internship should also serve as a trial run for the student's economic, social and administrative work. Professional practice is also an important element in shaping the attitudes and personality traits necessary to practise as an economist and play the role of a social animator. The functions of practice (cognitive, educational and upbringing) significantly complement its main practical function.</p> <p>The aim of this part of the programme is to verify the theoretical knowledge acquired during the programme in practice and to integrate it into practical activities. The internship therefore enables students to familiarise themselves with the specifics of the work and functioning of institutions in practical terms.</p>	
<p>Teaching methods: <i>assimilation of knowledge through problem-solving tasks arising from situations in the workplace and practical exercises performed in specific workplaces.</i></p>	
<p>Requirements : <i>Known in the field subjects basic basic specialised and specialisation. ge of education</i></p>	
No.	Subjects
I	LECTURES: not applicable
II	SEMINARS: not applicable
III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: not applicable
	<p>PZ</p> <p>Students choose their own internship location and may take advantage of both external and university offers.</p> <p>Professional internships for GZL students may take place in organisational units dealing with human resource management. The main objective of the internship is to</p> <ul style="list-style-type: none"> - familiarising themselves with the company's mission, objectives and action plans, - learning about the company's communication model (internal and external), - the company's relations with external entities, - defining the detailed scope of activities and competences of human resource management departments. Learning about the basic tools used in human resource management, - selecting methods for evaluating the employee team, <p>V</p> <ul style="list-style-type: none"> - learning about tools for motivating employees. <p>Methods of collecting and processing data for decision-making processes in an organisation.</p> <p>Students learn about the structure and mechanisms of the institution where they are doing their internship. They become familiar with the professional environment and various job positions. They expand and verify the knowledge acquired during their studies in the field of institution management. They gain experience in performing professional duties independently and as part of a team. They learn about the ethical principles applicable in the institution.</p> <p>The principles of cooperation between the unit and external entities, as well as the methods and tools used in the unit to shape relations with the environment.</p> <p>They become familiar with the analysis of the specific nature of the organisation and the assessment of its market prospects.</p> <p>Learns how to design directions for the organisation's development, using a variety of methods (e.g. analysis of the immediate and wider environment, market and marketing analysis, analysis of documents and projects, etc.).</p>
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of SKILLS:	
E1_U02 Is able to use their theoretical knowledge	Uses acquired economic knowledge and conclusions from the implementation of professional practice during performance

and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	independently assigned tasks in the workplace in accordance with the specialisation pursued.
E1_U09 Is ready to perform tasks innovatively and solve complex and unusual problems in conditions involving risk and uncertainty, using normative systems and specialist terminology.	Correctly uses standards, procedures, instructions and other documents that make up the normative system in order to solve tasks and problems at the workplace in the entity where the professional practice is carried out. Formulates practical conclusions for decision-makers at various levels of decision-making in the organisation, and presents views, ideas and comments based on theory and views in the field of study. Able to communicate with others, justify their position based on skills use a foreign language at level B2 of the Common European Framework of Reference for Languages
E1_U10 Independently identifies, diagnoses and resolves problems and applies various solutions in business practice, in connection with the studied specialisation.	
E1_U11 Uses a foreign language at level B2 of the Common European Framework of Reference for Languages and is able to use it in situations related to business activities.	
E1_GZL_U2 Is able to analyse the structure of employment, identify the training needs of employees, and select methods for developing competences.	
E1_GZL_U4 Able to act in accordance with the principles of professional ethics and labour law.	
<u>in terms of SOCIAL COMPETENCES:</u>	The student is able to appropriately determine priorities tasks serving to achieve the objectives related to the implementation of professional practice in specific job positions, accepting responsibility for the results of the work performed.
E1_K01 is ready to critically assess their level of knowledge, recognises the importance of knowledge in solving cognitive and practical problems, and consults experts in case of difficulties with solving a problem on their own.	The student is able to properly identify, diagnose and resolve dilemmas related to the performance of tasks, and seeks optimal and reliable solutions to problems in specific job positions. The student is able to independently supplement their knowledge and skills related to the implementation of practice in specific job positions, is open to new ideas and techniques for learning the profession, in accordance with their field of study.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.	
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional activities in accordance with the principles of professional ethics and respect for diversity of views and culture, cares for the achievements and traditions of the profession.	The student is able to think and act in an entrepreneurial manner, skilfully communicates with their environment during the implementation of tasks related to their professional practice in individual job positions, assesses the risk of their actions and becomes resilient to failures in the performance of their profession.
E1_K06 Is able to think entrepreneurially and communicate skilfully with others, adapts to new situations and conditions, and develops resilience to failure and stress.	

								The student is guided by ethics and corporate social responsibility, as well as respect for others and loyalty to the members of the organisation where the professional internship is carried out in specific job positions.			
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, projects	Presentation	Group presentation	Class participation	Participation in discussion	Project	Project
E1_W07, E1_W10, E1_W11								X	X		
E1_U05, E1_U08, E1_U13								X	X		
E1_K05, E1_K06, E1_K09, E1_K11, E1_K12								X	X		
Form and conditions for completing the course:											
Professional practice is subject to compulsory completion on an equal footing with other teaching activities. Teaching and educational supervision of students undergoing practical training is exercised by the workplace supervisor at the company where the student is undergoing practical training and by the university supervisor appointed by the Vice-Rector for Teaching and Student Affairs.											
The amount of work required of the student to achieve the learning outcomes in hours: <ul style="list-style-type: none"> • 160 hours in the second semester, • 160 hours in the third semester • 320 hours in the fourth semester*, • 160 hours in the fifth semester*, • 160 hours in the sixth semester.* 											
Basic literature: (<i>up to 3 items</i>)											
1. Internal documentation of the entity (e.g. statutes, regulations, management, instructions, etc.).											
Supplementary literature: (<i>up to 5 items</i>)											
1. Professional internship programme.											
Approval: Vice-Rector for Academic Affairs											

SYLLABUS
EDUCATION CYCLE 2025-2028
Powiślańska Academy of Applied Sciences Kwidzyn
Faculty of Economic and Social Sciences

Course name:		FOREIGN LANGUAGE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I X II <input type="checkbox"/> III <input type="checkbox"/>		
		Semester of study*: 1 <input type="checkbox"/> 2 X 3 X 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>		
Number of ECTS credits awarded		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none"> • general education subjects <input type="checkbox"/> • core subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • specialised subjects <input type="checkbox"/> • university-wide subjects – project-based <input type="checkbox"/> • finance and accounting <input type="checkbox"/> • human resource management X • health care economics <input type="checkbox"/> 		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Exercises	BUNA**	Form of assessment*
0	0	24+24+24 (ZO)	10+10+20 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: to acquire knowledge and practical skills in using a foreign language in the field of business at the B2 CEFR level, to acquire an appropriate level of English language proficiency and the Pearson English International Certificate				
Teaching methods: knowledge assimilation – work with a textbook, exercises, level test, readiness test, question bank, guide, tips offered by PEARSON, semester project summarising the learning stage.				
Prerequisites: language skills at B1 CEFR level				
No	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			

III	LABORATORY EXERCISES: not applicable
IV	EXERCISES: <ul style="list-style-type: none"> • Employer – employees. • Issues related to the chosen specialisation. • Characterising people at work. • Communication in business relationships (adverbs of manner). • Key professions in the broadly understood field of economics. • Types of contracts, earnings, job characteristics, skills associated with each profession.
V	BUNA: Texts for independent reading and analysis. Exercises related to the topics covered, expanding knowledge. Preparation of a project as a term paper.
Learning outcomes	

Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>SKILLS</u>: <div> E1_U04 Communicates efficiently and accurately using terminology from the field of economics and related fields, both within a team of employees and when consulting specialists from various fields of knowledge. Is able to present their own ideas and views in an attractive and convincing manner. </div> <div> E1_U11 Uses a foreign language at level B2 of the Common European Framework of Reference for Languages and is able to use it in situations related to professional activities. </div>	Has the ability to communicate in a foreign language at level B2 of the Common European Framework of Reference for Languages in the field of study. Communicates using vocabulary related to the field of economics, in accordance with the requirements specified for level B2 of the Common European Framework of Reference for Languages.
in the area of <u>SOCIAL COMPETENCES</u>: <div> E1_K01 Is prepared to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when faced with difficulties in solving a problem independently. </div> <div> E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress. </div>	Understands the need for continuous improvement of foreign language skills in a changing environment. Is open to improving language skills using various methods and is open to new techniques for learning a foreign language. Is able to work in teams, especially international teams, using communication skills.

Methods of verifying learning outcomes (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Outcomes (symbol)				Essay/paper	Tasks,	Presentation	Presentation	Activity on	Participation in	Project	Project
E1_W11			X		X	X		X	X	X	X
E1_U04, E1_U11			X		X	X		X	X	X	X

E1_K01, E1_K06			X		X	X		X	X	X	X
Form and conditions for completing the course: BUNA - Project completion (individually/in a group) with discussion. Assessment in the form of an oral conversation, test on the use of a foreign language in speech and writing in general topics and in the field of study.											
Student workload required to achieve learning outcomes in hours and ECTS points											
Contact hours with the academic teacher and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									24+24+24		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – assessment in the form of a documented term paper evaluated by the lecturer									10+10+20		
Total									34+34+44		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									10+10+0		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10+10+0		
Independent reading									10+10+0		
Preparing for tests/quizzes											
Preparing for a written/oral examination in the subject									0+0+6		
Preparing for a written/oral assessment in a subject									11+11+0		
Total									41+41+6		
Total (contact hours and BUNA + student's own work)									75+75+50		
									3+3+2 ECTS		
1. including the number of ECTS points for contact hours with direct participation of an academic teacher, including BUNA									4 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									4 ECTS		
Basic literature: (up to 3 items) <ol style="list-style-type: none"> Textbook and exercises proposed by Pearson during the first class. <u>Simon Birkenhead</u>, <i>Managing People</i>, Penguin Books, 2021. 											
Supplementary literature: (up to 5 items) <ol style="list-style-type: none"> <i>Oxford Wordpower. English-Polish / Polish-English Dictionary</i>, 2008. Z. Christopher Mercer, Travis W. Harms, <i>Business Valuation</i>, John Wiley & Sons Inc., 2020. 											
Approved by:											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		EMPLOYEE RECRUITMENT AND SELECTION		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 <input type="checkbox"/> 6 <input type="checkbox"/>
Number of assigned ECTS points		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management X• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
*E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented term paper assessed by the lecturer				
Course objective: students will learn about the elements of the employee selection process, basic recruitment and selection methods and techniques, and the legal aspects of employee recruitment. In addition, students will be able to identify the appropriate type of interview depending on the needs of the job and the organisation's strategy. As a result, it will be possible to Determine the basic indicators of the effectiveness of the selection process and employee adaptation.				
Teaching methods: case studies, independent experience - own activity, tasks to be solved, solving teaching tests. Term paper - project.				
Teaching tools Teaching resources: resources from website website: https://www.odoo.com/pl_PL/trial?selected_app=hr_recruitment.				
Prerequisites: basic knowledge of business management.				
N r	Course topics			
I	LECTURES: not applicable			
II	CONVERSATIONS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Recruitment and human resource management. Stages of recruitment. 2. Conducting a recruitment campaign: labour market analysis, drafting and posting advertisements, using recruitment agencies, preliminary analysis of applications.			

	<p>3. Adaptation to work. Managing employee mobility.</p> <p>4. Legal environment of recruitment.</p> <p>5. Recruitment methods and techniques.</p> <p>6. Job interviews – types, rules, styles.</p> <p>7. Effectiveness of selection methods: analysis of information from documents, tests (psychological, knowledge), observation of behaviour (assessment centre, work samples), job interview</p>
V	<p>BUNA:</p> <p>Term paper – independent project – preparation of a requirements profile and job description.</p>
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
In terms of <u>KNOWLEDGE</u>:	
<p>E1_W01</p> <p>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.</p>	<p>The student knows and understands human resource management. They are familiar with the existing relationships in the labour market between employers and institutions involved in the recruitment and selection process.</p> <p>They have knowledge of human behaviour in the context of the application, recruitment and selection process. They know and understand the concepts and classify and explain cross-cutting issues in the areas of people management.</p> <p>The student defines the importance of the recruitment and selection process in human resource management. Has knowledge of the methods and tools used in the recruitment and selection process. Applies techniques in the areas of human resource management in an enterprise.</p> <p>Knows the legal standards used in the employee recruitment process. Understands the analysis of employees' skills, strengths and weaknesses, and knows how to apply this knowledge in practice.</p> <p>Discusses issues related to transformation, external and internal conditions of the organisation in terms of improving the recruitment and selection process. Has knowledge of activities related to the recruitment and selection of employees, knows the rules and course of the process as well as the effects of individual stages.</p> <p>The student is able to indicate in detail the importance of the employee recruitment and selection process in human resource management and is able to characterise the impact of an improperly conducted employee acquisition process on the organisation and the candidate.</p>
<p>E1_W03</p> <p>Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</p>	
<p>E1_W04</p> <p>Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, as well as their practical application in professional activities.</p>	
<p>E1_W07</p> <p>Has the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</p>	
<p>E1_W08</p> <p>Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness.</p>	
<p>E1_GZL_W1</p> <p>Identifies and describes the role of human resources, financial capital and tangible capital in economic organisations.</p>	
<p>E1_GZL_W2</p> <p>Is familiar with recruitment methods, employee evaluation systems and the principles of constructing remuneration and employee benefit systems that support efficiency and</p>	

engagement.	
in terms of <u>SKILLS</u>:	
E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.	Is able to observe and interpret phenomena related to the need for recruitment and selection of employees. The student is able to apply all the solutions learned regarding recruitment and selection of personnel, assess their limitations and combine them with each other. Has the skills to formulate recruitment needs and conclusions from the subsequent stages of the employee recruitment and selection process. They are able to carry out the recruitment and selection process based on the methods and techniques of employee acquisition they have learned, combine them and analyse the actions taken. Is able to actively participate in selection processes, knows the appropriate methods used in the recruitment and selection of human resources.
E1_U02 Can use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economics.	
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in the analysis and evaluation of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.	
E1_GZL_U1 Is able to independently develop and implement procedures for the recruitment, selection, evaluation and motivation of employees based on the strategic objectives of the organisation.	
in the area of <u>SOCIAL COMPETENCES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks the opinion of experts when they have difficulty solving a problem on their own.	Understands the need for an assertive and empathetic approach to personnel changes and the recruitment and selection process. Is responsible for their own development and shaping it. Actively cooperates in task forces with respect for socio-cultural, ethical and legal norms related to the recruitment and selection process. Correctly identifies and diagnoses dilemmas related to the selection and recruitment of employees, seeks effective solutions in this area. Is characterised by clearly defined values when making decisions in the areas of recruitment and selection of employees. Is able to independently supplement knowledge and improve skills related to the essence of the employee selection process. Participates constructively in discussions and debates, formulates own observations and is open to other arguments.
E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.	
E1_K03 Is prepared to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.	
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.	
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)	

Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X					X	X	X	X
E1_U01, E1_U02, E1_U07			X					X	X	X	X
E1_K01, E1_K02, E1_K03, E1_K06								X	X	X	X
Form and conditions for completing the course: Test – written assessment. Group project – case study. BUNA – individual project.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									15		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									30		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									15		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10		
Independent reading									5		
Preparing for tests/quizzes											
Preparing for a written/oral examination in a subject											
Preparing for a written/oral assessment in a subject									20		
Total									45		
Total (contact hours and BUNA + student's own work)									75		
									3 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS		
2. including the number of ECTS points for hours completed in the form of independent work									2 ECTS		
Basic literature: (up to 3 items)											
1. Warwas I, Rogozińska-Pawelczyk A., <i>Human Resource Management in a Modern Organisation</i> , University of Łódź, 2016.											
2. Woźniak J., <i>Recruitment – Theory and Practice</i> , PWN, Warsaw 2013 (printed in 2022).											
Supplementary literature:											
1. Kozłowski W., <i>Employee Motivation Management</i> , 4th edition, CeDeWu Publishing House, Warsaw 2022.											
2. Kożusznik B., <i>Human Behaviour in Organisations</i> , PWE, Warsaw 2014.											
3. Pocztowski A., <i>Human Resource Management</i> , PWE, Warsaw 2018.											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		EMPLOYEE EVALUATIONS AND MOTIVATION PROCESS		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*:		Semester of study*:
		I <input type="checkbox"/> II <input type="checkbox"/> III X		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 X 6 <input type="checkbox"/>
Number of points awarded ECTS		4		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialisation subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management X• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures	Seminars	Practical classes	BUNA**	Form of assessment*
0	0	15 (ZO)	15 (Z)	ZO/Z
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: to familiarise students with the essence and role of the assessment process and its outcome (assessment) in the management of a modern organisation. To indicate the essence and scope of the motivation process as a consequence of employee assessment, to acquire practical skills in identifying and improving motivation systems, to acquire an attitude of empathy towards employees and a subjective approach to people in the organisation.				
Teaching methods: discussion, case studies, independent experience, own activity, tasks to be solved, solving teaching tests. Term paper.				
Teaching tools: resources from the website: https://www.limesurvey.org/pl/szablon/szablon-oceny-pracownika .				
Prerequisites: basic knowledge of business management.				
N r	Course topics			
I	LECTURES: 1. Employee evaluation – concept, essence, origins, labour law and employee evaluations. Employee evaluation as an element of human resource management. 2. Forms of employee assessment in a company. 3. Employee appraisal system and its structure. Employee appraisal objectives. Employee appraisal criteria. Appraisal methods and techniques.			
II	SEMINARS: not applicable			

III	LABORATORY EXERCISES: not applicable										
IV	EXERCISES: <ol style="list-style-type: none"> 1. Entities involved in the assessment process. 360-degree assessment. Areas and principles of using employee assessment results. 2. The appraisal interview as the basic stage of the assessment process. Appraisal interview formats. Principles of providing employees with feedback from the assessment, giving constructive criticism and praising employees. 3. The problem of employee resistance to assessment – causes, manifestations, ways of increasing employee acceptance of assessments. 4. The motivation process – essence, significance, relationship with employee assessment. 5. Models of the motivation process as an element of the employee potential improvement system. 6. Elements of the motivation system. 7. Determinants of the employee motivation process. 										
V	BUNA: Term paper – presentation/paper on a topic specified by the lecturer, example topics: <ol style="list-style-type: none"> 1. Employee evaluation procedure based on the example of a selected organisation – design, implementation, use, monitoring at the operational and strategic level. 2. Errors in the assessment process. Characteristics and ways of limiting them. 3. Incentive systems in selected organisations – a study of practical cases. 										
Learning outcomes											
<table border="1"> <thead> <tr> <th>Programme-specific learning outcomes – symbol and description</th><th>Subject-specific outcomes – specification</th></tr> </thead> <tbody> <tr> <td colspan="2">in terms of <u>KNOWLEDGE</u>:</td></tr> <tr> <td> E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity. </td><td rowspan="5"> Has knowledge of human behaviour in an organisation and its approach to the issue of employee performance appraisals, a also motives for action in desirable and expected situations. Is able to in a practical way determine the methods and tools used to conduct employee evaluations, knows the principles of obtaining data from the evaluation to construct an optimal incentive system. Is able to use the acquired knowledge of employee assessment in a practical way to adapt the incentive system to changing economic and social conditions and the situation of the organisation. Knows the legal standards used in the employee assessment process. Has knowledge of the transformation processes of entities, institutions and economic structures. Has knowledge of employee appraisal planning and the motivation process. Knows contemporary concepts of employee competence management. Describes employee assessment strategies and the motivation process. </td></tr> <tr> <td> E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice. </td></tr> <tr> <td> E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities. </td></tr> <tr> <td> E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them. </td></tr> <tr> <td> E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in </td></tr> </tbody> </table>		Programme-specific learning outcomes – symbol and description	Subject-specific outcomes – specification	in terms of <u>KNOWLEDGE</u>:		E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	Has knowledge of human behaviour in an organisation and its approach to the issue of employee performance appraisals, a also motives for action in desirable and expected situations. Is able to in a practical way determine the methods and tools used to conduct employee evaluations, knows the principles of obtaining data from the evaluation to construct an optimal incentive system. Is able to use the acquired knowledge of employee assessment in a practical way to adapt the incentive system to changing economic and social conditions and the situation of the organisation. Knows the legal standards used in the employee assessment process. Has knowledge of the transformation processes of entities, institutions and economic structures. Has knowledge of employee appraisal planning and the motivation process. Knows contemporary concepts of employee competence management. Describes employee assessment strategies and the motivation process.	E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.	E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.	E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.	E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in
Programme-specific learning outcomes – symbol and description	Subject-specific outcomes – specification										
in terms of <u>KNOWLEDGE</u>:											
E1_W01 Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in economic activity.	Has knowledge of human behaviour in an organisation and its approach to the issue of employee performance appraisals, a also motives for action in desirable and expected situations. Is able to in a practical way determine the methods and tools used to conduct employee evaluations, knows the principles of obtaining data from the evaluation to construct an optimal incentive system. Is able to use the acquired knowledge of employee assessment in a practical way to adapt the incentive system to changing economic and social conditions and the situation of the organisation. Knows the legal standards used in the employee assessment process. Has knowledge of the transformation processes of entities, institutions and economic structures. Has knowledge of employee appraisal planning and the motivation process. Knows contemporary concepts of employee competence management. Describes employee assessment strategies and the motivation process.										
E1_W03 Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.											
E1_W04 Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.											
E1_W07 Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.											
E1_W08 Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in											

<p>building knowledge-based competitiveness.</p> <p>E1_GZL_W1 Identifies and describes the role of human resources, financial and tangible capital in economic organisations economic organisations.</p> <p>E1_GZL_W2 Knows recruitment methods, employee evaluation systems and the principles of constructing remuneration and employee benefit systems supporting efficiency and commitment.</p> <p>E1_GZL_W3 Knows models of competence management and professional development in the context of organisational strategy and the changing labour market.</p>	
<p>in terms of <u>SKILLS</u>:</p> <p>E1_U01 Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</p> <p>E1_U02 Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p> <p>E1_U07 Able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments that allow for rational decision-making and optimisation.</p> <p>E1_GZL_U2 Is able to analyse the employment structure, identify employee training needs, and select methods for developing competences.</p>	<p>Is able to acquire the necessary knowledge in the field of employee performance appraisals and use this knowledge to improve the process of motivating employees in organisations.</p> <p>Possesses practical skills in developing a project-based employee assessment procedure that supports the improvement of the motivation process in an organisation. Possesses the ability to analyse the course of employee assessment and the motivation process implemented in an organisation.</p> <p>Is able to use the acquired knowledge and skills in the independent performance of tasks in the area of employee assessment and the motivational process.</p>
<p>in the area of <u>SOCIAL COMPETENCES</u>:</p> <p>E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and seeks expert advice when faced with difficulties in solving a problem on their own.</p> <p>E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make, and takes responsibility for the results of their work and that of the entire team.</p> <p>E1_K03 Is ready to recognise the importance of knowledge in solving problems related to development, implementation, analysis and evaluation.</p>	<p>Correctly identifies the determinants of the motivational process and diagnoses the causes of barriers based on the principles of employee performance appraisal. Uses a workshop approach to find solutions to existing problems of performance appraisal and work motivation.</p> <p>Through their commitment, students are motivated to further explore the issues of employee assessment and motivation, and strive to exchange experiences with other students.</p> <p>He represents values such as cooperation, honesty and camaraderie, which are essential for the proper performance of tasks and form the basis of HR work.</p>

economic processes in various types of organisations and to seek expert advice in this area in case of difficulties in solving them independently.					Independently updates knowledge in the field of employee motivation.						
E1_K06 Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.											
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)											
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussion	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08, E1_GZL_W1			X	X		X		X	X		X
E1_U01, E1_U02, E1_U07			X	X		X		X	X		X
E1_K01, E1_K02, E1_K03, E1_K06				X		X		X	X		X
Form and conditions for completing the course: Lecture – written assessment – colloquium. Classes – group project – case study. BUNA – semester work in the form of a paper or presentation.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes									Number of hours		
Participation in lectures											
Participation in seminars											
Participation in practical classes									15		
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15		
Total									30		
Student's own work divided into time (examples of forms of student work)											
Form of student work									Number of hours		
Preparation for classes									20		
Writing a paper/project/essay											
Gathering materials and preparing a presentation									10		
Independent reading									10		
Preparing for tests/quizzes											
Preparing for a written/oral examination in the subject											
Preparing for a written/oral assessment in a subject									30		
Total									70		
Total (contact hours and BUNA + student's own work)									100		
									4 ECTS		
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS		

2. including the number of ECTS points for hours completed in the form of independent work	3 ECTS
<p>Basic literature: (<i>up to 3 items</i>)</p> <ol style="list-style-type: none"> 1. Warwas I, Rogozińska-Pawelczyk A., <i>Human Resource Management in a Modern Organisation</i>, University of Łódź Press, 2016. 2. Kozłowski W., <i>Employee Motivation Management</i>, CeDeWu Publishing House, Warsaw 2022 (print). <p>Supplementary literature:</p> <ol style="list-style-type: none"> 3. Sidor-Rządkowska M., <i>Shaping modern employee evaluation systems</i>, e-book, Wolters Kluwer Polska S.A., 2015. 	
<p style="text-align: center;">Approved by: Vice- Rector for Academic Affairs</p>	

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course title:		LABOUR LAW AND TRADE UNIONS IN PRACTICE		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		mandatory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*: I <input type="checkbox"/> II X III <input type="checkbox"/>		Semester of study*: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 X 5 6 <input type="checkbox"/>
Number of ECTS credits assigned		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management X• health care economics <input type="checkbox"/>		
Person(s) in charge:		According to the study plan		
Lectures		Seminars	Practical classes	BUNA**
0		0	12 (ZO)	15 (Z)
Form of assessment* ZO/Z				
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Course objective: to acquire practical knowledge in the field of labour law, with particular emphasis on legislative changes in regulations, as well as to consolidate the practical skills of persons dealing with human resources matters in the field of preparing employment contracts, dismissing employees, keeping personnel files, accounting for employee leave and other absences, and accounting for the working time of employees.				
Teaching methods: exercises based on examples, teamwork on a project, multimedia presentation, semester project – individual project.				
Prerequisites: Basic knowledge of law.				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: 1. Labour Law. 2. Labour Code and Work Regulations. 3. Types of employment contracts. 4. Termination of an employment contract. 5. Disciplinary penalties. 6. Leave. 7. Working hours. 8. Prohibition of discrimination and harassment. 9. Health and safety in human resources. 10. Parental rights.			
V	BUNA: Project work on a selected topic discussed during the course (semester project): 1. Labour law. 2. Labour Code and Work Regulations.			

	<div>3. Types of employment contracts.</div> <div>4. Termination of an employment contract.</div> <div>5. Disciplinary penalties.</div> <div>6. Leave.</div> <div>7. Working hours.</div> <div>8. Prohibition of discrimination and harassment.</div> <div>9. Health and safety in human resources.</div> <div>10. Parental rights</div>
Learning outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – details
in terms of <u>KNOWLEDGE</u> :	
<div>E1_W01</div> <div>Has comprehensive knowledge of the place of economics in the system of sciences, its nature, methodology and links to other scientific disciplines, knows and understands the basic terminology of economic sciences and the application of this practical knowledge in business.</div>	<div>Has knowledge of personnel policy in organisations – employment, dismissal, leave, working time.</div> <div>Has knowledge of human behaviour in organisations, human needs and motivation, and criminal sensitivity in the context of professional work.</div> <div>Knows the standards and rules related to the personnel policy implemented in business entities in the area of employment, dismissal, working time, and staff development and promotion.</div> <div>Knows the legal regulations and other provisions relating to the implementation of personnel policy and the consequences associated with it.</div> <div>Has knowledge of the transformation processes of entities subject to labour law.</div>
<div>E1_W03</div> <div>Identifies the interrelationships between economic phenomena, entities, structures and institutions on a microeconomic and sectoral scale, both in real and monetary terms, including in the field of a selected specialisation in economics. Knows how to apply this knowledge in practice.</div>	
<div>E1_W04</div> <div>Has advanced knowledge and understanding of the application of selected mathematical and statistical methods and IT tools used to collect, analyse and present economic and social data, and their practical application in professional activities.</div>	
<div>E1_W07</div> <div>Possesses the knowledge necessary to conduct business activities, explains and illustrates the importance of norms and rules (legal, technical, organisational, moral, ethical) that organise economic structures and institutions. Knows and understands selected facts, objects, phenomena, as well as the complex relationships between them.</div>	
<div>E1_W08</div> <div>Has knowledge of the processes of development and transformation of economic entities, institutions and structures; recognises the essence and conditions of entrepreneurial activities and the importance of innovation in building knowledge-based competitiveness.</div>	
<div>E1_GZL_W4</div> <div>The student has advanced knowledge of the basic provisions of labour law and is able to indicate their application in the practice of personnel management.</div>	
in terms of <u>SKILLS</u> :	
<div>E1_U01</div> <div>Is able to correctly observe and interpret economic phenomena and processes in the context of legal, technological, political and cultural changes.</div>	<div>Can use knowledge and data to determine the personnel policy implemented in business entities in the areas of employment, dismissal, working time, application of penalties and improvement and promotion of staff.</div>
<div>E1_U02</div>	

<p>Is able to use their theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.</p>	<p>Correctly uses relevant documents describing the principles of personnel policy implementation.</p> <p>Is able to actively participate in discussions and evaluations of activities related to personnel policy in the areas of employment, dismissal, working time, the application of penalties, and staff development and promotion in accordance with labour law.</p>
<p>E1_U07</p> <p>Is able to cooperate with others as part of a team or as a leader; participates in analyses and assessments of alternative solutions to economic problems and selects methods and instruments to rationally resolve and optimise them.</p>	
<p>E1_GZL_U4</p> <p>Is able to act in accordance with the principles of professional ethics and labour law.</p>	
<p>in the area of SOCIAL COMPETENCES:</p>	
<p>E1_K01</p> <p>Is ready to critically assess their level of knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.</p>	<p>Understands the need for an assertive and empathetic approach to personnel policy issues in the areas of employment, dismissal, and staff development and promotion.</p> <p>Participates in the design of elements of personnel policy, boldly and substantively expressing views in this area.</p> <p>Is able to independently supplement and improve knowledge and skills related to the implementation of personnel policy according to regulations law work in market organisations.</p> <p>Is able to independently supplement their knowledge of labour law and trade unions. Is characterised by ethical and moral principles, loyalty and socio-economic responsibility in the application of labour law provisions in business entities.</p>
<p>E1_K02</p> <p>Is able to actively cooperate in teams, including international ones, and take on various roles while respecting social, cultural and legal norms, and perform responsible roles in a team, being aware of the decisions they make and taking responsibility for the results of their work and that of the entire team.</p>	
<p>E1_K03</p> <p>Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.</p>	
<p>E1_K06</p> <p>Is able to think entrepreneurially and communicate skilfully with others; adapts to new situations and conditions, and develops resilience to failure and stress.</p>	

Methods of verifying learning outcomes (KNOWLEDGE, SKILLS, SOCIAL COMPETENCES)

Outcomes (symbol)	Written examination	Oral examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project
E1_W01, E1_W03, E1_W04, E1_W07, E1_W08			X					X	X	X	X
E1_U01, E1_U02,			X					X	X	X	X

E1_U07											
E1_K01...K03, E1_K06,			X					X	X	X	X
Form and conditions for passing the course:											
Classes – completion of a group project, passing a test based on practical closed and open-ended questions. BUNA – completion of an individual project.											
Student workload required to achieve learning outcomes in hours and ECTS credits											
Contact hours with academic staff and BUNA											
Types of classes										Number of hours	
Participation in lectures											
Participation in seminars											
Participation in practical classes										12	
Participation in laboratory classes											
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)											
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer										15	
Total										27	
Student's own work divided into time (examples of forms of student work)											
Form of student work										Number of hours	
Preparation for classes										13	
Writing a paper/project/essay											
Gathering materials and preparing a presentation										10	
Independent reading										20	
Preparing for tests/quizzes										10	
Preparing for written/oral examinations in a subject											
Preparing for a written/oral assessment in a subject										10	
Total										63	
Total (contact hours and BUNA + student's own work)										90	
										3 ECTS	
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA										1 ECTS	
2. including the number of ECTS points for hours completed in the form of independent work										2 ECTS	
Basic literature: (up to 3 items)											
1. Szok N., Terlecki R., Labour Law in Practice, 3rd edition, C.H. Beck Publishing House, Warsaw 2021.											
2. Warwas I, Rogozińska-Pawelczyk A., Human Resource Management in a Modern Organisation, e-book, University of Łódź Press, Łódź 2016.											
Supplementary literature:											
1. Liszcz T., Labour Law, Wolters Kluwer Publishing House, Warsaw, 2022.											
2. Regulska-Cieślak M., Trade Unions in the Workplace, C.H. Beck Publishing House, Warsaw, 2014.											
Approved by: Vice-Rector for Academic Affairs											

SYLLABUS EDUCATION CYCLE 2025-2028 Powiślańska Academy of Applied Sciences Kwidzyn Faculty of Economic and Social Sciences				
Course name:		IMAGE OF THE ORGANISATION AND EMPLOYEES		
Field of study:		ECONOMICS		
Level of studies*:		First cycle (bachelor's degree) Second cycle (master's)		
Profile of studies:		practical		
Type of studies*:		full-time / part-time		
Type of classes*:		compulsory X supplementary <input type="checkbox"/> optional <input type="checkbox"/>		
Year and semester of study*:		Year of study*:		Semester of study*:
		I <input type="checkbox"/> II <input type="checkbox"/> III X		1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 5 <input type="checkbox"/> 6 X
Number of assigned ECTS points		3		
Language of instruction:		Polish		
Contact (tel./email):		tel. 55 615 13 73 e-mail: dziekanat@psw.kwidzyn.edu.pl		
Group of classes within which specific learning outcomes are achieved:		<ul style="list-style-type: none">• general education subjects <input type="checkbox"/>• core subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• specialised subjects <input type="checkbox"/>• university-wide subjects – project-based <input type="checkbox"/>• finance and accounting <input type="checkbox"/>• human resource management X• health care economics <input type="checkbox"/>		
Lecturer(s):		According to the study plan		
Lectures		Seminars	Practical classes	BUNA**
0		0	15 (ZO)	15 (Z)
* E – examination; Z – pass; ZO – pass with a grade, **BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer				
Aim of the course: to provide knowledge about the organisation of image-building activities in a company and to raise awareness of the role and effects of creating a conscious image of employees and the organisation in the market environment				
Teaching methods: examples of organisations operating on the market with a specific reputation, project implementation, BUNA – semester paper – project supported by observation.				
Prerequisites: knowledge of the basics of organisational management, human capital management and marketing.				
N r	Course topics			
I	LECTURES: not applicable			
II	SEMINARS: not applicable			
III	LABORATORY EXERCISES: not applicable			
IV	EXERCISES: <div><div>1. The essence of building an organisation's image in its market environment.</div><div>2. Objectives and tasks of PR activities in a company.</div><div>3. Organisation of internal and external image-building activities.</div><div>4. Shaping the image of an organisation in crisis situations.</div><div>5. Effectiveness of image-building activities – measurement and conclusions</div><div>6. Financing image-building activities and their effectiveness for the organisation</div></div>			

V	BUNA: Term paper – implementation of a group project based on observations of a selected organisation, specifying a selected issue discussed during the classes.
LEARNING outcomes	
Field-specific outcomes – symbol and description	Subject-specific outcomes – specification
in terms of <u>SKILLS</u>:	
E1_U02 Is able to use theoretical knowledge and effectively and efficiently obtain reliable data from primary and secondary sources to analyse specific economic processes and phenomena in the field of economic disciplines.	U s es theoretical knowledge and data from primary and secondary sources. Able to properly analyse and document the symptoms of processes affecting the image of the organisation and its employees. Is able to use basic theoretical knowledge and obtain reliable data for analysing the image of the organisation and its employees on the market. Can analyse and document symptoms, causes and course, as well as the effectiveness of the image-building process. Can use the acquired knowledge in the field of image creation for organisations and employees, implementing it for their own needs and activities.
E1_U03 Is able to properly analyse and prepare accounting and financial documentation for decision-making and record-keeping purposes, and to analyse and evaluate economic and social processes and phenomena.	
E1_U06 Is able to independently plan and implement their own learning, being aware of the dynamic development of science, using the acquired economic knowledge and practical conclusions and specialist experience in the independent performance of tasks, as well as in running a business and resolving professional dilemmas.	
E1_U07 Is able to cooperate with others as part of a team or as a leader; participates in analyses and evaluations of alternative solutions to economic problems and selects methods and instruments that allow for their rational resolution and optimisation.	
E1_GZL_U4 Is able to act in accordance with the principles of professional ethics and labour law.	
in the area of <u>SOCIAL COMPETENCES</u>:	
E1_K01 Is ready to critically assess the level of their knowledge; recognises the importance of knowledge in solving cognitive and practical problems and consults experts when they have difficulty solving a problem on their own.	Understands the need to draw knowledge from available scientific publications and to search for specialist (industry) literature discussing current trends in image building - case study. When analysing a problem-based task (case study) related to image building, he/she is able to actively cooperate (on a partnership basis) in a team. Correctly identifies and diagnoses the determinants of shaping the image of the organisation and employees on the market. Is able to independently supplement and improve knowledge and skills in the field of practical image-building activities.
E1_K03 Is ready to recognise the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organisations, and to seek expert advice in this area when faced with difficulties in solving them independently.	
E1_K05 Understands ethical issues in relation to the tasks performed and economic activity, is aware of the importance of professional activities	

in accordance with the principles of professional ethics and respect for diversity of views and cultures; cares for the achievements and traditions of the profession					of entities and employees on the market. Is characterised by personal values related to being guided in professional life by business ethics and corporate social responsibility, as well as respect for others, which is expressed in the intentional shaping of an appropriate, positive image.							
E1_K06 Is able to think in an entrepreneurial manner and communicate skilfully with others; adapts to new situations and conditions, develops resilience to failure and stress.												
Methods of verifying learning outcomes (<i>KNOWLEDGE, SKILLS, SOCIAL COMPETENCES</i>)												
Outcomes (symbol)	Examination	Examination	Test	Essay/report	Assignments, homework	Individual presentation	Group presentation	Class participation	Participation in discussions	Individual project	Group project	
E1_W01, E1_W05, E1_W06, E1_GZL_W1			X					X		X	X	
E1_U02, E1_U03, E1_U6...07			X					X		X	X	
E1_K01, E1_K03...06			X			X	X	X		X	X	
Form and conditions for passing the course: Passing the classes – completion of an independent project based on practical issues, 3-5 minute test. BUNA – semester project – group project with discussion.												
Student workload required to achieve learning outcomes in hours and ECTS credits												
Contact hours with academic staff and BUNA												
Types of classes									Number of hours			
Participation in lectures												
Participation in seminars												
Participation in practical classes									15			
Participation in laboratory classes												
Consultations (2 hours per lecture, 1 hour per group exercise, seminar, semester)												
BUNA – form of assessment in the form of a documented semester paper assessed by the lecturer									15			
Total									30			
Student's own work divided into time (examples of forms of student work)												
Form of student work									Number of hours			
Preparation for classes									10			
Writing a paper/project/essay									25			
Gathering materials and preparing a presentation												
Independent reading									10			
Preparing for tests/quizzes												
Preparing for a written/oral examination in the subject												
Preparing for a written/oral assessment in a subject												
Total									45			
Total (contact hours and BUNA + student's own work)									75			
									3 ECTS			
1. including the number of ECTS points for contact hours with the direct participation of an academic teacher, including BUNA									1 ECTS			
2. including the number of ECTS points for hours completed in the form of independent work									2			

Basic literature: *(up to 3 items)*

1. Mruk H., *Marketing. Customer satisfaction and business development*, WN PWN, Warsaw 2022 (print).
2. Szlis I., *Image – how to measure it and how to improve it*, Wyd. CeDeWu, Warsaw 2022.

Supplementary literature:

1. Wojcik K., *Public relations – credible dialogue with the environment*, Wolters Kluwer Polska S.A., Warsaw 2015.
2. Kaczmarek-Sliwińska M., *Public relations of organisations in crisis management organisations*, Difin Publishing House, Warsaw 2021.

**Approved by: Vice-
Rector for Academic Affairs**