

**Jan Zamoyski College of Humanities and Economics
Wyższa Szkoła Humanistyczno - Ekonomiczna
im. Jana Zamoyskiego z siedzibą w Zamościu**

Koszary 8, 22-400 Zamość
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e-mail: dziekanat@wshe.zamosc.pl

**ECTS
GUIDEBOOK**

INFORMATIONS ABOUT ECONOMIC STUDIES

Wyższa Szkoła Humanistyczno - Ekonomiczna
im. Jana Zamoyskiego z siedzibą w Zamościu

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CHAPTER I

GENERAL INFORMATION ABOUT THE UNIVERSITY

MAIN INFORMATION ABOUT SCHOOL

Name and Address

**Wyższa Szkoła Humanistyczno - Ekonomiczna
Im.Jana Zamoyskiego z siedzibą w Zamościu**

Koszary 8, 22-400 Zamość
Tel.+48 84 638 82 22, fax +48 84 638 82 00
e-mail: dziekanat@wshe.zamosc.pl
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ECTS Coordinator
Dr Mirosława Grodzka
Tel. 84 638 82 22
e-mail: dziekanat@wshe.zamosc.pl
<mailto:international@wshe.zamosc.pl>

Departments:
The College is comprised of one faculty - Faculty of Administrative, Legal, Economic and Social Sciences headed by Dean

CHAPTER II

PRACTICAL INFORMATION

PRACTICAL INFORMATION

ZAMOŚĆ

Zamość is situated in the southeastern part of Poland on the edge of Wyżyna Lubelska /Lubelska Upland/ in close proximity to Roztocze and Roztoczański National Park.

Often called the Pearl of Renaissance, Northern Padua or the City of Arcades, founded by Jan Zamoyski, Grand Chancellor of the Crown, designed by Bernardo Morando, an Italian architect, Zamość represents an outstanding achievement of the late Renaissance European urban planning. The artistic and historic value of the city centre comprising 120 monuments ranks as the highest in the world. Having been recognized as a historic monument, it was placed on the UNESCO list of the World Cultural Heritage in 1992.

To the end of 1998, Zamość had been the capital of the province of Zamość with 490 thousand inhabitants and the area of seven thousand kilometres. After the introduction of the administration reform, the following were located in Zamość: town county operating within the city limits and land county (the county of Zamość) consisting of 15 communes located around Zamość and covering the area of 1872.3 square metres. The city of Zamość covers 30.5 square metres and at the end of 2002 its population was 68.8 thousand inhabitants. The last 28 years has been the period of the dynamic population development of the city. The population of Zamość increased from 39.1 thousand to 68.8 thousand between 1975 and 2002. The most characteristic feature of the Zamość economy is the prevalence of small and medium business as well as numerous commercial and non-commercial services.

Information about Zamość can be found on the following websites:

<http://zamosc.atspace.com>

<http://www.zamosc.pl>

The Roztocze area web page:

<http://www.roztocze.net>

INFORMATION ABOUT THE COLLEGE

The Jan Zamoyski College of Humanities and Economics located in Zamość is a short cycle higher education course /bachelor degree studies/ in accordance with the law of 26 June 1997 about short cycle higher education (Journal of Laws No.96, item 590 with later changes) and it was registered as non-public university by the Minister of National Education and Sport under the item 3 on 29 July 1998. Its founding body is the Foundation on behalf of setting up and opening of the Jan Zamoyski College of Humanities and Economics.

STUDENT FACILITIES

College of Humanities and Economics is one of the best-equipped universities in the southeastern Poland. It has six modernly equipped buildings of 3 675 square metres total area (excluding the building in Okrzei Street).

The buildings house four air-conditioned lecture theatres provided with audio-visual equipment. Three of them can accommodate 240 students each, and a representative one 150 students. Moreover, there are 2 computer rooms, 20 classrooms and 15 seminar studies.

Five of these buildings are located within the area of Koszary in the picturesquely situated park-like place, which can certainly be regarded as a real college campus. There are a library, student self-government, college sports club, student hostel, post office, cinema and college canteen there. The sixth college building is located only 300 metres from the campus.

PRACTICAL INFORMATION

Formalities connected with the arrival and residence in the country of the receiving college:

After undertaking the study, a residence permit should be obtained by submitting an application for a specified period of residence in the Branch of Provincial Administration Office of Lublin /Delegatura Urzędu Wojewódzkiego/ in Zamość at the Department of Civil Affairs /Wydział Spraw Obywatelskich/. A certificate of a student status, valid health insurance and a proof of financial

support should be enclosed with the application. The residence permit is at the same time a work permit extended to the close family- a spouse and children.

FIRST STEPS AFTER ARRIVAL

Prior to arriving, a student from the partner university should settle the date and time of arriving to the receiving college by e-mail: dziekanat@wszh-edu.pl, fax: 0048 84 63 88 200 or by phone 0048 84 638 82 22. After the arrival at Zamość, the student should go to the dean's office at 8 Koszary Street.

ACCOMMODATION AND BOARD

The charge for a separate flat is approximately PLN 500 per month and for a room approx. PLN 200 for.

Approximate prices of food in PLN are the following:

a loaf of bread: 2.50

a litre of milk: 2.00

a kilo of cured meat from 10 up

a kilo of poultry from 8 to 14

lunch at student canteen 13.00

lunch at a restaurant from 15 to 30

Average cost of living is from PLN 800

MEDICAL CARE AND INSURANCE

Health care provided by state health service is free for patients with valid insurance policy (NFZ [National Health Fund] insured). All the registered full-time students at University have free access to health. They can also buy the medicines prescribed by the doctor at a discount price. Students coming for only a short period of time, within bilateral agreement or within the Erasmus project, are obliged to provide themselves with proper insurance (European Health Insurance Card EKUZ). It is also possible to use private health care at private clinics and laboratories.

A list of public and private health centres:

Samodzielny Publiczny Zakład Opieki Zdrowotnej Szpitala Wojewódzkiego im. Jana Pawła II Al. Jana Pawła II 10 tel. +48 84 677 36 61

Zamojski Szpital Niepubliczny Sp.z o.o. ul. Peowiaków 1 tel. +48 84 639 57 20

Samodzielny Publiczny Szpital Wojewódzki im. J. Pawła II Al. Jana Pawła II 10 tel. +48 84 677 33 33
Niepubliczny Zakład Opieki Zdrowotnej "Przychodnia na Karolówce" ul. B. Prusa 2, 22-400 Zamość
tel. +48 84 639-65-25

Niepubliczny Zakład Opieki Zdrowotnej ul. Św. Piątka 49, Zamość tel. +48 84 639 99 99

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Hipokrates”, 22-400 Zamość, ul. Kilińskiego 4, tel.: +48 84 639 34 31

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Medizam” 22-400 Zamość, ul. Wyszyńskiego 48, tel.: +48 84 627 63 00

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Medyk” 22-400 Zamość, ul. Szwedzka 20, tel.: +48 84 627 10 18

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Spiromed” 22-400 Zamość, ul. Hrubieszowska 38a, tel.: +48 84 627 88 30

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Petrus” 22-400 Zamość, ul. Kilińskiego 71 tel.: +48 84 627 15 21

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Re-med” 22-400 Zamość, ul. Partyzantów 5
tel.: +48 84 627 11 97

Niepubliczny Zakład Podstawowej Opieki Zdrowotnej „Resort-med” 22-400 Zamość, ul.
Wyszyńskiego 2 tel.: +48 84 627 17 06

TRANSPORT

Buses from the railway station to college:

Bus No.1

Buses from the bus station to college:

No. 53 (bus stop next to the station), No. 3,19,4,59 (bus stop in Partyzantów Street)

Zamość public transport website:

<http://www.mzk.zamosc.pl>

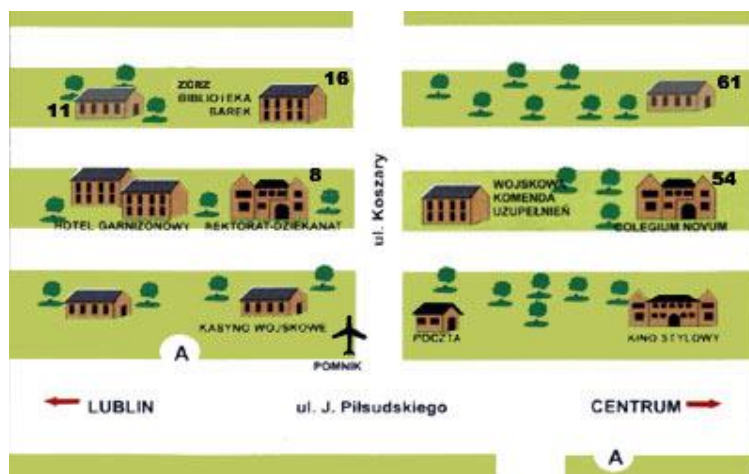
SPORTS CLUBS

1. AZS: founded by AZS Board of Directors of College Sports Club at WSH-E in October 1999. Władysław Domaszewicz, Ph.D., a locally well-known sports activist, was its initiator whose passion infected the first students. The idea of initiating sports club was so excellent that already at the beginning the following three sections came into existence: football, men's volleyball, men's and women's athletics. At the very start came the first successes. Very popular sports sections are formed on the students' initiative. Karate section started in 2001 is an example of such an initiative. Currently, there are seven sections (athletics, football, volleyball, karate, swimming, ground tennis, yachting) in which over 100 students actively take part. College Sports Club is open to all students.

2. Klub Sportowy Uczelni Zamoyskiego /Zamoyski College Sports Club/: On 2 February 2005 Klub Sportowy Uczelni Zamoyskiego was registered in the Register of Physical Culture Association in the custody of President of Zamość under No. 49. The newly founded club is a national organization whose aim is to improve physical condition, popularise physical culture and develop sport among students.

COLLEGE CAMPUS

On the campus grounds, apart from five college buildings, there are a library, Student Government, College Sports Club, student hostel, post office, cinema, student canteen selling sandwiches, snacks, hot and cold beverages. The sixth college building is situated 300 metres from the campus. Locating all facilities in one place is worth emphasizing because it lowers the cost of public transport.



CHAPTER III
CATALOGUE OF SUBJECTS, TABLE OF ECTS POINTS

ECONOMICS /full-time studies/

Semester I

Subject	Number of hours	Form of assessment	Form of course		Number of Credit Points
			Lectures	Classes	
Statistics	30	P	15	15	3
Mathematics	45	P	15	30	4
Business ethic	18	P	18		1
Law	30	P	30		3
Microeconomics	45	P	30	15	4
Economic geography	30	E	30		3
Sociology	30	E	30		3
Economic history	30	E	30		3
Logic	30	E	30		3
Foreign language	30	P		30	2
Athletics	30	P		30	1
All	348		228	120	30

Semester II

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Statistics	E	40	10	30	3
Mathematics	E	45	15	30	4
Microeconomics	E	45	30	15	4
Macroeconomics	P	45	30	15	4
Marketing	E	45	30	15	3
Law	E	30	30		3
Foreign language	P	30		30	2
European Integration	P	36	36		3
Athletics	P	30		30	1
Computer science	P	35	10	25	3
All		381	191	190	30

Semester III

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Finance and banking	E	45	30	15	4
Accounting	P	30	15	15	3
Econometrics	E	45	30	15	3
The basis of management	E	30	30		3
International economic relations	P	30	30		3
Macroeconomics	E	45	30	15	4
Economic and financial analysis	E	60	30	30	4
Business ethic	P	15	15		1

Foreign language	E	30		30	2
Athletics	P	30		30	1
Computer science	P	25		25	2
All		385	210	175	30

Semester IV

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
International economic relations	E	30	30		3
Market analysis	E	36	18	18	3
Accounting	E	30	15	15	3
Mathematical economics	P	30	15	15	2
Economics policy	E	45	30	15	4
Spatial management	E	45	30	15	3
Public finance	E	45	30	15	3
Economics and business management	E	45	30	15	4
Methods of project valuation	E	30	15	15	2
History of economic thought	E	45	45		3
All		381	258	123	30

Semester V

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Business ethics	P	15	15		1
Human resources management	E	45	30	15	3
Social policy	E	45	30	15	4
Forecasting and simulations	E	45	30	15	4
Production management	E	45	30	15	3
Organizations and management methods	E	45	30	15	3
Strategic management	P	30	30		3
Economic agreements	P	40	30	10	2
Agribusiness	E	30	30		3
Seminar	P	30		30	4
All		370	255	115	30

Semester VI

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Office work organization	P	30	20	10	2
The stock market	E	45	30	15	3
Block of specialistic lectures to choose	P	230	230		15
Seminar	P	30		30	10
All		335	280	55	30

Economics – part time studies

Abbreviations: Z – pass credit, E – examination, Le – lecture, Cl – classes, F – full-time, P – part-time

Semester I

Subject	Number of hours	Form of assessment	Form of course		Number of Credit Points
			Lectures	Classes	
Statistics	30	P	15	15	3
Mathematics	45	P	30	15	4
Business ethic	15	P	15		1
Law	30	P	30		3
Microeconomics	45	P	30	15	4
Economic geography	30	E	30		3
Sociology	30	E	30		3
Economic history	30	E	30		3
Logic	30	E	30		3
Foreign language	30	P		30	2
Athletics	5	P		5	1
All					30

Semester II

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Statistics	E	30	15	15	3
Mathematics	E	45	30	15	4
Microeconomics	E	45	30	15	4
Macroeconomics	P	45	30	15	4
Marketing	E	30	30		3
Law	E	10	10		3
Foreign language	P	30		30	2
European Integration	P	15	15		3
Athletics	P	5		5	1
Computer science	P	10		10	3
All					30

Semester III

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Finance and banking	E	30	30		4
Accounting	P	20	10	10	3
Econometrics	E	45	30	15	3
The basis of management	E	30	30		3
International economic relations	P	30	30		3
Macroeconomics	E	45	30	15	4
Economic and financial analysis	E	30	30		4

Business ethic	P	15	15		1
Foreign language	E	30		30	2
Athletics	P	5		5	1
Computer science	P	10		10	2
All					30

Semester IV

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
International economic relations	E	30	30		3
Market analysis	E	10	5	5	3
Accounting	E	30	15	15	3
Mathematical economics	P	30	15	15	2
Economics policy	E	30	30		4
Spatial management	E	30	30		3
Public finance	E	30	30		3
Economics and business management	E	30	30		4
Methods of project valuation	E	30	10	10	2
History of economic thought	E	30	30		3
All					30

Semester V

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Business ethics	P	15	15		1
Human resources management	E	30	30		3
Social policy	E	30	30		4
Forecasting and simulations	E	30	15	15	4
Production management	E	24	24		3
Organizations and management methods	E	24	24		3
Strategic management	P	15	15		3
Economic agreements	P	15	15		2
Agribusiness	E	24	24		3
Seminar	P	20		20	4
All					30

Semester VI

Subject	Form of assessment	Number of hours	Form of course		Number of Credit Points
			Lectures	Classes	
Office work organization	P	30	20	10	2
The stock market	E	45	30	15	3
Block of specialistic lectures to choose	P	90	90		15
Seminar	P	20		20	10
All					30

CHAPTER V INFORMATION ABOUT RECRUTATION AND EXAMINATION

RECRUTATION AND EXAMINATIONS

General information

The admission to bachelor degree studies is open to all candidates within the scope of college capacity

Applicants seeking admission to the first year of studies must personally submit the following documents in a cardboard folder:

- Personal Details Form / College form/ - It can be filled in on <http://www.wszh-e.edu.pl/rekrutacja/dokumenty-do-pobrania/>.
- Original Secondary School - Leaving Examination Certificate
- Physician's certificate certifying the applicant's ability to undertake university studies
- Photocopy of identity document
- Three passport - size photographs 37 x 52 mm
- Proof of recruitment fee
- Proof of recruitment fee - The fees must be paid in the college **cashier's office to our bank account PKO BP. o/Zamość 67 1020 5356 0000 1202 0005 1946**

Applicants seeking admission to our college must pay the following fees:

- Recruitment fee - PLN 90
- Tuition fee for one term for full - time students - PLN 1600
- Tuition fee form one term for extramural students - PLN 1600

We offer a choice of mode of fee payment:

- Full fee
- Two instalments
- Five instalments

The fees are not refundable in case of resignation. All forms and further information are available at the college.

RECRUITMENT REGULATIONS:

Recruitment Regulations
concerning studies at the Jan Zamoyski College of Humanities and Economics in Zamość
in the academic year 2016/2017

§1

1. Candidates with the Secondary School - Leaving Examination Certificate are eligible for the recruitment process.

2. Candidates of foreign citizenship are admitted to the college on the basis of the referral of Foreign Education Office at the Ministry of National Education and Sport after the arrangement has been made with our College.

3. Candidates who graduated from secondary school abroad can be eligible for the recruitment process providing their secondary school - leaving examination certificate contains a clause which gives the right to seek further education at the university level in the country of the certificate issuance, or if there is an attachment to the certificate issued by the foreign school or Polish Consular Office certifying that the school - leaving examination certificate gives the right to seek further education at university level, or the foreign school - leaving certificate is recognized by school's superintendent according to the regulations of Polish law.

§2

1. Admission to the first year of study is open to all candidates within the limit of college capacity, but the first to be admitted are the winners and finalists of national contests in school subjects.

2. Admission of the remaining candidates is made on a first - come, first - served basis.

§3

1. Applicants seeking admission to the first year of studies must submit the following documents:

1. an application on the appropriate form constituting an attachment to the present regulations
2. the original or a copy of secondary school - leaving examination certificate
3. a physician's certificate certifying the applicant's ability to undertake studies in the chosen field
4. four passport - size photographs 37/52 mm
5. a photocopy or excerpt from identity document

2. Applicants seeking admission to our college pays the following fees:

1. recruitment fees: it must be made on the day of submitting documents. In case of resignation, the fee is not refundable.

2. registration fee: it must be made on the day of submitting documents. In case of resignation before the recruitment process has started, half of the fee is refundable. After the commencement of the recruitment process, the registration fee is not refundable.

3. The documents must be submitted in person in the dean's office.

4. Documents for full - time and part - time studies must be submitted between 16 May 2016 and 31 July.

5. If an enrolment limit is not full, an additional recruitment process will be carried out from 1 September to 30 September 2016 r.

§4

1. The recruitment process is carried out by the Recruitment Commission.

2. The Recruitment Commission term of office lasts to 30 September,

3. The Commission assignments are the following:

1. keeping a record of documents submitted by applicants
2. verifying the submitted documents and checking if they are complete

3. drawing up a protocol of recruitment process
4. notifying applicants about the decision of the Recruitment Commission.
4. Decisions of the Recruitment Commission are signed by the chairman and secretary of the commission.
5. An appeal against the decision of the Recruitment Commission can be lodged within 14 days from the date of its receipt.
6. Appeals are considered by Rector whose decision is final.

RULES AND REGULATIONS CONCERNING STUDIES

RECRUITMENT REGULATIONS:

Recruitment Regulations
concerning studies at the Jan Zamoyski College of Humanities and Economics in Zamość
in the academic year 2016/2017

§1

1. Candidates with the Secondary School - Leaving Examination Certificate are eligible for the recruitment process.
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 3. a physician's certificate certifying the applicant's ability to undertake studies in the chosen field
 4. four passport - size photographs 37/52 mm
 5. a photocopy or excerpt from identity document
2. Applicants seeking admission to our college pay the following fees:
 1. recruitment fees: it must be made on the day of submitting documents. In case of resignation, the fee is not refundable.
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 1. keeping a record of documents submitted by applicants
 2. verifying the submitted documents and checking if they are complete
 3. drawing up a protocol of recruitment process
 4. notifying applicants about the decision of the Recruitment Commission.
4. Decisions of the Recruitment Commission are signed by the chairman and secretary of the commission.
5. An appeal against the decision of the Recruitment Commission can be lodged within 14 days from the date of its receipt.
6. Appeals are considered by Rector whose decision is final.

RULES AND REGULATIONS CONCERNING STUDIES

RULES AND REGULATIONS CONCERNING STUDIES AT THE JAN ZAMOYSKI COLLEGE OF HUMANITIES AND ECONOMICS IN ZAMOŚĆ

GENERAL REGULATIONS

§ 1

These Regulations refer to full - time (intramural) studies and part - time (evening and extramural) studies as well as those who study at the Jan Zamoyski College of Humanities and Economics based in Zamość, hereinafter referred to as the University, as part of student exchange programme.

§ 2

1. The rules and procedures of admission to the college including the admission as a result of confirmation of learning outcomes is determined by the Senate of the University.
2. The admission of students to the Jan Zamoyski College of Humanities and Economics follows upon matriculation and taking an oath. The text of the oath is included in the College Statutes.
3. After matriculation students receive a student card and student record book, which is a fundamental evidence of the course of study and student's achievements. After completing the studies, the record book remains the property of the student.
4. The right to hold a student card is granted to the student until the date of graduation, suspension of student rights or deletion from the list of students, and in the case of graduates of the first degree until 31 October of the completion of these studies. A student who has lost the right to hold a student card is obliged to return it to the University.
5. A graduate of the University receives a diploma of completion and a diploma supplement. The content and form of the diploma and the diploma supplement are set out in separate regulations.

§3

1. Rector is the superior of all the College students
2. The supervision over the course of studies is exercised by Rector.
3. Decisions on matters covered by these regulations shall be taken by the Rector. Student has the right to apply to the Rector for reconsideration within 14 days of the date of the delivery of the decision.
4. The rector decides on matters concerning the order and procedure of studies not covered by these regulations.

§4

College students are represented by the Student Government Representatives of all students at the University are the organs of the Student Government acting under the Act of 27 July 2005 Law on Higher Education (Journal of Laws No. 164, item 1365, as amended), hereinafter referred to as the Act and the Statute of the University.

STUDENT'S RIGHTS AND OBLIGATIONS

§5

1. A student is entitled to:
 - 1) get knowledge in the selected field of study, extend their own scientific interests and to this aim make use of the college facilities, equipment and devices,
 - 2) participate in the research work and join scientific societies conducted by the University,
 - 3) participate in open classes in other fields of study
 - 4) develop their cultural, tourist and sports interests and to for that purpose make use of the university equipment and resources,
 - 5) obtain financial support according to the rules specified by other regulations,
 - 6) applying for a student loan on the basis of separate regulations,
 - 7) make use of medical care and health protection.
 - 8) join student organizations and associations in accordance with the applicable regulations,
 - 9) conduct self-government and social activities,
 - 10) participate in decision-making of college authorities through their representatives,
 - 11) submit to the authorities of the University postulates concerning the program of education, the course of studies, the issues connected with the teaching process and living and housing conditions,
2. Rector at the request of a student with a disability, having regard to the student's disability type, may authorize:
 - 1) changing the way a student take part in classes in particular:
 - a) increasing admissible absences in class,
 - b) establishing an individual organization of studies.
 - 2) participation in classes and examinations of third parties in particular: acting as sign language translators, stenotypists
 - 3) recording classes,
 - 4) changing the organization of the examination session,
 - 5) changing the place, form and duration of the examination,
 - 6) individual conditions for using the library,
3. If, due to a disability, the student is unable to use didactic materials in ordinary printing, the lecturer shall, as far as possible, make available the teaching materials in an alternative form, in particular: reprinted font size, electronic recording, audio recording.
4. For a particularly outstanding attitude and very good academic results a student may receive:
 - 1) scholarship of the minister responsible for higher education for outstanding achievements,
 - 2) Rector's scholarship for the best students,
 - 3) monetary reward,
 - 4) congratulatory letter,
 - 5) praise entered in the record book,
 - 6) recognition,
 - 7) badge for outstanding student.
5. The rules and procedures for awarding the scholarships referred to in sec. 4 points 1 and 2 and the badges referred to in point 7 are specified by separate regulations,
6. The distinctions mentioned in sec. 4, p. 2-6 are made by the rector.

§ 6

1. Students have the right to study other fields or any subject not only at the J. Zamoyski University of Humanities and Economics but also at other universities providing they have obtained the Rector's consent.
2. If a student does not meet the requirements connected with the course of their major field of study, Dean has the right to withdraw the consent to study at other fields of studies.

§ 7

1. With the consent of the Rector, the student may change the course of study if the program differences permit such a transfer.
2. Student may apply for a transfer from full-time studies to part-time studies or part-time studies to full-time ones. The Rector shall decide on the transfer and completion of program differences.

§ 8

1. Students may, with the consent of the Dean, hold part of the studies in the framework of national or international student exchange programmes.
2. Before leaving for another university, the student agrees with the Dean on the programme of study and the conditions of the course.
3. On the basis of the document confirming the credit of the modules of education / subjects together with the list of grades and the number of ECTS credits received, the rector approves of all the credits obtained at other universities.
4. The results achieved are taken into account when calculating the average grade for a given year and the average grade for the entire study period.

§ 9

1. The student may transfer to another higher school if he or she fulfills all the obligations resulting from the regulations in force at the College.
2. A student of another higher education institution may apply for admission to the College in the transfer mode provided all the requirements of the rules of the previous school are fulfilled. The Rector determines the conditions, timing and manner of compensation by the student transferred resulting from programme differences.

§ 10

1. student admitted to the College as a result of confirmation of learning outcomes is exempted from participation in classes of subjects / modules of education whose learning outcomes were recognized as a result of confirmation of learning outcomes. A
2. student referred to in sec. 1 receives the number of ECTS points assigned to the recognized subject/module. Evaluations obtained through the process of acknowledging learning outcomes are not included in the overall grade point average. A
3. credits obtained as a result of confirmation of learning outcomes are documented in the protocol of verification of learning outcomes, in the card of periodic achievements and in the supplement to the diploma. C
4. The person admitted to the College as a result of confirmation of learning outcomes is included in the regular study mode. The Rector appoints for such a student a scientific tutor from among academic teachers, having at least a doctor's degree. The tutor together with the student set the schedule of the individual study plan, which they present to the rector for approval. In the case of a student who fails to fulfill the tasks resulting from the approved plan and the established organization of the course of studies, the provisions of these rules apply respectively to the completion of the semester of studies.

§ 11

1. A student who has completed the first year of study and has outstanding talents, especially in the subject area, may be permitted an individual system of studies in compliance with his or her individual study program. Setting up an individual study program consists in expanding the range of knowledge in the subject area, changing the profile of a specialty, or participating in research and development.
2. The decision referred to in para. 1 Rector issues at the request of the student concerned.

3. The Rector appoints the academic tutor for a student from among academic teachers with at least a doctor's degree.
4. The tutor together with the student set the schedule of the individual study program, which they present to the rector for approval. The program should take into account the learning outcomes specific to a given field and the student's individual interests.

§12

The Rector may apply an individual organization of studies in a semester or a year to single-parent students, children with disabilities, those on health-care leave and in other justified cases. It consists in setting individual deadlines for the fulfillment of the didactic duties resulting from the study plan and possible dismissal from participation in certain activities. The application of an individual study organization can not lead to an extension of the graduation date.

§ 13

1. It is the student's responsibility to make full use of the educational opportunities offered by the College and the conduct of the oath and the rules of study.
2. In particular, the student is obliged to:
 - 1) gain knowledge and skills,
 - 2) active participation in didactic classes,
 - 3) timely exam taking and credits as well as fulfilling other didactic duties provided for in the study plan,
 - 4) regulating financial liabilities towards the College,
 - 5) compliance with the regulations in force at the College.
3. The student is obliged to notify the Dean's Office about the change of his marital status, name or address immediately. In the event of the student's failure to notify about the change of name or address, any letters delivered to the previous address shall be regarded as delivered.

§ 14

1. Upon the written request of the student, Dean may grant a student's leave.
 - 1) long-term
 - 2) short-term
2. Student may receive leave from classes in the event of:
 - 1) long-term illness,
 - 2) baby birth or care of it,
 - 3) study abroad,
 - 4) other important circumstances or difficult financial situation.

§ 15

1. Long-term leave is granted for a period of one year and may be awarded to the student after completing the semester subject to paragraph. 2, no more than twice during the entire study period.
2. In cases justified by health or other important circumstances, leave may be granted at any time during the academic year, provided that, in such a case, a student after a leave undertakes studies at the beginning of the semester on which the leave has taken place.
3. A returning student is obliged to complete any program differences if such occur within the scope and within the time limit set by the Rector.

§ 16

1. Short-term leave is granted for a period not exceeding two months.
2. Short-term leave does not relieve the student from the obligation to obtain credits and pass

the exams of subjects / modules of education included in the study plan of the semester.

§ 17

1. The fact of taking the leave must be registered in the student book of courses.
2. During the leave, the student is entitled to all students' rights. The right to obtain financial support is specified by other regulations.
3. During the leave, the student is entitled to attend certain classes, obtain credits and take examinations.
4. The student studying at two fields of study is entitled to a student's leave from either both of these fields at the same time or only from one of them.

§ 18

1. Studies at the College are paid.
2. The amount, rules, procedures and deadlines for payment of fees shall be governed by the resolutions of the Senate and by the Chancellor.
3. The College concludes written agreements with the students for the provision of educational services.

§ 19

For violating the regulations in force at the College and for acts that violate the student's dignity, the student shall be disciplined under the rules set out in the Act..

STRUCTURE OF THE STUDIES

§20

1. Academic year starts on 1 October and lasts until 30 September next year. It is divided into two semesters: winter and summer.
2. Academic year comprises:
 - 1) classes lasting 30 weeks in total,
 - 2) examination periods lasting 5 weeks at least,
 - 3) a period of practice stipulated by study programmes,
 - 4) holidays lasting 10 weeks altogether including one week of mid - semester break.
3. The organization of the academic year is determined by the rector and announced not later than three months before the start of the academic year.
4. The Rector may announce within the academic year days and hours free of classes.
5. The Rector in consultation with competent bodies of the student's self - government may appoint tutors of the whole year and a group of students.

§21

1. The organization of the didactic process at a given field of study is a Senate-mandated educational program that includes expected learning outcomes and a study programme (including a plan of studies) describing the learning process leading to these effects. The study programme determines in particular the duration of studies, the ECTS dimension necessary to obtain the expected qualification, the list of subjects / training modules and the form of their implementation, the content of the training provided within the subjects / modules, the description of the subject / module learning outcomes and the way they are verified in this form rules of obtaining credits, the list of literature, and the size and principles of compulsory apprenticeship. Educational programs are posted on the University's website or e-learning platform every year before the start of the academic year.
2. A detailed schedule and staffing should be announced to students not later than 5 days before the beginning of the semester by posting on the website or e-learning platform of the University.
3. The main medium of instruction is the Polish language. The education programme may allow the teaching of selected subjects / modules of learning in a foreign language. Mandatory

subjects / modules can be taught in a foreign language if this is due to the specific field of study or when they are also taught in Polish. The education programme may permit taking certain examinations including diploma ones and the submission of diploma theses in a foreign language. A diploma thesis written in a foreign language must be accompanied by a translation or a comprehensive summary in Polish.

Completion of a semester

§ 22

1. The assessment period covers a semester.
2. The requirement to complete the semester is to meet all the requirements of the program of study for a given period of study.
3. The completion of the winter semester should take place not later than March 30.
4. The completion of the summer semester should take place no later than 30 September.
5. The student taking exams and credits is required to produce a record book and a card of periodic achievements.
6. Assessment of all exams and credits are entered in the student's record book, periodic student achievement card and the protocol. Entries on the card of periodic achievements, in the record book and protocol of the completion of the module / subject are the basis for obtaining the completion of the semester.

§ 23

1. At the completion of subjects / modules of study and examinations, the following scale of marks shall be used:

In words	In figures	In ECTS system
Very good	5,0	A
good plus	4,5	B
good	4,0	C
pass plus	3,5	D
pass	3,0	E
fail	2,0	F

2. In the case of subjects / modules ending with a credit without a mark in the record book, a periodic student achievements card and the appropriate protocol, the following shall apply: pass- passed, fail -failed.
3. The grade point average of the student during the study period is the arithmetic average of the positive and negative marks obtained from the exams at all dates and grades from the subjects / modules not covered by the exam and finishing with the grade. The average is rounded to two decimal places. If part of the student's studies took place at another university, the grade for the subjects / modules obtained at that university is also included in the grade. If you repeat the semester only grades from the completed semester are included in the grade point average.

§ 24

1. To The subjects / modules of the education and the practice covered by the study plan are assigned the points of the European Credit Transfer and Accumulation System (ECTS). The number of ECTS credits allocated to individual subjects / modules reflects the student's workload required to complete the subject / module. The workload covers both the student's work during the classes organized at the College and his own work.
2. The condition of obtaining points assigned to a given object / module is to achieve the assumed learning outcomes confirmed by crediting the subject / module of education.
3. The total number of points assigned to all subjects / modules in each semester of study, including student internships included in the study plan, should be 30.
4. During the entire study period, the student must obtain a score not less than the number obtained from the multiplication of the planned duration of the course, measured in semesters, by 30. The detailed rules for awarding ECTS for particular subjects / modules are set by the Senate.

§ 25

1. A prerequisite for obtaining a credit in a given subject is participation in classes, receiving a positive mark in tests and passing an examination if it is required in the programme of studies.
2. A detailed scope of requirements in specific subjects / required reading list indispensable for theoretical knowledge and abilities, tests or other forms of assessment, etc./ is defined and announced by the teacher of the subject before the commencement of the classes.
3. Students' presence is compulsory in classes, proseminars, seminars, lectures, laboratory classes and practices. Absence of a student during compulsory classes should be justified. Short-term absence in class is justified by the teacher conducting the subject / module. In case of doubt or lack of documentation about justification of short-term absence, the rector decides. The manner and the deadline for the arrears of absences shall be determined by the tutor at the beginning of the semester.
4. Student apprenticeship is completed on condition that it is done within the prescribed time limit and when a student demonstrates the knowledge, skills and social competence for which the practice was organized.
5. The organization and assessment of apprenticeship is dealt with by the rector's proxy for apprenticeship.. The course of apprenticeship is documented in the diary of the internship.. Internship is based on the entry in the diary of the internship, certified by the person responsible for the practice at the place of practice. The journal entry should include: the date of the internship and the quality of the student's work.
6. A professionally active student may be exempted from his / her professional practice after presenting a certificate from the place of employment, provided that the work performed allows to obtain the assumed learning outcomes specified in the education programme.
7. Formal expression of the completion of the apprenticeship is the entry in the record book by the Rector's proxy for apprenticeship.

§ 26

1. The examination is conducted by the teacher of the subject in the examination session. In exceptional circumstances, Dean may set another date of the examination or appoint another teacher of the same or similar subject to conduct the examination.
2. The dates of examinations are defined by Dean in consultation with the examiner and an adequate body of students' self - government. The timetable of examinations must be announced not later than two weeks before the beginning of the examination session, which constitutes a sufficient period for the preparation for examinations.
3. The student may take the exam before the examination session with the permission and within the time limit set by the instructor / module.
4. Examination in each subject included in the programme of studies is conducted and assessed separately. If a subject is taught by more than one tutor, Dean appoints the examiner. The student is obliged to obtain a credit before taking an examination in the subject if classes are held in the subject.
5. The results of exams and examinations shall be announced no later than 14 days after the date of the examination or credit given in a manner agreed with the students, in particular by making entries in the student's record book and student progress cards or making available on the Internet.
6. Provisions of par. 1, 2, 3 and 4 apply respectively to subjects / modules ending in the credit.

§ 27

1. If the student receives a failing mark in the examination, he is entitled to re - sit once every examination he has failed.
2. The date of the re - sit must not be set earlier than ten days from the date of failing the examination.
3. If the subject / module ends with a credit, the student is entitled to three credit terms. The provisions of par. 2 shall apply respectively to the student who did not obtain a credit within the first time.

§ 28

1. In order to be enrolled for the next semester, the student leaves his student record book in the dean's office immediately after obtaining a sufficient number of credits for a given semester and passing all required examinations but not later than on the last day of examination session.
2. The Rector, in justified cases, may agree to an extension of the deadline for the examination session.
3. If the student's absence during the examination held at a specified time is not excused, the student receives a failing mark.
4. Provisions of par. 3 apply respectively to a student who has not been allowed to the exam because he or she did not receive a credit in a subject / module of the course.
5. If the subject / module is completed for more than one semester of study and the student has not received a passing grade in one of the semesters so he / she is not allowed to take the examination in that subject / module /. Respectively provisions of par. 3 are applied.
6. If the student fails to come to obtain a credit within the set time limit without justification he or she loses one credit term.
7. In justified cases, the rector may renew the examination time to a student who has not taken the exam or passed on a schedule. The application for renewal should be submitted within 7 days of the reason for failure to take an exam or credit.

§ 29

1. At the written request of the student, in which the student makes a substantiated objection to the impartiality, form, mode or course of credit of the subject / module or exam, the rector may order the verification of the student's results by the Examination Board, which should take place within no more than seven days From the date of submission of the application.
2. The application for the verification of the student's results by the Examination Board must be lodged by the student within seven days from the re - sit or from the date of failure to obtain the credit.
3. The examination is held before the Examination Board which consists of:
 - Rector as the Chair or an academic teacher delegated by him holding at least a postdoctoral degree
 - the examiner who conducted the previous examination or the teacher who refused to grant the credit to the student
 - another specialist in the examination subject or a specialist in a related subject
 - upon the student's request, a representative of the student self - government may be elected as an observer
4. The examination is an oral examination. In special cases, justified by the character of the subject, the rector may set up another form of examination or credit. The decision of the Examination Board is final.
5. In relation to a student who has not passed the exam in front of the Examination Board, the Rector shall take a decision in accordance with § 30

§ 30

1. In the event of the student's failure to obtain the number of credits for the whole year or semester, the Rector may resolve as follows:
 - 1) conditional entry
 - 2) referring to the repetition of the module / subject
 - 3) give the approval for the repeating of the academic year (semester).
 - 4) strike off the student from the register
2. The decisions referred to in para. 1 point 1, 2 and 3 shall be taken by the rector at the request of a student.
3. The maximum deficit of ECTS credits in the academic year resulting from the decisions referred to in para.1 points 1 and 2 can not exceed 12 points.

§ 31

1. Conditional entry for the subsequent semester (year) imposes an obligation on the student to

- take the examination or obtain credits during the period determined by the Rector
2. A conditional entry can not include more than three exams (or exams and credits) per academic year and no more than two exams (or exams and credits) in a semester.
 3. The date of conditional credit shall be determined by the rector, but the period must finish before the beginning of the subsequent examination session
 4. If the student, having been granted the conditional entry for the next semester, receives a failing mark in the examination (does not obtain a credit), he is entitled to seek the approval for the repeat of the subject.

§ 32

1. Repeating a subject / module consists in the fact that at the request of a student who has not received a credit in no more than two modules / subjects, the rector may allow entry for the next semester(s), with the obligation to pass a failed subject / module or subjects / modules in the corresponding semester of the following academic year subject to paragraph 4.
2. In the case of such a change of the study plan, which makes it impossible to repeat the failed subject / education module, the rector determines the way of his / her credit.
3. If the repeated subject / module or subjects/ modules were not passed, the student may only apply for the repetition of the semester in which the subject / module is included in the study plan.
4. The decision referred to in para. 1 student can get for at most two subjects / modules during the entire study period.
5. The student who was granted the approval to repeat the subject is obliged to pay a tuition fee at the amount specified in other regulations.

§ 33

1. The student who repeats the semester is obliged to repeat all subjects / modules of the given course covered by the study plan in the repeated semester. In the case of a change in the curriculum, the student is obliged to supplement the curricular differences within the scope and time set by the rector.
2. At the request of the student repeating the semester, the Rector may decide to recognize the credits and the completed exams, in relation to the subjects / modules included in the first term for the least good grade. In other cases the decision to complete the classes is taken by the academic teacher conducting the classes.

§ 34

1. The Rector strikes off the student from the register, in case of:
 - 1) not undertaking studies
 - 2) resignation from studies,
 - 3) failure to submit the diploma thesis or passing the diploma examination within the time limit
 - 4) punished by disciplinary expulsion from the College.
2. The Rector may delete a student from the student list in the case of:
 - 1) a lack of progress in learning,
 - 2) failure to complete the semester within the deadline specified in § 22
 - 3) not paying fees related to the study.
 - 4) the student does not sign a contract with the College about conditions of payment for studies or educational services.
3. The deletion due to the reason referred to in subparagraph 1 (1) shall be made if the person who has been admitted to study has failed to report to the Rector's Office within the specified time limit in order to sign the vows.
4. Deletion for the reason referred to in para. 1 point 2 occurs if the student submits a written declaration of resignation from the studies. The student submits the resignation statement personally or through an authorized person. The authorization should include confirmation of the authenticity of the signature of the person authorized by the notary.

5. Deletion for reasons mentioned in sec. 2 point 1 may occur if the student does not complete the same semester for the second time.
6. The procedure for deleting a student from the list of students begins with informing about the expected deletion from the list of students and setting a time limit by which the student can explain the situation. In the absence of grounds for withdrawing from the intention of deletion, the rector decides to remove the student from the list of students and hand it over to the student. The student is entitled to a request for reconsideration of the case within 14 days of the date of service of the decision. This decision is final.

§ 35

1. A person who has stopped studying or has been removed from the list of students may resume his studies in the same field of study or, in exceptional cases, in a related field.
2. In the decision to resume the studies, the Rector, guided by the learning outcomes obtained, determines the terms and the semester of studies to which he or she is admitted.

The thesis and the final examination

§ 36

1. The student completes his study by writing his thesis under the supervision of an academic teacher having at least a doctoral degree called a supervisor. The choice of a graduate seminar is left for the student to make. Prerequisites for completing the final semester is submitting a thesis.
2. The thesis topic set by the supervisor should be approved within the time and procedure specified by the Rector.
3. In the event of a prolonged absence of the supervisor, causing the postponement of the deadline of submitting the thesis, the rector is obliged to appoint an academic teacher who will undertake the task of directing the work.

§ 37

1. The student submits a diploma thesis in both printed and electronic versions. The number of print copies is determined by the rector.
2. By submitting a diploma thesis, the student submits a statement on the authorship of the work, containing a clause on the consequences of the student's assignment of someone else's work (or excerpts) or other research or conceptual results.
3. The thesis is evaluated by the supervisor and one reviewer appointed by the rector of the group of academic teachers with at least a doctoral degree. The grading scale specified in § 23 subpar. 1.
4. In the event of the divergence of the supervisor's and reviewer's opinion regarding the admission of the student to the final examination, Dean resolves the problem in consultation with another reviewer.

§ 38

1. Students are obliged to submit their thesis by:
 - 31 March for the studies finishing in the winter semester
 - 30 September for the studies finishing in the summer semester.
 Subject to paragraph 2
2. At the legitimate request the student may extend the deadline for submitting the thesis for a period not longer than 4 months from the deadline referred to in sec. 1.
3. In the case of a student who did not submit his thesis within the time limits specified in sec. 1 or paragraph. 2 Rector decides:
4. 1) to refer to repeating the last semester of study or
2) delete from the student list.
5. The decision referred to in paragraph 3 (1) shall be issued by the rector at the request of the student. The provisions of §33 shall apply accordingly.

§ 39

1. A prerequisite for admission to Bachelor's examination is:
 - 1) obtaining credits of all subjects / modules of education and practices covered by the program of studies,
 - 2) to receive a positive assessment of the thesis.
2. The date of taking the Bachelor's examination is determined by Dean but not later than 1 month from the date of the presentation of the thesis.

§ 40

1. The diploma examination is an oral examination. It takes place before the board composed of the chairman, promoter and reviewer of thesis. When assessing the diploma exam, the assessments as in § 23 par. 1.
2. The board for the diploma examination shall be chaired by the rector or by an academic teacher delegated by him.
3. At the diploma exam, the student should be knowledgeable in the field of study of the subject and issues connected with the diploma thesis
4. At the end of the diploma examination, the board shall determine the grade on the basis of the arithmetic mean of the grades obtained for each question. When determining the assessment of the examination, the assessment scale defined in § 23 subparagraph 1 shall apply.
5. About the result of the diploma examination the board decides by the majority of votes. In the event of a discrepancy in the assessment of the outcome of the diploma exam, the chairperson decides.
6. In the event of a failure or unexcused absence from a diploma exam within the set time limit, the rector shall designate the second date of the examination as final.
7. In the event of a failure of a satisfactory grade, the provisions of §38 par. 3-4. are applied.
8. At the request of a student or supervisor, the diploma examination may be an open examination. This application should be submitted at the time of submitting the diploma thesis. The decision is taken by the Rector. Participants in the diploma examination who are not part of the diploma examination board can not ask questions or participate in deliberation.

§ 41

1. The completion of studies takes place at the time of the completion of the diploma exam with at least satisfactory results.
2. The basis for calculating the final result of studies are:
 - 1) grade point average, calculated according to § 23 par. 3;
 - 2) the arithmetic mean of the grades issued by the supervisor and thesis reviewer;
 - 3) grade from the diploma exam.

The final result is the sum of the 0.6 rating listed in 1) and 0.2 of each of the evaluations listed in pt. 2) and 3). The result is rounded to two decimal places.

3. In the diploma of graduation, the final result of studies shall be entered in accordance with the principle:
 - up to 3.50 - satisfactory,
 - over 3.50 to 3.75 satisfactory plus,
 - over 3.75 to 4.20 good,
 - over 4.20 to 4.45 good plus,
 - over 4.45 very good
4. Alignment to the assessment referred to in paragraph 3 only concerns entry to the diploma. All other certificates shall state the actual result of the studies as calculated in paragraph 2.

§ 42

1. After completing the diploma examination, the student loses his / her student's privileges, subject to paragraph 2.
2. A person who has completed a first-cycle studies retains the student's right until 31 October of the year in which he or she completed the studies, excluding the right to financial assistance

referred to in Article. 173 act.

3. The graduate is required to return a clearance slip before receiving his / her graduation diploma. The Rector can distinguish a graduate with a special recognition diploma. The model of the diploma is defined by the Senate.

CONDITIONS AND MODE OF PARTICIPATION IN CLASSES FOR OUTSTANDING STUDENTS

§ 43

1. Outstanding gifted students of secondary schools may participate in the courses offered in the course of study in the fields of their aptitudes. An application for admission of a student to attend classes is submitted by the headmaster of the school. The decision is made by the Rector. The Rector may appoint a student's academic tutor from among academic teachers.
2. A secondary-school student who has obtained the consent of the rector referred to in sec. 1 participates in the course and obtains the module / course credit according to the rules for college students. Obtained credits are documented in a separate credit protocol. The student receives a certificate issued by the rector informing them of the credit.
3. The student admitted to study in the field of study in which he participated in the classes prior to commencement of studies is exempted from the obligation to complete the classes that he had previously completed.

FINAL PROVISIONS

§44

Rules and Regulations come into effect on 1 October 2015.

ACADEMIC CALENDAR

Detailed structure of the academic year 2016/2017

1. WINTER SEMESTER

Lasts from 1 October 2016 to 22 February 2017 and includes:

classes - from 1 October 2016 to 21 December 2016

winter holidays - from 22 December 2016 to 06 January 2017

classes - from 07 January 2017 to 01 February 2017

winter examination session - from 07 January 2017 to 15 February 2017

mid - semester break - from 16 February 2017 to 22 February 2017

re - sits take place in the winter examination session and last to 31 March 2017.

Detailed dates of the examinations are determined by Deans of Faculties. Examination dates cannot clash with classes. Student record books and examination record cards must be submitted to the Dean's Office by 31 March 2017.

2. SUMMER SEMESTER

lasts from 23 February 2017 to 30 June 2017 and includes:

classes - from 23 February 2017 to 12 April 2017

spring holidays - from 13 April 2017 to 19 April 2017

classes - from 20 April 2017 to 21 June 2017

summer examination session - from 22 June 2017 to 30 June 2017

Summer holidays - from 01 July 2017 to 30 September 2017.

Detailed dates of the examinations are determined by Deans of Faculties. Examination dates cannot clash with classes. Student record books and examination record cards must be submitted to the Dean's Office by 30 September 2017.

3. Other free periods:

02 November 2016 and 02 May 2017.

CHAPTER VI THE CONTENTS OF STUDY COURSES

DEPARTMENT OF ECONOMICS (FULL-TIME STUDIES) LIST AND CHARACTERISTICS OF COURSES

1. AGRIBUSINESS

- 1. Course Name :** Agribusiness
2. Course Code: WSH-E/E.st/agrob/15
3. Course Tutor: Armand Kasztelan Ph.D..
4. Course: compulsory **Semester:** V
5. Total Number of Hours: 30
6. Weekly Number of Hours: Lectures 2
7. Number of Credit Points: 3

8. Course Aims:

The student learns about issues connected with agribusiness and especially connected with agriculture, agricultural and food industry and market environment.

9. Course Syllabus:

- agribusiness and agriculture
- infrastructure of agricultural market and its environment
- organisation of agribusiness
- economic categories in agribusiness
- commodity market of selected food products

10. Course Literature:

Żmija J.: Przedsiębiorczość w agrobiznesie a rozwój obszarów wiejskich w regionie Małopolski. Kraków 1999 r.

Żmija J i inni: Zarządzanie i marketing w agrobiznesie. Kraków 2000

Woś A i inni: Agrobiznes- Mikroekonomika. T.Z. Warszawa 1996

11. Assessment Methods of Student Course Performance: written and oral examination

12. Required knowledge to obtain credits for the course:

Subject matter prescribed by the course syllabus.

13. Individual work: reading additional specialist literature

2. ECONOMIC AND FINANCIAL ANALYSIS

- 1. Course Name :** Economic and Financial Analysis
Course Code: WSH-E/E.st/anekefi/15
2. Course Tutor: Wojciech Rabiega, Ph.D..
3. Course: compulsory **Semester:** V
4. Total Number of Hours: 60
5. Assessment method of student class performance: marking scale from 2 to 5
6. Weekly Number of Hours (full-time studies) : Lectures 2 Classes 2
7. Number of Credit Points: 4

8. Course Aims:

The course covers theoretical and practical issues of retrospective, current and forward-looking assessment of economic and financial situation of contemporary enterprise.

9. Course Syllabus:

The notion and aims of economic analysis, types of analysis, forms of result presentation, source materials. Methods of economic and financial analysis. Assessment of the effectiveness of production elements management (fixed assets, materials, human resources). Preliminary analysis of an enterprise economic and financial situation on the basis of financial statement. Ratio analysis of the enterprise financial condition (profitability, cash flow, management efficiency, debt, debt service ability, position on the market). Synthetic assessment methods of enterprise economic and financial situation. Modern assessment methods of enterprise economic and financial situation (economic added value, enterprise market value, assessment of the enterprise on the basis of strategic efficiency report). The influence of balance policy on the assessment of enterprise economic and financial situation. Selected problems of decision-making analysis in the enterprise (choice of the way of capital investment, choice of financial sources of enterprise operation, assessment of business operative and financial risk).

10. Course Literature:

Analiza ekonomiczno-finansowa przedsiębiorstwa, Zbiór przykładów i zadań, red. Cz.Skowronek wyd.2 popr., UMCS, Lublin 2004.

Analiza ekonomiczna przedsiębiorstwa, Re. M.Jerzemowska. PWE, Warszawa 2004.

Analiza finansowa w zarządzaniu przedsiębiorstwem, red. M.Walczak, Difin, Warszawa 2003.

L.Bednarski: Analiza finansowa w przedsiębiorstwie, PWE, Warszawa 2001.

L.Bednarski, R. Borowiecki, J. Duraj, E. Kurtys, T.Wiśniewski, B. Wersty, Analiza ekonomiczna w przedsiębiorstwie, wyd. AE we Wrocławiu, Wrocław 2001.

R.S.Kaplan, D.P. Horton: Strategiczna karta wyników, PWN, Warszawa 2001.

11. Assessment Methods of Student Course Performance: final written and oral tests; written and oral examination

12. Required knowledge to obtain credits for the course:

Knowledge of the theory of economic and financial analysis, practical ability to assess different economic and financial problems in the enterprise.

13. Individual work: reading specialist literature, preparation of a comprehensive analysis of financial condition of the chosen stock market company on the basis of financial statement.

3. MARKET ANALYSIS

- | | |
|---|-----------------------------|
| 1. Course Name : | Market Analysis |
| Course Code: | WSH-E/E.st.anry/15 |
| 2. Course Tutor: | Leszek Kuczek, Ph.D. |
| 3. Course: | compulsory |
| 4. Total Number of Hours: | 36 |
| 5. Weekly Number of Hours : | Lectures 1-2 Classes 1 |
| 6. Assessment method of student class performance: | end-of semester test |
| 7. Number of Credit Points: | 3 |
| 8. Course Aims: | |

The students learn about principles of market phenomena analysis and gain skills at conducting market research and analysis market capacity, its absorption capacity, market development dynamics and forecasting of market phenomena.

9. Course Syllabus:

- Market and its elements, market and competition mechanisms.
- The essence and aims of market analysis.

- The essence and subject of market research. Procedures, methods and stages of market research.
- Research tools, principles of construction and ways of measurement and analysis.
- Analysis of market balance mechanism.
- Principles of market development dynamics analysis.
- Analysis of market capacity.
- Analysis of market absorption capacity.
- Forecasting of market phenomena.
- Selected methods of opinion poll and consumers' behaviour.

10. Course Literature:

- Młynarski S. 1995. *Badania rynkowe w warunkach konkurencji*. Wyd. Fogra, Kraków.
- Młynarski S. 2000. *Analiza rynku. Mikromechanizmy*. Wyd. Akademii Ekonomicznej w Krakowie.
- Młynarski S. 2001. *Badania rynkowe w przedsiębiorstwie*. Wyd. Akademii Ekonomicznej w Krakowie.
- Rosa G., Smalec A. 2000. *analiza i funkcjonowanie rynku na przykładach*. Wyd. Naukowe Uniwersytetu Szczecińskiego. Szczecin.

11. Assessment Methods of Student Course Performance : written examination.

12. Required knowledge to obtain credits for the course:

Learning the content of lectures and classes prescribed by the course syllabus.

Individual work: individual tasks assigned during classes, preparation of research tool and conducting market survey.

4. ECONOMETRICS

- | | | | |
|---|--------------------------|------------------|-----|
| 1. Course Name : | Econometrics | | |
| 2. Course Code: | WSH-E/E.st/ ekon/15 | | |
| 3. Course Tutor: | Wojciech Rabiega, Ph.D.. | | |
| 4. Course: | compulsory | Semester: | III |
| 5. Total Number of Hours: | 45 | | |
| 6. Weekly Number of Hours : | lectures -3 | classes- | 1 |
| 7. Assessment Method of Student Class Performance: | final test | | |
| 8. Number of Credit Points: | 3 | | |

9. Course Aims:

Students learn a number of estimation methods of econometric models parameters and the ways of their application in business.

10. Course Syllabus:

1. Historical development of the discipline
2. Econometric model. Definition and specification of model elements.
3. The choice of analytical form, transformation method, linearization, selection methods of interpretative variables.
4. Estimation methods of single equation econometric models. Classical method of the smallest squares.
5. Time series analysis.
6. Econometric prediction.
7. Econometric models of production and demand.
8. Multi-equation, linear econometric models

11. Course Literature:

Praca zbiorowa pod redakcją Karola Kukuły " Wprowadzenie do ekonometrii w przykładach I zadaniach", PWN Warszawa 2003.

Z. Czerwiński- *Matematyka na usługach ekonomii*, PWN, Warszawa 1985

12. Assessment methods of student's performance: written examination.

13. Required knowledge to obtain credits for the course:

Learning the content of lectures and classes prescribed by the course syllabus.

14. Individual work: individual tasks assigned during classes.

5. MATHEMATICAL ECONOMICS

1. Course Name : Mathematical Economics
2. Course Code: WSH-E/E.st/ ekmat/04
3. Course Tutor: Przemysław Matuła Ph.D..

4. Course: compulsory **Semester:** IV

5. Total Number of Hours: 30

6. Weekly Number of Hours : lectures -1 classes- 1

7. Assessment Method of Student Class Performance: end-of-semester written test

8. Number of Credit Points: 2

9. Course Aims:

The course introduces students to the basic models of mathematical economic processes and to the examination of their property.

10. Course Syllabus:

- analysis of economic balance (linear model, non-linear, model of two-property market, Keynes' model of national income, Leontiew's model of expenditures and effects),
- comparative statics in the model of one-property market in the model of national income,
- comparative statics for the model of general functions
- problems of optimization in the case of one or many changeable decisions
- linear programming, simplex method.

11. Course Literature:

1. A.C. Chiang, *Podstawy ekonomii matematycznej*, PTE, Warszawa 1993.

2. R.G.D.Allen, *Ekonomia matematyczna*, PWN, W-wa 1961.

3.A. Ostoja Ostaszewski, *Matematyka w ekonomii, Modele i metody, cz.I i II*, Wyd.Naukowe PWN, W-wa 1996.

4. E.Panek, *Ekonomia matematyczna*, AE, Poznań, 2000.

5. Edward T. Dowling, *Introduction to Mathematical Economics*, Editor: Schaum's Outline Series McGraw Hill, 2nd edition, New York etc.,1992.

12. Assessment methods of student's performance: achievement tests, end-of-semester tests, written examination.

13. Required knowledge to obtain credits for the course:

Practical application of mathematical methods used in the analysis of economic processes.

14. Individual work: solving chosen problems at written achievement tests.

6. ECONOMICS AND BUSINESS MANAGEMENT

1. Course Name : Economics and Business Management
Course Code: WSH-E/E.st/ ekzap/15
2. Course Tutor: Leszek Kuczek, Ph.D

3. Course: compulsory **Semester:** IV

4. Total Number of Hours: 45

30

- 5. Weekly Number of Hours :** lectures -2 classes- 1
6. Assessment Method of Student Class Performance: oral performance
7. Number of Credit Points: 4

8. Course Aims:

Students acquire the basic knowledge of running business and mainly obtain skills of business management, the analysis of economic and production operation and business planning.

9. Course Syllabus:

1. functions and reserves of the enterprise and classification of enterprises
2. procedure of setting up business
3. employment in the enterprise
4. profit categories and cash flow in the enterprise
5. profit analysis in the enterprise
6. economic and production analysis of the enterprise
7. business planning
8. enterprise production analysis
9. remuneration in the enterprise

10 .Course Literature:

Bednarski L. I inni, "Analiza ekonomiczna przedsiębiorstwa". Wydawnictwo AE Wrocław, 1998,

Dębski S., "Ekonomika i organizacja przedsiębiorstw" Wydawnictwo Szkolne i Pedagogiczne, W-wa 1996, cz.I i II.

Koźmiński A.K.: „Zarządzanie, teoria i praktyka. Warszawa PWN, 1998.

Podstawy nauki o przedsiębiorstwie. Praca zbiorowa pod redakcją J. Lichtarskiego. Wydawnictwo AE we Wrocławiu, 1997.

Praca zbiorowa pod redakcją J. Żurka: Ekonomika I kierowanie rozwojem przedsiębiorstwa. Fundacja Rozwoju Uniwersytetu Gdańskiego , Gdańsk 2003.

- 11. Assessment methods of student's performance:** oral and written examination.

12. Required knowledge to obtain credits for the course:

Material prescribed by the course syllabus, indicated chapters from basic reading list, ability to interpret economic concepts and values.

- 13. Individual work:** a paper preparation.

7. FINANCE AND BANKING

- 1. Course Name :** Finance and Banking
2. Course Code: *WSH-E/.st/ fiba/15*
3. Course Tutor: Elżbieta Hławacz, Ph.D.-lectures

- 4. Course:** compulsory **Semester:** III
5. Total Number of Hours: 30
6. Weekly Number of Hours (full-time studies) : lectures -2
7. Number of Credit Points: 4

8. Course Aims:

As a result of learning the content of the course syllabus, the student will be able to:
 explain the nature of money and finance, define the factors of financial policy and monetary policy of the central bank,
 gain basic knowledge of financial markets
 define the factors of financial and monetary policy,
 be knowledgeable about the enterprise financial management in the conditions of market economy.

9. Course Syllabus:

Money in the market economy – function of money, supply and demand for money, price of money, interest rate, money creation in the banking system.

Financial system, its characteristics and functions- financial institutions and markets, public and private finance.

Banks and their economic role-banking system, law and operation, bank assets and liabilities, bank guarantee and risk.

Central bank and monetary policy- structure of National Polish Bank, monetary policy, monetary policy instruments, credit and pawn policy.

Capital market- capital market institutions, securities, stock exchange and stock exchange dealings.

10 .Course Literature:

Dobosiewicz Z.: Wprowadzenie do finansów I bankowości, PWN, W-wa 2000

Majchrzycka-Guzowska A.: Finanse prawo finansowe, PWN, 1999

Brzeziński B., Matuszewski W., Morawski W., Olesińska.: Prawo finansów publicznych. Wyd. Dom Organizatora 2003.

Bitz M.: Produkty bankowe. Rynek usług finansowych. Poltex Warszawa 1998.

11. Assessment methods of student's performance: written examination.

Required knowledge to obtain credits for the course: topics prescribed by the course syllabus, general knowledge about financial problems on a macro and micro scale.

13. Individual work: reading additional specialist literature, economic magazines.

8. PUBLIC FINANCE

1. Course Name :

PUBLIC FINANCE

a.Course Code:

WSH-E/E.st/fipu/15

2. Course Tutor:

Elżbieta Hławacz-Pajdowska, Ph.D.

3. Course:

compulsory

Semester: IV

4. Total Number of Hours:

45

5. Weekly Number of Hours :

lectures -2

classes-1

6. Assessment method of student class performance: end-of semester test

7. Number of Credit Points:

3

8. Course Aims:

As a result of learning the content of the course syllabus, the student will be able to:

- explain the nature of public finance
- define the main subjects of public finance and their types, functions of the state and the instruments of exerting an influence on economy
- be knowledgeable about the types of expenditure, budget construction and the budget of self-government authorities

9. Course Syllabus:

- a. Theoretical basis, preliminary concepts, history
- b. Public finance system
- c. Central taxes
- d. Local taxes
- e. Fiscal policy, its types and instruments

10 .Course Literature:

Owsiak S. Finanse publiczne, PWN, W-wa 2002

Brzeziński B. Matuszewski W., Morawski W., Olesińska A., Prawo finansów publicznych, Wyd. Dom Organizatora, Toruń 2003

11. Assessment methods of student's performance: written examination.

12. Required knowledge to obtain credits for the course: topics prescribed by the course syllabus, current fiscal policy, supplementary specialist reading and financial magazines.

9. ECONOMIC GEOGRAPHY

- 1. Course Name :** World Economic Geography
Course Code: WSHE-E/E.st./geoek/01
2. Course Tutor: Władysław Domaszewicz, Ph.D.
3. Course: compulsory **Semester:** I
4. Total Number of Hours: 30
5. Weekly Number of Hours : lectures -2
6. Number of Credit Points: 3

7. Course Aims:

Acquainting students with the diversity of the man's economy in the geographical space: agricultural, industrial, mining, transport and foreign trade economy and the demographic problems of the contemporary world.

8. Course Syllabus:

- a) Population geography – population growth, distribution, density, natural and migration movement, urbanization processes, social structures.
- b) Agricultural geography- natural, social and economic determinants of agricultural development, crop structure in the world, animal husbandry, fishing, population feeding problems.
- c) Industrial geography- diversity of industrialization of the world regions, food-processing and power industry, mining of natural resources.
- d) Transport geography- sea, rail, air, water and inland transport.
- e) Commodity and geographic structure of the world trade.
- f) Economic geography synthesis – wealth and poverty areas in the world.

9.Course Literature /compulsory/:

- I. Fierla: *"Geografia gospodarcza świata"*, PWN, W-wa 2003r.
- Z.Dobosiewicz, T.Olszewski: *"Geografia ekonomiczna świata"*, PWE, W-wa 1999r.
- W. Skrzypek: *"Geografia ekonomiczna"*, Wyd. „Efekt”, W-wa 2002r.
- I. Fierla: *"Geografia gospodarcza Polski"*, PWE, W-wa 2004r
- S. Otok: *"Geografia polityczna"*, PWN, W-wa 2003r.
- Atlas geograficzny świata
- Atlas geograficzny Polski

10. Assessment methods of student's performance:

- lecture attendance
 - end-of semester oral examination
 - learning the content of the course syllabus from the lectures, compulsory specialist literature, up-to-date information from TV, radio, press and the Internet,
 - keeping up with the up-to-date information connected with economic geography available on the Internet, TV, radio and in the press,
- Permanent browsing through the World Geographical Atlas.

10. SPATIAL MANAGEMENT

WSH-E, Economics, full-time studies.

- 1. Course Name :** Spatial Management
Course Code: WSH-E/E.st/ gop/15
2. Course Tutor: Prof. Urszula Wich, Ph.D.

- 3. Course:** compulsory **Semester:** IV
4. Total Number of Hours: 45
5. Weekly Number of Hours : lectures -2 classes-1
6. Assessment method of student class performance: student's participation, mid- and end-of semester tests

7. Number of Credit Points: 3

8. Course Aims:

Emphasizing spatial management dimensions and the consequences of this correlation in the processes of growth and development on different scales and territorial layouts; showing the importance of spatial order on the management efficiency and living conditions.

9. Course Syllabus:

Spatial management issues, its tradition as a scientific discipline and pragmatic sphere; determinants of spatial development; mechanisms and theories explaining correlations, relocations and diversification in the development processes on different areas; spatial balance theories; evolution of spatial structures and an attempt to anticipate the theory of spatial self-organization in relation to the Polish conditions; the role of spatial policy and its tools in the spatial development and usage; correlations between the spatial and regional policy; the region as a factor exerting an impact on the intra- and interregional policy; adjusting of the Polish regional policy to the EU policy and the applied instruments; the development of the integrated European space; The role of metropolises in the process of the European Union territorial integration.

10 .Course Literature:

- R. Domański: *Gospodarka przestrzenna*. PWN, Warszawa 2002.
- R. Domański: *Przestrzenna transformacja gospodarki*. PWN. Warszawa 1997.
- *Ekonomiczno-organizacyjne uwarunkowania rozwoju regionu- teoria i praktyka. Praca zbiorowa pod red. D. Stawasz. Wyd. Uniwersytetu Łódzkiego. Łódź 2004.*
- I. Pietrzyk: *Polityka regionalna Unii Europejskiej i regiony w państwach członkowskich* PWN. Warszawa 2001.

11. Assessment methods of student's performance: written examination.(test)

12. Required knowledge to obtain credits for the course: knowledge gained during classes, lectures and from the recommended reading pursuant to the course syllabus..

13. Individual work: keeping up with the changes and innovations introduced in the principles of spatial (regional) management policy by reading specialist literature such as *Gospodarka Narodowa, Samorząd Terytorialny, Studia Regionalne i Lokalne, etc.*

11. ECONOMIC HISTORY

- 1. Course Name :** Economic History
Course Code: WSH-E/E.st/ hisgo/15
2. Course Tutor: Jan Waszczyński, Ph.D.
3. Course: compulsory **Semester: I**
4. Total Number of Hours: 30
5. Weekly Number of Hours : lectures -2
6. Number of Credit Points: 3
7. Course Aims:

The main course objective is to learn crucial problems of economic history from antiquity to the present time. The XX century is analysed more thoroughly because it is the most essential period in economics.

9. Course Syllabus:

- economic history as a scientific discipline, the beginnings of economic development
- economic model of the medieval feudal economy
- external expansion of the European economy and farm model of Poland
- industrial and agrarian revolution
- free market and monopolistic capitalism
- economic problems during the 1st World War and the rebuilding of the country after the ravages of war
- profound economic crisis (1929-1933) and the USSR economy
- the world and the Polish economy during WW II and the period of the rebuilding after the ravages of war
- dynamic economic growth between 1950 and 1973
- unstable world economic development between 1974 and 2000

10. Course Literature:

Compulsory literature:

J. Małeck, *Zarys historii gospodarczej Polski dla studiów ekonomicznych*, Kraków 1998.
E. Wojnarski, *Powszechna historia gospodarcza*, Warszawa 2004.

Supplementary literature:

R. Cameron, *Historia gospodarcza świata. Od paleolitu do czasów najnowszych*, Warszawa 1999.
J. Ciepłowski, I. Ostrowiecka, Z. Landau, J. Tomaszewski, *Dzieje gospodarcze świata do roku 1980*, Warszawa 1985.
J. Duda, R. Orłowski, *Gospodarka polska w dziejowym rozwoju Europy (do 1939 roku)*, Lublin 1999.
J.R. Hicks, *Teoria historii gospodarczej*, Toruń 2000.
A. Jezierski, C. Leszczyńska, *Historia gospodarcza Polski*, Warszawa 1998.
J. Kaliński, Z. Landau, *Gospodarka Polski XX wieku*, Warszawa 1998.
Powszechna historia gospodarcza 1918-1991, red. W. Morawski, Warszawa 1994.
J. Skodlarski, *Zarys historii gospodarczej Polski*, Łódź 2000.
J. Szpak, *Historia gospodarcza powszechna*, Warszawa 1999.

11. Assessment methods of student's performance: written examination.

12. Required knowledge to obtain credits for the course:

The subject matter of the lectures.

13. Individual work:

Learning the contents of the supplementary literature.

12. HISTORY OF ECONOMIC THOUGHT

- | | |
|-----------------------------|-----------------------------|
| 1. Course Name : | History of Economic Thought |
| Course Code: | WSH-E/E.st/ hismyek/15 |
| 2. Course Tutor: | Ewa Kuźma, Ph.D. |
| 3. Course: | compulsory Semester: IV |
| 4. Total Number of Hours: | 45 |
| 5. Weekly Number of Hours : | lectures -3 |
| 6. Number of Credit Points: | 3 |
| 7. Course Aims: | |

The aim of the course is to learn the foundations of economic doctrines and views. The period starting from classical economics as the most essential for economists is presented most thoroughly.

8. Course Syllabus:

- economic thought of antiquity
- economic thought of the Middle Ages
- mercantilism and its criticism
- physiocratism
- classical and post-classical economics
- historicism, modern historicism
- marginal economics
- Keynesian economy model
- institutionalism and neo-liberalism

9. Course Literature:

Compulsory:

Z.B. Romanow, *Historia myśli ekonomicznej w zarysie*, Poznań 1999.

G.B. Spychalski, *Zarys historii myśli ekonomicznej*, Warszawa 1999.

Supplementary:

M. Blaug, *Teoria ekonomii. Ujęcie retrospektywne*, Warszawa 2000.

W. Kwaśnicki, *Historia myśli liberalnej. Wolność, własność, odpowiedzialność*, Warszawa 2000.

H. Landreth, D.C. Colander, *Historia myśli ekonomicznej*, Warszawa 1998.

M. Nasilowski, *Historia myśli ekonomicznej- dlaczego studiujemy?*, Warszawa 1998.

W. Stankiewicz, *Historia myśli ekonomicznej*, Warszawa 2000.

E. Taylo, *Historia rozwoju ekonomki, t, I-III*, Poznań 1957-1958.

10. Assessment methods of student's performance: written examination.

11. Required knowledge to obtain credits for the course:

Material presented during lectures.

12. Individual work: knowledge from supplementary specialist literature.

13. COMPUTER SCIENCE

1. Course Name : Computer Science

Course Code: WSH-E/E.st./info/15

2. Course Tutor: Andrzej Ziomek, M.Sc.-classes (computer lab.)

3. Course: compulsory Semester: I, II

4. Total Number of Hours: 60

5. Weekly Number of Hours : classes -2

6. Assessment method of student class performance: laboratory class attendance, systematic assessment of assignments and problems solved with the use of the computer, end-of semester test of knowledge and practical computer skills.

7. Number of credit points: 5

8. Course Aims:

The aim of the course is to acquaint students with the modern information technology, computer software used in offices and enterprises, the Internet and formal and legal requirements connected with the computer software. An essential objective for students is to acquire the skills at solving problems with the use of the computer.

9. Course Syllabus:

- Basic concepts in computer science;
- Knowledge of WINDOWS operation system;
- Creating graphic designs with the use of a computer graphic program;
- Principles of text writing by means of word processor. Combining a few texts into one, importing pictures, charts into texts and printing. Formatting documents. Advanced techniques of using word processor;

- Basic knowledge of spreadsheet. Operations with the use of data. Spreadsheet application to calculate expenses. Calculations with the use of spreadsheet. Graphic representation of data in the form of charts;
- Database – basic concepts. Simple data processing. Organizing and searching for specific information in the database. Database- reports;
- Anti-virus programs;
- Legal and ethical aspects of computer science;
- Solving problems with the use of the computer- students' generated projects on making use of applications;
- Introduction to the INTERNET. Computer network- the Internet. Searching the Internet. Internet browsers- Internet Explorer. Connecting the user to the Internet. E-mail. Principles of writing and sending e-mails. Usenet newsgroups. Designing websites. Other applications (e.g. legal programs)

10 .Course Literature: available on the market.

11. Assessment methods of student's performance: systematic assessment of tasks and problems solved with the use of the computer; obtaining credits for separate course parts and for the whole course material at the end of the semester. Credits are obtained in practical form using the computer.

12. Required knowledge to obtain credits for the course:

Knowledge prescribed by the course syllabus and the subject matter of the tasks in the computer room.

13. Individual work: carried out according to the current needs of the students.

14. EUROPEAN INTEGRATION

- | | |
|------------------------------------|-----------------------------------|
| 1. Course Name : | European Integration |
| Course Code: | WSHE-E/E.st./inte/ |
| 2. Course Tutor: | Jan Waszczyński, Ph.D.hab. |
| 3. Course: | compulsory Semester: II |
| 4. Total Number of Hours: | 36 |
| 5. Weekly Number of Hours : | 2-3 |
| 6. Number of Credit Points: | 3 |

7. Course Aims:

The course aims at the development of a rational evaluation of the integration processes in Europe and the World, introducing students to their nature, social and economic aims, and the most important aspects of Poland's integration with the European Union.

8. Course Syllabus:

- The history of European integration- the initiatives on behalf of the European integrity until 1950.
- Integration initiatives in the first half of the 1950s. Schuman's plan and the creation of European Coal and Steel Community.
- Roman Treaties, the establishment of European Economic Community and European Atomic Energy Community.
- The Treaty of Maastricht and the establishment of the European Union.
- The institutional and legal system of the EU. The EU Constitution.
- Economic and monetary integration.
- Poland's integration processes with the EU. From the affiliated to full membership.
- Common Agricultural Policy- its objectives and principles, and reforms to date.
- The EU regional policy- structural projects and their importance for the social and economic development of Poland.

9. Course Literature:

- Ciamaga L. i inni. *Unia Europejska. Podręcznik akademicki PWN Warszawa 1999.*
- Noble A. *Przewodnik po Unii Europejskiej. Przekład polski Stanisław Zalewski, K i W. Warszawa 2000.*
- Podraza A. *Unia Europejska. Wyd. KUL. Lublin 1999.*
- Unia Europejska. Słownik Encyklopedyczny. Wyd. Europa. Wrocław 2003.*

10. Assessment methods of student's performance: written examination.

11. Required knowledge to obtain credits for the course:

Learning the subject matter of the lectures prescribed by the course syllabus.

12. Individual work: a paper on the chosen aspects of the European integration processes.

16. MACROECONOMICS

- | | | |
|---|-------------------------------|--------------------------|
| 1. Course Name : | Macroeconomics | |
| Course Code: | WSHE-E/E.ST./mak/02-03 | |
| 2. Course Tutor: | Jan Waszczyński, Ph.D. | |
| 3. Course: | compulsory | Semester: II, III |
| 4. Total Number of Hours: | 90 | |
| 5. Weekly Number of Hours : | lectures- 2 | classes -1 |
| 6. Assessment method of student class performance: | written tests | |
| 7. Number of credit points: | 8 | |
| 8. Course Aims: | | |

Introducing students to the structure, mechanism of functioning and the growth of open national economy, and also to the methods and tools of macroeconomic policy.

9. Course Syllabus:

Macroeconomics as a part of the theory of economics. The structure of the national economy and macroeconomic equilibrium. Calculation of national income. Circular movement and the national income equilibrium. Economic growth and technological progress. Selected theories of growth. Effects of growth. Economic cycle in the contemporary economy. The cycle mechanism. Commercial market equilibrium; graphs: AD/AS and IS. Money and its supply; monetary aggregates. Demand for money. Money market equilibrium; LM graph. Nominal and real currency exchange rate. Balance of payments and its equilibrium; BP graph. Budget and the balance of budget. National debt. Inflation: types, inertia and its consequences. Unemployment: its forms, structure, consequences. Phillips' curve. Fiscal and monetary policy: the concept, tools and effectiveness.

10. Course Literature:

- D. Begg, St. Fischer, R. Dornbusch, Makroekonomia, wyd. III, PWE, W-wa 2000,*
- R.E.Hall, J.B. Taylor, Makroekonomia, wyd. III, PWN, W-wa 2000.*
- L. Próchnicki, Makroekonomia, wyd. IV, Zachodniopomorska Szkoła Biznesu, Szczecin 2000.*
- B. Snowden, H.R. Vane, Rozmowy z wybitnymi ekonomistami, PWE, Wyd. Bellona, W-wa 2003.*

11. Assessment methods of student's performance: oral examination.

12. Required knowledge to obtain credits for the course:

Learning the subject matter of lectures and classes. Basic information about macroeconomic phenomena in the contemporary Polish economy.

13. Individual work: Presentation of the chosen chapters from the course books and recommended specialist literature. Gathering data related to the Polish economy.

17. MARKETING

1. Course Name : Marketing
Course Code: WSHE-E/E.st./mar/02
2. Course Tutor: Leszek Kuczek Ph.D.
3. Course: compulsory
Semester: II
4. Total Number of Hours: 45
5. Weekly Number of Hours (full-time studies) : lectures- 2 classes -1
6. Assessment method of student class performance: end-of semester test
7. Number of credit points: 3
8. Course Aims:
Introducing students to the principles of marketing and especially to the strategic and operational marketing.
9. Course Syllabus:
- marketing rules
- general characteristics of the marketing management process
- SWOT analysis
- mission and image of an enterprise
- BCG portfolio analysis
- determining strategic aims of the company
- concept and types of marketing strategies
- operational marketing
- product policy
- price policy
- distribution policy
- promotion policy
- selected problems of Euromarketing
10. Course Literature:
Altcorn J. i inni: Podstawy marketingu. Instytut marketingu 1992.
Żmija J. i inni: podstawy ekonomii rynku i marketingu w gospodarce żywnościowej Kraków 1996.
Żmija J. Zarządzanie i Marketing w agrobiznesie. Kraków 2000r.
11. Assessment methods of student's performance: oral and written examination.
12. Required knowledge to obtain credits for the course:
Learning the subject matter of the course prescribed by the course syllabus.
13. Individual work: knowledge from supplementary specialist literature.

18. MATHEMATICS

1. Course Name : Mathematics
2. Course Code: WSHE-E/E.st./mat/15
3. Course Tutor: Wojciech Rabiega, Ph.D.
4. Course: compulsory Semester: I, II
5. Total Number of Hours: 90
6. Weekly Number of Hours (full-time studies) : lectures- 1 classes -2
7. Assessment method of student class performance: end-of semester written test
8. Number of credit points: 8
9. Course Aims:

Introducing students to the principles of differential calculus of single and several variables function, integral calculus, linear algebra and presenting the application of the introduced concepts in solving economic problems.

10. Course Syllabus:

- functions and their properties
- sequences, the limits of sequences, interest on the deposit,
- the limits of functions, continuous functions,
- the derivative of a function and its application, economic interpretation of the derivative,
- indefinite and definite integral,
- matrices and determinants,
- linear equation sets
- partial derivatives, extrema of several variables functions

11 .Course Literature:

R. Antonowicz, A. Misztal, Matematyka dla studentów ekonomii, PWN, Warszawa 1997
A. Badach, H. Kryński, Matematyka, Podręcznik dla ekonomistów, PWN, Warszawa, 1977
W. Krywicki, L. Włodarski, Analiza matematyczna w zadaniach, cz. I i II, W-wa, 1995, PWN
Matolka Marian, Matematyka dla ekonomistów, Podręcznik oraz zbiór zadań, Wyd. A.E. w Poznaniu, Poznań 2000
J. Piszczala, Matematyka i jej zastosowania w naukach ekonomicznych, Wyd. A.E. w Poznaniu, Poznań 2000.

12. Assessment methods of student's performance: achievement tests, mid- and end-of-semester tests, written examination.

13. Required knowledge to obtain credits for the course:

Learning the differential calculus of single and several variables function, integral calculus and linear algebra, and applying the acquired knowledge to solve economic problems.

14. Individual work: solving problems during tests.

19. ORGANIZATION AND MANAGEMENT METHODS

1. Course Name : Organization and Management Methods

2. Course Code: WSHE-E/E.st./moeorza/15

3. Course Tutor: Leszek Kuczek, Ph.D.

4. Course: compulsory **Semester:** V

5. Total Number of Hours: 30

6. Weekly Number of Hours (full-time studies) : lectures- 2 classes -1

7. Assessment method of student class performance: written

8. Number of credit points: 3

9. Course Aims:

Introducing students to the basic concepts of management and methods used in organization management, acquiring skills at making use of organization and management methods when making personal, production and financial decisions.

10. Course Syllabus:

1. The concept of organization, administration, management and monitoring.
2. Principles of organization structures and management.
3. Assessment methods of managerial skills in an organization.
4. Assessment of management styles and types of managers.
5. Principles of decision making and motivating the employees.
6. Negotiation techniques and types of assertive behaviour.
7. Methods of time measurement used in production management.
8. Registration methods of the course of action and material, and the methods of critical evaluation of events.

11 .Course Literature:

Stoner J.: Kierowanie. PWN, Warszawa 1996 r.

Antoszkiewicz J.: Metody skutecznego zarządzania. ORGMASZ, Warszawa, 1996 r.

Stewart D. Praktyka kierowania. PWE, Warszawa, 1996r.

Martyniak Z.: 70 problemów teorii i praktyki. Organizacja i Zarządzanie. Kraków-Kluczbork, 2001. Drukarnia Intyka Sc.

12. Assessment methods of student's performance: written and oral examination.

13. Required knowledge to obtain credits for the course:

The subject matter prescribed by the course syllabus, learning the methods used in practical management of an organization, acquiring skills of using the methods in the organization and management of a company.

14. Individual work: a report preparation.

20. METHODS OF PROJECT VALUATION

1. Course Name : Methods of Projects Valuation

2. Course Code: WSHE-E/E.st./mewypro/15

3. Course Tutor: Srmand Kasztelan , Ph.D.

4. Course: compulsory **Semester:** IV

5. Total Number of Hours: 30

6. Weekly Number of Hours (full-time studies) : lectures- 1 classes -1

7. Assessment method of student class performance: written test

8. Number of credit points: 2

9. Course Aims:

- introduce students to the concepts of the course subject matter;
- to persuade students of the necessity of a competent project valuation
- to teach students to prepare project valuation charts

10. Course Syllabus:

- a) Approaches and methods used in the valuation process
- b) Conditions and components of the valuation process
- c) Formal and legal regulations of valuation
- d) Case study – valuation of project components
- e) Specific features of small enterprises evaluation
- f) Valuation of small and medium enterprises in the EU countries
- g) Case study – valuation of a small family-owned enterprise
- h) Case study – motor vehicle valuation

11.Course Literature:

1.T. Budziak; Ile jest warte przedsiębiorstwo; POLTEXT; Warszawa 1990r.

2. T. Copeland; T. Koller; J. Murrin; Wycena: mierzenie i kształtowanie wartości firmy; WIG PRESS; Warszawa 1997 r.

3. M. Groszek; S. Jasiewicz; Wycena przedsiębiorstw; Tonik; Warszawa 1991 r.

4. E. Mączyńska; Metody wyceny wartości firmy i składników jej majątku; M. Sz.; Warszawa 1992 r.

5.Pr. zbiór. Red. L.Pasieczny; Metody i procedury wyceny przedsiębiorstw; TOPEXIM; Warszawa 1991 r.

6. T. Iwanek; Wartość i jej oszacowanie; Wyd. WSZ „Edukacja” Wrocław 2003 r.

7. Ostaszewski J. Analiza finansowa i wycena firmy według standardów EWG; CIM; Warszawa 1992 r.

8. Romanowska M.; Alianse strategiczne przedsiębiorstw; PWN; Warszawa 1997 r.

9. Therry D; Restrukturyzacja przedsiębiorstw- adaptacja pracowników do zmian; Poltext; Warszawa 1997 r.

10. Red. J. Orczyk; Współczesne dylematy zatrudniania; AE- Poznań 1998 r.

21. INTERNATIONAL ECONOMIC RELATIONS

- 1. Course Name :** International Economic Relations
2. Course Code: WSHE-E/E.st./miesgo/15
3. Course Tutor: Jan Waszczyński, Ph.D.
4. Course: compulsory **Semester:** III, IV
5. Total Number of Hours: 60
6. Weekly Number of Hours (full-time studies) : lectures- 2
7. Assessment method of student class performance: written
8. Number of credit points: 6
9. Course Aims:

Introducing students to the basic problems of international economic relations, functioning of world, international, and especially the EU organizations.

10. Course Syllabus:

International division of labour. International trade and its role in economy. International workforce transfer. International transfer of the capital and its forms and role in the economic development. International debt, its reasons, structure and the ways of its reduction. International currency relations. Currency exchange rate and its basic systems. Devaluation (depreciation) and its micro and macroeconomic consequences. Real exchange rate. Balance of payments and its structure. Equilibrium of the balance of payments and adaptation policy. International economic policy and its basic aims and tools: monetary, fiscal, legal and administrative. International economic integration; its concept, characteristics and basic stages. The European Union: its genesis, organization, authorities and the economic policy. World organizations: MFW, World Bank, the economic agencies of the UN, WTO

11 .Course Literature:

Budnikowski, Międzynarodowe stosunki gospodarcze, PWE, W-wa 2001.

P.R. Krugman, M Obstfeld, Międzynarodowe stosunki gospodarcze, PWN, W-wa 1994.

12. Assessment methods of student's performance:

oral examination.

13. Required knowledge to obtain credits for the course:

The subject matter of lectures and recommended course books. Fundamental knowledge of economic problems of the contemporary world and especially the European Union.

14. Individual work:

Studying chosen chapters from the course books and recommended specialist literature. Gathering macroeconomic data pertaining to the world economy.

22. MICROECONOMICS

- 1. Course Name :** Microeconomics
2. Course Code: WSHE-E/E.st./mik/15
3. Course Tutor: Bogusław Jeleń, Ph.D.
4. Course: compulsory **Semester:** I, II
5. Total Number of Hours: 90
6. Weekly Number of Hours: lectures- 2 classes - 1
7. Assessment method of student class performance: end-of semester test
8. Number of credit points: 8
9. Course Aims:

Introducing students to the basic problems of microeconomics as an indispensable requirement of their economic education and for their professional career in business.

10. Course Syllabus:

Introduction- an outline of the history of the development of economic thought, concepts for the social and economic development of the world, the subject of the science of economics; general characteristics and the tools of economic analysis; market theories; theory of the household; theory of the enterprise; theory of the production factors.

11 .Course Literature:

Begg D., i inni. *Ekonomia, tom I, Mikroekonomia*. PWE Warszawa 2000.
Dach Z., *Podstawy mikroekonomii*. Wyd. Naukowe "Synaba" Kraków 2000.
Nasiłowski M., *system rynkowy. Podstawy mikro- i makroekonomii*. Wyd. Key Text, Warszawa 2002.
Marciniak S. *Mikro- i makroekonomia dla inżynierów*. PWN, Warszawa 1999.

12. Assessment methods of student's performance: written examination.

13. Required knowledge to obtain credits for the course:

Learning the subject matter of lectures and classes prescribed by the course syllabus.

14. Individual work: keeping up with the latest economic events.

23. OFFICE WORK ORGANIZATION

- | | | |
|---|--------------------------|---------------------|
| 1. Course Name : | Office Work Organization | |
| 2. Course Code: | WSHE-E/E.st./orgprabi/16 | |
| 3. Course Tutor: | Mirosława Grodzka, Ph.D. | |
| 4. Course: | compulsory | Semester: VI |
| 5. Total Number of Hours: | 30 | |
| 6. Total Number of Hours in Semester : | lectures- 20 | classes - 10 |
| 7. Number of credit points: | 2 | |
| 8. Course Aims: | | |

Learning office procedures supporting the administration and management of the enterprise and, among other things, preparation of information, planning of meetings and events in the enterprise, co-operation with customers and the mass media, possessing savoir-vivre, being acquainted with the organizational culture of international partners.

9. Course Syllabus:

- Office work – its sense, nature and importance. Administration professional- a new category of the office worker. Competence profile of the administration and office worker. Office work role in the decision-making and management process in the contemporary company.
- Information management in then office.
- Correspondence. General principles of writing of typical official letters. Characteristic features of personal, business, financial and administration correspondence. Other forms of communication. Public communication (meetings, conferences, business talks). Communication of the company with the outside world.
- Keeping company's document in the right order.
- Working time organization.
- Customers service.
- Forthcoming changes in the office work. Virtual office. Advantages of telework.
- Intercultural context of work with international business partners.

10 .Course Literature:

1. Fuchsel halina – *Sekretariat, czyli centrum informacyjne firmy*. Poltext, W-wa 2002r.
2. Jon Spencer, Adrian Pruss – *Profesjonalna sekretarka. Komunikacja interpersonalna cz.I, cz.II Funkcje menadżerskie PWE*, W-wa 1999 r.
3. Wisniewska- Ablowska Mirosława- *Technika biurowa*. Wyd. empi Poznań 2003 r.
4. Wanago- Ignaczak B. –*Korespondencja biurowa Ethos*, W-wa 1998 r.
Czasopismo SEKRETARIAT wyd. INFOR-u.

11. Required knowledge to obtain credits for the course:

Learning rich specialist terminology typical of business language; learning office procedures, office savoir-vivre and organization culture of foreign partners.

24. THE BASIS OF MANAGEMENT

1. **Course Name :** The Basis of Management
2. **Course Code:** WSHE-E/E.st./poza/15
3. **Course Tutor:** Leszek Kuczek Ph.D.
4. **Course:** compulsory **Semester:** III
5. **Total Number of Hours:** 30
6. **Weekly Number of Hours :** lectures- 2
7. **Number of credit points:** 3
8. **Course Aims:**

The main aim of the course is to provide the knowledge in the field of organization and the management of an organization including:

1. basic theoretical concepts
2. basic practical skills.

The course objective is also to show diverse conditions: social, cultural, economic, political or legal pertaining to the contemporary processes of management in the market economy.

9. Course Syllabus:

The idea of organizational society; the evolution of the theory of organization and management; the concept of organization; the idea of labour division; the basis of institutionalization in organizations; organization ties; organization structures; types of organization structures; the model of organization changes; the management of organization changes; organization culture; planning in organizations; decision-making processes; strategic management; strategic analysis; the choice of strategies and their implementation; personnel and the management of human resources in organizations; monitoring in organizations and information systems in management; social responsibility of an economic organization.

10.Course Literature:

Gulski B., Skurzyńska-Sikora U., Szeloch Z.M., *Podstawy organizacji i zarządzania*, Centrum Szkolenia Samorządu i Administracji Lublin 1999. Koźmiński A.K. Piotrowski W., *Zarządzanie. Teoria i praktyka*, PWN Warszawa 1996.

Kurnal J. (red) *Twórcy naukowych podstaw organizacji*, PWE Warszawa 1973.

Mikołajczyk Z., *Techniki organizacyjne w rozwiązywaniu problemów zarządzania*, PWN Warszawa 1994.

Oblój K. *Strategia organizacji* PWE Warszawa 1998.

Stefaniuk M., *Wybrane zagadnienia myśli organizacyjnej*, Verba Lublin 2000.

Stoner J.A.F., Gilbert D.R. *Kierowanie* PWE Warszawa 1997.

Strategom, Zarządzanie firmą, Strategie, struktury, decyzje, tożsamość, PWE Warszawa 1995.

11. **Assessment methods of student's performance:** written examination.

12. **Required knowledge to obtain credits for the course:**

Learning the subject matter of lectures and classes prescribed by the course syllabus.

13. **Individual work:** individual assignments prescribed by the course syllabus.

25. ECONOMIC POLICY

1. **Course Name :** Economic Policy
2. **Course Code:** WSHE-E/E.st./polgo/15
3. **Course Tutor:** Maria Bulanda, Ph.D. – lectures
4. **Course:** compulsory
5. **Total Number of Hours:** 45
6. **Weekly Number of Hours :** 3 : lectures- 2 classes-1
7. **Assessment method of student class performance:** written tests and student's active participation
8. **Number of credit points:** 4
9. **Course Aims:**

Presenting and explaining causes and effects of the processes in the Polish economy in the context of international conditions. The course aim is to prepare students to think on their own and to be able to evaluate economic policy.

9. Course Syllabus:

Economic policy as a scientific discipline. The place of economic policy among other sciences. The integration of social, economic and spatial elements of development. The external determinants of economic policy: the world's economy, membership in the international economic and military organizations, terms of exchange, relations with neighbours, foreign debt. The internal determinants of economic policy: geographic and natural conditions, quantity and quality of human resources, the level of economic and technological development. The instruments of economic policy. Fiscal, budgetary, monetary, credit, trade, exchange rate, scientific and research policies. Evaluation of structural changes in Poland and in the East –Central European countries. The Polish economy compared to the EU countries. Competitiveness of the Polish economy

10 .Course Literature:

1. *Polityka gospodarcza*, pod red. B. Winiarskiego. PWN, Warszawa 2004.
2. *Polityka gospodarcza*, pod red. H. Ćwiklińskiego. Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk 1997.
3. *Polityka ekonomiczna*, pod red. A. Fajferka. Wydawnictwo Akademii Ekonomicznej, Kraków 1999.
4. K. Markowski: *Rola państwa w gospodarce rynkowej*. PWE, Warszawa 1992.
5. M. Dąbrowski: *Polityka gospodarcza okresu transformacji*. PWN, Warszawa 1995.

11.Assessment methods of student's performance: written examination.(test)

12. Required knowledge to obtain credits for the course:

The subject matter of lectures and classes prescribed by the course syllabus and the recommended specialist literature.

13. Individual work: Analysis of the external and internal determinants of economic policy on the basis of the current press information.

26. SOCIAL POLICY

- | | |
|--|---|
| 1. Course Name : | Social Policy |
| 2. Course Code: | WSHE-E/E.st./polspo/15 |
| 3. Course Tutor: | Elżbieta Hławacz-Pajdowska, Ph.D.. |
| 4. Course: | compulsory Semester V |
| 5. Total Number of Hours: | |
| 6. Weekly Number of Hours : | 3 : lectures- 2 classes-2 |
| 7.Assessment method of student class performance: | end-of semester written test |
| 8. Number of credit points: | 4 |
| 9. Course Aims: | |

To broaden the students knowledge by including social problems resulting from the economic processes. To sensitize the graduates to the needs of other human beings, to broaden the students minds and to indicate the peculiar priority of social problems in the contemporary economic realities.

10. Course Syllabus:

The concept of social policy, fields of social policy, theories of social agreement, theoretical achievement of the social policy science, social policy doctrines, categories, ratios and institutions, relations between the social and economic policy, the beginning and development of the world's and the Polish social policy, the evolution of social policy in Poland, social diversification on different territories, absolute poverty in relation to social inequality, reasons of social diversification on different territories and their consequences, measurement of inequality of profitable units, poverty as social problem, poverty lines, demographic policy

family policy, family as the subject of social policy, aims of family policy, theoretical approaches to family policy, rehabilitation of the disabled, causes of disability, rules and types of rehabilitation, social pathologies, social policy with regard to young people, social infrastructure as a result of the accomplishment of social economy aims, the principles of housing policy, the role of a place to live in satisfying social needs, instruments of housing policy, the Polish social policy and the integration with the European Union, social reforms in Poland.

11 .Course Literature:

J. Auleytner: Polityka społeczna. Między ideą a działaniem. Warszawa 1994.

J. Auleytner: Instytucje polityki społecznej. Warszawa 1996.

L. Dziewięcka-Bokun: Systemowe determinanty polityki społecznej. Wrocław 2000.

S. Golinowska: Polityka społeczna: koncepcje-instytucje-koszty. Warszawa 2001.

S. Golinowska: polityka społeczna państwa w gospodarce rynkowej. Warszawa 1994.

J. Kroszel: Podstawy polityki społecznej w gospodarce rynkowej. Opole 1994.

Leksykon polityki społecznej. Warszawa 2001.

K. Podolski, W. Turnowiecki: Polityka społeczna. Gdańsk 1997.

Polska bieda: kryteria, ocena, przeciwdziałanie (red. U. Grzełowska). Warszawa 1996.

Polityka społeczna (red. A. Kurzynowski). Warszawa 1995.

Zagadnienia polityki społecznej (red. A. Ratajkiewicz). Warszawa 1996.

12.Assessment methods of student's performance: student's active participation during classes, examination.

13. Required knowledge to obtain credits for the course:

Basic knowledge as regards social policy, ability to use the categories of social policy and to make complex assessments of social phenomena

13. Individual work: Literature analysis and gathering of empirical data.

27. LAW

1. Course Name :

Law

2. Course Code:

WSHE-E/E.st./pra/15

3. Course Tutor:

Sławomir Pilipiec, Ph.D.. – lectures

4. Course:

compulsory Semester I, II

5. Total Number of Hours:

60

6. Weekly Number of Hours :

lectures- 2

7.Assessment method of student's performance: written

8. Number of credit points:

6

9. Course Aims:

Introducing students to the basic institutions of Polish law and especially to the concepts directly related to the economic turnover.

10. Course Syllabus:

a) General issues

b) Law and administrative procedure

c) Law and civil proceedings

d) Economic law

e) Labour legislation

f) Family law

g) Revenue law

11 .Course Literature:

- Kocot W. (red.) *praca zbiorowa elementy prawa*, Wyd. Difin, Warszawa 2004.

-Lech M. *Wstęp do prawoznawstwa*, Warszawa 2004.

- Redelbach A. *Wstęp do prawoznawstwa*. Warszawa 2004.

11. Assessment methods of student's performance: analysis of student's end-of semester paper, participation in lectures.

12. Required knowledge to obtain credits for the course:

Material presented during lectures.

28. FORECASTING AND SIMULATIONS

1. Course Name : Forecasting and Simulations
2. Course Code: WSHE-E/E.st./prosy/15
3. Course Tutor: Wojciech Rabiega, Ph.D. hab.

4. Course: compulsory **Semester V**
5. Total Number of Hours: 45
6. Weekly Number of Hours : lectures- 2 classes-1
7. Assessment method of student class performance: end-of semester test
8. Number of credit points: 4

9. Course Aims:

To acquaint students with the possibilities of quantitative methods application to the forecasting of the economic processes development in the future. To present simulation methods and their application in economy.

10. Course Syllabus:

Revision of the ideas and applications of the smallest squares method.

The concept of econometric forecast. The basic concept related to econometric prediction.

Models of development tendency and its components.

Forms of the development tendency models: linear, non-linear.

Logistic trend and its estimation.

Preparing forecasts on the basis of development tendency models.

The concept of ex post and ex ante error.

Forecasting on the basis of cause-descriptive and static models.

The problem of regular fluctuations in econometric forecasting.

Forecasting through analogy.

Adaptation methods: exponential equalization method, harmonic scales method.

Economic simulations based on the econometric model- seller's problem.

Forecasting in relation to simulations.

11. Course Literature:

Zeliaś A. Teoria prognozy, PWE, W-wa 1984.

Kukuła K., Wprowadzenie do ekonometrii w przykładach i zadaniach, PWN Warszawa 2003 wyd. II

12. Supplementary Literature:

Cieślak M., (red.) Nieklasyczne metafory prognozowania, PWN W-wa 1983.

13. Assessment methods of student's performance: written examination.

14. Required knowledge to obtain credits for the course:

Subject matter of lectures and classes prescribed by the course syllabus.

15. Individual work: assignments prescribed by the course syllabus.

29. ACCOUNTING

1. Course Name : Accounting
2. Course Code: WSHE-E/E.st./rach/15
3. Course Tutor: Maria Kierpka Ph.D.
4. Course: compulsory **Semester: III, IV**
5. Total Number of Hours: 60
6. Weekly Number of Hours : lectures- 1 classes-1

7.Assessment method of student class performance: class participation, mid-semester and end-of-semester tests.

8. Number of credit points: 6

9. Course Aims:

To equip the graduates with the appropriate knowledge and skills to be able to organize and do the accounts in a small company according to the regulations related to accounting and the management needs of such a unit.

10. Course Syllabus:

Rudiments of accounting expanded by chosen detailed issues. Learning basic principles of bookkeeping, methods of economic events classification and booking them to the accounts, determining the bottom-line and preparing financial reports according to the Polish Accountancy Act. Detailed records refer to: financial assets, accounts, material and goods wholesale and retail turnover, costs in three variants of records, accounting for production and ready-made goods turnover. Apart from the main operation, the following are also included in the records: the remaining operation income and costs, and financial income and costs. The bottom-line is calculated in two variants: calculation and comparative.

11 .Course Literature:

Bartel T. Chałupczak J., Potulska E., Stec K.: Zasady rachunkowości- zbiór zadań ODDK. Gdańsk 2001.

Gierusz B.: Podręcznik samodzielnej nauki księgowania ODDK. Gdańsk 2004.

Gierusz B.: Zbiór zadań do podręcznika samodzielnej nauki księgowania. ODDK. Gdańsk 2004.

Praca zbiorowa pod redakcją Kiziukiewicz T.: Rachunkowość. Zasady prowadzenia po nowelizacji ustawy o rachunkowości. Część I. Wydanie I.Ekspert. Wrocław 2001.

Praca zbiorowa pod redakcją Sawickiego K.: Rachunkowość. Zasady prowadzenia po nowelizacji ustawy o rachunkowości. Część II. Zadania z rozwiązaniami. Wydanie I. Ekspert. Wrocław 2001.

Małkowska D.: Rachunkowość od podstaw zbior zadań. ODDK. Gdańsk 2004.

Matuszewicz J., Matuszewicz P.: Rachunkowość od podstaw. Finanse-serwis. Warszawa 2001.

Matuszewicz J., Matuszewicz P.: Zbiór zadań do podręcznika Rachunkowość od podstaw. Finanse-serwis. Warszawa 2001.

Praca zbiorowa pod redakcją Sawickiego K.: Rachunkowość przedsiębiorstw. Część I. Wydanie VII. Ekspert. Wrocław 2001.

Praca zbiorowa pod redakcją Sawickiego K.: Rachunkowość przedsiębiorstw. Część II. Zadania z rozwiązaniami. Ekspert. Wrocław 2001

12.Assessment methods of student's performance: checking students knowledge orally and through written tests, final examination in the form of written paper.

13. Required knowledge to obtain credits for the course:

- basic principles of accounting,
- ability to classify economic events and to book them to the accounts,
- correct calculation of the bottom-line using calculation and comparative method,
- ability to prepare financial reports according to the regulations of Accountancy Act

14. Individual work:

- solving additional extended tasks and their analysis during office hours
- preparation of chosen accounting issues and their presentation in the form of a report.

30. THE STOCK MARKET

1. Course Name : The Stock Market

2. Course Tutor: Eliza Kosieradzka, Ph.D..

3. Course: compulsory **Semester: III, IV**

4. Weekly Number of Hours : lectures- 2 classes-1

5. Assessment method of student class performance: class attendance and participation, end-of-semester test consisting of theoretical part and practical tasks.

6. Number of credit points: 3

7. Course Aims:

Introducing students to the basic types of stock and the principles of the primary and secondary stock market functioning. The types of transactions at the Warsaw Stock Exchange and out-of-stock exchange dealings according to the regulations of stock exchange transactions act. Acquiring practical knowledge during lectures as well as the methods of calculation the profitability of investing on the capital market.

8. Course Syllabus:

- principles and the division of stock markets- introduction to the issues,
- credibility of capital markets,
- general principles of public stock exchange dealings,
- investment stocks,
- investment stock exchange market,
- the concept and functions of short-term debentures,
- money market,
- capital market,
- shares, bonds and cheques,
- institutions of public stock exchange operations,
- institutional investors of capital market,
- Warsaw Stock Exchange,
- out-of- stock exchange market,
- portfolio analysis.

9. Course Literature:

Compulsory Literature:

Witold Bień, *Rynek papierów wartościowych*, wydanie V zaktualizowane i rozszerzone, Delfin, Warszawa 2001,

Systemy finansowe w Polsce, praca zbiorowa pod redakcją B. Pietrzak, Z. Polanski, wydawnictwo Naukowe PWN, Warszawa 1997,

Wiesław Dębski, *Rynek finansowy i jego mechanizmy. Podstawy teorii i praktyki*, Wydawnictwo Naukowe PWN, Warszawa 2001.

Mirosław Dusza, *Rynek kapitałowy w Polsce*, Wydawnictwo BMiB, Warszawa 1999,

Jan Mojak, *Prawo papierów wartościowych w zarysie*, Wydawnictwo kantor, Zakamycze 2001,

Sławomir Soroczyński, Mirosław Witek, *Instrumenty finansowe*, Dom Wydawniczy ABC, Kraków 2000.

Supplementary literature:

Andrzej Chróścicki, *Fundusze inwestycyjne i emerytalne*, Dom Wydawniczy ABC, Kraków 1998.

Krzysztof Jajuga, Teresa Jajuga, *Inwestycje finansowe, ryzyko finansowe, inżynieria finansowa*, WN PWN, Warszawa 2002,

Johan Hull, *Kontrakty terminowe i opcje, Wprowadzenie*, Parkiet, Warszawa 1999.

10. Assessment methods of student's performance: obtaining credits for the classes, written examination in the form of multiple-choice test consisting of fifteen questions, each accompanied by three options to choose from.

11. Required knowledge to obtain credits for the course:

Knowledge of stock exchange dealings, definitions and functions of stocks, the principles of stock exchange operations on the financial markets. The ability to distinguish stocks and to use these instruments freely. The ability to calculate interest, instruments of profitability and risk involved in stock exchange dealings.

12. Individual work:

Preparation for the classes, learning the practical and theoretical subject matter of the course.

31. STATISTICS

1. Course Name :

Statistics

2. Course Tutor:

Wojciech Rabiega, Ph.D. – lectures

3. Course Code:

WSHE-E/E.st./stat/15

4. Course:

compulsory

Semester: I, II

5. Total Number of Hours:

70

6. Weekly Number of Hours :

lectures- 1

classes-1-2

7. Assessment method of student class performance: class attendance and participation, five written tests in the material prescribed by the course..

8. Number of credit points:

6

9. Course Aims:

Teaching statistical methods and their practical application in the analysis of social and economic phenomena.

10. Course Syllabus:

- principles of statistical test design
- probabilistic basis of statistical test
- one-dimensional empirical distribution and its numerical characteristics – analysis of the structure of social and economic phenomena
- the basis of statistical deduction in one-dimensional distributions
- analysis of the correlation between social and economic phenomena – correlation and regression methods
- methods of social and economic phenomena analysis

11. Course Literature:

- Mieczysław Sobczyk: *Statystyka*, Wyd. Naukowe PWN, Warszawa 2000

-Praca zbiorowa pod redakcją Heleny Kassyk-Rokickiej: *Statystyka, Zbiór zadań*, PWE, Warszawa 1997

-Karol Kukula: *elementy statystyki w zadaniach*, wydawnictwa naukowe PWN, Warszawa 1998

12. Assessment methods of student's performance: written examination

13. Required knowledge to obtain credits for the course:

Statistical methods and their practical application.

14. Individual work:

Performing a statistical analysis of a problem chosen by the student on the basis of the material included in Statistical Yearbooks of the General Statistical Office (GUS).

32. HUMAN RESOURCES MANAGEMENT

1. Course Name :

Human Resources Management

Course Code:

WSHE-E/E.st./zaka/15

2. Course Tutor:

Mirosława Grodzka, Ph.D.

3. Course:

compulsory

Semester: VI

4. Total Number of Hours:

45

5. Weekly Number of Hours : lectures- 2 classes-1

6. Number of credit points: 3

7. Assessment method of student class performance: preparation of instruments of human resources policy for the chosen position (job description, interview with the applicant, performance assessment sheet) and for the company (social and professional adaptation project and remuneration system).

8. Course Aims:

1. Learning complex problems and the principles of human resources management in the conditions of the changes in political system and progressive globalization in order to be able to project changes and be highly competitive.
2. Learning a set of techniques and tools of staff policy
3. Comparing the world's and Polish solutions as regards human resources management.

9. Course Syllabus:

The nature and evolution of human resource management. The contemporary determinants of human resources management. Traditional and modern staff assignments. New trends of human resources management (staff marketing, staff controlling, coaching, mentoring, outsourcing, outplacement, international human resources management). Personnel needs planning. Personnel selection. Selection of candidates for managerial posts. Social and professional adaptation of new employees. Motivating and rewarding of employees. Performance appraisal. Forms of training and development of human resources potential. The cost of labour as an instrument of human resources management. Terms and conditions of employment.

10. Course Literature:

1. Pocztowski A: *Zarządzanie zasobami ludzkimi. Strategie-procesy-metody.* PWE, W-wa 2003.
2. Wiśniewski Z. Pocztowski A. *Zarządzanie zasobami ludzkimi w warunkach nowej gospodarki.* Oficyna Ekonomiczna, Kraków 2004.

11. Assessment methods of student's performance:

Projects of staff policy instruments together with a commentary (in groups of two or three). Presentation of the most interesting descriptions of human resources management systems in Polish companies and international ones operating in Poland. Class attendance, active participation and end-of semester test.

12. Required knowledge to obtain credits for the course:

Learning specialist terminology, specific functions of human resources management, acquiring the skills of using various techniques and tools (selection and adaptation, construction and the execution method)

13. Individual work:

Report preparation and presentation, group-solving of problems

33. PRODUCTION MANAGEMENT

1. Course Name : Production Management

Course Code: WSHE-E/E.st./zapro/15

2. Course Tutor: Leszek Kuczek, Ph.D.

3. Course: compulsory **Semester:** V

4. Total Number of Hours: 45

5. Weekly Number of Hours : lectures- 2 classes-1

6. Number of credit points: 3

7. Assessment method of student class performance: oral

8. Course Aims:

Learning the basic terminology concerning production management, acquiring skills of cost management and production planning.

9. Course Syllabus:

- The concept of production, production process, labour and technological process, parameters of labour process.
- Output and labour intensity of production and the factors shaping them.
- Calculation and generic system of costs and calculation method of unit costs.
- Transport in an enterprise.
- Production analysis in an enterprise.
- Standardization of production and labour.

10. Course Literature:

Bednarski L. i inni, " *Analiza ekonomiczna przedsiębiorstwa*". Wydawnictwo AE Wrocław, 1998.

Dębski S., " *Ekonomika i organizacja przedsiębiorstw*" , Wydawnictwo Szkolne I Pedagogiczne, W-wa, 1996, cz. I i II.

Nowak E.: *Teoria kosztów w zarządzaniu przedsiębiorstwem*. PWN Warszawa, 1996.

Skowronek Cz.: *Analiza ekonomiczno-finansowa przedsiębiorstwa. Zbiór przykładów i zadań*. Wydawnictwo Uniwersytetu Marii Curie Skłodowskiej, Lublin, 2000.

11. Assessment methods of student's performance: written and oral examination.

12. Required knowledge to obtain credits for the course: indicated chapters of basic specialist literature and the ability to interpret concepts and results of calculations.

14. Individual work: Report preparation.

34. STRATEGIC MANAGEMENT

- | | |
|------------------------------------|-------------------------------|
| 1. Course Name : | Strategic Management |
| Course Code: | WSHE-E/E.st./zastra/15 |
| 2. Course Tutor: | Tadeusz Iwanek, Ph.D. |
| 3. Course: | compulsory Semester: V |
| 4. Total Number of Hours: | 30 |
| 5. Weekly Number of Hours : | lectures- 2 |
| 6. Number of credit points: | 3 |

7. Course Aims:

- to acquaint students with the course terms,
- to convince students of the necessity of strategic structure in every company,
- to teach students to develop a strategic plan for a company,
- to teach students to develop a crisis management plan in a company

8. Course Syllabus:

- a) The nature of strategy (strategic management)
- b) Business plan as a tool of strategic management
- c) SWOT strategic analysis
- d) Diversification and competition strategy
- e) Benchmarking – competition analysis
- f) Contemporary models of strategic management in the EU countries.
- g) The structure of strategic mission.
- h) Sources of crisis situations.
- i) Countermeasures against crisis situations on a macro and micro scale.

9. Course Literature:

I.G. Gierszewska, M. Romanowska; *Analiza strategiczna przedsiębiorstwa; PWE; Warszawa 1997.*

2. R.Koch; *strategia. Jak opracować i wprowadzić w życie najskuteczniejszą strategię. Przewodnik; Prof. Szkoła Biznesu; Kraków 1998.*
3. K. Oblój; *Strategia organizacji; PWE; Warszawa 1998.*
4. M.E. Porter; *Strategia konkurencji, metody analizy sektorów i konkurencji; PWE; Warszawa 1992.*
5. T. Iwanek; *Kryzys i jego odmiany; Wyd. WSZ „Edukacja”; Wrocław 2003.*
6. U.Siedlecka; *Prognozowanie ostrzegawcze w gospodarce PWE; Warszawa 1996.*
7. W. Dębski; *Przewidywanie i analizy symulacyjne w biznesie; F.B.C. Łódź 1994.*
8. Berry A. Williams. *Lokalne systemy wczesnego ostrzegania. Warszawa/ FRDL 1999.*
9. I. Mitroff, Christie M.Pearson; *Zarządzanie sytuacją kryzysową; Warszawa 1998.*

PART VI

STUDY PROGRAMME AT THE DEPARTMENT OF ECONOMICS

(PART-TIME STUDIES)

LIST AND CHARACTERISTICS OF COURSES FOR PART-TIME STUDENTS

1. AGRIBUSINESS

1. Course Name :	Agribusiness
2. Course Code:	WSH-E/E.ZA/agrob/15
3. Course Tutor:	Armand Kasztelan , Ph.D.
4. Course:	compulsory Semester: V
5. Total Number of Hours:	30
6. Number of Hours:	Lectures 24
7. Number of Credit Points:	2

8. Course Aims:

The student learns about issues connected with agribusiness and especially connected with agriculture, agricultural and food industry and market environment.

9. Course Syllabus:

- agribusiness and agriculture
- infrastructure of agricultural market and its environment
- organisation of agribusiness
- economic categories in agribusiness
- commodity markets of selected food products

10. Course Literature:

Żmija J.: Przedsiębiorczość w agrobiznesie a rozwój obszarów wiejskich w regionie Małopolski. Kraków 1999 r.

Żmija J i inni: Zarządzanie i marketing w agrobiznesie. Kraków 2000

Woś A i inni: Agrobiznes- Mikroekonimika. T.Z. Warszawa 1996

11. Assessment Methods of Student Course Performance: written and oral examination

12. Required knowledge to obtain credits for the course:

Subject matter prescribed by the course syllabus.

13. Individual work: reading supplementary specialist literature

2. MARKET ANALYSIS

- 1. Course Name :** Market Analysis
Course Code: WSH-E/E.za.anry/15
2. Course Tutor: Leszek Kuczek, Ph.D.
- 3. Course:** compulsory **Semester:** VI
4. Total Number of Hours: 24
5. Number of Hours : lectures-12 classes-12
6. Assessment method of student class performance: end-of semester test
7. Number of Credit Points: 2

8. Course Aims:

Students learn about principles of market phenomena analysis and gain skills at conducting market research and analysis market capacity, its absorption capacity, market development dynamics and forecasting of market phenomena.

9. Course Syllabus:

- Market and its elements, market and competition mechanisms.
- The essence and aims of market analysis.
- The essence and subject of market research. Procedures, methods and stages of market research.
- Research tools, principles of construction and ways of measurement and analysis.
- Analysis of market balance mechanism.
- Principles of market development dynamics analysis.
- Analysis of market capacity.
- Analysis of market absorption capacity.
- Forecasting of market phenomena.
- Selected methods of opinion poll and consumers' behaviour.

10. Course Literature:

- Młynarski S. 1995. *Badania rynkowe w warunkach konkurencji*. Wyd. Fogra, Kraków.
- Młynarski S. 2000. *Analiza rynku. Mikromechanizmy*. Wyd. Akademii Ekonomicznej w Krakowie.
- Młynarski S. 2001. *Badania rynkowe w przedsiębiorstwie*. Wyd. Akademii Ekonomicznej w Krakowie.
- Rosa G., Smalec A. 2000. *analiza i funkcjonowanie rynku na przykładach*. Wyd. Naukowe Uniwersytetu Szczecińskiego. Szczecin.

11. Assessment Methods of Student Course Performance : written examination.

12. Required knowledge to obtain credits for the course:

Learning the content of lectures and classes prescribed by the course syllabus.

Individual work: individual tasks assigned during classes, preparation of research tool and conducting market survey.

3. ECONOMETRICS

- 1. Course Name :** Econometrics
2. Course Code: WSH-E/E.za/ ekon/15
3. Course Tutor: Wojciech Rabiega, Ph.D.
- 4. Course:** compulsory **Semester:** IV
5. Total Number of Hours: 45
6. Number of Hours : lectures -30 classes- 15
7. Assessment Method of Student Class Performance: final test

8. Number of Credit Points: 3

9. Course Aims:

Students learn a number of estimation methods of econometric models parameters and the ways of their application in business.

10. Course Syllabus:

1. Historical development of the discipline
2. Econometric model. Definition and specification of model elements.
3. Choice of analytical form, transformation method, linearization, selection methods of interpretative variables.
4. Estimation methods of single equation econometric models. Classical method of the smallest squares.
5. Time series analysis.
6. Econometric prediction.
7. Econometric models of production and demand.
8. Multi-equation, linear econometric models

11. Course Literature:

Praca zbiorowa pod redakcją Karola Kukuły " Wprowadzenie do ekonometrii w przykładach I zadaniach", PWN Warszawa 2003.

Z. Czerwiński- Matematyka na usługach ekonomii, PWN, Warszawa 1985

12. Assessment methods of student's performance: written examination.

13. Required knowledge to obtain credits for the course:

Learning the content of lectures and classes prescribed by the course syllabus.

14. Individual work: individual tasks prescribed by the course syllabus.

4. MATHEMATICAL ECONOMICS

1. Course Name : Mathematical Economics

2. Course Code: WSH-E/E.za/ ekmat/15

3. Course Tutor: Wojciech Rabiega, Ph.D.

4. Course: compulsory **Semester:** V

5. Total Number of Hours: 30

6. Number of Hours : lectures -15 classes- 15

7. Assessment Method of Student Class Performance: end-of-semester written test

8. Number of Credit Points: 2

9. Course Aims:

The course introduces students to the basic models of mathematical economic processes and to the examination of their property.

10. Course Syllabus:

- analysis of economic balance (linear model, non-linear, model of two-property market, Keynes' model of national income, Leontiew's model of expenditures and effects),
- comparative statics in the model of one-property market in the model of national income,
- comparative statics for the model of general functions
- problems of optimization in the case of one or many changeable decisions
- linear programming, simplex method.

11. Course Literature:

1. A.C. Chiang, Podstawy ekonomii matematycznej, PTE, Warszawa 1993.

2. R.G.D.Allen, Ekonomia matematyczna, PWN, W-wa 1961.

3.A. Ostoja Ostaszewski, *Matematyka w ekonomii, Modele i metody, cz.I i II*, Wyd.Naukowe PWN, W-wa 1996.

4. E.Panek, *Ekonomia matematyczna*, AE, Poznań, 2000.

5. Edward T. Dowling, *Introduction to Mathematical Economics*, Editor: Schaum's Outline Series McGraw Hill, 2nd edition, New York etc., 1992.

12. Assessment methods of student's performance: achievement tests, end-of-semester tests, written examination.

13. Required knowledge to obtain credits for the course:

Practical application of mathematical methods for the analysis of economic processes.

14. Individual work: solving chosen problems during written achievement tests.

5. ECONOMICS AND BUSINESS MANAGEMENT

1. Course Name : Economics and Business Management

Course Code: WSH-E/E.zat/ ekzap/15

2. Course Tutor: Leszek Kuczek, Ph.D.

3. Course: compulsory **Semester:** IV

4. Total Number of Hours: 30

5. Number of Hours : lectures -30

6. Assessment Method of Student Class Performance: oral performance

7. Number of Credit Points: 2

8. Course Aims:

Students acquire the basic knowledge of running business and mainly obtain skills of business management, the analysis of economic and production operation and business planning.

9. Course Syllabus:

10. functions and reserves of the enterprise and classification of enterprises
11. procedure of setting up business
12. employment in the enterprise
13. profit categories and cash flow in the enterprise
14. profit analysis in the enterprise
15. economic and production analysis of the enterprise
16. business planning
17. enterprise production analysis
18. remuneration in the enterprise

10 .Course Literature:

Bednarski L. I inni, *"Analiza ekonomiczna przedsiębiorstwa"*. Wydawnictwo AE Wrocław, 1998,

Dębski S., *"Ekonomika i organizacja przedsiębiorstw"* Wydawnictwo Szkolne i Pedagogiczne, W-wa 1996, cz.I i II.

Koźmiński A.K.: *„Zarządzanie, teoria i praktyka. Warszawa PWN, 1998.*

Podstawy nauki o przedsiębiorstwie. Praca zbiorowa pod redakcją J. Lichtarskiego. Wydawnictwo AE we Wrocławiu, 1997.

Praca zbiorowa pod redakcją J. Żurka: Ekonomika I kierowanie rozwojem przedsiębiorstwa. Fundacja Rozwoju Uniwersytetu Gdańskiego , Gdańsk 2003.

11. Assessment methods of student's performance: oral and written examination.

12. Required knowledge to obtain credits for the course:

Material prescribed by the course syllabus, indicated chapters from basic reading list, ability to interpret economic concepts and values.

13. Individual work: a report preparation.

6. FINANCE AND BANKING

- 1. Course Name :** Finance and Banking
2. Course Code: WSH-E/.za/ fiba/15
3. Course Tutor: Elżbieta Hławacz- Pajdowska, Ph.D.
4. Course: compulsory **Semester:** IV
5. Total Number of Hours: 30
6. Number of Hours Lectures- 30
7. Number of Credit Points: 3
8. Course Aims:

As a result of learning the content of the course syllabus, the student will be able to:
explain the nature of money and finance, define the factors of financial policy and monetary policy of the Central bank, gain basic knowledge of financial markets, define the factors of financial and monetary policy, be knowledgeable about the enterprise financial management in the conditions of the market economy.

9. Course Syllabus:

Money in the market economy – the function of money, the supply and demand for money, the price of money, interest rate, money creation in the banking system.

The financial system, its characteristics and functions- financial institutions and markets, public and private finance.

Banks and their economic role-banking system, law and operation, bank assets and liabilities, bank guarantee and risk.

Central bank and monetary policy- the structure of National Polish Bank, monetary policy, monetary policy instruments, credit and pawn policy.

The capital market- capital market institutions, securities, stock exchange and stock exchange dealings.

10. Course Literature:

Dobosiewicz Z.: Wprowadzenie do finansów I bankowości, PWN, W-wa 2000

Majchrzycka-Guzowska A.: Finanse prawo finansowe, PWN, 1999

Brzeziński B., Matuszewski W., Morawski W., Olesińska.: Prawo finansów publicznych. Wyd. Dom Organizatora 2003.

Bitz M.: Produkty bankowe. Rynek usług finansowych. Poltex Warszawa 1998.

11. Assessment methods of student's performance: written examination.

12. Required knowledge to obtain credits for the course: issues prescribed by the course syllabus, general knowledge about financial problems on a macro and micro scale.

13. Individual work: reading additional specialist literature, economic magazines.

7. PUBLIC FINANCE

- 1. Course Name :** PUBLIC FINANCE
a. Course Code: WSH-E/E.zat/ fipu/15
2. Course Tutor: Elżbieta Hławacz-Pajdowska, Ph.D.
3. Course: compulsory **Semester:** V
4. Total Number of Hours: 30
5. Number of Hours : lectures -30
6. Assessment method of student class performance: end-of semester test
7. Number of Credit Points: 2
8. Course Aims:

As a result of learning the content of the course syllabus, the student will be able to:

- explain the nature of public finance
- define the main subjects of public finance and their types, the functions of the state and the instruments of exerting an influence on economy
- be knowledgeable about the types of expenditure, the budget construction and the budget of self-government authorities

9. Course Syllabus:

- Theoretical basis, preliminary concepts, history
- Public finance system
- Central taxes
- Local taxes
- Fiscal policy, its types and instruments

10 .Course Literature:

Owsiak S. Finanse publiczne, PWN, W-wa 2002

Brzeziński B. Matuszewski W., Morawski W., Olesińska A., Prawo finansów publicznych, Wyd. Dom Organizatora, Toruń 2003

Majchrzycka- Guzowska A., Fianse prawo finansowe, PWN Warszawa 1999

11. Assessment methods of student's performance: written examination.

12. Required knowledge to obtain credits for the course: issues prescribed by the course syllabus, current fiscal policy, supplementary specialist reading and financial magazines.

8. ECONOMIC GEOGRAPHY

- | | |
|------------------------------------|-------------------------------|
| 1. Course Name : | World Economic Geography |
| Course Code: | WSHE-E/E.za.geok/15 |
| 2. Course Tutor: | Władysław Domaszewicz, Ph.D. |
| 3. Course: | compulsory Semester: I |
| 4. Total Number of Hours: | 30 |
| 5. Number of Hours : | lectures -30 |
| 6. Number of Credit Points: | 2 |

7. Course Aims:

Acquainting students with the diversity of the man's economy in the geographical space: agricultural, industrial, mining, transport, foreign trade economy and demographic problems of the contemporary world.

8. Course Syllabus:

- Population geography – population growth, distribution, density, natural and migration movement, urbanization processes, social structures.
- Agricultural geography- natural, social and economic determinants of agricultural development, crop structure in the world, animal husbandry, fishing, population feeding problems.
- Industrial geography- diversity of industrialization of the world regions, food-processing and power industry, mining of natural resources.
- Transport geography- sea, rail, air, water and inland transport.
- Commodity and geographic structure of the world trade.
- Economic geography synthesis – wealth and poverty areas in the world.

9.Course Literature /compulsory/:

-I. Fierla: "Geografia gospodarcza świata", PWN, W-wa 2003r.

-Z.Dobosiewicz, T.Olszewski: „Geografia ekonomiczna świata”, PWE, W-wa 1999r.

-W. Skrzypek: „ Geografia ekonomiczna”, Wyd. „Efekt”, W-wa 2002r.

-I. Fierla: “ Geografia gospodarcza Polski”, PWE, W-wa 2004r

-S. Otok: “ Geografia polityczna”, PWN, W-wa 2003r.

-Atlas geograficzny świata

-Atlas geograficzny Polski

10. Assessment methods of student's performance:

- lecture attendance
 - end-of semester oral examination
 - learning the content of the course syllabus from the lectures, compulsory specialist literature, up-to-date information from TV, radio, press and the Internet,
 - keeping up with the up-to-date information connected with economic geography available on the Internet, TV, radio and in the press,
- Permanent browsing through the World Geographical Atlas.

9. ECONOMIC HISTORY

- | | | |
|------------------------------------|------------------------|--------------------|
| 1. Course Name : | Economic History | |
| Course Code: | WSH-E/E.za/hisgo/15 | |
| 2. Course Tutor: | Jan Waszczyński, Ph.D. | |
| 3. Course: | compulsory | Semester: I |
| 4. Total Number of Hours: | 30 | |
| 5. Number of Hours : | lectures -30 | |
| 6. Number of Credit Points: | 2 | |

7. Course Aims:

The main course objective is to learn crucial problems of economic history from antiquity to the present time. The XX century is analysed more thoroughly because it is the most essential period in economics.

9. Course Syllabus:

- economic history as a scientific discipline, the beginnings of economic development
- economic model of the medieval feudal economy
- external expansion of the European economy and farm model of Poland
- industrial and agrarian revolution
- free market and monopolistic capitalism
- economic problems during the 1st World War and the rebuilding of the country after the ravages of war
- profound economic crisis (1929-1933) and the USSR economy
- the world and the Polish economy during WW II and the period of the rebuilding after the ravages of war
- dynamic economic growth between 1950 and 1973
- unstable world economic development between 1974 and 2000

10.Course Literature:

Compulsory literature:

J. Malecki, Zarys historii gospodarczej Polski dla studiów ekonomicznych, Kraków 1998.

E. Wojnarski, Powszechna historia gospodarcza, Warszawa 2004.

Supplementary literature:

R. Cameron, Historia gospodarcza świata. Od paleolitu do czasów najnowszych, Warszawa 1999.

J. Cieplewski, I. Ostrowiecka, Z.Landau, J. Tomaszewski, Dzieje gospodarcze świata do roku 1980, Warszawa 1985.

J. Duda, R. Orłowski, Gospodarka polska w dziejowym rozwoju Europy (do 1939 roku), Lublin 1999.

J.R. Hicks, Teoria historii gospodarczej, Toruń 2000.

A. Jezierski, C. Leszczyńska, Historia gospodarcza Polski, Warszawa 1998.

J. Kaliński, Z. Landau, Gospodarka Polski XX wieku, Warszawa 1998.

Powszechna historia gospodarcza 1918-1991, red. W. Morawski, Warszawa 1994.
J. Skodlarski, Zarys historii gospodarczej Polski, Łódź 2000.
J. Szpak, Historia gospodarcza powszechna, Warszawa 1999.

11. Assessment methods of student's performance: written examination.

12. Required knowledge to obtain credits for the course:

The subject matter of the lectures.

13. Individual work:

Learning the contents of the supplementary literature.

10. SPATIAL MANAGEMENT.

- | | |
|-------------------------|------------------------------------|
| 1. Course Name : | Spatial Management |
| Course Code: | WSH-E/E.za/ gop/15 |
| 2. Course Tutor: | Prof. Urszula Wich, Ph.D.-lectures |

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|---|--|------------------|-----|
| 3. Course: | compulsory | Semester: | III |
| 4. Total Number of Hours: | 30 | | |
| 5. Number of Hours : | lectures -30 | | |
| 6. Assessment method of student class performance: | student's active participation, mid- and end-of semester tests | | |

- 7. Number of Credit Points:** 2

8. Course Aims:

Emphasizing spatial management dimensions and the consequences of this correlation in the processes of growth and development on different scales and territorial layouts; showing the importance of the spatial order on the management efficiency and living conditions.

9. Course Syllabus:

Spatial management issues, its tradition as a scientific discipline and pragmatic sphere; the determinants of spatial development; the mechanisms and theories explaining correlations, relocations and diversification in the development processes on different areas; spatial balance theories; the evolution of spatial structures and an attempt to anticipate the theory of spatial self-organization in relation to the Polish conditions; the role of spatial policy and its tools in the spatial development and usage; the correlations between spatial and regional policy; the region as a factor exerting an impact on the intra- and interregional policy; adjusting of the Polish regional policy to the EU policy and the applied instruments; the development of the integrated European space; The role of metropolises in the process of the European Union territorial integration.

10 .Course Literature:

- *R. Domański: Gospodarka przestrzenna. PWN, Warszawa 2002.*
- *R. Domański: Przestrzenna transformacja gospodarki. PWN. Warszawa 1997.*
- *Ekonomiczno-organizacyjne uwarunkowania rozwoju regionu- teoria i praktyka. Praca zbiorowa pod red. D. Stawasz. Wyd. Uniwersytetu Łódzkiego. Łódź 2004.*
- *I. Pietrzyk: Polityka regionalna Unii Europejskiej i regiony w państwach członkowskich PWN. Warszawa 2001.*

11. Assessment methods of student's performance: written examination.(test)

12. Required knowledge to obtain credits for the course: knowledge learnt during the classes, lectures and from the recommended reading prescribed by the course syllabus..

13. Individual work: keeping up with the changes and innovations *introduced in the principles of spatial (regional) management policy by reading specialist literature such as Gospodarka Narodowa, Samorząd Terytorialny, Studia Regionalne i Lokalne, etc.*

11. HISTORY OF ECONOMIC THOUGHT

- 1. Course Name :** History of Economic Thought
Course Code: WSH-E/E.za/ hismyek/15
2. Course Tutor: Ewa Kuźma, Ph.D.
3. Course: compulsory **Semester:** V
4. Total Number of Hours: 30
5. Number of Hours : lectures -30
6. Number of Credit Points: 2
7. Course Aims:

The aim of the course is to learn the foundations of economic doctrines and views. The period starting from classical economics as the most essential for economists is presented most thoroughly.

8. Course Syllabus:

- economic thought of antiquity
- economic thought of the Middle Ages
- mercantilism and its criticism
- physiocratism
- classical and post-classical economics
- historicism, modern historicism
- marginal economics
- Keynesian economy model
- institutionalism and neo-liberalism

9 .Course Literature:

Compulsory:

Z.B. Romanow, *Historia myśli ekonomicznej w zarysie*, Poznań 1999.

G.B. Spychalski, *Zarys historii myśli ekonomicznej*, Warszawa 1999.

Supplementary:

M. Blaug, *Teoria ekonomii. Ujęcie retrospektywne*, Warszawa 2000.

W.Kwaśnicki, *Historia myśli liberalnej. Wolność, własność, odpowiedzialność*, Warszawa 2000.

H. Landreth, D.C. Colander, *Historia myśli ekonomicznej*, Warszawa 1998.

M. Nasilowski, *Historia myśli ekonomicznej- dlaczego studiujemy?*, Warszawa 1998.

W. Stankiewicz, *Historia myśli ekonomicznej*, Warszawa 2000.

E. Taylo, *Historia rozwoju ekonomiki, t, I-III*, Poznań 1957-1958.

10. Assessment methods of student's performance: written examination.

11. Required knowledge to obtain credits for the course:

Material presented during lectures.

12. Individual work: knowledge from supplementary specialist literature.

12. COMPUTER SCIENCE

- 1. Course Name :** Computer Science
Course Code: WSHE-E/E.za./info/15
2. Course Tutor: Andrzej Ziomek, M.Sc.-classes (computer lab.)
3. Course: compulsory **Semester:** I, II
4. Total Number of Hours: 60
5. Number of Hours : lectures -15 laboratory classes-45

6. Assessment method of student class performance: laboratory class attendance, systematic assessment of assignments and problems solved with the use of the computer, end-of semester test of knowledge and practical computer skills.

7. Number of credit points: 5

8. Course Aims:

The aim of the course is to acquaint students with the modern information technology, computer software used in offices and enterprises, the Internet and formal and legal requirements connected with the computer software. An essential objective for students is to acquire the skills at solving problems with the use of the computer.

9. Course Syllabus:

- Basic concepts in computer science;
- Knowledge of WINDOWS operation system;
- Creating graphic designs with the use of a computer graphic program;
- Principles of text writing by means of word processor. Combining a few texts into one, importing pictures, charts into texts and printing. Formatting documents. Advanced techniques of using word processor;
- Basic knowledge of spreadsheet. Operations with the use of data. Spreadsheet application to calculate expenses. Calculations with the use of spreadsheet. Graphic representation of data in the form of charts;
- Database – basic concepts. Simple data processing. Organizing and searching for specific information in the database. Database- reports;
- Anti-virus programs;
- Legal and ethical aspects of computer science;
- Solving problems with the use of the computer- students' generated projects on making use of applications;
- Introduction to the INTERNET. Computer network- the Internet. Searching the Internet. Internet browsers- Internet Explorer. Connecting the user to the Internet. E-mail. Principles of writing and sending e-mails. Usenet newsgroups. Designing websites. Other applications (e.g. legal programs)

10 .Course Literature: available on the market.

11. Assessment methods of student's performance: systematic assessment of tasks and problems solved with the use of the computer; obtaining credits for separate course parts and for the whole course material at the end of the semester. Credits are obtained in practical form using the computer.

12. Required knowledge to obtain credits for the course:

Knowledge prescribed by the course syllabus and the subject matter of the tasks in the computer room.

13. Individual work: carried out according to the current needs of students.

14. MACROECONOMICS

- | | | | |
|---|----------------------------|------------------|---------|
| 1. Course Name : | Macroeconomics | | |
| Course Code: | WSHE-E/E.za./mak/15 | | |
| 2. Course Tutor: | Jan Waszczyński, Ph.D. | | |
| 3. Course: | compulsory | Semester: | II, III |
| 4. Total Number of Hours: | 90 | | |
| 5. Number of Hours : | lectures- 60 | classes -30 | |
| 6. Assessment method of student class performance: | written tests | | |
| 7. Number of credit points: 8 | | | |

8. Course Aims:

Introducing students to the structure, mechanism of functioning and the growth of open national economy, and also to the methods and tools of macroeconomic policy.

9. Course Syllabus:

Macroeconomics as a part of the theory of economics. The structure of the national economy and macroeconomic equilibrium. Calculation of national income. Circular movement and the national income equilibrium. Economic growth and technological progress. Selected theories of growth. The effects of growth. Economic cycle in the contemporary economy. The cycle mechanism. Commercial market equilibrium; graphs: AD/AS and IS. Money and its supply; monetary aggregates. The demand for money. Money market equilibrium; LM graph. Nominal and real currency exchange rate. Balance of payments and its equilibrium; BP graph. Budget and the balance of budget. National debt. Inflation: types, inertia and its consequences. Unemployment: its forms, structure, consequences. Phillips' curve. Fiscal and monetary policy: the concept, tools and effectiveness.

10. Course Literature:

D. Begg, St. Fischer, R. Dornbusch, Makroekonomia, wyd. III, PWE, W-wa 2000,

R.E.Hall, J.B. Taylor, Makroekonomia, wyd. III, PWN, W-wa 2000.

L. Próchnicki, Makroekonomia, wyd. IV, Zachodniopomorska Szkoła Biznesu, Szczecin 2000.

B. Snowden, H.R. Vane, Rozmowy z wybitnymi ekonomistami, PWE, Wyd. Bellona, W-wa 2003.

11. Assessment methods of student's performance: oral examination.

12. Required knowledge to obtain credits for the course:

Learning the subject matter of lectures and classes. Basic information about macroeconomic phenomena in the contemporary Polish economy.

13. Individual work: Presentation of the chosen chapters from the course books and recommended specialist literature. Gathering data related to Polish economy.

15. MARKETING

1. Course Name :

Marketing

2. Course Code:

WSHE-E/E.ZA./mar/15

3. Course Tutor:

Leszek Kuczek Ph.D.

4. Course:

compulsory

Semester: II

5. Total Number of Hours:

45

6. Number of Hours :

lectures- 30

7. Number of credit points:

2

8. Course Aims:

Introducing students to the principles of marketing and especially to the strategic and operational marketing.

9. Course Syllabus:

- marketing rules
- general characteristics of the marketing management process
- SWOT analysis
- mission and image of an enterprise
- BCG portfolio analysis
- determining strategic aims of the company
- concept and types of marketing strategies
- operational marketing
- product policy
- price policy
- distribution policy
- promotion policy

-selected problems of Euromarketing

10 .Course Literature:

Alt Korn J. i inni: Podstawy marketingu. Instytut marketingu 1992.

Żmija J. i inni: podstawy ekonomii rynku I marketingu w gospodarce żywnościowej Kraków 1996.

Żmija J. Zarządzanie i Marketing w agrobiznesie. Kraków 2000r.

11. Assessment methods of student's performance: oral and written examination.

12. Required knowledge to obtain credits for the course:

Learning the subject matter of the course prescribed by the course syllabus.

13. Individual work: knowledge from supplementary specialist literature.

16. MATHEMATICS

1. Course Name :

Mathematics

2. Course Code:

WSHE-E/E.za./mat/01-02

3. Course Tutor:

Wojciech Rabiega, Ph.D.

4. Course:

compulsory

Semester:

I, II

5. Total Number of Hours:

90

6. Number of Hours :

lectures- 60

classes -30

7. Assessment method of student class performance: end-of semester written test

8. Number of credit points:

7

9. Course Aims:

Introducing students to the principles of differential calculus of single and several variables function, integral calculus, linear algebra and presenting the application of the introduced concepts in solving economic problems.

10. Course Syllabus:

-functions and their properties

-sequences, the limits of sequences, interest on the deposits,

-the limits of functions, continuous functions,

-the derivative of a function and its application, economic interpretation of the derivative,

-indefinite and definite integral,

-matrices and determinants,

-linear equation sets

-partial derivatives, extrema of several variables functions

11 .Course Literature:

R. Antonowicz, A. Misztal, Matematyka dla studentów ekonomii, PWN, Warszawa 1997

A. Badach, H. Kryński, Matematyka, Podręcznik dla ekonomistów, PWN, Warszawa, 1977

W. Krywicki, L. Włodarski, Analiza matematyczna w zadaniach, cz. I i II, W-wa, 1995, PWN

Matolka Marian, Matematyka dla ekonomistów, Podręcznik oraz zbiór zadań, Wyd. A.E. w Poznaniu, Poznań 2000

J. Piszczala, Matematyka i jej zastosowania w naukach ekonomicznych, Wyd. A.E. w Poznaniu, Poznań 2000.

12. Assessment methods of student's performance: achievement tests, mid- and end-of-semester tests, written examination.

13. Required knowledge to obtain credits for the course:

Learning the differential calculus of single and several variables function, integral calculus and linear algebra, and applying the acquired knowledge to solve economic problems.

14. Individual work: solving problems during tests.

17. ORGANIZATION AND MANAGEMENT METHODS

1. Course Name :

Organization and Management Methods

2. Course Code:

WSHE-E/E.za./moeorza/05

3. Course Tutor:

Leszek Kuczek, Ph.D.

4. **Course:** compulsory **Semester:** V
 5. **Total Number of Hours:** 24
 6. **Number of Hours :** lectures- 24
 7. **Assessment method of student class performance:** written
 8. **Number of credit points:** 2

9. Course Aims:

Introducing students to the basic concepts of management and methods used in organization management, acquiring skills at making use of organization and management methods when making personal, production and financial decisions.

10. Course Syllabus:

9. The concept of organization, administration, management and monitoring.
10. Principles of organization structures and management.
11. Assessment methods of managerial skills in an organization.
12. Assessment of management styles and types of managers.
13. Principles of decision making and motivating the employees.
14. Negotiation techniques and types of assertive behaviour.
15. Methods of time measurement used in production management.
16. Registration methods of the course of action and material, and the methods of critical evaluation of events.

11 .Course Literature:

Stoner J.: Kierowanie. PWN, Warszawa 1996 r.

Antoszkiewicz J.: Metody skutecznego zarządzania. ORGMASZ, Warszawa, 1996 r.

Stewart D. Praktyka kierowania. PWE, Warszawa, 1996r.

Martyniak Z.: 70 problemów teorii i praktyki. Organizacja i Zarządzanie. Kraków-Kluczbork, 2001. Drukarnia Intyka Sc.

12. Assessment methods of student's performance: written and oral examination.

13. Required knowledge to obtain credits for the course:

The subject matter prescribed by the course syllabus, learning the methods used in practical management of an organization, acquiring skills of using the methods in the organization and management of a company.

14. Individual work: a paper preparation.

18. METHODS OF PROJECT VALUATION

1. **Course Name :** Methods of Projects Valuation
 2. **Course Code:** WSHE-E/E.za./mewypro/15
 3. **Course Tutor:** Tadeusz Iwanek, Ph.D.
 4. **Course:** compulsory **Semester:** V
 5. **Number of Hours:** lectures-20 classes-10
 6. **Weekly Number of Hours (full-time studies) :** lectures- 1 classes -1
 7. **Assessment method of student class performance:** written test
 8. **Number of credit points:** 2

9. Course Aims:

- introduce students to the concepts of the course subject matter;
- to persuade students of the necessity of a competent project valuation
- to teach students to prepare project valuation charts

10. Course Syllabus:

- a) Approaches and methods used in the valuation process
- b) Conditions and components of the valuation process
- c) Formal and legal regulations of valuation
- d) Case study – valuation of project components
- e) Specific features of small enterprises evaluation
- f) Valuation of small and medium enterprises in the EU countries

g) Case study – valuation of a small family-owned enterprise

h) Case study – motor vehicle valuation

11.Course Literature:

1.T. Budziak; *Ile jest warte przedsiębiorstwo*; POLTEXT; Warszawa 1990r.

2. T. Copeland; T. Koller; J. Murrin; *Wycena: mierzenie i kształtowanie wartości firmy*; WIG PRESS; Warszawa 1997 r.

3. M. Groszek; S. Jasiewicz; *Wycena przedsiębiorstw*; Tonik; Warszawa 1991 r.

4. E. Mączyńska; *Metody wyceny wartości firmy i składników jej majątku*; M. Sz.; Warszawa 1992 r.

5.Pr. zbior. Red. L.Pasieczny; *Metody i procedury wyceny przedsiębiorstw*; TOPEXIM; Warszawa 1991 r.

6. T. Iwanek; *Wartość i jej oszacowanie*; Wyd. WSZ „Edukacja” Wrocław 2003 r.

7. Ostaszewski J. *Analiza finansowa i wycena firmy według standardów EWG*; CIM; Warszawa 1992 r.

8. Romanowska M.; *Alianse strategiczne przedsiębiorstw*; PWN; Warszawa 1997 r.

9. Therry D; *Restrukturyzacja przedsiębiorstw- adaptacja pracowników do zmian*; Poltext; Warszawa 1997 r.

10. Red. J. Orczyk; *Współczesne dylematy zatrudniania*; AE- Poznań 1998 r.

11. Vincent A; Martens J.P.; *Ugrupowania gospodarcze*; Poltext; Warszawa 1996 r.

19. INTERNATIONAL ECONOMIC RELATIONS

1. Course Name :	International Economic Relations
2. Course Code:	WSHE-E/E.za./miesgo/15
3. Course Tutor:	Jan Waszczyński, Ph.D.
4. Course:	compulsory
5. Total Number of Hours:	60
6. Number of Hours :	lectures- 60
7. Number of credit points:	5
8. Course Aims:	

Introducing students to the basic problems of international economic relations, functioning of the world, international, and especially the EU organizations.

9. Course Syllabus:

International division of labour. International trade and its role in the economy. International workforce transfer. International transfer of the capital and its forms and its role in the economic development. International debt, its reasons, structure and the ways of its reduction. International currency relations. Currency exchange rate and its basic systems. Devaluation (depreciation) and its micro and macroeconomic consequences. Real exchange rate. Balance of payments and its structure. Equilibrium of the balance of payments and adaptation policy. International economic policy and its basic aims and tools: monetary, fiscal, legal and administrative. International economic integration; its concept, characteristics and basic stages. The European Union: its genesis, organization, authorities and economic policy. World organizations: MFW, World Bank, the economic agencies of the UN, WTO

10 .Course Literature:

Budnikowski, *Międzynarodowe stosunki gospodarcze*, PWE, W-wa 2001.

P.R. Krugman, M Obstfeld, *Międzynarodowe stosunki gospodarcze*, PWN, W-wa 1994.

11. Assessment methods of student's performance: oral examination.

13. Required knowledge to obtain credits for the course:

The subject matter of lectures and recommended course books. Fundamental knowledge of economic problems of the contemporary world and especially the European Union.

14. Individual work: Studying chosen chapters from course books and recommended specialist literature. Gathering macroeconomic data pertaining to the world economy.

20. MICROECONOMICS

- 1. Course Name :** Microeconomics
2. Course Code: WSHE-E/E.za./mik/15
3. Course Tutor: Bogusław Jeleń, Ph.D.
4. Course: compulsory **Semester:** I, II
5. Total Number of Hours: 90
6. Number of Hours: lectures- 60 classes - 30
7. Assessment method of student class performance: end-of semester test
8. Number of credit points: 8

9. Course Aims:

Introducing students to the basic problems of microeconomics as an indispensable requirement of their economic education and for their professional career in business.

10. Course Syllabus:

Introduction- an outline of the history of the development of economic thought, concepts for the social and economic development of the world, the subject of the science of economics; general characteristics and the tools of economic analysis; market theories; theory of the household; theory of the enterprise; theory of the production factors.

11 .Course Literature:

Begg D., i inni. Ekonomia, tom I, Mikroekonomia. PWE Warszawa 2000.

Dach Z., Podstawy mikroekonomii. Wyd. Naukowe "Synaba" Kraków 2000.

Nasiłowski M., system rynkowy. Podstawy mikro- i makroekonomii. Wyd. Key Text, Warszawa 2002.

Marciniak S. Mikro- i makroekonomia dla inżynierów. PWN, Warszawa 1999.

12. Assessment methods of student's performance: written examination.

13. Required knowledge to obtain credits for the course:

Learning the subject matter of lectures and classes prescribed by the course syllabus.

14. Individual work: keeping up with the latest economic events.

21. THE BASIS OF MANAGEMENT

- 1. Course Name :** The Basis of Management
2. Course Code: WSHE-E/E.za./poza/15
3. Course Tutor: Leszek kuczek, Ph.D.
4. Course: compulsory **Semester:** III
5. Total Number of Hours: 30
6. Number of Hours : lectures- 2
7. Number of credit points: 3

8. Course Aims:

The main aim of the course is to provide the knowledge in the field of organization and the management of an organization including:

1. basic theoretical concepts
2. basic practical skills.

The course objective is also to show diverse conditions: social, cultural, economic, political or legal pertaining to the contemporary processes of management in the market economy.

9. Course Syllabus:

The idea of organizational society; the evolution of the theory of organization and management; the concept of organization; the idea of labour division; the basis of institutionalization in organizations; organization ties; organization structures; types of

organization structures; the model of organization changes; the management of organization changes; organization culture; planning in organizations; decision-making processes; strategic management; strategic analysis; the choice of strategies and their implementation; personnel and the management of human resources in organizations; monitoring in organizations and information systems in management; social responsibility of an economic organization.

10.Course Literature:

Gulski B., Skurzyńska-Sikora U., Szeloch Z.M., Podstawy organizacji i zarządzania, Centrum Szkolenia Samorządu i Administracji Lublin 1999. Koźmiński A.K. Piotrowski W., Zarządzanie. Teoria i praktyka, PWN Warszawa 1996.

Kurnal J. (red) Twórcy naukowych podstaw organizacji, PWE Warszawa 1973.

Mikołajczyk Z., Techniki organizacyjne w rozwiązywaniu problemów zarządzania, PWN Warszawa 1994.

Oblój K. Strategia organizacji PWE Warszawa 1998.

Stefaniuk M., Wybrane zagadnienia myśli organizacyjnej, Verba Lublin 2000.

Stoner J.A.F., Gilbert D.R. Kierowanie PWE Warszawa 1997.

Strategom, Zarządzanie firmą, Strategie, struktury, decyzje, tożsamość, PWE Warszawa 1995.

11. Assessment methods of student's performance: written examination.

12. Required knowledge to obtain credits for the course:

Learning the subject matter of lectures and classes prescribed by the course syllabus.

13. Individual work: individual assignments prescribed by the course syllabus.

22. ECONOMIC POLICY

- | | |
|------------------------------------|------------------------------|
| 1. Course Name : | Economic Policy |
| 2. Course Code: | WSHE-E/E.za./polgo/03 |
| 3. Course Tutor: | Maria Bulanda, Ph.D. |
| 4. Course: | compulsory |
| 5. Total Number of Hours: | 30 |
| 6. Number of Hours : | lectures- 30 |
| 7. Number of Credit Points: | 3 |

8. Course Aims:

Presenting and explaining the causes and effects of the processes in the Polish economy in the context of international conditions. The course aim is to prepare students to think on their own and to be able to evaluate economic policy.

9. Course Syllabus:

Economic policy as a scientific discipline. The place of economic policy among other sciences. The integration of social, economic and spatial elements of development. The external determinants of economic policy: the world's economy, membership in the international economic and military organizations, the terms of exchange, relations with neighbours, foreign debt. The internal determinants of economic policy: geographic and natural conditions, quantity and quality of human resources, the level of economic and technological development. The instruments of economic policy. Fiscal, budgetary, monetary, credit, trade, exchange rate, scientific and research policies. Evaluation of structural changes in Poland and in the East –Central European countries. The Polish economy compared to the EU countries. Competitiveness of the Polish economy.

10.Course Literature:

1. Polityka gospodarcza, pod red. B. Winiarskiego. PWN, Warszawa 2004.

2. Polityka gospodarcza, pod red. H. Ćwiklińskiego. Wydawnictwo Uniwersytetu Gdańskiego, Gdańsk 1997.

3. Polityka ekonomiczna, pod red. A. Fajferka. Wydawnictwo Akademii Ekonomicznej, Kraków 1999.

4. K. Markowski: Rola państwa w gospodarce rynkowej. PWE, Warszawa 1992.

5. M. Dąbrowski: Polityka gospodarcza okresu transformacji. PWN, Warszawa 1995.

11. Assessment methods of student's performance: written examination.(test)

12. Required knowledge to obtain credits for the course:

The subject matter of lectures and classes prescribed by the course syllabus and the recommended specialist literature.

13. Individual work: Analysis of the external and internal determinants of the economic policy on the basis of the current press information.

23. SOCIAL POLICY

1. Course Name :

Social Policy

2. Course Code:

WSHE-E/E.za./polspo/15

3. Course Tutor:

Elżbieta Hławacz-Pajdowska, Ph.D..

4. Course:

compulsory

Semester IV

5. Total Number of Hours:

30

6. Number of Hours :

lectures- 30

7. Assessment method of student class performance: end-of semester written test

8. Number of credit points:

3

9. Course Aims:

To broaden students knowledge by including social problems resulting from the economic processes. To sensitize the graduates to the needs of other human beings, to broaden the students minds and to indicate the peculiar priority of social problems in the contemporary economic realities.

10. Course Syllabus:

The concept of social policy, fields of social policy, theories of social agreement, theoretical achievement of the social policy science, social policy doctrines, categories, ratios and institutions, relations between social and economic policy, the beginning and development of the world's and Polish social policy, the evolution of social policy in Poland, social diversification on different territories, absolute poverty in relation to social inequality, reasons of social diversification on different territories and their consequences, measurement of inequality of profitable units, poverty as social problem, poverty lines, demographic policy family policy, family as the subject of social policy, aims of family policy, theoretical approaches to family policy, rehabilitation of the disabled, causes of disability, rules and types of rehabilitation, social pathologies, social policy with regard to young people, social infrastructure as a result of the accomplishment of social economy aims, the principles of housing policy, the role of a place to live in satisfying social needs, instruments of social policy, the Polish social policy and the integration with the European Union, social reforms in Poland.

11 .Course Literature:

J. Auleytner: Polityka społeczna. Między ideą a działaniem. Warszawa 1994.

J. Auleytner: Instytucje polityki społecznej. Warszawa 1996.

L. Dziewięcka-Bokun: Systemowe determinanty polityki społecznej. Wrocław 2000.

S. Golinowska: Polityka społeczna: koncepcje-instytucje-koszty. Warszawa 2001.

S. Golinowska: polityka społeczna państwa w gospodarce rynkowej. Warszawa 1994.

J. Kroszel: Podstawy polityki społecznej w gospodarce rynkowej. Opole 1994.

Leksykon polityki społecznej. Warszawa 2001.

K. Podoski, W. Turnowiecki: Polityka społeczna. Gdańsk 1997.

Polska bieda: kryteria, ocena, przeciwdziałanie (red. U. Grzełowska). Warszawa 1996.

Polityka społeczna (red. A. Kurzynowski). Warszawa 1995.

Zagadnienia polityki społecznej (red. A. Ratajkiewicz). Warszawa 1996.

12. Assessment methods of student's performance: student's active participation during classes, examination.

13. Required knowledge to obtain credits for the course:

Basic knowledge as regards social policy, the ability to use the categories of social policy and to make complex assessments of social phenomena

13. Individual work: Literature analysis and gathering empirical data.

24. LAW

- 1. Course Name :** Law
2. Course Code: WSHE-E/E.za./pra/15
3. Course Tutor: Sławomir Pilipiec, Ph.D. – lectures
4. Course: compulsory Semester I, II
5. Total Number of Hours: 60
6. Number of Hours : lectures- 60
7. Number of credit points: 6

8. Course Aims:

Introducing students to the basic institutions of the Polish law and especially to the concepts directly related to the economic turnover.

9. Course Syllabus:

- a) General issues
- b) Law and administrative procedure
- c) Law and civil proceedings
- d) Economic law
- e) Labour legislation
- f) Family law
- g) Revenue law

10. Course Literature:

- Kocot W. (red.) *praca zbiorowa elementy prawa*, Wyd. Difin, Warszawa 2004.
- Lech M. *Wstęp do prawoznawstwa*, Warszawa 2004.
- Redelbach A. *Wstęp do prawoznawstwa*. Warszawa 2004.

11. Assessment methods of student's performance: analysis of student's end-of semester paper, active participation in the lectures.

12. Required knowledge to obtain credits for the course:

Material presented during the lectures.

25. FORECASTING AND SIMULATIONS

- 1. Course Name :** Forecasting and Simulations
2. Course Code: WSHE-E/E.za./prosy/05
3. Course Tutor: Prof. Karol Kukuła, Ph.D. hab. – lectures
Agnieszka Rysak, M.Sc. - classes
4. Course: compulsory Semester V
5. Total Number of Hours: 30
6. Number of Hours : lectures- 15 classes-15
7. Assessment method of student class performance: end-of semester test
8. Number of credit points: 3

9. Course Aims:

To acquaint students with the possibilities of quantitative methods application to the forecasting of the development of the future economic processes. To present simulation methods and their application in economy.

10. Course Syllabus:

Revision of the ideas and applications of the smallest squares method.

The concept of econometric forecast. The basic concept related to econometric prediction.

Models of development tendency and its components.
 Forms of development tendency models: linear, non-linear.
 Logistic trend and its estimation.
 Preparing forecasts on the basis of development tendency models.
 The concept of ex post and ex ante error.
 Forecasting on the basis of cause-descriptive and static models.
 The problem of regular fluctuations in econometric forecasting.
 Forecasting through analogy.
 Adaptation methods: exponential equalization method, harmonic scales method.
 Economic simulations based on the econometric model- seller's problem.
 Forecasting in relation to simulations.

11 .Course Literature:

Zeliaś A. Teoria prognozy, PWE, W-wa 1984.

Kukuła K., Wprowadzenie do ekonometrii w przykładach i zadaniach, PWN Warszawa 2003 wyd. II

12. Supplementary Literature:

Cieślak M., (red.) Nieklasyczne metafory prognozowania, PWN W-wa 1983.

13.Assessment methods of student's performance: written examination.

14. Required knowledge to obtain credits for the course:

Subject matter of lectures and classes prescribed by the course syllabus.

15. Individual work: assignments prescribed by the course syllabus.

26. ACCOUNTING

1. Course Name : Accounting
2. Course Code: WSHE-E/E.st./rach/15
3. Course Tutor: Maria kierepka, Ph.D..

4. Course: compulsory **Semester:IV**

5. Total Number of Hours: 60

6. Number of Hours : lectures- 30 classes-30

7.Assessment method of student class performance: class participation, mid-semester and end-of-semester tests.

8. Number of credit points: 5

9. Course Aims:

To equip the graduates with the appropriate knowledge and skills to be able to organize and do the accounts in a small company according to the regulations related to accounting and the management needs of such a unit.

10. Course Syllabus:

Rudiments of accounting expanded by the chosen detailed issues. Learning the basic principles of bookkeeping, the methods of economic events classification and booking them to the accounts, determining the bottom-line and preparing financial reports according to the Polish Accountancy Act. Detailed records refer to: financial assets, accounts, material and goods wholesale and retail turnover, costs in three variants of records, accounting for production and ready-made goods turnover. Apart from the main operation, the following are also included in the records: the remaining operation income and costs, financial income and costs. The bottom-line is calculated in two variants: calculation and comparative.

11 .Course Literature:

Bartel T. Chałupczak J., Potulska E., Stec K.: Zasady rachunkowości- zbiór zadań ODDK. Gdańsk 2001.

Gierusz B.: Podręcznik samodzielnej nauki księgowania ODDK. Gdańsk 2004.

Gierusz B.: Zbiór zadań do podręcznika samodzielnej nauki księgowania. ODDK. Gdańsk 2004.

Praca zbiorowa pod redakcją Kiziukiewicz T.: Rachunkowość. Zasady prowadzenia po nowelizacji ustawy o rachunkowości. Część I. Wydanie I. Ekspert. Wrocław 2001.

Praca zbiorowa pod redakcją Sawickiego K.: Rachunkowość. Zasady prowadzenia po nowelizacji ustawy o rachunkowości. Część II. Zadania z rozwiązaniami. Wydanie I. Ekspert. Wrocław 2001.

Małkowska D.: Rachunkowość od podstaw zbior zadań. ODDK. Gdańsk 2004.

Matuszewicz J., Matuszewicz P.: Rachunkowość od podstaw. Finanse-serwis. Warszawa 2001.

Matuszewicz J., Matuszewicz P.: Zbiór zadań do podręcznika Rachunkowość od podstaw. Finanse-serwis. Warszawa 2001.

Praca zbiorowa pod redakcją Sawickiego K.: Rachunkowość przedsiębiorstw. Część I. Wydanie VII. Ekspert. Wrocław 2001.

Praca zbiorowa pod redakcją Sawickiego K.: Rachunkowość przedsiębiorstw. Część II. Zadania z rozwiązaniami. Ekspert. Wrocław 2001

12. Assessment methods of student's performance: checking students knowledge orally and through written tests, final examination in the form of written paper.

13. Required knowledge to obtain credits for the course:

- basic principles of accounting,
- ability to classify economic events and to book them to the accounts,
- correct calculation of the bottom-line using calculation and comparative method,
- ability to prepare financial reports according to the regulations of Accountancy Act

14. Individual work:

- solving additional extended tasks and their analysis during office hours
- preparation of chosen accounting issues and their presentation in the form of a report.

27. STATISTICS

1. Course Name :

Statistics

2. Course Tutor:

Wojciech Rabiega, Ph.D.

3. Course Code:

WSHE-E/E.za./stat/15

4. Course:

compulsory

Semester: III, IV

5. Total Number of Hours:

60

6. Number of Hours :

lectures- 30

classes-30

7. Assessment method of student class performance: class attendance and participation, five written tests in the material prescribed by the course..

8. Number of credit points: 4

9. Course Aims:

Teaching statistical methods and their practical application in the analysis of social and economic phenomena.

10. Course Syllabus:

- principles of statistical test design
- probabilistic basis of statistical test
- one-dimensional empirical distribution and its numerical characteristics – analysis of the structure of social and economic phenomena
- the basis of statistical deduction in one-dimensional distributions
- analysis of correlation between social and economic phenomena – correlation and regression methods
- methods of social and economic phenomena analysis

11. Course Literature:

- Mieczysław Sobczyk: *Statystyka*, Wyd. Naukowe PWN, Warszawa 2000

- Praca zbiorowa pod redakcją Heleny Kassyk-Rokickiej: *Statystyka, Zbiór zadań*, PWE, Warszawa 1997

-Karol Kukula: *elementy statystyki w zadaniach*, wydawnictwa naukowe PWN, Warszawa 1998

12. Assessment methods of student's performance: written examination

13. Required knowledge to obtain credits for the course:

Statistical methods and their practical application.

14. Individual work:

Performing a statistical analysis of a problem chosen by the student on the basis of the material included in Statistical Yearbooks of the Main Statistical Office (GUS).

28. PRODUCTION MANAGEMENT

1. Course Name :

Production Management

Course Code:

WSHE-E/E.za./zapro/15

2. Course Tutor:

Leszek Kuczek, Ph.D. – lectures

3. Course:

compulsory

Semester: VI

4. Total Number of Hours:

24

5. Number of Hours :

lectures- 24

6. Number of credit points:

2

7. Assessment method of student class performance: oral

8. Course Aims:

Learning the basic terminology concerning production management, acquiring the skills of cost management and production planning.

9. Course Syllabus:

- The concept of production, production process, labour and technological process, parameters of labour process.

-Output and labour intensity of production and the factors shaping them.

-Calculation and generic system of costs and calculation method of unit costs.

-Transport in an enterprise.

- Production analysis in an enterprise.

-Standardization of production and labour.

10. Course Literature:

Bednarski L. i inni, " *Analiza ekonomiczna przedsiębiorstwa*". Wydawnictwo AE Wrocław, 1998.

Dębski S., " *Ekonomika i organizacja przedsiębiorstw*" , Wydawnictwo Szkolne I Pedagogiczne, W-wa, 1996, cz. I i II.

Nowak E: *Teoria kosztów w zarządzaniu przedsiębiorstwem*. PWN Warszawa, 1996.

Skowronek Cz.: *Analiza ekonomiczno-finansowa przedsiębiorstwa. Zbiór przykładów i zadań*. Wydawnictwo Uniwersytetu Marii Curie Skłodowskiej, Lublin, 2000.

11. Assessment methods of student's performance: written and oral examination.

12. Required knowledge to obtain credits for the course: indicated chapters of basic specialist literature and the ability to interpret concepts and results of calculations.

14. Individual work: a paper preparation.