

**Study programme**

# **Modern Management first degree study**

The profile of studying: general academic



## 1. Basic information about the course

The name of the field of study	<b>Modern Management</b>
The level of study	<b>first degree study</b>
The profile of studying	<b>general academic</b>

The name of the core discipline, in which more than half of the learning outcomes are obtained together with the percentage share of the number of ECTS credits for the core discipline in the total number of ECTS credits required to complete studies in the course of study.

The name of the core discipline	Share
<b>management and quality studies</b>	<b>90 %</b>

Names of other disciplines together with the percentage share of the number of ECTS credits for other disciplines in the total number of ECTS credits required to complete a course of study. PRS7

	Share
<b>economics and finance</b>	<b>10 %</b>

Number of semesters	full time study: <b>6</b>
Number of ECTS credit points required to complete the studies	<b>180</b>
Total number of class hours	<b>2100</b>
Recruitment requirements	Requirements annually determined by the Senate of Rzeszów University of Technology
After graduation, the graduate obtains a professional title	bachelor
Graduate's profile, employment opportunities	<p>Progressive globalization and internationalization cause changes in all areas of the functioning of enterprises, as well as entire economies. They also affect the labor market by creating demand for employees who know foreign languages, and are able to function efficiently in interdisciplinary and intercultural teams. In order to meet these expectations, a decision was made to launch the Management course in English at the Faculty of Management of the Rzeszów University of Technology. The studies are dedicated to candidates from abroad and the Poles who want to expand their language competences and gain knowledge in the field of broadly understood management. A graduate of the Management course will have thorough theoretical knowledge in the field of management and quality science, but also practical preparation to manage various types of organizations, processes implemented in them, to make the right decisions in solving problems in various situations. They will acquire deep knowledge, managerial skills, and social competences necessary for efficient management of market-oriented enterprises and non-profit institutions. The lack of traditional educational paths with an option to choose subjects depending on the interests of the student, gives the opportunity to independently create their own competencies, and create an individual career path. With classes conducted in English, widely recognized worldwide as the official language of business, using up-to-date textbooks and teaching materials in the field of business education, a graduate will gain the ability to communicate fluently in English, will be open to cooperation in a multicultural environment, to new experiences and opportunities arising from contacts with representatives of different cultures and nationalities. A graduate of the Management course will be aware of the need for independent and continuous learning, constant professional development, improvement and acquisition of new knowledge, advancement of their own competence and skills useful for working in intercultural, international teams. Studying management will equip a graduate with knowledge of management science and quality, as well as soft skills relating to: • cooperation and collaboration in multidisciplinary and multicultural teams, • motivating and leading employee groups, • alleviating tensions and resolving conflicts, • influencing the behavior of others, • acquiring and transferring knowledge, • communicating with internal and external stakeholders, • using creativity and inspiration in the process of generating new and cutting-edge ideas and solving various types of organizational problems. The competence profile of a Management course graduate will meet the demand of modern organizations for managers - inspirers, managers - innovators and businessmen (entrepreneurs) - inventors who understand and accept new lifestyles, create technological trends, introduce pioneering, innovative products, and are able to profitably sell them. The openness of a graduate to change, flexibility and entrepreneurship will give them a competitive advantage in a difficult and turbulent labor market, enabling them to successfully pursue the career path, and adapt it to emerging constraints and opportunities from the environment. The knowledge a graduate will acquire, in addition to new skills and competencies, will enable them to do business in global markets, manage small, medium, but also large enterprises or their parts, and efficiently navigate global business networks.</p>

## 2. Learning outcomes

Symbol	Contents	References to PRK
K_W01	has advanced understanding of modern economic systems	P6S_WG
K_W02	has advanced knowledge of theories of organization and management	P6S_WG
K_W03	has knowledge of the formation, functioning, transformation and development of different types of organizations	P6S_WK
K_W04	knows the basic economic, legal, and ethical standards applicable to the operations of enterprises, including of basic principles of copyright protection	P6S_WK
K_W05	knows quantitative and qualitative methods of analysis and assessment of economic and social phenomena occurring in organizations and their environment	P6S_WK P6S_WG
K_W06	knows the basic dilemmas of modern civilization and their impact on the management of various organizations	P6S_WK
K_U01	can apply knowledge to identify, diagnosing and solving problems, including complex and unusual ones, and occurring in turbulent environment	P6S_UW
K_U02	is able to use various sources of information and process data using various methods and tools, also using adequate ICT solutions	P6S_UW
K_U03	can communicate with the environment, using the terminology in the field of management and quality sciences, and take part in a debate and present own position in the discussion with the use of a foreign language at the B2 level of the European System of Language Description	P6S_UK
K_U04	is able to cooperate with others in a team and can plan and organize individual and team work	P6S_UO
K_U05	is ready to plan and implement his own lifelong learning	P6S_UU
K_K01	is ready to critically evaluate and supplement his own knowledge and use expert opinions	P6S_KK
K_K02	is ready to act in an entrepreneurial way, also during implementation of projects for the benefit of the local community	P6S_KO
K_K03	is ready to perform professional roles in compliance with applicable ethical principles	P6S_KR

The description of learning outcomes includes learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualification System and takes into account universal characteristics of the first degree cycle specified in this Act and the characteristics of the second degree cycle specified in the regulations issued on the basis of Article 7, section 3 of this Act..

Detailed information about:


1. the relationship between learning outcomes and modular learning outcomes;
2. key learning outcomes in terms of knowledge, skills and social competences, demonstrating their relation to the discipline / disciplines to which the course is assigned;
3. the development of learning outcomes at the level of classes or group of classes, in particular related to the scientific activity conducted at the university;
4. learning outcomes in terms of knowledge, skills and social competences leading to the acquisition of engineering competences, in the case of study programmes on completion of which the student is awarded a professional title of engineer / Master of Engineering;

can be found in the Module Activity Sheets, available on the website of the faculty. Module Activity Sheets are integral part of the study programme.

## 3. List of classes, parameters of the study program, methods of verification of learning outcomes and program content










### 3.1 List of items

Semester	Org.Unit	name of the subject	Lecture	Class	Laboratory	Project/ Seminar	Sum of hours	ECTS	Exam	Mand.
1	ZZ	Bases of Management	15	30	0	15	60	6	T	
1	ZH	Business Psychology	30	30	0	0	60	4	N	
1	ZF	Economy	30	30	0	0	60	6	T	
1	ZO	Entrepreneurship	15	30	0	0	45	3	N	
1	ZP	Law	30	30	0	0	60	5	N	
1	FD	Mathematics	30	30	0	0	60	6	T	
1	DL	Physical Education I	0	30	0	0	30	0	N	
<b>Sums for the semester: 1</b>			<b>150</b>	<b>210</b>	<b>0</b>	<b>15</b>	<b>375</b>	<b>30</b>	<b>3</b>	<b>0</b>
2	ZF	Accounting and Corporate Finance	30	30	0	0	60	5	N	
2	DJ	Foreign Language	0	30	0	0	30	2	N	
2	ZZ	Human Resource Management	15	30	0	0	45	4	N	
2	ZB	Introduction to Strategic Management	15	30	0	0	45	5	T	
2	ZL	Logistics and Retail Management	30	0	45	0	75	7	T	
2	ZM	Marketing	15	30	30	0	75	7	T	
2	DL	Physical Education II	0	30	0	0	30	0	N	
<b>Sums for the semester: 2</b>			<b>105</b>	<b>180</b>	<b>75</b>	<b>0</b>	<b>360</b>	<b>30</b>	<b>3</b>	<b>1</b>
3	DJ	Foreign Language	0	30	0	0	30	2	N	
3	ZO	Innovation Management	15	30	30	0	75	8	T	
3	ZC	Management Information Systems	30	0	30	0	60	4	N	
3	ZB	Project Management	30	30	30	0	90	8	T	

3	ZI	Statistical Data Analysis	30	30	30	0	90	8	T	
<b>Sums for the semester: 3</b>			<b>105</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>345</b>	<b>30</b>	<b>3</b>	<b>1</b>
4	ZL	Coaching and Mentoring	0	30	0	30	60	3	N	
4	ZI	Econometric modelling	30	0	30	0	60	4	N	
4	DJ	Foreign Language	0	30	0	0	30	2	N	
4	ZZ	Leadership Skills and Tools	15	30	0	15	60	5	T	
4	ZO	Elective I	30	0	30	0	60	6	T	
4	ZL	Elective II	30	30	0	0	60	6	T	
4	ZB	Elective III	15	30	0	0	45	4	N	
<b>Sums for the semester: 4</b>			<b>120</b>	<b>150</b>	<b>60</b>	<b>45</b>	<b>375</b>	<b>30</b>	<b>3</b>	<b>1</b>
5	ZM	Business Communication and Presentation Skills	15	45	0	0	60	4	N	
5	ZI	Forecasting and Simulations	15	0	60	0	75	5	N	
5	DJ	Foreign Language	0	30	0	0	30	3	N	
5	ZB	Elective IV	0	30	0	0	30	4	T	
5	ZO	Elective V	15	15	30	0	60	5	N	
5	ZZ	Elective VI	15	0	0	45	60	6	T	
5	ZZ	Research Methodology	15	0	0	30	45	3	N	
<b>Sums for the semester: 5</b>			<b>75</b>	<b>120</b>	<b>90</b>	<b>75</b>	<b>360</b>	<b>30</b>	<b>2</b>	<b>0</b>
6	ZX	Diploma Thesis	0	0	0	0	0	10	N	
6	ZE	Energy Security Management	30	0	30	0	60	3	N	
6	ZL	Lean Management	15	15	0	30	60	3	N	
6	ZF	Elective VII	15	0	30	0	45	5	N	
6	ZP	Elective VIII	30	30	0	0	60	6	N	
6	ZL	Quality Management	15	0	0	45	60	3	N	
<b>Sums for the semester: 6</b>			<b>105</b>	<b>45</b>	<b>60</b>	<b>75</b>	<b>285</b>	<b>30</b>	<b>0</b>	<b>0</b>
<b>TOTALS FOR ALL SEMESTERS:</b>			<b>660</b>	<b>825</b>	<b>405</b>	<b>210</b>	<b>2100</b>	<b>180</b>	<b>14</b>	<b>3</b>

Note that not being granted credits from the modules marked with a red flag makes it impossible to make an entry for the next semester (even if the total number of ECTS credits is lower than the permissible debt), these are modules continued in the next semester or modules in which failure to achieve all assumed learning outcomes does not allow one to continue studies in the modules included in the next semester's study programme

### 3.2 Subjects to be chosen as part of the study program, including foreign languages.

Semester	Org.Unit	name of the subject	Lecture	Class	Laboratory	Project/ Seminar	Sum of hours	ECTS	Exam	Mand.
2	DJ	Foreign language - English	0	30	0	0	30	2	N	
2	DJ	Foreign language - French	0	30	0	0	30	2	N	
2	DJ	Foreign language - German	0	30	0	0	30	2	N	
2	DJ	Foreign language - Russian	0	30	0	0	30	2	N	
3	DJ	Foreign language - English	0	30	0	0	30	2	N	
3	DJ	Foreign language - French	0	30	0	0	30	2	N	
3	DJ	Foreign language - German	0	30	0	0	30	2	N	
3	DJ	Foreign language - Russian	0	30	0	0	30	2	N	
4	DJ	Foreign language - English	0	30	0	0	30	2	N	
4	DJ	Foreign language - French	0	30	0	0	30	2	N	
4	DJ	Foreign language - German	0	30	0	0	30	2	N	
4	DJ	Foreign language - Russian	0	30	0	0	30	2	N	
4	ZM	Elective I - Digital Marketing	30	0	30	0	60	6	T	
4	ZO	Elective I - Modern Management Tools	30	0	30	0	60	6	T	
4	ZM	Elective II - International Marketing	30	30	0	0	60	6	T	
4	ZO	Elective II - Sales and Negotiations Techniques	30	30	0	0	60	6	T	
4	ZB	Elective III - Managing Infrastructural Projects	15	30	0	0	45	4	N	
4	ZB	Elective III - Managing IT Projects	15	30	0	0	45	4	N	
5	DJ	Foreign language - English	0	30	0	0	30	3	T	
5	DJ	Foreign language - French	0	30	0	0	30	3	T	
5	DJ	Foreign language - German	0	30	0	0	30	3	T	
5	DJ	Foreign language - Russian	0	30	0	0	30	3	T	
5	ZB	Elective IV - Managing Marketing Projects	0	30	0	0	30	4	T	

5	ZB	Elective IV - Managing Production Projects	0	30	0	0	30	4	T	
5	ZL	Elective V - E-commerce Logistics	15	15	30	0	60	5	N	
5	ZF	Elective V - Project Financial Management	15	15	30	0	60	5	N	
5	ZZ	Elective VI - CSR in a Project Environment	15	0	0	45	60	6	T	
5	ZL	Elective VI - Eco-Management and Audit Scheme	15	0	0	45	60	6	T	
6	ZO	Elective VII - Business Process Optimization Using IT	15	0	30	0	45	5	N	
6	ZF	Elective VII - Investment Profitability Analysis	15	0	30	0	45	5	N	
6	ZP	Elective VIII - Contracts and Claims Management in Project	30	30	0	0	60	6	N	
6	ZP	Elective VIII - Marketing and Advertising Law	30	30	0	0	60	6	N	

### 3.2 Parameters of the study program and methods of verification of learning outcomes

#### Parameters of the study program

The total number of ECTS credits that a student must obtain in the course of classes conducted with direct participation of academic teachers or other persons conducting classes.	91 ECTS
The total number of ECTS credits allocated to classes related to scientific activity conducted at the university in a given discipline or disciplines to which the course of study is assigned.	98 ECTS
The total number of ECTS credits required to be obtained by a student in the humanities or social sciences for the courses of study assigned to disciplines within the fields of study other than the humanities or social sciences respectively.	23 ECTS
The total number of ECTS credits allocated to elective courses.	61 ECTS
The total number of ECTS points that a student must obtain as part of a foreign language course.	9 ECTS
Number of hours of physical education classes.	60 h.

#### Verification methods of learning outcomes

Detailed rules and methods for the verification and assessment of learning outcomes that allow all learning outcomes to be verified and assessed are described in the Module Activity Sheets. Within the framework of a programme, verification of learning outcomes is carried out in particular by means of the following methods: written, exam part practical, exam part oral, written pass, pass a part practical, oral pass, essay, colloquium, written test, observation of performance, portfolio, project presentation, written report, oral report, project report, written test. Detailed information about the verification of learning outcomes achieved by students can be found in the Module Activity Sheets on the website of the faculty. Parameters of selected methods of verification of learning outcomes are presented in the table below.

Number of classes where the exam is required	14
Number of classes where a written exam is required	10
Number of classes where an oral exam is required	4
Number of hours devoted to the written exam	14
Number of hours devoted to oral exam	4
Estimated number of hours students should spend preparing for exams and credits	483
Number of classes which result in a pass without an exam	25
Number of hours to be completed in writing	18
Oral number of hours to complete	7.50
Estimated number of hours that students should spend on preparing for credits during semesters during classes (no final credits)	99
Number of classes in which the verification of the achieved learning outcomes is carried out on the basis of observation of performance (laboratories)	12
Number of laboratories where the achieved learning outcomes are checked on the basis of tests during the semester	4
Estimated number of hours students should spend in preparing for laboratory tests	31
Number of project classes in which the learning outcomes achieved are checked on the basis of a project presentation, a written report, a written report, an oral report or a project report	7
Estimated number of hours students should spend on design / documentation / report preparation and preparation for presentation	111
Number of lecture classes that require separate credit in writing or orally, regardless of the requirements of other forms of classes in this module	11
Estimated number of hours students should spend in preparing for lecture tests	73

### 3.3 Programme content

Programme content (educational content) is consistent with the learning outcomes and takes into account, in particular, the current state of knowledge and research methodology in the discipline or disciplines to which the course of study is assigned, as well as the results of scientific activity in this discipline or disciplines. A detailed description of the program content is available in the Module Activity Sheets on the website of the faculty.

Accounting and Corporate Finance	K_W04, K_W05, K_U01, K_U02, K_K03
• Introduction to the module. Basic issues in accounting. • The nature of accounting, the users and usefulness of accounting information. • The financial statements: the balance sheet, the profit and loss account, the cash flow statement - their essence and basic elements. • Accounting and businesses decisions. • Introduction to corporate finance • Principles of capital budgeting and value analysis of future cash flows • Basic principles related to short-term and long-term financing policy	
Bases of Management	K_W02, K_W03, K_W04, K_U01, K_U04, K_K01

<ul style="list-style-type: none"> <li>• Introduction to the course and methodology for studying.</li> <li>• Management and manager's work. Review of basic issues in the field of management science.</li> <li>• Evolution of management science (part 1): classical school. The work of a manager.</li> <li>• Management functions (part 1): planning.</li> <li>• Organization models and organizational structures.</li> <li>• Contemporary management challenges.</li> </ul>	
Business Communication and Presentation Skills	K_W06, K_U03, K_U04, K_K03
<ul style="list-style-type: none"> <li>• Public relations' definitions, functions and goals. Evolution and meaning of PR activity in a marketing strategy of the company.</li> <li>• Public relations methods and techniques.</li> <li>• Presentation of the PR Strategy prepared by the students for a chosen company.</li> <li>• The essence of self-presentation. Personal brand. My SWOT analysis. Self-presentation on the social media. The rules of effective communication with the environment.</li> <li>• Selected examples of business communication and the ability to use them in the organization.</li> <li>• Public Speaking and Presentations: verbal and visual communication, best practices and mistakes.</li> </ul>	
Business Psychology	K_W01, K_W06, K_U01, K_U04, K_K03
<ul style="list-style-type: none"> <li>• Psychology in business - introduction</li> <li>• Cognitive functioning; Cognitive determinants of work effectiveness in business (knowledge, intelligence); Emotions and rationality as individual and organizational resources</li> <li>• Personality and organisation (Personality, self-image, self-esteem)</li> <li>• Work motivation</li> <li>• Leadership</li> <li>• Work groups and teams</li> <li>• Organizational Culture; Organizational design and structure</li> <li>• Decision making by individuals and groups</li> <li>• Stres at work and coping with stress</li> <li>• Career, work-based learning</li> </ul>	
Coaching and Mentoring	K_W03, K_W06, K_U01, K_U04, K_U05, K_K01, K_K03
<ul style="list-style-type: none"> <li>• Presentation of the concept of classes and conditions of passing</li> <li>• The importance of continuous competence development. Competency development methods.</li> <li>• The essence of coaching and mentoring</li> <li>• Basic coaching and mentoring principles and skills</li> <li>• Models, techniques and tools</li> <li>• Ethical standards and principles. Professional organizations</li> <li>• Coaching management style</li> <li>• Implementation of mentoring in organizations. Review of selected mentoring programs</li> <li>• Developing a competence development plan</li> <li>• Presentation of the final work done during the project classes</li> <li>• Summary of classes</li> </ul>	
Diploma Thesis	K_W02, K_W04, K_W05, K_U02, K_U03, K_U05, K_K01
<ul style="list-style-type: none"> <li>• Research based on secondary and/or primary sources.</li> <li>• Analysis of results, formulation of conclusions</li> <li>• Development of the content of the diploma thesis.</li> </ul>	
Econometric modelling	K_W01, K_W02, K_W05, K_U01, K_U02, K_K01
<ul style="list-style-type: none"> <li>• Introduction to Econometrics - history of econometrics, the object of research, the scope of research, econometrics relationship with other sciences. the concept of an econometric model, the model elements, classification models in terms of various criteria, stages of construction of descriptive models.</li> <li>• Methods of selecting variables for the econometric model (method Hellwig, analysis, graphs, Pawlowski, analysis, correlation coefficient matrix, the elimination of quasi-fixed variables).</li> <li>• Methods for selecting the analytical form of the econometric model.</li> <li>• Methods for estimating single-equation econometric models (classical least squares).</li> <li>• Verification of econometric models (test fit and clarity of the model, the test of significance on the evaluated structural parameters).</li> <li>• Research ownership model residuals (random component verification - testing randomness, autocorrelation, symmetry, normality, unbiasedness).</li> <li>• The use of single-equation econometric models in the practice of economic life. Econometric analysis of the market (micro and macro functions in consumer demand, income distributions, etc.). Econometric analysis of production processes (production function Cobb-Douglas production function is a CES the company cost models, models of labor productivity, etc.).</li> <li>• Prediction based on single equation models. Classical prediction based on causal-descriptive models. Models of development tendency as a prediction tool. Selected adaptive models in the prediction process (exponential smoothing model and method of harmonic weights). Prediction based on trend models of one-time periods.</li> </ul>	
Economy	K_W01, K_W04, K_U01, K_U02, K_K03
<ul style="list-style-type: none"> <li>• Introduction to economics (outline of economic thought, the basic concepts, principles and assumptions of the microeconomic analysis of the place of Economics in social sciences system and links with other disciplines of science). Introduction to economics.</li> <li>• The Model of market economy (institutions, productivity, efficiency, actors, resources and streams in economic system; the market-classifications and operating principles).</li> <li>• Demand (law of demand, exceptions, determinants, elasticity of demand), supply (law of supply, exceptions, determinants, flexibility of supply), market equilibrium in the short, medium and long term, the impact of regulated prices on the market, web model.</li> <li>• The theory of consumer choice, (the functioning of the household, utility, Gossen's laws, Marshall's consumers rent, the consumers balance)</li> <li>• The operating principles of the company (an introduction to the theory of firm, basic definitions, classifications and processes).</li> <li>• Production function in the short and long term effects of scale, choice of the optimal technology.</li> <li>• Instruments of cost management in the enterprise, the cost function in the long and the short term, the issue of costs and cash flow.</li> <li>• Perfect competition and monopolistic competition.</li> <li>• Limited competition - monopoly and oligopoly.</li> <li>• Introduction to macroeconomics, basic phenomena and macro-economic problems.</li> <li>• The development of economic systems, economic growth-measurement and determinants of product and national income and its determinants, economic downturn (cycles) and the role of investment in the economy, an analysis of the situation in Europe and in the world.</li> <li>• The importance of the public finance sector, organisation of PFS (subsectors), the impact of fiscal policy on the national income, the role of the State in the economy the budget as a tool to impact on the economy, the issue of the budget deficit and public debt, the impact of public support (including from EU funds) on the development of the national economy, the analysis of the situation in Europe.</li> <li>• Monetary system development, the role of money in the economy, money purely and sense of largo, the demand for money, money supply and the mechanisms of its creations, a quantitative theory of money, monetary aggregates.</li> <li>• The National Banking System, the role of the Central Bank and monetary policy, the monetary policy tools, the interbank market and the activities of commercial banks</li> <li>• The phenomenon of inflation and its social and economic effects, demand, and shortage of supply causes inflation, inflationary phenomena measurement- inflation, analysis of the situation in Europe, politics antyinflacyjna.</li> <li>• The labour market, employment policy, the importance of competence and demographic processes, flexibility in the labour market, unemployment as economic and social problem.</li> <li>• International economic relations, the foreign exchange market, balance of payments, the single market of the European Union and its importance for the development of the Member States, The role of the European Union in the global economy</li> </ul>	
Energy Security Management	K_W01, K_W06, K_U01, K_K01
<ul style="list-style-type: none"> <li>• Energy security - theories and definitions</li> <li>• Energy security management</li> <li>• Energy security management in crisis situations</li> <li>• Management of energy resources on a global scale</li> <li>• The importance of energy infrastructure</li> <li>• Energy transformation in the context of contemporary challenges</li> <li>• LNG supply management</li> <li>• Trends in energy security management</li> </ul>	
Entrepreneurship	K_W03, K_W04, K_U01, K_K02
<ul style="list-style-type: none"> <li>• Basic concept related to business activity, enterprise with subjective and objective meaning, ways of defining entrepreneurship.</li> <li>• Entrepreneurial concepts, entrepreneurship as an attitude, behavior. Motives of entrepreneurial attitudes.</li> <li>• Organizational and legal forms of enterprises; advantages and disadvantages of running a business depending on the chosen form</li> <li>• Characteristics of the business registration process.</li> <li>• Innovation of enterprises, areas of innovation, importance for competitiveness on the market, sources of financing</li> <li>• Business planning - market and competition analysis</li> <li>• Creating innovative business ideas. Design Thinking</li> <li>• Development of an exemplary business project</li> </ul>	
Forecasting and Simulations	K_W01, K_W05, K_U01, K_U02, K_K01
<ul style="list-style-type: none"> <li>• Fundamentals of computer simulation in management.</li> <li>• Discrete events simulation.</li> <li>• Enterprise Dynamics - a discrete simulation tool.</li> <li>• Building and analyzing simulation models of processes.</li> <li>• Data sheet construction in Excel and STATISTICA. Basic methods of statistical data analysis. Graphical presentation of time data. Forecast quality assessment. Barriers related to the forecasting process - practical examples.</li> <li>• Forecasting using linear and quadratic trend models using STATISTICA graphical tools and datasheet formulas. Use of regression analysis. Diagnostics of regression models. Point and range forecast. Regression models with seasonal effect (ratio analysis). Nonlinear models.</li> <li>• Time series forecasting in STATISTICA. Time series</li> </ul>	

components, additive and multiplicative seasonality. Naive method. Simple, weighted moving average method. Exponential smoothing with trend and seasonality effects. ARIMA models. Determination of seasonality indicators. • Selected methods of time series dynamics analysis (absolute increments, relative increments and individual indices). • Simulations of the course of phenomena - an example of a demographic forecast taking into account various scenarios.. • Examples of forecasting and simulation in management.	
Human Resource Management	K_W02, K_W03, K_W06, K_U01, K_U04, K_U05, K_K01
• The definition and role of HRM. • HRM background and determining factors. • Strategic HRM. • HR policies, procedures, and systems • High-performance work systems. • Managing employee behaviors: satisfaction, motivation, engagement, and commitment. • Competency-based HRM. • Test • Organization of HRM. • The employment relationship. • Job analysis and recruitment. • Selection and onboarding. • Performance evaluation. • Rewarding employees. • Employee incentives plan. • The international context of HRM. • HRM: an ethical perspective. • Diversity and multiculturalism and HRM. • Project presentation. • Retention and outplacement. • Employee relation. • Test. • Test.	
Innovation Management	K_W01, K_W05, K_U01, K_U02, K_K01
• Innovation management concepts • Innovation management methods, techniques and tools (including IT)	
Introduction to Strategic Management	K_W02, K_W05, K_W06, K_U01, K_U02, K_K02
• Introduction to strategic management • Strategic analysis dimensions • Structure of the strategic plan • Strategic controlling procedure	
Law	K_W04, K_U01, K_U02, K_K01, K_K03
• The main concepts of law. Meanings of the term "law". Features and functions of the law. • Legal standards and legal regulations. Legal relations and legal events. • Sources of law. Creating the law. Functions of Parliament. Executive and judicial power. • Aims and objectives of the European Union. The institutional system of the European Union. The sources of European Union law. Characteristics and division of the sources of European Union law. • The system of law and the validity of law. Interpretation of law. • The concept, role and features of public administration. Public administration entities. • Territorial division of the state. Characteristics of selected entities of government and local government administration. • Legal forms of administrative action. • Criminal responsibility. The concept and classification of crimes. Guilt in criminal law. Countertype. Forms of committing a prohibited act. Penalty. • Selected issues of labor law.	
Leadership Skills and Tools	K_W02, K_W06, K_U04, K_U05, K_K03
• Review of managerial theories. • Manager competence profile. • Methods for developing managerial skills. • Test. • Improving time management skills and prioritization. • Building relationships and communication with subordinates. • Improving team management skills. • Management by delegation. • Motivating and building subordinate commitment and engagement. • Setting goals and performance evaluation of managers. • The ethical dilemma of managerial decisions. • Test.	
Lean Management	K_W02, K_U01, K_U02, K_K01
• Introduction to Lean Management tools and culture. Kaizen • Supervisor skills development (TWI) program. Lean methods and tools • Improvement and standardization (A3 report , PDCA/SDCA, QRQC) • Summary of content and written credit for Lean Management content • Start with why. Precision of customer requirements, entrepreneurial capabilities and employee voice • Setting a goal for change. Building a vision for the process • Identify root causes and design improvement actions • Change planning and methods and tools for continuous improvement • Introduction to the requirements of the Lean Management project • Implementation of the project in teams of two. Analyzing the root cause of the problem, adjusting the appropriate solution. Verification of improvement. Implementation of improvement activities • Presentation and defense of the project	
Logistics and Retail Management	K_W01, K_W05, K_U01, K_U02, K_K02
• The essence and object of logistics • Infrastructure of logistics processes • Logistics of supply, production and distribution processes • Inventory control in logistics processes • Retail Management Systems • Summary of course content	
Management Information Systems	K_W02, K_U02, K_K03
• Class organization. Health and safety training. Overview of activities and terms of credit. Configuration of students email. Developer Tools for Teaching overview. • MS Visio software for system modeling and information visualization. Basics of creating simple diagrams. Overview of templates. Elements of the network of activities. Modeling of algorithms and networks of activities. Modeling of the network of account creation activities in cloud <a href="https://computijavascript:DLG('dialog_karty','trescikszt;1222;id=376;','save')ng.">computijavascript:DLG('dialog_karty','trescikszt;1222;id=376;','save')ng.</a> • Creating accounts in cloud computing. Overview of services in the clouds. Creating and sharing folders. Managing the company's information resources in the cloud. • IT environments for project management. Demonstrations of sample tasks, schedules, Gantt diagrams, network diagrams. Creating a new project, creating tasks, combining tasks, creating a hierarchy of tasks. • Assign resources to tasks, create reports. Integration with the visualization program and spreadsheet. Preparation of project schedule for the implementation of the information system management. • Colloquium 1. Report from the laboratory part 1. Descriptive analysis of the company in terms of system. Case study. • 187/5000 The model of the company's operation in terms of system. Defining the company's goals in accordance with the SMART principle. Components of the company's information resources. Define the tasks of the information system for management. • Definition and characteristics of users of the information system. Analysis of functional and quality requirements. Modeling the hierarchy of functions. Modeling of the company's organizational structure, room layout. • Identification components of diagrams. Modeling context diagram and data flow diagrams (DFD). Modeling: IT infrastructure, maps of the functionality of the website, database. • Integration of the organizational structure model with a spreadsheet. Creating a database. Import data from a spreadsheet to a database. Modification of tables. Designing and handling tables. Creating relationships. • Designing and handling queries in the database for company management. Designing and handling of forms. Designing and servicing reports. Design and maintenance of the navigational structure. • Integrated management information systems. Solution overview. Functional analysis. Practical exercises. Presentation of reports. Final test.	
Marketing	K_W02, K_W04, K_W06, K_U01, K_U03, K_K02
• Contemporary marketing - the evolution of the marketing orientation of companies and the main directions of development. • Segmentation, Targeting and Positioning - STP Strategy in marketing activity of the company. • Marketing mix - an analysis of marketing instruments. • The essence and role of marketing planning in business. Stages of marketing plan. Developing marketing plan for company. • Current trends in digital marketing in Poland and in the world. Selected tools used in digital marketing. Proven practices and mistakes in marketing communication using social media. • Written exam	
Mathematics	K_W05, K_U01, K_U02, K_K01
• The set of complex numbers, operations on complex numbers, algebraic and trigonometric form of a complex number, trig and rooting of complex numbers. Complex polynomials: roots of polynomials, fundamental theorem of algebra. • Basic properties of functions of one real variable. Numerical sequences, monotonicity and limit of sequences, limit of a sequence, limit of a sequence theorem. Limit and continuity of functions of a real variable: definition and calculus properties of limits, concept of continuity of functions. Asymptotes of functions. • Differential calculus of functions of one real variable: definition and properties of the derivative, derivatives of higher orders, applications of the derivative to the study of monotonicity of functions and determination of local extremes of functions, convexity, concavity and inflection points of functions, de l'Hospital's rule. • Indefinite integrals. Methods of calculating indefinite integrals. Definite integral. Application thedefinite integrals in geometry.	
Physical Education I	K_U04

<ul style="list-style-type: none"> <li>• Acquainting with the rules of participation in classes and the conditions for obtaining a pass. Discussion of the principles of safe use of sports facilities and equipment and safety rules in force during the course.</li> <li>• Implementation of various sets of warm-up exercises and exercises focused on developing the student's basic motor skills.</li> <li>• Shaping general physical fitness, motor coordination, endurance, flexibility, speed through individual selection of sports activities (eg: football, volleyball, basketball, table tennis) or recreational physical activity (eg: badminton, gym exercises).</li> <li>• Physical fitness test: Multistage 20 m Shuttle Run (Beep test).</li> </ul>	
Physical Education II	K_U04
<ul style="list-style-type: none"> <li>• Acquainting with the rules of participation in classes and credit conditions. Discussion of swimming pool conditions and safety rules applicable during exercise in the aquatic environment.</li> <li>• Initial adaptation to the aquatic environment: - face dipping, eye opening and orientation under the surface of the water, - mastery of breathing in the aquatic environment, familiarization with the buoyancy of water, - control of lying on the breast and back, - plays and games in water. Warm-up exercises, preparing for exercises in water. Learning how to behave in water in difficult and unusual situations: choking, shrinkage, sinking, etc.</li> <li>• Learning backstroke style: lying on the back, slipping, correct leg work with a board on the hips and without a board, proper work of the arms. Improvement of proper coordination of lower and upper limbs. Learning free style: slipping on the chest, proper leg work combined with breathing, exercise with a board and without a board. Learning the proper work of the arms (swimming with a proper body with a proper breath and exhalation). Learning how to coordinate the work of lower and upper limbs with the determination of proper breathing. Learning breaststroke style: proper work of legs with a board and without boards on the chest and on the back, correct work of arms in a classic style. Coordination of lower and upper limbs and breathing in a classic style. Learning to jump on the legs and on the head.</li> <li>• Fitness test: a 25-meter swimming trial chosen by the student.</li> </ul>	
Project Management	K_W02, K_W03, K_W05, K_U01, K_U02, K_U04, K_K02
<ul style="list-style-type: none"> <li>• Introduction to project management in pharmaceutical industry</li> <li>• Phase model of the project in pharmaceutical industry</li> <li>• Techniques for initiating projects in pharmaceutical industry</li> <li>• Project planning techniques in pharmaceutical industry</li> <li>• Techniques of controlling and controlling projects in pharmaceutical industry</li> <li>• Designing the project oriented organization</li> <li>• IT project management tools</li> </ul>	
Quality Management	K_W02, K_U01, K_U02, K_K03
<ul style="list-style-type: none"> <li>• Presentation of course passing requirements and module content (chart). Introduction to the quality management issue.</li> <li>• Principles of quality management</li> <li>• Selected requirements of the ISO 9001:2015</li> <li>• Programme summary and written exam in quality management systems rules and requirements</li> <li>• Presentation of course passing requirements and module content (chart). Introduction to quality management, selecting an organisation.</li> <li>• Analysis and evaluation of quality policies in various organisations, drafting a quality policy for a chosen organisation.</li> <li>• Process mapping for a chosen organisation. Presentation of the project.</li> <li>• Using chosen instruments in solving quality-related problems.</li> <li>• Summary of practical programme</li> </ul>	
Research Methodology	K_W02, K_W05, K_U02, K_U03, K_K01
<ul style="list-style-type: none"> <li>• Feedback and projects improving.</li> <li>• Objectives and significance of scientific research.</li> <li>• Methods of scientific research.</li> <li>• Research problem, hypotheses, and research questions.</li> <li>• Research process projecting and organization.</li> <li>• Data gathering tools.</li> <li>• Data presentation and interpretation.</li> <li>• Schools and rules of citation.</li> <li>• Plagiarism.</li> <li>• Formulating research questions and problems.</li> <li>• Literature review in research.</li> <li>• Collecting data.</li> <li>• Developing questionnaire.</li> <li>• Presentation of data.</li> <li>• Analyze statistical information.</li> <li>• Formulating conclusions and recommendations.</li> <li>• Project developing.</li> <li>• Project research presentations.</li> </ul>	
Statistical Data Analysis	K_W05, K_U01, K_U02, K_K01
<ul style="list-style-type: none"> <li>• Presentation of basic concepts in the field of statistics and data analysis. Creating and acquiring databases. Basic principles of working with databases.</li> <li>• Types of statistical series, data clustering, creating interval series, analysis of the structure of the population (structure and intensity index, average measures, quartiles, measures of dispersion, asymmetry, concentration, similarity, etc.), measures of volatility</li> <li>• Graphical presentation and data analysis, data standardization and normalization</li> <li>• Relationship analysis, correlation analysis, regression analysis</li> <li>• Combinatorics and probabilistic - basic concepts and applications in statistics</li> <li>• continuous and discrete variables and their distributions</li> <li>• Sample and sample distributions</li> <li>• Estimation. Estimators, their types, and properties. Point and interval estimation. Confidence intervals.</li> <li>• Installation and configuration of R and R Studio</li> <li>• R: Data types and manipulation</li> <li>• R: Basic elements of programming</li> <li>• R: Downloading, reading and saving data</li> <li>• R: Basic charts</li> <li>• Exam</li> </ul>	
Elective I - Digital Marketing	K_W02, K_U02, K_K01
<ul style="list-style-type: none"> <li>• Current trends in digital marketing in Poland and in the world.</li> <li>• Selected tools used in digital marketing.</li> <li>• Proven practices and mistakes in marketing communication using social media.</li> </ul>	
Elective I - Modern Management Tools	K_W02, K_U02, K_K01
<ul style="list-style-type: none"> <li>• Introduction to growth hacking</li> <li>• Categories of IT business support tools</li> <li>• Content creation automation tools</li> <li>• The use of artificial intelligence in process optimization</li> <li>• Marketing automation</li> <li>• E-commerce automation</li> <li>• Education automation</li> </ul>	
Elective II - International Marketing	K_W01, K_U02, K_K02
<ul style="list-style-type: none"> <li>• Business and International Marketing. Reasons and phases of internationalization process and its impact on marketing theory. Companies international orientations.</li> <li>• International environment of companies and its impact on marketing activities. issues related to analysis of international marketing environment. The impact of culture on marketing activities.</li> <li>• International environment of companies and its impact on marketing activities. issues related to analysis of international marketing environment. The impact of culture on marketing activities.</li> <li>• The benefits and risks of business activities in foreign markets. Tendencies of development of international marketing. Global marketing.</li> </ul>	
Elective II - Sales and Negotiations Techniques	K_W01, K_U02, K_K02
<ul style="list-style-type: none"> <li>• Negotiation techniques</li> <li>• Sales techniques</li> </ul>	
Elective III - Managing Infrastructural Projects	K_W02, K_U01, K_K02
<ul style="list-style-type: none"> <li>• Introduction to the implementation of infrastructural projects</li> <li>• Phase model of infrastructural projects</li> <li>• Preparation of the concept of an infrastructural facility</li> <li>• The development of the infrastructural facility</li> <li>• Implementation of an infrastructure project</li> </ul>	
Elective III - Managing IT Projects	K_W02, K_U01, K_K02
<ul style="list-style-type: none"> <li>• Introduction to the implementation of IT projects</li> <li>• Phase model of IT projects</li> <li>• Preparation of the concept of IT product</li> <li>• The development of the IT product concept</li> <li>• Implementation of an IT product</li> </ul>	
Elective IV - Managing Marketing Projects	K_W01, K_W05, K_U02, K_U03, K_K02
<ul style="list-style-type: none"> <li>• Introduction to the implementation of marketing projects</li> <li>• Phase model of marketing projects</li> <li>• Preparation of the concept of marketing project</li> <li>• The development of the marketing project</li> <li>• Implementation marketing project</li> </ul>	
Elective IV - Managing Production Projects	K_W01, K_W05, K_U02, K_U03, K_K02
<ul style="list-style-type: none"> <li>• Introduction to the implementation of production projects</li> <li>• Phase model of production projects</li> <li>• Preparation of the concept of production project</li> <li>• The development of the production project</li> <li>• Implementation production project</li> </ul>	
Elective V - E-commerce Logistics	K_W01, K_W02, K_U01, K_U04, K_K02
<ul style="list-style-type: none"> <li>• Foundation and forms of conducting e-commerce.</li> <li>• Legal requirements for e-commerce, courier and postal services.</li> <li>• Logistics services for e-commerce.</li> <li>• Security in the implementation of logistics services for e-commerce.</li> <li>• Activity of courier</li> </ul>	



and postal companies in Poland and around the world. • The role of innovation in the development of e-commerce logistics.	
Elective V - Project Financial Management	K_W01, K_W02, K_U01, K_U04, K_K02
• Introduction to the module. Basic issues in project financial management. • Principles of creating the project budget, the cost analysis essential for the project implementation. • Managing the financial liquidity in the project (cash flows), establishing sources of the project financing. • Methods of assessing the profitability of projects.	
Elective VI - CSR in a Project Environment	K_W02, K_W04, K_U01, K_K03
• Organizational classes. Introduction to CSR theory and the context of sustainable development. • Legal and normative aspects of CSR. • System design and CSR strategy. • Evaluation and analysis of CSR strategies. • Knows and understands the concept of sustainable project management.	
Elective VI - Eco-Management and Audit Scheme	K_W02, K_W04, K_U01, K_K03
• Presentation of course passing requirements and module content (chart). Characteristics of environmental management systems – introduction • Characteristics and selected requirements of the EMAS system • Implementation of the EMAS system in an organisation • Lecture programme summary – early date exam • Presentation of course passing requirements and module content (chart). Characteristics of the EMAS system. • Analysis and evaluation of environmental policies in various organisations, drafting an environmental policy for a chosen organisation. • Identifying environmental aspects, effects, targets and tasks. • Preparing and presentation an ecomap • Summary of practical programme	
Elective VII - Business Process Optimization Using IT	K_W01, K_W02, K_U01, K_U02, K_K01
• Concepts, methods and techniques of optimization and automation of business processes • IT tools for optimization and automation of business processes	
Elective VII - Investment Profitability Analysis	K_W01, K_W02, K_U01, K_U02, K_K01
• Introduction to the module. The essence and types of investments. • Present and future value of money. • Serial payments - annuities. • Static methods of investment project evaluation • Dynamic methods of investment project evaluation.	
Elective VIII - Contracts and Claims Management in Project	K_W04, K_W06, K_U02, K_K03
• General issues concerning contracts: Sources of contract law, meaning the habit of contractual relations, role of judicial decisions, • The form and content of the object of the contract: Restriction of freedom of contract, specific forms of conclusion of contracts, types of benefits arising out of contracts, interest, and time condition, • Modify or terminate the contract by the court: change content, termination or cancellation of the contract, leading to unjustified claims the benefit of the general conditions of the contract or the Regulations, • Rules for the implementation of commitments under the contracts: general principles, rules for the implementation of mutual commitments, persons involved in the execution of commitments , Evidence of fulfillment, • Taking liabilities: Change the creditor, the debtor Change, 6. The effects of non-performance or improper performance of obligations, 7. Damage and compensation: The concept of damage, the types and amount, other premises liability, Compensation for damage: Special rules regarding compensation for personal injury, • The performance guarantee liability: Protection in kind: lien mortgage, transfer of ownership for security, personal security: surety, transfer of a security,	
Elective VIII - Marketing and Advertising Law	K_W04, K_W06, K_U02, K_K03
• Introduction to the problems of advertising and promotion. History of advertising and promotion. Types and media of advertising. Advertising message. Construction of the advertising message • The role of the media in advertising and promotion activities. The psychology of the impact of advertising and promotion. Persuasion in advertising. Ethics in advertising. New forms and means of advertising. • The notion of the press radio and television. The nature, objectives and targets of the Press radio and television. Sources of the Press radio and television. • Copyright and related rights. The subject of copyright protection. Creator, as the subject of copyright protection. Moral rights and property. Autorskaochrona legal and computer programs. Protecting the image, and the mystery adresatakorespondencji sources. Internet and the protection of intellectual property. • Copyright protection as a particular manifestation of a private good. Claims for breach of intellectual property rights. Civil liability. Criminal liability. Administrative responsibility. Limitation of exclusive rights. The right to exclusivity. Priority to exclusivity. Revocation and termination of exclusive rights implied. The right of journalists in Polish law. • final test	
Foreign language - English	K_U03, K_K01
• Poziom B2 niższy Talking about yourself, family, home, likes and dislikes. Question forms. • Talking about important dates and events. Writing formal and informal emails. Numbers and alphanumeric symbols - pronunciation of symbols found and used in programming syntax and IT industry (&, *, {, #, @, etc.). Quantifiers and referring to measurable parameters. • Discussing differences between men and women. Expressing opinions. • Describing people. Revision of verb tenses: present and past simple, present and past continuous. • Talking about yourself. Conversation and interviews. • Giving advice on successful interviews. Talking about yourself. • Talking about films. Expressing opinion about films. Mathematical operations - addition, subtraction, multiplication, division, extraction of a root, exponentiation and fractions. • Talking about life experiences. Verb tenses: present perfect and past simple. • Talking about the media and news. Expressing opinion on conspiracy theories. Matching headlines with explanations. • Talking about stories from the past. Writing a news report. • Talking about lying. Collocations with 'say' and 'tell'. • Telling a story or anecdote from the past. Listening to people telling anecdotes. Describing technical functions and usage of devices. Explaining mechanics of a given piece of technology based on the IT-related example. • Phrases to describe a good/bad experience. Talking about memorable moments. Writing about one of your happiest memories. • Expressing opinions. Talking about problems of teenagers and their parents. • The future (plans): the present continuous, going to, will, might. Writing messages; learn to use note form. Tools, mechanical fastening, assembly - vocabulary related to typical tools used during assembly of electrical systems and computer components (eg. pliers, screwdriver, terminating cables) and notions connected with assembly of electronics. • The future (predictions): will, might, may, could, going to, likely to. Future time markers; idioms • Listening to predictions about the future of communication. Talking about how things will change in the future. • Reading a short story about a misunderstanding. Dealing with misunderstandings. Types of misunderstandings; phrases to clarify/ask someone to reformulate • Listening to telephone conversations involving misunderstandings. Learning to reformulate and retell a story about a misunderstanding. Role-playing resolving a misunderstanding. • Reading an article about millionaires. Modals of obligation: must, have to, should. • Discussing the qualities needed for different jobs. Completing a survey and discussing the results. • Reading about childhood dreams. Reading job advertisements. Used to and would. • Listening to two people describing dream jobs gone wrong. Talking about past habits. Writing a covering letter. Geometrical shapes, prepositions of place and related with word formation. • Reaching agreement. Business collocations. Phrases to give opinions. Electrical circuits - description of the entire collection of elements constituting an electrical circuit. English equivalents and measures used in electronics. • Listening to people making decisions in a meeting. Learning to manage a discussion; Participating in a meeting and creating a business plan. • Office conversation; phrases to describe routines. Describing a day in your life. • Reading an article about how technology changed the world. Comparatives and superlatives. Vocabulary: technology. • Discussing how technology has changed the world. Talking about different types of transport and their uses. Writing an advantages versus disadvantages essay. • Talking about future hopes and plans. Grammar: Future Perfect, Future Continuous. • Listening to people answering difficult general knowledge questions. Doing a short general knowledge questionnaire; answering questions on your area of expertise. • Polite requests. Problems and solutions. • Listening to conversations about technical problems. Learning to respond to requests. Role-playing asking and responding to requests. • Reading about basic emotions. Zero and first conditionals. -ing versus -ed adjectives; multi-word verbs with on, off, up and down • Listening to a radio programme about therapies. Talking about your emotions. Discussing what advice to give people in a variety of situations. • Second conditional. Verb-noun collocations • Discussing what you would do in different hypothetical situations. Writing a letter of advice. • Giving good and bad news. Life events. • Listening to conversations where people receive news. Learning to introduce and respond to news. Role-playing giving someone news • Phrases to describe a good/bad experience. Talk about memorable moments. Writing about one of your happiest memories. • Reading a short introduction to The Secret of Success. Present perfect simple versus continuous. • Present and past modals of ability. Reading a biographical text about the memory men. • Listening to a three-way conversation about memory. Talking about your abilities. Writing a	

summary. • Clarifying opinions. Reading a story about qualifications. • Listening to a discussion about intelligence. Learning to refer to what you said earlier. Choosing the right candidate for the job. Giving opinions and examples. • Reading a BBC blog about neighbours. Articles. Quantifiers • Describing your neighbourhood and discussing how it could be improved. • Relative clauses. Vocabulary connected with the internet. Reading a website review. • Listening to descriptions of online communities. Comparing real-world and online activities. Writing a website review. • Being a good guest. Welcoming. Reading about how to be a good guest. • Listening to people describing guest/host experiences. Learning to accept apologies. Discussing problematic social situations. • Revision for the written examination. • Speaking practice

Foreign language - French | K\_U03, K\_K01

• Describing and reporting events in the past tense. • Paris - the center of fashion. • Pronouns COD/COI in various tenses. • Modern and dying professions. • A famous fashion designer - presentation. • Demonstrative and possessive substantival pronouns. • Simple and complex relative pronouns. • Jeans - a universal timeless outfit. • Complaints and solving problems, giving advice. • Expressing reason and result. • The „subjunctif” mood - expressing purpose. • Traffic regulations - obligations and prohibitions. • Reported questions. • Choosing profession, justifying. • Expressing the reason. • Living in homeland and abroad, giving arguments. • National symbols of Poland and France. • „Le passé simple - literary tense”. • Comparisons - various living styles, the comparative of irregular adjectives. • Real estate market in France and in Poland. • Expressing acquiescence. • Emigration and mobility, expressing opinions. • „Le savoir-vivre” - good manners. • What is proper and improper - similarities and differences concerning Polish and French customs. • Negatives - summary. • Expressing prohibition. • Expressing hypothesis. • Passive voice in a newspaper article. • Climate changes - vocabulary related to ecology. • People's eco-friendly habits. • Plans for the future - time expressions. • Pensioners nowadays and in the past; changes in perceiving elderly people. • Setting up a company - development plans. • Inventions which revolutionized people's lives. • Expressing hypothesis and condition. • Eco-friendly solutions for the city, region and country. • Ideal friend; superlatives. • Modern idols. • Presenting the favourite character. • Passions in our lives. • Tense concordance in a short story. • Globalisation, positive and negative consequences. • Verb patterns with an infinitive. • Expressing disagreement towards proposals. • The art of giving arguments in a presentation. • A mobile phone: hell or paradise? • Where does Europe end? - information about the European Union. • Verbs useful for giving arguments. • Arguments cohesion - coherence linkers. • Sentence transformations - expressing coherence. • Higher education - facts and expectations. • Presenting a selected company.

Foreign language - German | K\_U03, K\_K01

• New communication media. Establishing new contacts: Speed-dating. • Describing one's language skills - working with a video material. Declension of an adjective after definite, indefinite and no article. • Media competences, ability to creatively use internet assets in foreign language learning. Time adverbs. • Business meetings in a new environment, forms of greeting and introduction. • Strategies of learning language for special purposes. • Private and business meetings. Modal particles. • Planning and organizing official events. • Spoken and written invitations, establishing the date of the meeting. Rektion of the verb. Adverbial pronouns in questions and answers. • Working with a video material - 'Oktoberfest'. • Planning and preparation of a presentation. • Business lunch. Quiz about etiquette. • Features of a good presentation. • Preparing product presentation. • Planning a holiday, travel bureau's offers. Assumptions - 'werden + wohl' verbs + infinitive. • Accommodation - hotel rating, opinions on internet sites. Relative sentences, relative pronouns. • Public transport in German speaking countries. • Future vehicles and travels. Future tense 'Futur I'. • Working with a video material - dream travels. • Organizing a conference, choosing a hotel, business mail. • Flat market, different forms of accommodation. Complex nouns. • Living community, student's house. Looking for a flat - advertisements. Time prepositions. • A student room, flat appliances, description of functions of furniture and items of every day use. • Switching flats during holiday. Word order. • Multi generation house. • Office and its equipment, positive rapport. • Living business community, pros and cons. • Presenting a profession - working with a video material. • Ideal work place. Conditionals. • Job advertisements, writing a cv. • Different ways of job searching. Advice and tips for job applicants. Sentences with 'damit' and 'um...zu'. • Job applications, talking about your education and work experience. • Small-talk, expressing opinion about one's job - pros and cons. • Famous composers, a biography note. Negative sentences. • Music genres, music instruments, music bands. • Festivals and concerts in German speaking countries. A schedule of musical events. • Planning a shared evening, inviting to a concert, writing a private email. • 'Rammstein' band - presenting a band. Providing argument support one's choice. Sentences with „denn”, „weil”, „nämlich”, „deshalb”. • German rock music - working with a video material. • Creating a presentation about German rock music. • Board games, tele shows. Rules of favourite games. Passive voice. • E-commerce, internet shops. • Psychology of selling, interpreting the behaviour of the customer. Passive voice with modal verbs. • Consumers' typical behaviour during shopping. Identification of different behaviour. • Online shopping discussion - pros and cons. • Vocabulary related to finances. • Acquisition of new skills, upgrading one's qualifications, various course offers and certificates. Noun's genitive. • Advanced ways of information searching, remote ways of providing education, education platforms. • Facilities found in a modern language lab. Prepositions of place. • Education system in Germany - a discussion forum. • Technical occupations, handling and description of technical equipment, manuals. Prepositions with dative and accusative. • Malfunctions and technical faults. Imperative. • Complaints - exchanging emails.

Foreign language - Russian | K\_U03, K\_K01

• Appearance. • Features of character. • Asking for personal details. Processing and transferring information. • Ethical problems. Personal pronouns with or without preposition. • Home products. Present tense. • Real estate, Nouns. • House renovations. Adjectives. • School requirements. Verbs: учить, учиться, изучать. • Systems of educations in Poland and Russia. • School requirements. Prepositions в, на. • Occupations. Verbs related to different occupations. • Professional work. Temporary work. Labour market. Present tense. • Our portfolio. Writing a letter of motivation. Writing a CV. Nouns. • Family holidays. Naming holidays. Possessive pronouns. • Family members. Leisure time and reflexive verbs. • People and relationships. Adverbs of place and direction. • Food and its names. • Restaurants. Numerals 1,2,3,4 in junction with nouns and adjectives. • Describing diets. Expressing opinions. Demonstrative pronouns. Imperative. • Services: buying and selling. Verbs: купить/покупать. • Bank (types of payment). Main numerals. Nouns: рубль. • Products. Advertisements. Adverbs of level and measurement. • Means of transport in Russia. Interesting places in Russia. • Travelling vocabulary. Naming and describing accommodation. Nouns ending -ий -ия, -ие. • Describing excursions and sight-seeing. Expressing opinions. Writing a blog. • Art genres (movies). Cinema genres. • Mass media. Present tenses. • Sport disciplines. Sport venues. • Sportmen. Sport equipment. Comparatives. • Sport competitions. Nouns with adjectives. • Describing one's well-being. Illnesses and means of curing them. • Curing and healing processes. Prepositions in constructions related to time and direction. • Addiction. Imperative. • Naming basic technical devices. Activities made with basic technical devices. • Computer and internet. Vocabulary. • Wildlife. Naming plants and animals. Describing landscape. • Catastrophies and natural disasters. Adjectives. • Catastrophies and natural disasters. Adjectives. • Ecology. Describing activities related to protecting natural environment. • Russia. Country's structures and offices. • Social and international organizations. Present tense. • Economics. Inner and international conflicts. • Social life. себя pronoun. друг друга expression. • Social problems. Vocabulary related to current social issues. • Master and Margaret. Reading comprehension. Life and work of Michael Bulhakow. • Mythology. Selected information concerning Slavic mythology. • Wasilij Kandinskij. Reading comprehension. • Iwan Szukaszyn. Reading comprehension. • Russian fables. Nouns with adjectives. • Russian holidays. Naming and describing holidays. • Polish holidays. Naming and describing holidays.