



FACULTY: *Economic and Social Sciences*
COURSE: *Economics*
LEVEL OF EDUCATION: *first-level studies (bachelor)*
FORM OF EDUCATION: *full-time*
PROFILE: *practical*

SUBJECT CARD (Syllabus)

Subject name: Office and Multimedia Systems					ECTS credits: 2	
Lecturer: according to the list of lecturers and the schedule of classes						
Year: 1	Lectures	Seminars	Laboratory exercises	Exercise	BUNA*	Form of credit*
Semester: 1	0	0	24	0	9	ZO
* E – exam; Z – credit; ZO – passing with an assessment; BUNA – without the participation of an academic teacher						
The aim of the course: <i>to develop knowledge, skills and social competences gained from previous educational stages in the field of multimedia applications in microeconomic and macroeconomic analyses and research.</i>						
Didactic methods: <i>exercises based on the use of various sources of knowledge, design method, case study, seminar discussion, demonstration.</i>						
Prerequisites: <i>computer use in the field of text editors, graphic calculations and passing the subject Information Technology.</i>						
No	Subject matter of the classes					
I	LECTUREY: no applicable					
II	SEMINARS: no applicable					
III	LABORATORY EXERCISES: Development of a set of multimedia components accompanying the work of a person, team or organization (text, image, sound, film) for a selected company in 3-5 person teams. To choose from: <ul style="list-style-type: none"> – letterhead, document mock-up, mail merge, company newspaper; – logo, business card, leaflet, poster, organization chart, promotional/information clip (press release, event chronicle, self-presentation), interactive training material; – invoice, Gantt chart, calculation and visualization project of results; database designs, website, communicator, e-mail, computer network implementation projects. 					
IV	EXERCISES – no applicable					
V	BUNA: Analysis of selected corporate websites with an indication of positive and negative elements of effective communication with the market.					
Learning outcomes						
Directional effects – symbol and specification				Objective effects – specification		
in the field of KNOWLEDGE:						
P6U_W	P6S_WG P6S_WK	E1_W02 Knows and understands economic conditions, forms and standards, as well as phenomena and processes related to the market. Has knowledge of economic structures and institutions, as well as their elements,			Discusses the processes and phenomena taking place in the context of the electronic economy. Knows and understands the concepts related to the acquisition and processing of multimedia data in the tasks of building transmission systems, storage, searching for images and sounds.	



		characteristics and development.	
P6U_W	P6S_WG	E1_W06 Knows and understands to an advanced degree the ways of applying and analyzing the results of selected quantitative tools in the description of facts, objects and phenomena concerning various areas of economic functioning and complex dependencies, as well as forecasting future scenarios of economic and social activity.	<p>Describes standard IT methods and tools, including techniques for obtaining data from primary and secondary sources, allowing to analyze and interpret phenomena, processes, entities, structures and activities of the organization.</p> <p>Understands the basic concepts and principles of industrial property protection and copyright in the Internet space. Has knowledge about the essence of entrepreneurship, knows the relevant legal provisions and general principles, procedures and processes of creating and developing forms of individual entrepreneurship, using knowledge in the context of the company's visual identification in the digital space.</p>
P6U_W	P6S_WG	E1_W12 Has advanced knowledge of modern information and information systems and techniques and the possibilities of their use in accordance with the studied direction in practice.	
<p>in terms of <u>SKILLS</u>:</p>			
P6U_U	P6S_UW	E1_U02 Is able to use his theoretical knowledge and effectively and effectively obtain reliable data from primary and secondary sources to analyze specific economic processes and phenomena in the field of economic disciplines.	<p>Uses Internet resources and obtains reliable data to analyze specific economic processes and phenomena.</p> <p>Properly analyzes and documents the course of specific processes, using office computer software.</p> <p>Has the ability to prepare typical written works in Polish on detailed issues, using basic office suite programs. Uses the acquired economic knowledge as well as practical conclusions and specialist experience in independent implementation of office tasks using dedicated software.</p>
P6U_U	P6S_UW	E1_U03 Is able to properly analyze and prepare accounting and financial documentation for decision-making and accounting purposes and analyze and evaluate the processes and economic and social phenomena taking place.	
P6U_U	P6S_UK P6S_UO	E1_U04 Communicates efficiently using terminology from the field of economic and related sciences both in the team of employees and use the advice of specialists from various	



		fields of knowledge. He is able to present his own ideas and views attractively and convincingly.	
P6U_U	P6S_UK P6S_UU	E1_U08 Has the ability to plan and organize the process of writing written papers on detailed issues using theoretical approaches, principles of collecting various data sources, their description and interpretation, and inference on the basis of current scientific literature (in connection with the selected specialization in the field of economics).	Prepares oral presentations supported by multimedia presentations. Has competence in the field of project work.
in the field of SOCIAL COMPETENCES:			
P6U_K	P6S_KO P6S_KR	E1_K02 Is able to actively cooperate in teams, including international ones, and take on various roles with respect for social, cultural and legal norms, and perform responsible roles in the team, being aware of the decisions they make, and also takes responsibility for the results of their work and the whole team.	Can actively cooperate in task teams carrying out project tasks. Participates in projects related to the development of graphic elements using office software.
P6U_K	P6S_KR	E1_K03 Is ready to recognize the importance of knowledge in solving problems related to the development, implementation, analysis and evaluation of economic processes in various types of organizations and to consult experts in this regard in case of difficulties in solving them yourself.	Independently complements and improves skills and knowledge in the use of office software. Improves his/her competences in the field of multimedia work, is able to creatively solve the tasks set.
P6U_K	P6S_KO P6S_KR	E1_K05 Understands ethical issues in connection with the tasks and business activities carried out, is aware of the importance of professional	Thinks and acts in an entrepreneurial way, properly communicates with the environment in a direct way as well as with the use of the Internet environment.



		activities, consistent with the principles of professional ethics and respect for the diversity of views and cultures; takes care of the achievements and tradition of the profession	
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Ways to verify the outcome of this learning (*KNOWLEDGE, SKILLS, SOCIAL COMPETENCES*)

Effects(symbol)	Written exam	Oral exam	Colloquium	Essay/Paper	Homework	Individual presentation	Group presentation	Activity in class	Participation in discussion	Individual project	Group project
E1_W02									X		
E1_W06								X	X		
E1_W12									X		X
E1_U02; U03					X			X			
E1_U04					X					X	
E1_U8					X						X
E1_K02								X			X
E1_K03									X		X
E1_K05					X				X		X

Form and conditions of passing the subject: realization of a group project using office systems, credit based on practical tasks and discussed during classes

The student's workload needed to achieve learning outcomes in hours and ECTS credits

Contact hours with an academic teacher

Types of classes	Number of hours
Participation in lectures	
Participation in seminars	
Participation in exercises	
Participation in laboratory classes	24
Consultations (2 hours for the lecture, 1 hour for training group, conv., sem.)	
Sum of	24

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

Form of student work	Number of hours
Preparing for classes	9
Writing a paper/project/essay	
Gathering materials and preparing presentations	9
Self-reading	10
Preparing for colloquia/tests	
Preparing for the written/oral exam in a subject	
Preparation for written/oral credit in a subject	8
Sum of	36
Total (contact hours + student's own work)	60

	2 ECTS
1.including the number of ECTS credits for contact hours with the direct participation of an academic teacher	0.5 ECTS
2.including the number of ECTS credits for hours carried in the form of independent work	1.5 ECTS

Classes with a practical profile



Types of classes	Number of hours
Participation in laboratory exercises	24
Preparing for practical credit	36
Sum of	60
Number of ECTS credits for practical classes	ECTS 2
Basic literature: (<i>up to 3 items</i>) Azhar ul Haque Sario, CPA USA Business Analysis and Reporting, epubli, [b.m.] 2023. Ch. Singh, A. Khatri, Principles and Practices of Management and Organizational Behavior, Taylor & Francis Ltd, Abingdon-on-Thames 2024.	
Supplementary literature: S. Greengard, Virtual Reality, MIT Press Ltd, Cambridge 2019.	
Acceptance Vice-Rector:	